

Work Item List - robamtasklead - June 3, 2014

Claim an activity by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below)

- [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

Click on the Workbench link to open up your Work Item List. To work on an Activity you must first click the Claim button.

Action	Activity Name	Case Number	Project Name
All	All	All	
	Process Request	14-03-0051A	Mike - 4/14/14 - Add
	Review Data Received	14-03-0027A	LOT 1, BLOCK 2, 3 -
Claim	Review Data Received	14-03-0012A	LOT parking - 10400
Claim	Process Request	13-03-0010C	OO_Amnd_10_19_20
	Review Data Received	12-03-0296A	SMJ Amendment Proj
Claim	Process Request	11-04-0082C	BinduK_Amendments-WorkItemLegacy-06222011
	Distribute Determination	12-06-0038C	samamd222
Claim	Distribute Determination	11-03-1350A	Amendment Workflow RPT Script
Claim	Distribute Determination	11-03-1349A	Amendment Workflow RPT Script
Claim	Distribute Determination	11-03-1343A	Amendment Workflow RPT Script

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	Distribute Determination	11-03-1350A	Amendment Workflow
	Distribute Determination	11-03-1349A	Amendment Workflow RPT Script
	Distribute Determination	11-03-1343A	Amendment Workflow RPT Script

After you click the Claim button for the Activity you want to work on the page will refresh. The Activity Name is now a hyperlink. Click on the hyperlink to begin working on the Activity.

Work Item Details - Project # 11-03-1350A

Distribute Determination | Review |

Distribute Determination

Save Work

Enter the letter date and the mailing date for the determination letter. Click "Continue".

* indicates a required field.

Audit?	No
FEMA Audit?	No
* Date of Letter	09/29/2011 (MM/DD/YYYY)
Date Mailed	(MM/DD/YYYY)

Continue >

Load Data Artifacts

* indicates a required field.

Submission Details:

* Product Type:	-- make selection --
* Effective Date:	
* Abstract:	

Submission Method:

The Date of Letter will be automatically populated. It is the date the Docket was approved. The Date Mailed is not required but if it is available you may enter it here. The Date of Letter is the date that will be on the final determination document and cover letter..



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Work Item Details - Project # 11-03-1350A

[Distribute Determination](#) | [Review](#) |

Distribute Determination

Save Work

Enter the **letter date** and the **mailing date** for the determination letter. Click "Continue".

* indicates a required field.

Audit?

No

In order to complete the activity you need to upload the Final Determination Document. Go to "Reports & Form Letters"



Report Browser

Report Selection

*Select Report Category

- Form Letters
- National Reports
- Amendment and Revision Reports
- General Reports
- Study Reports
- Public Reports

at least one of the fields is required.

Warning: The Report Report Name field (optional) may cause the column headers to shift.

Get Report

Select Form Letters from the Report Category dropdown.



Report Browser

Report Selection

*Select Report Category

Form Letters

*Select Report Name

- Amendment Cover Letter (Draft)
- Amendment Cover Letter (Final)
- Amendment Determination Document (Draft)
- Amendment Determination Document (Final)**
- Final Summary of Map Action (SOMA)
- Letter 30 Day Suspension
- Letter 90 Day Suspension
- Letter Revalidation
- MT-1 Acknowledgement
- Preliminary Summary of Map Action (SOMA)
- Refund Letter
- Request for Additional Data and/or Fee
- Return Letter
- Revision Cover Letter
- Revision Determination Document

Select the Amendment Determination Document (Final) from the Report Name dropdown.

the fields is required.

the column headers to shift.

ected: Tuesday, 3-June-2014 5:26 PM ET

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Washington, D.C. 20472 Phone: (202) 566-1600



Report Browser

Report Selection

*Select Report Category

Form Letters

**Select Report Name

Amendment Determination Document (Final)

Report Parameters:

*Project Number (Case Num)

11-03-1350A

Note: * Indicates a required field. ** Indicates at least one of the fields is required.

Warning: The export option for MS Excel (Data Only) may cause the column headers to shift.

Get Report

Enter the Project Number and click the Get Report button.



Federal Emergency Management
Washington, D.C. 20472

**LETTER OF MAP AMENDMENT
DETERMINATION DOCUMENT (NON-REM)**

COMMUNITY AND MAP PANEL INFORMATION				LEGAL PROPERTY
COMMUNITY	PRINCE WILLIAM COUNTY, VIRGINIA (Unincorporated Areas)			Single Lot
	COMMUNITY NO.: 510119			
AFFECTED MAP PANEL	NUMBER: 51153C0086D			APPROXIMATE LAT/LON SOURCE OF LAT & LON
	DATE: 1/5/1995			
FLOODING SOURCE: POTOMAC RIVER				DETERMINATIO OUTCOME WHAT IS NOT REMOVED FROM THE SFHA
LOT	BLOCK/ SECTION	SUBDIVISION	STREET	
-	-	-	-	Property

After you click the Get Report button a new window will open. Click on the printer icon at the top to print your final letter. Click the export letter icon to save a copy of the letter to your computer, so you can upload it. After you've printed and saved your final letter close the window and repeat the process to print your final cover letter.



