FEMA

Online LOMC Update for Revisions - MIP Training Tutorial

June 2015

RiskMAP
Increasing Resilience Together

What's Inside

Thanks for your interest in the Online LOMC tool!

- In this document, you will find information about the Online LOMC and changes to the Mapping Information Platform (MIP) workflow screens for Revisions
- Applicants may easily make all types of LOMC requests, upload all information and supporting documentation, make fee payments, and check the status of their LOMC application online

What's Available in Online LOMC

- Applicants can use Online LOMC to request all types of LOMCs: LOMA, CLOMA, LOMR-F, CLOMR-F, LOMR, CLOMR
- Online LOMC may be used in place of the MT-EZ, MT-1 and MT-2 forms, however, these forms will remain available
- Online LOMC does not shorten FEMA's time to make a determination
  - Determinations will be made within 60-90 days of a completed request (60 days for Amendments, 90 days for Revisions)
  - Requests are considered complete after FEMA has received all requested data
- Access Online LOMC: www.fema.gov/online-lomc, ww.hazards.fema.gov, or www.hazards.fema.gov/femaportal/onlinelomc/signin

Online LOMC/MIP Highlights

- The following screens show the changes to the MIP resulting from the deployment of new updates to Online LOMC
  - Multiple types of artifacts can now be uploaded and sent directly from the MIP
  - Email distribution lists are managed directly from the MIP
  - Uploaded artifacts can be reviewed from the MIP
  - Project Type, Fee Amount and Fee Received status are pre-populated in the MIP

File Upload Information

- Any file uploaded through a data upload portal ("Load Data Artifacts" windows in the workflow or the "Data Upload tab" in Tools & Links) with the following product types will be viewable by the applicant (no email will be sent to the applicant): *Cover Letter, Final Determination, Special Response Letter, 116 Letter, and 316-PMR*
- The FEMA Flood Risk Study Engineering Library (FRiSEL) allows MIP Users and the public, based on public access rules, to view and download uploaded files. Only Modeling Hydraulics and Hydrology files uploaded during the revisions workflow are available for download by the public. The following product types viewable through the FRiSEL: *Modeling Hydraulics, Modeling Hydrology, Review Notes, Annotations, Final Determination, Correspondence, Cover Letter, Special Response Letter, Violation Letter, 116 Letter, Best Available Data, 316-PMR, FEDD File, Supporting Artifacts, Work Maps, and Endangered Species Act (ESA) Documentation*
- Any file uploaded through a data upload portal or through an "Upload and Send Email" screen will be available through the FRiSEL. Files uploaded through an "Upload and Send Email" screen follow the default public access rules for the associated product type
- Files should not be uploaded through the "Search Online LOMC" screen because they will not be viewable through the FRiSEL
- If you would like to modify the public access rules for a file already uploaded or delete an uploaded file, contact MIP Help (miphelp@riskmapcds.com)

Workflow Screen Changes

- Designated letters pages include a third link that opens an upload page
- The upload page includes instructions and an upload link
- The next screen includes the email distribution list
  - Applicant sets up the initial contact list in Online LOMC
  - You can add, delete and edit contacts from the list and send document(s)
  - You can designate additional recipients of the email from this screen

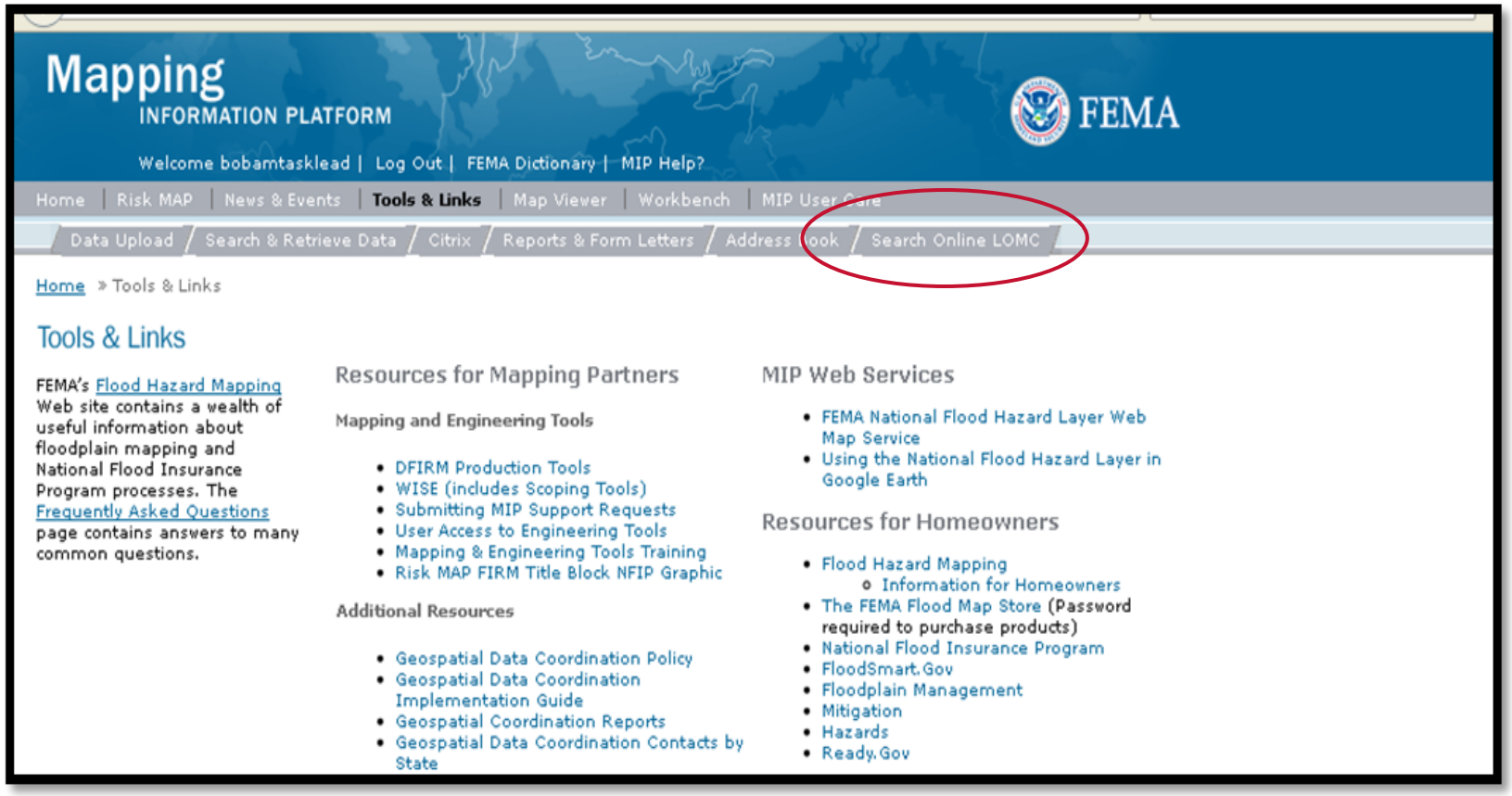
Workflow Screen Changes

The following slides provide a closer look these activities:

