

**Work Instruction**  
**Task Lead - Resolve Appeal or Protest**

## Purpose

This work instruction is used to outline the process in which the Task Lead accepts or rejects the appeal or protest in coordination with FEMA. This activity only applies to revision cases where an appeal or protest was received and will not appear if an appeal or protest was not entered in the Receive Appeal or Protest activity previously completed by Document Control.

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## Prerequisites

- Project received an Appeal or Protest
- The Receive Appeal or Protest activity is complete

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## Navigation

Via Menu Path	<b>Log in to the MIP → Workbench → Work Items →</b> <b>and</b> <b>Claim → Resolve Appeal or Protest</b>
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## Work Steps

Mapping  
INFORMATION PLATFORM

Welcome AaronTaskLead | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieval Data | Create Project

Home » Workbench » Work Items

**Work Item List - AaronTaskLead - February 17, 2009**

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields filter your work item list.

- [Options](#): Add, remove, and reorder columns in your Work Items list
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date
All	All	All		
<b>Claim</b>	<a href="#">Resolve Appeal or Protest</a>	09-05-0012P	The Villas at Dawson's Creek	02/17



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: **Claim** to claim the activity
2. Click on: **Resolve Appeal or Protest** to enter the Resolve Appeal or Protest activity

**Work Item Details - Project # 09-05-0012P**

**Resolve Appeal or Protest | Review**

**Resolve Appeal or Protest**

Enter a Resolution Summary and Recommendation for the Appeal or Protest submitted by the listed Community. Click "Continue".

\* indicates a required field.

Community: FORT WAYNE, CITY OF  
CID: 180003  
Type Received: Appeal  
Appellant Type: Non-community  
Appellant Name: Joan Turner  
Date Received: 12/16/2008  
Comments: Appealing the BFEs

**Resolution Summary**

**\* Review Result**

**Continue >**

3. Click to enter Resolution Summary
4. Click the Review Result dropdown box to make a selection

5. Click on:  to move to the Review screen

Resolve Appeal or Protest | **Review**

**Resolve Appeal or Protest**

Review Data  
[Expand All / Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Invoice Information**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Violation Status**
- ▶ **Letters**
- ▶ **Data Received**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**
- ▶ **Suspend Project**
- ▶ **Audit Determination**
- ▶ **Review Determination**
- ▶ **Distribute Invoice**
- ▶ **Distribute Determination**
- ▶ **Receive BFE Publication Affidavit**
- ▶ **Capture Interim 65 Publication Date**
- ▶ **Receive Appeals and Protest:**
- ▶ **Resolve Appeal or Protest**

 



On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All link to show all data fields and information entered.

6. Review the information and click  to advance to Complete Task

Work Item Details - Project # 09-05-0012P ?

Resolve Appeal or Protest | Review

**Resolve Appeal or Protest** **Complete Task**

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.  
Click to view the [workflow history](#) for this project.

**< Back**



Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

7. Click on: **Complete Task** to complete activity

### Results

The next activity is Review Appeal or Protest conducted by the FEMA Revision Lead.

Last updated: March 2009