Report Browser

Report Selection

*Select Report Category

Form Letters

**Select Report Name

Amendment Determination Document (Final)

Report Parameters:

*Project Number (Case Num)

11-03-1350A

Note: * Indicates a required field. ** Indicates at least one of the fields is required.

Warning: The export option for MS Excel (Data Only) may cause the column headers to shift.

Get Report

Return to the Distribute Determination activity by going to Work Items

* Date of Letter	<input type="text" value="09/29/2011"/>	(MM/DD/YYYY)
Date Mailed	<input type="text"/>	(MM/DD/YYYY)

[Continue >](#)



Load Data Artifacts

* indicates a required field.

Submission Details:

* Product Type:	<input type="text" value="Final Determination"/>
* Effective Date:	<input type="text" value="06/03/2014"/>
* Abstract:	<input type="text" value="Abstract"/>

On the Load Data Artifacts Window select a Product Type of Final Determination, enter the Effective Date, type an Abstract, and click Continue.

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload
If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

Load Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number: 11-03-1350A

Submission Details:

Product Type: Final Determination

Effective Date: 06/03/2014

Abstract: Abstract

Access Restriction:

Allow for Public Discovery? Yes No

Allow File Names Displayed? Yes No ←

Allow for Public Download? Yes No

Submission Method:

* Select File to Upload: No file selected

If a user has multiple files, these files should be zipped together, and

Warning: During the upload process, if there isn't activity in your curre

< Back

- Select the appropriate Access Restriction for the material. Select Yes or No for the 3 Access Restriction questions:
 - **Allow for Public Discovery?** – *Will the public see the upload dataset returned in the Flood Risk Study Engineering Library search results?*
 - **Allow File Names Displayed?** – *After selecting an upload dataset in the Flood Risk Study Engineering Library, can the public view the file names within the specific upload?*
 - **Allow for Public Download?** – *In the Flood Risk Study Engineering Library can the public download the files associated with the specific upload?*
- Selecting No for all 3 questions will result in the Flood Risk Study Engineering Library not displaying the uploaded materials to the public at any time. By default, the Access Restrictions will be set as defined in the [Public Access Rules](#). You cannot remove restrictions that are placed by default, so some or all of answers to the 3 questions will not be editable.



Load Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number: 11-03-1350A

Submission Details:

Product Type: Final Determination
Effective Date: 06/03/2014
Abstract: Abstract

After selecting the Access Restrictions upload the file and click Complete

Access Restriction:

Allow for Public Discovery? Yes No
Allow File Names Displayed? Yes No
Allow for Public Download? Yes No

Submission Method:

* Select File to Upload: FullPageViewer.pdf

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[< Back](#)

[Complete](#)

Enter the letter date and the mailing date for the determination letter. Click "Continue".

* indicates a required field.

Audit?	No
FEMA Audit?	No
* Date of Letter	<input type="text" value="09/29/2011"/> (MM/DD/YYYY)
Date Mailed	<input type="text"/> (MM/DD/YYYY)

Continue >

Since you have uploaded a Final Determination Letter, you can Click Continue and complete the activity.

You also have the option of uploading the Final Determination Letter through the separate Data Upload activity via Tools & Links

Distribute Determination

Review Data

▼ Expand All ▶ Collapse All

- ▶ Project Data
- ▶ Requestor Mailing Address
- ▶ Flooding Source
- ▶ Community
- ▶ Legal Property
- ▶ Letter
- ▶ Acknowledgement Letter
- ▶ Data by Lot
- ▶ Assign Project Resources
- ▶ Approve or Reject Draft Letter
- ▶ Current Fee and Payment Information:
- ▶ Violation Determination
- ▶ Distribute Determination
- ▶ All Data Received
- ▶ Docket Information

< Back

Continue >

On this screen you can click the Expand All link to see all of the case specific data but it is not required. Click the Continue button.

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Work Item Details - Project # 11-03-1350A

[Distribute Determination](#) | [Review](#) |

Distribute Determination

Click "Complete Activity" when you have completed this activity. Once complete, this activity will be removed from your Work Item List and you will not be able to view or update this activity.

This activity is performed by a Task Lead after the project has been approved by a FEMA Lead in the Review Recommendation (MT-1 Docket) activity. In the Distribute Determination activity the Task Lead verifies that the Letter Date created by the MIP is correct. This date is the date that the FEMA Lead completed the Review Recommendation activity. When the Distribute Determination activity is completed the project leaves the Amendments Workflow and will show up in the Reports with Completed status.

Click to view [the workflow history](#) for this project.

[← Back](#)

Once you click the Complete Task button the Project will move to the next Activity in the Workflow and you will not be able to edit any of the information you entered.