- Search Online LOMC
- Review Data Received
- Process Request
- Distribute Invoice
- Distribute Determination
- Distribute Special Response
- Distribute Final BFE Letter

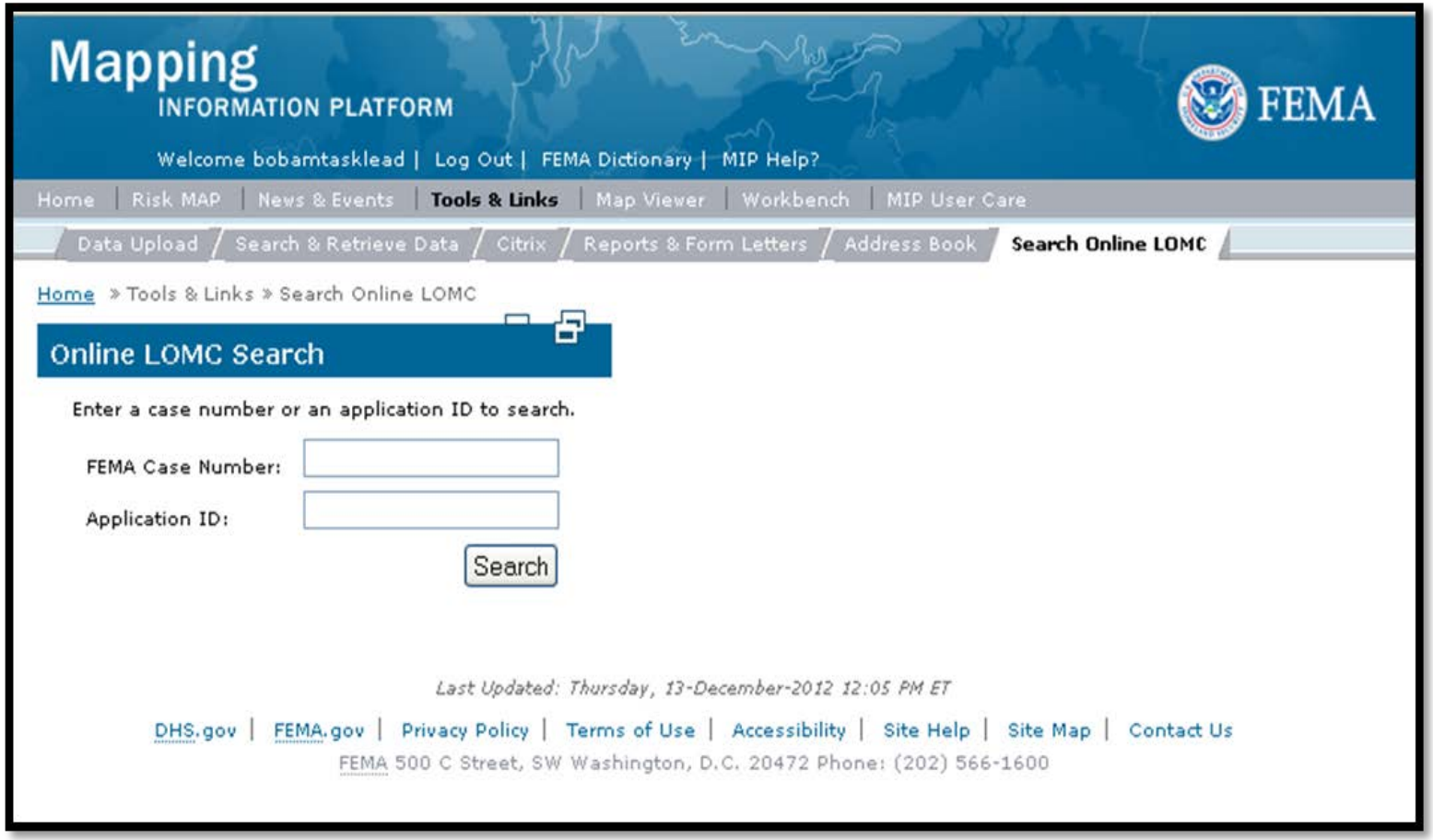
Search Online LOMC

Tools & Links Tab / Search Online LOMC



Search Online LOMC

"Search Online LOMC" opens this screen



Search Online LOMC

Only approved MIP users have access to this page

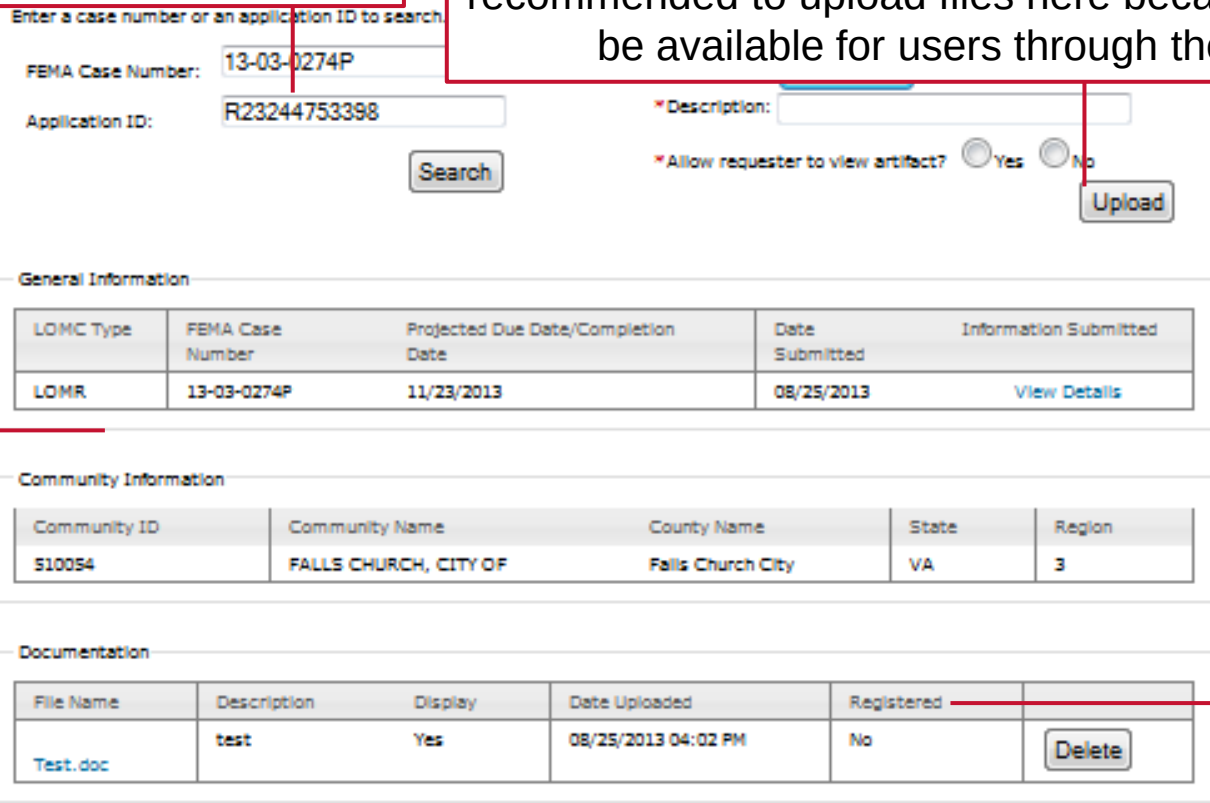
Search by Case Number or Application ID

Upload additional documentation, will appear in the applicant's Online LOMC account. It is not recommended to upload files here because they will not be available for users through the FRiSEL

View applicant's submission. Page display will be the same as applicant's view

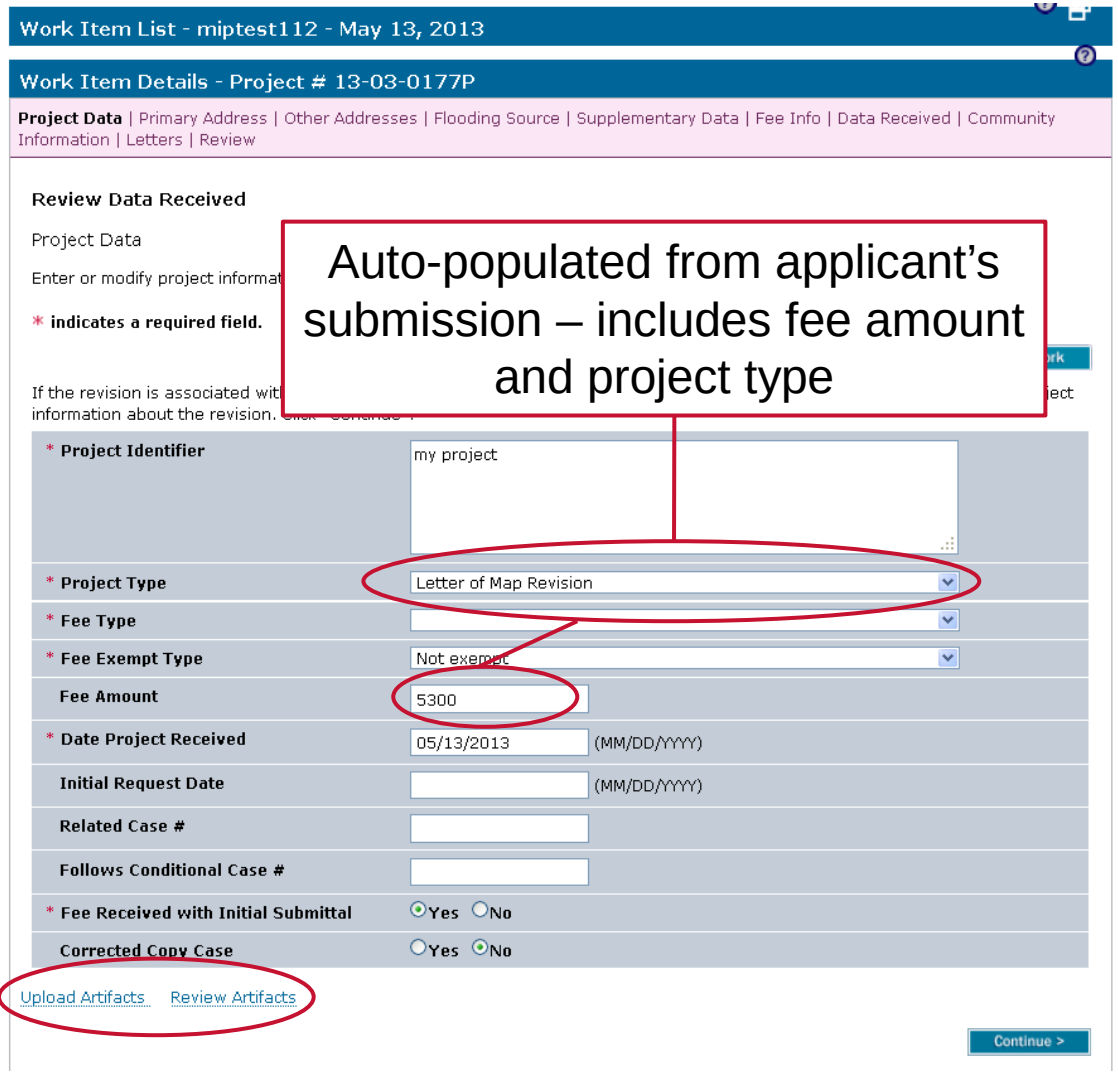
View supporting documents

A Registered file is searchable and retrievable through the FRiSEL



Workflow Screen Changes

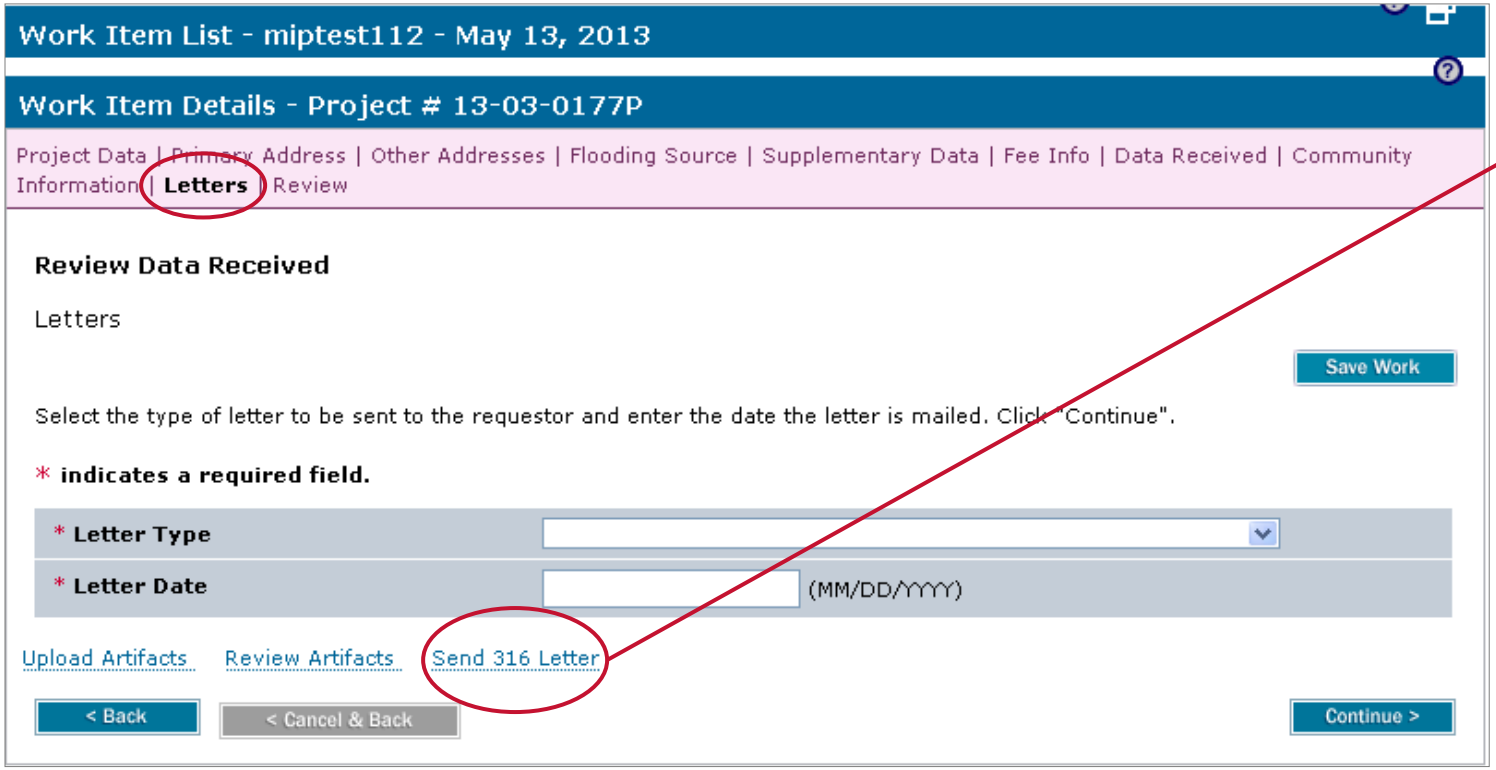
- Most pages remain the same, with the addition of two links
- Letters page has changed



Links appear on every screen

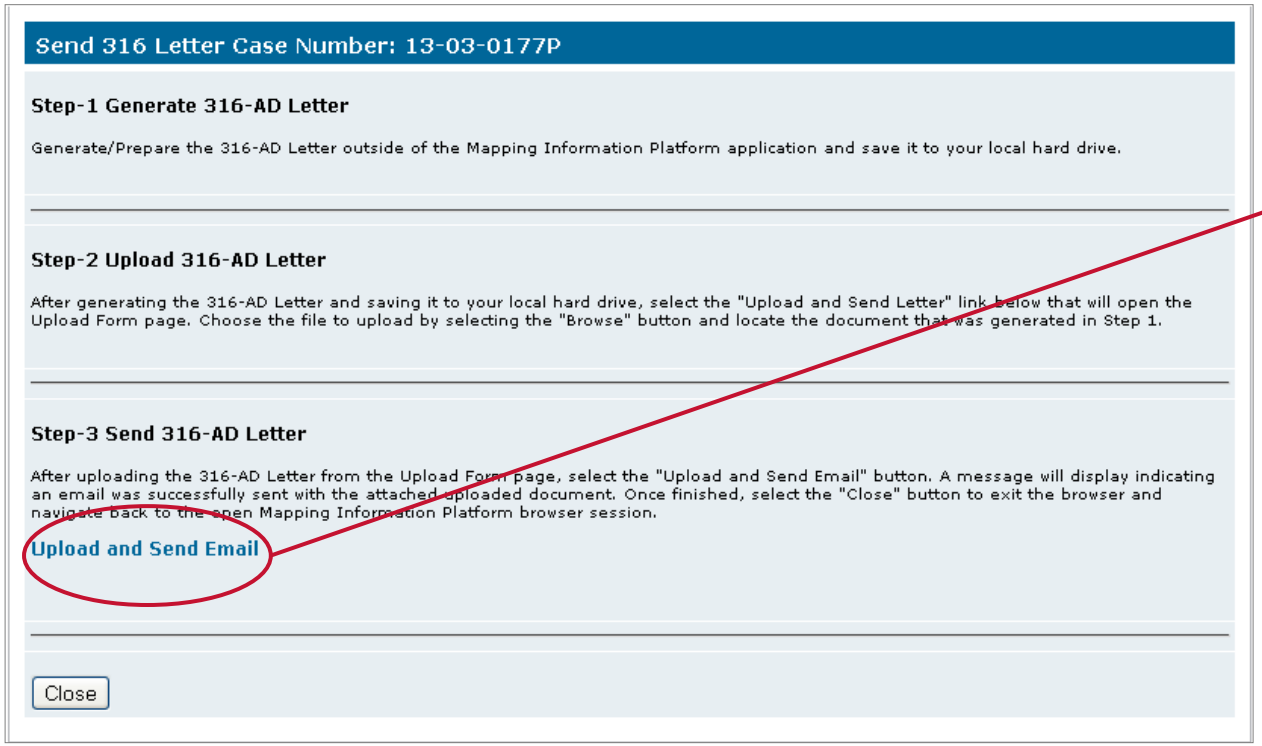
Review Data Received

Under the “Letters” tab, a third link was added "Send 316 Letter"



Click “Send 316 Letter” to open the 316 letter distribution screen

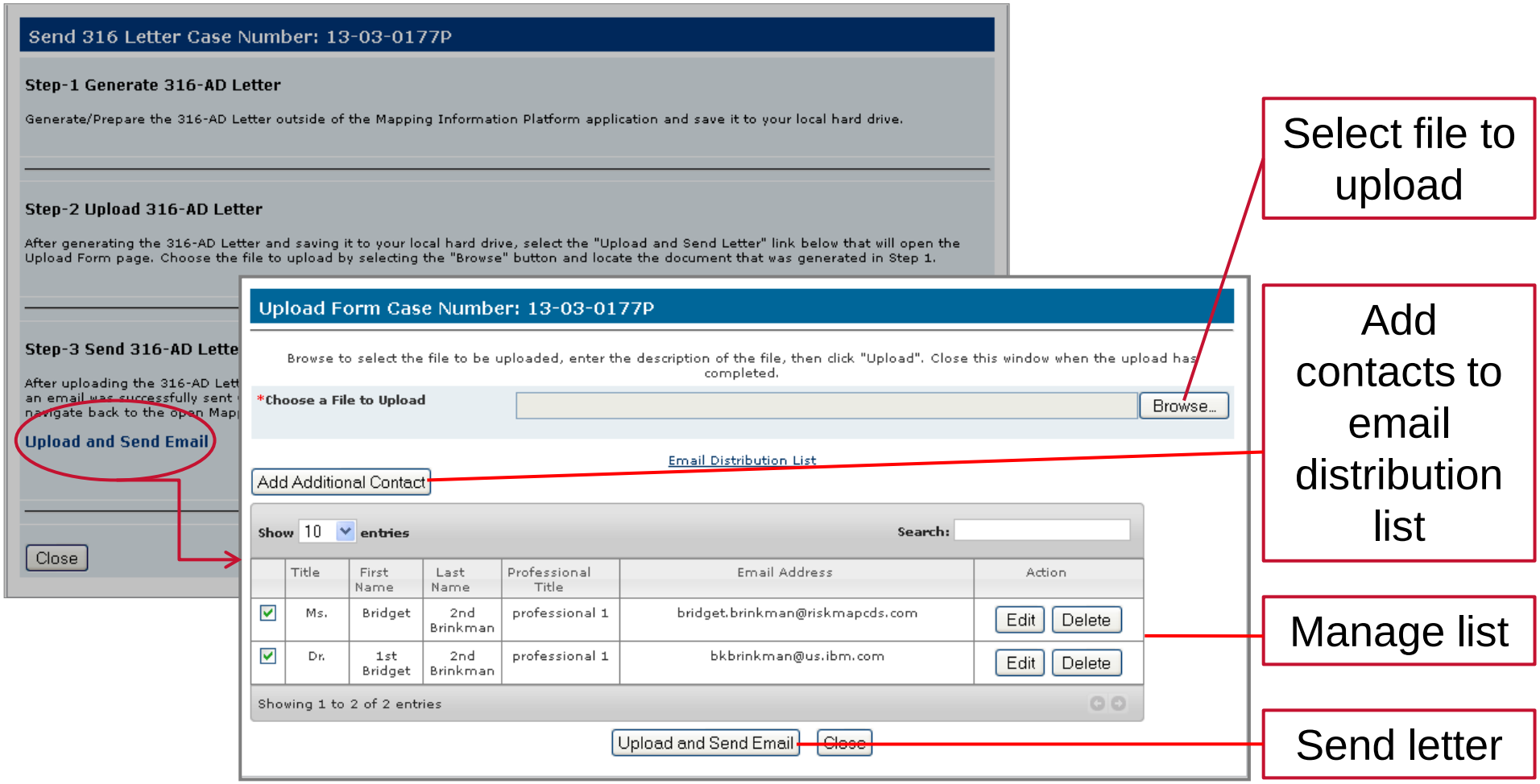
Review Data Received: Upload 316 Letter



Click “Upload and Send Email”

- You can upload a 316 letter (prepared and saved outside the MIP)
- The 316 Letter will be searchable by the public using the Flood Risk Study Engineering Library
- Applicant will receive an email from no-reply@riskmapcds.com
- Correspondence is listed in the applicant’s Online LOMC portal

Review Data Received: Upload and Send via Email



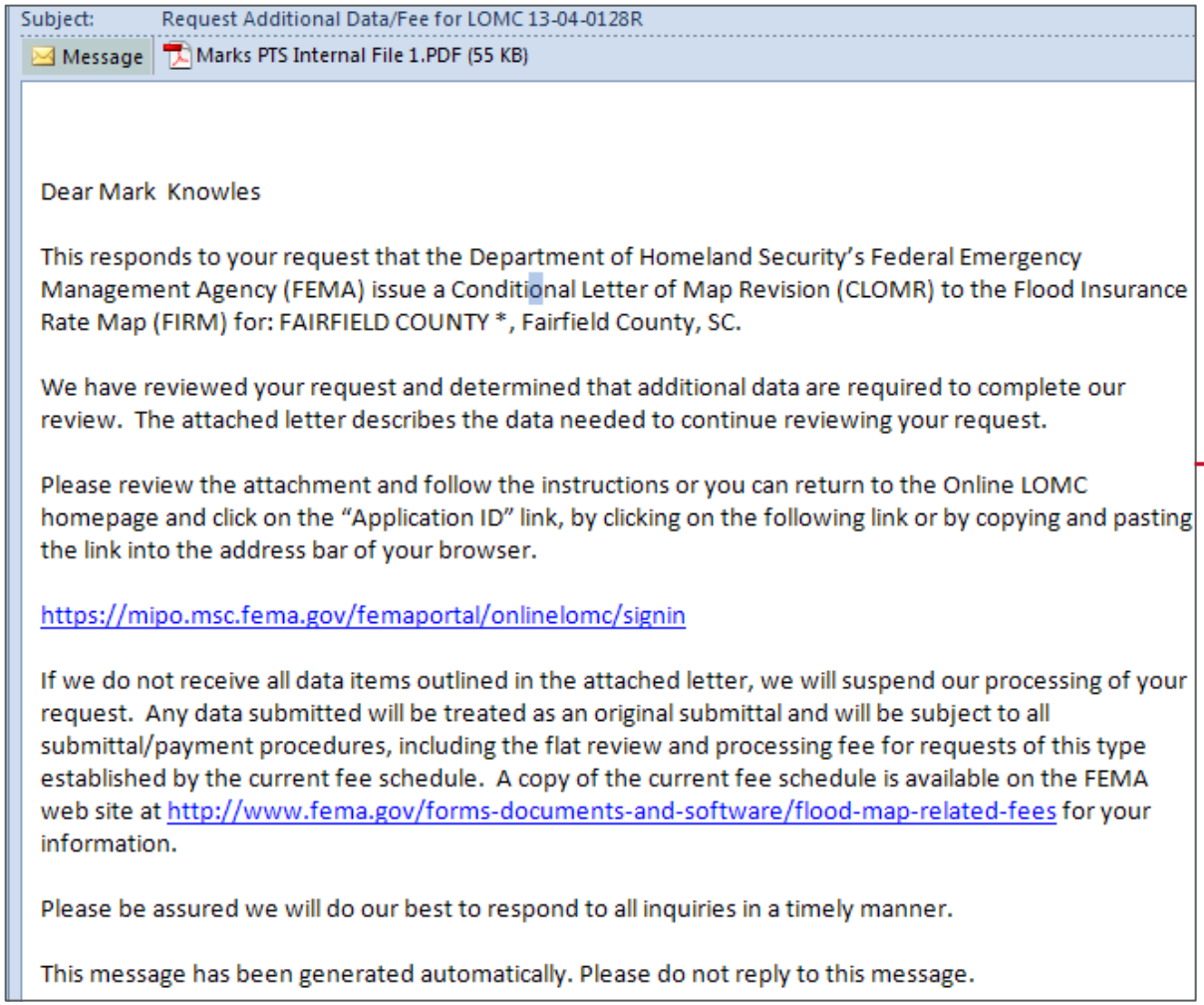
Select file to upload

Add contacts to email distribution list

Manage list

Send letter

Review Data Received: Applicant's View



Subject: Request Additional Data/Fee for LOMC 13-04-0128R

Message | Marks PTS Internal File 1.PDF (55 KB)

Dear Mark Knowles

This responds to your request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a Conditional Letter of Map Revision (CLOMR) to the Flood Insurance Rate Map (FIRM) for: FAIRFIELD COUNTY *, Fairfield County, SC.

We have reviewed your request and determined that additional data are required to complete our review. The attached letter describes the data needed to continue reviewing your request.

Please review the attachment and follow the instructions or you can return to the Online LOMC homepage and click on the "Application ID" link, by clicking on the following link or by copying and pasting the link into the address bar of your browser.

https://mipo.msc.fema.gov/femaportal/onlinelomc/signin

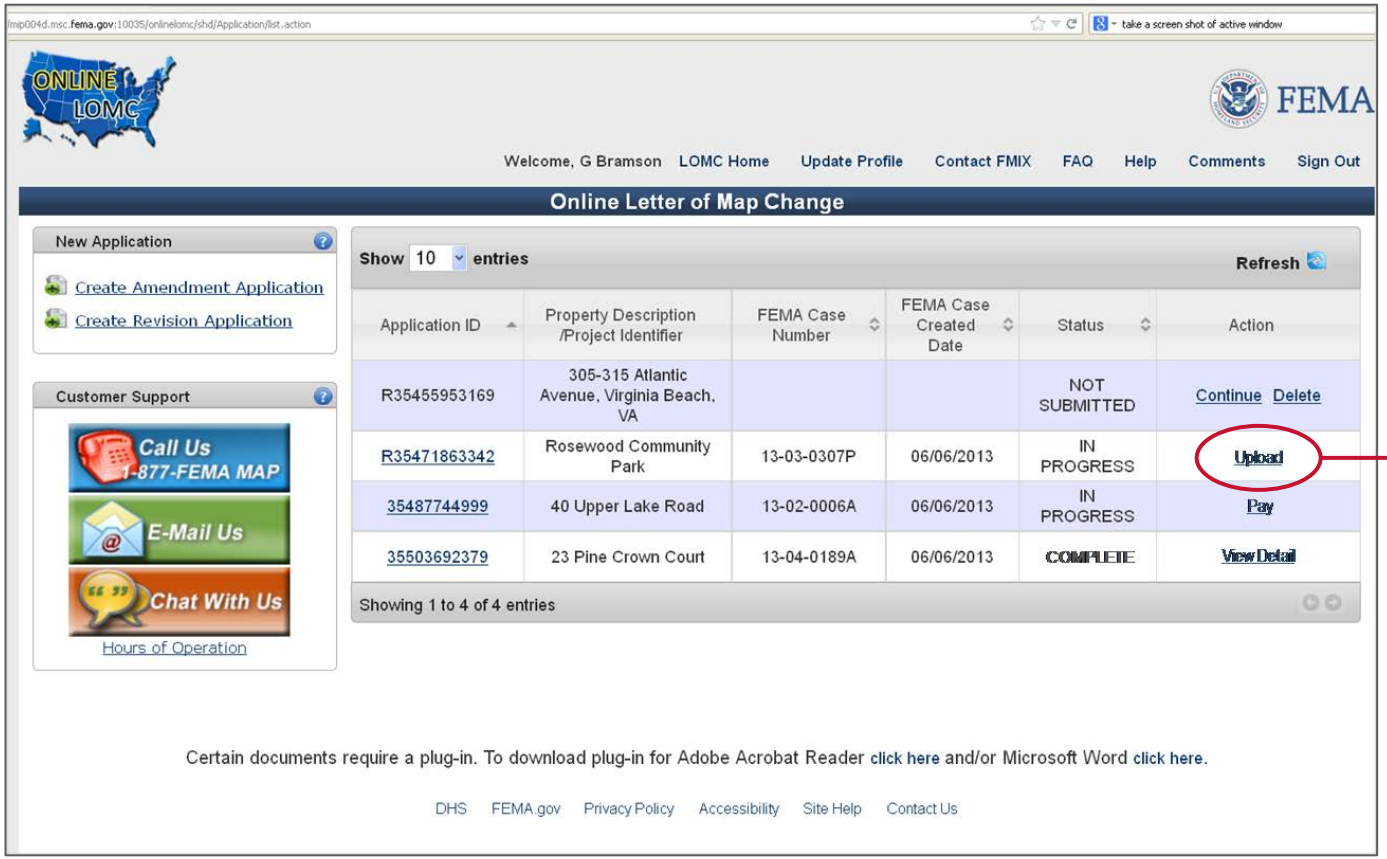
If we do not receive all data items outlined in the attached letter, we will suspend our processing of your request. Any data submitted will be treated as an original submittal and will be subject to all submittal/payment procedures, including the flat review and processing fee for requests of this type established by the current fee schedule. A copy of the current fee schedule is available on the FEMA web site at http://www.fema.gov/forms-documents-and-software/flood-map-related-fees for your information.

Please be assured we will do our best to respond to all inquiries in a timely manner.

This message has been generated automatically. Please do not reply to this message.

The Applicant receives 316 Letter for Additional Data and/or Fee. The letter is the same for all requests: additional data requests and additional fee requests

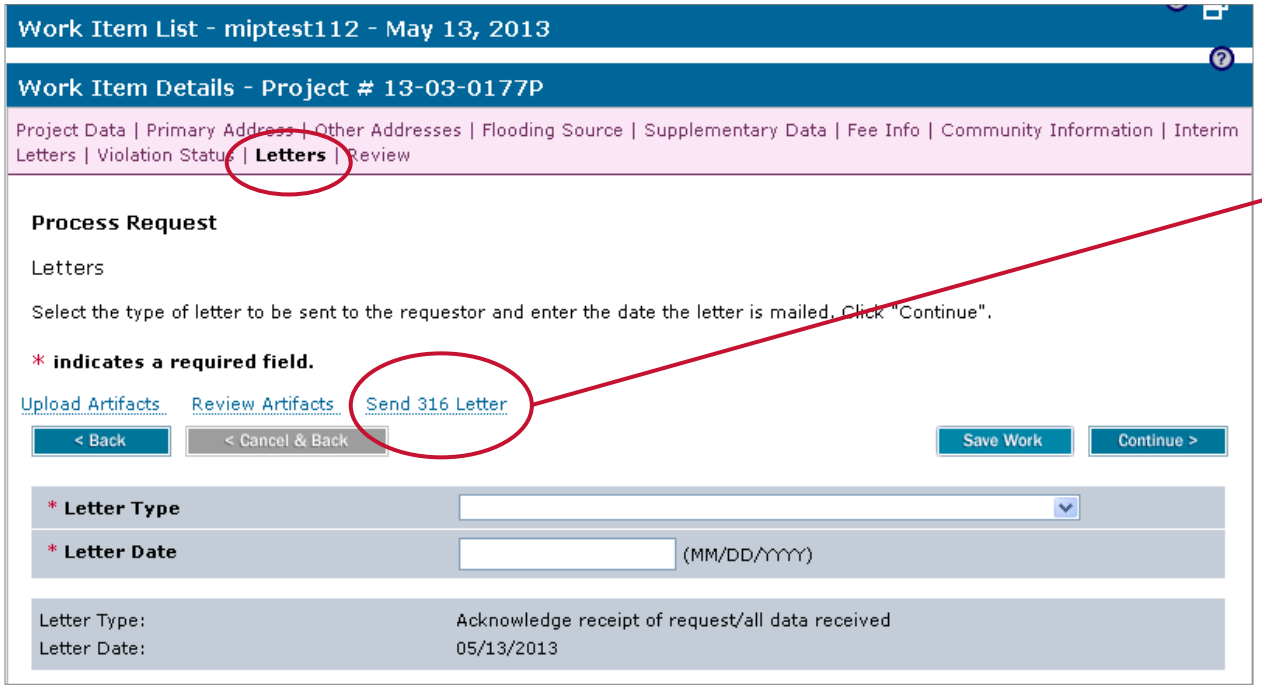
Review Data Received: Applicant's View



After logging into Online LOMC, the Applicant will select "Upload" to upload requested data

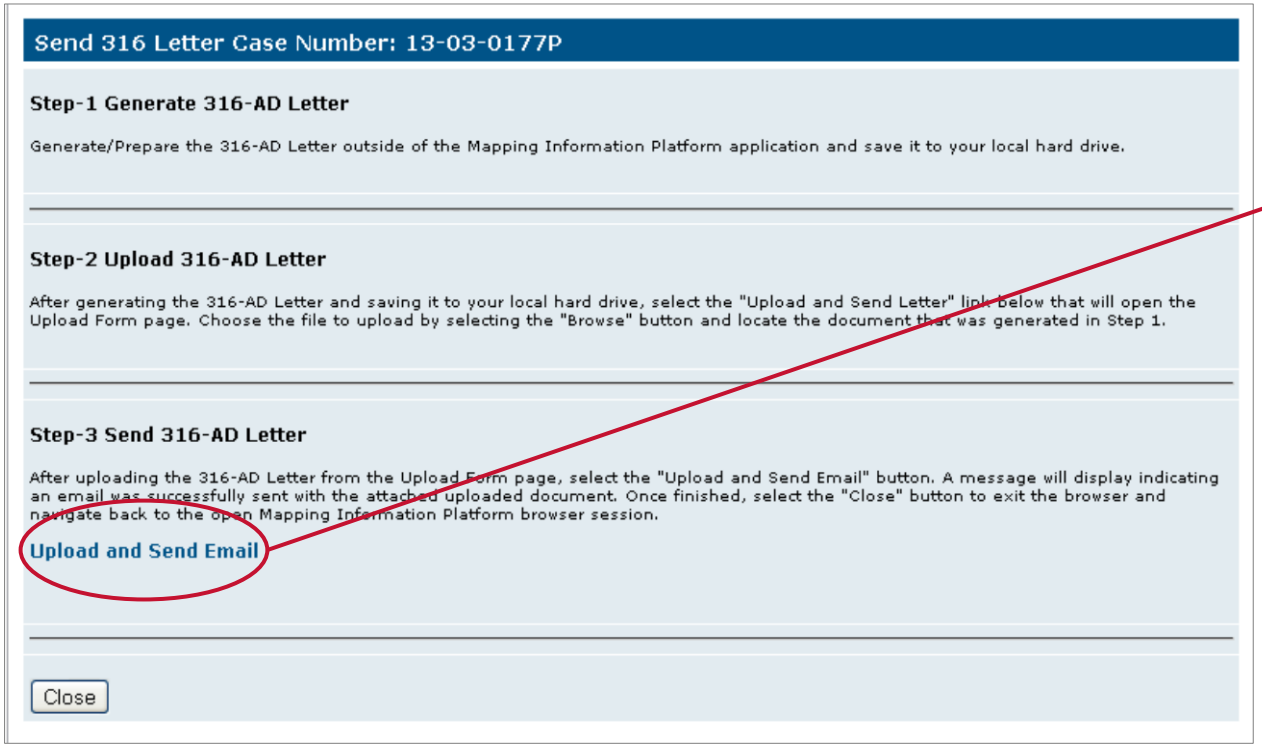
Process Request

- Similar to process for Review Data Received
- Under the “Letters” tab, a third link added "Send 316 Letter"



Click to open the 316 letter instructions screen

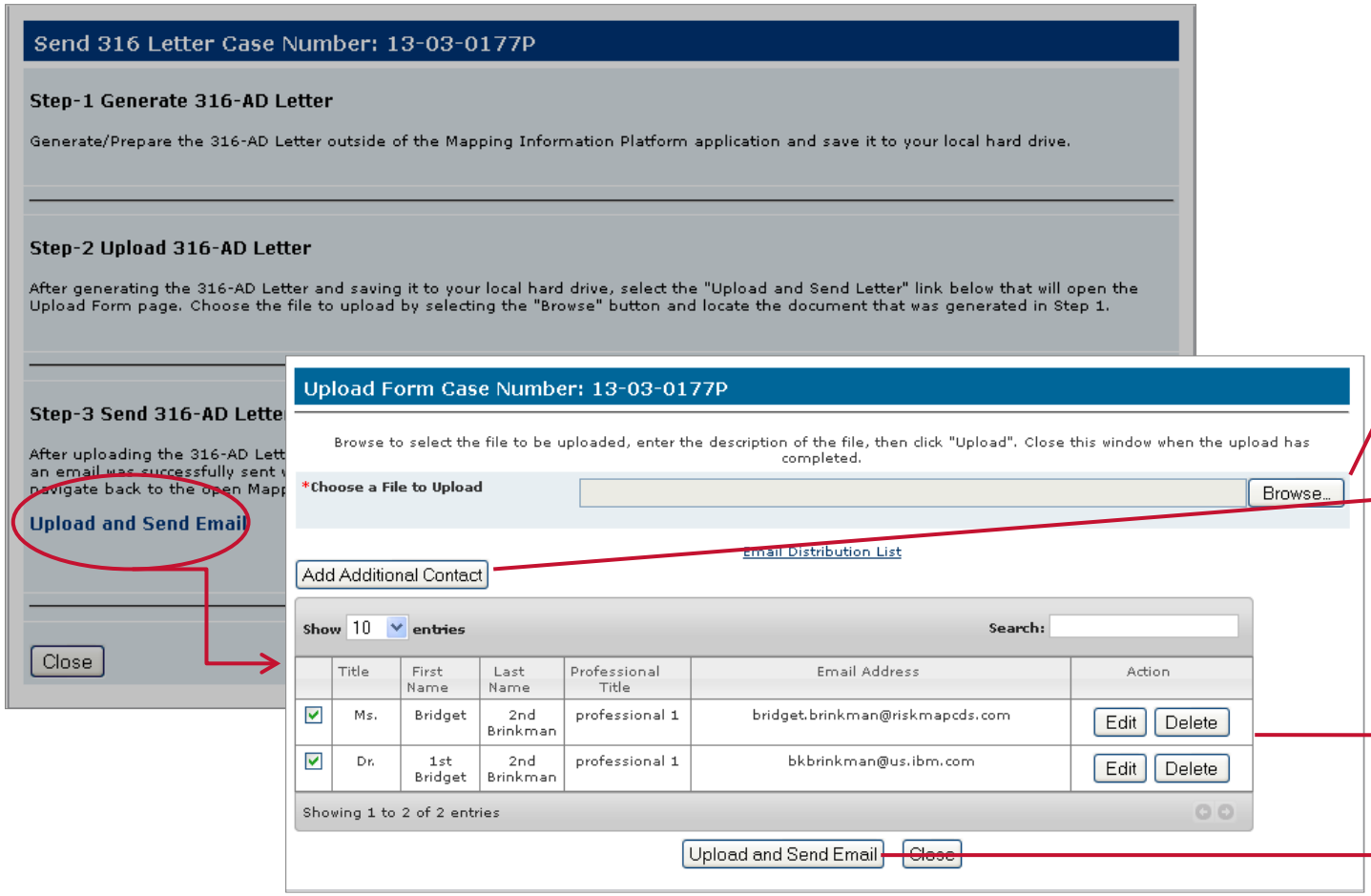
Process Request: Upload 316 Letter



Click “Upload and Send Email”

- You can upload a 316 letter (prepared and saved outside the MIP)
- The 316 Letter will be searchable by the public using the Flood Risk Study Engineering Library
- Applicant will receive an email from no-reply@riskmapcds.com
- Correspondence is listed in the applicant’s Online LOMC portal

Process Request: Upload/Send Letter



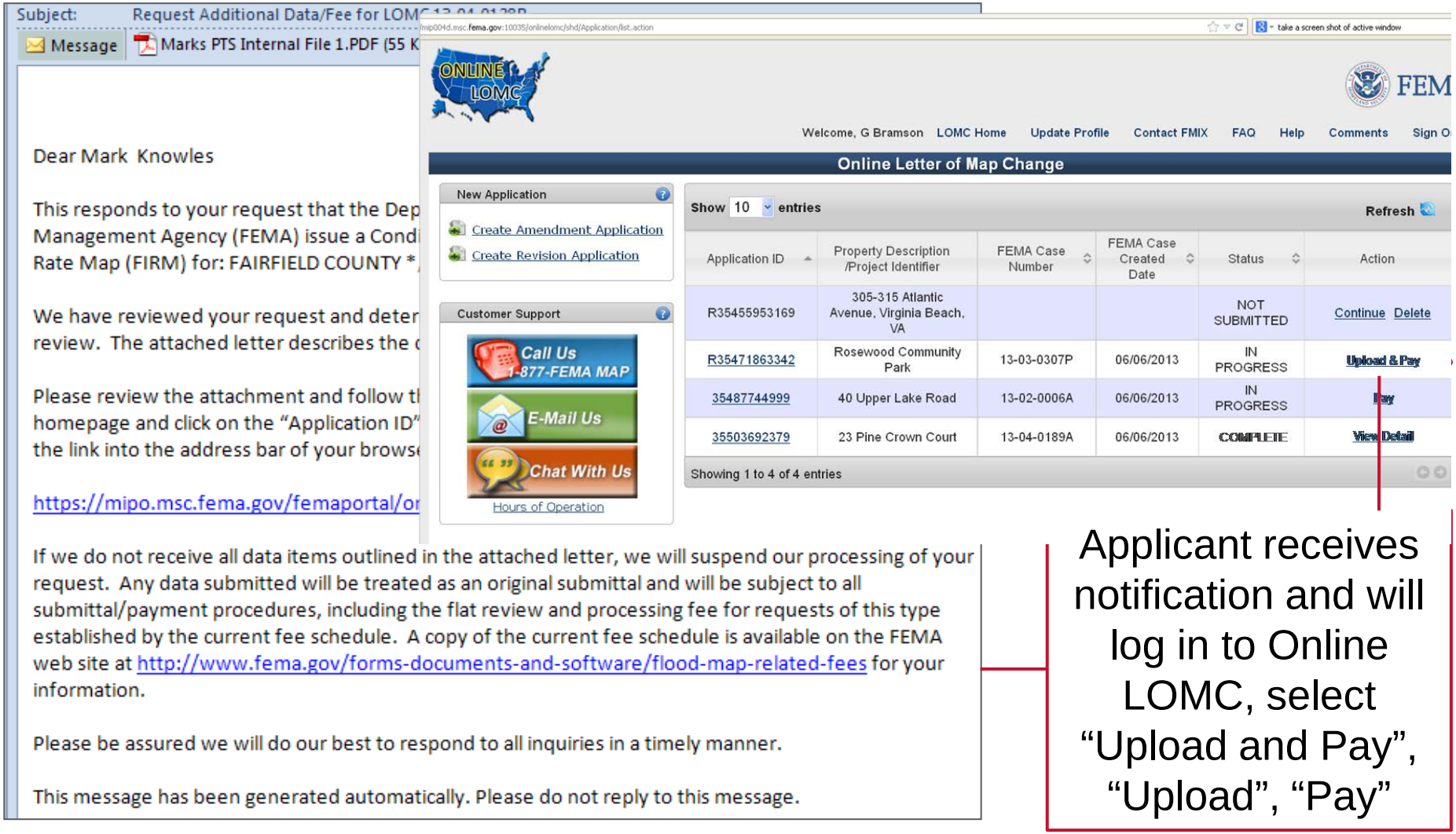
Select file to upload

Add contacts to email distribution list

Manage list

Send letter

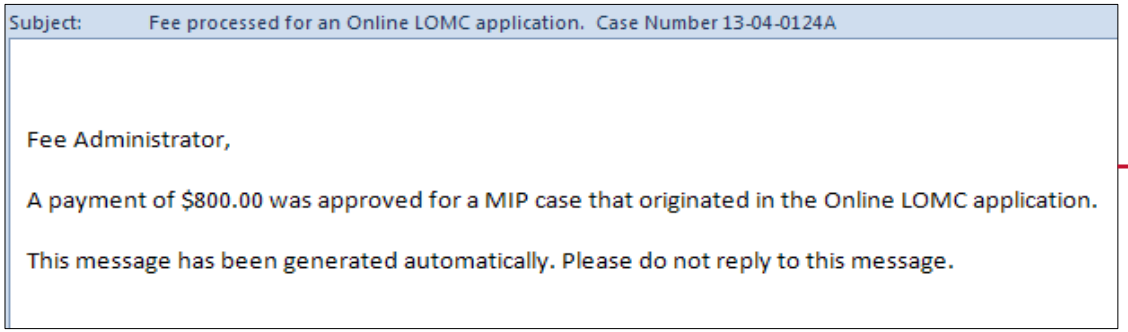
Process Request: Applicant's View



Applicant receives notification and will log in to Online LOMC, select "Upload and Pay", "Upload", "Pay"

Process Request: Notifications

Two types of notifications are generated when the applicant completes certain actions in response to this step



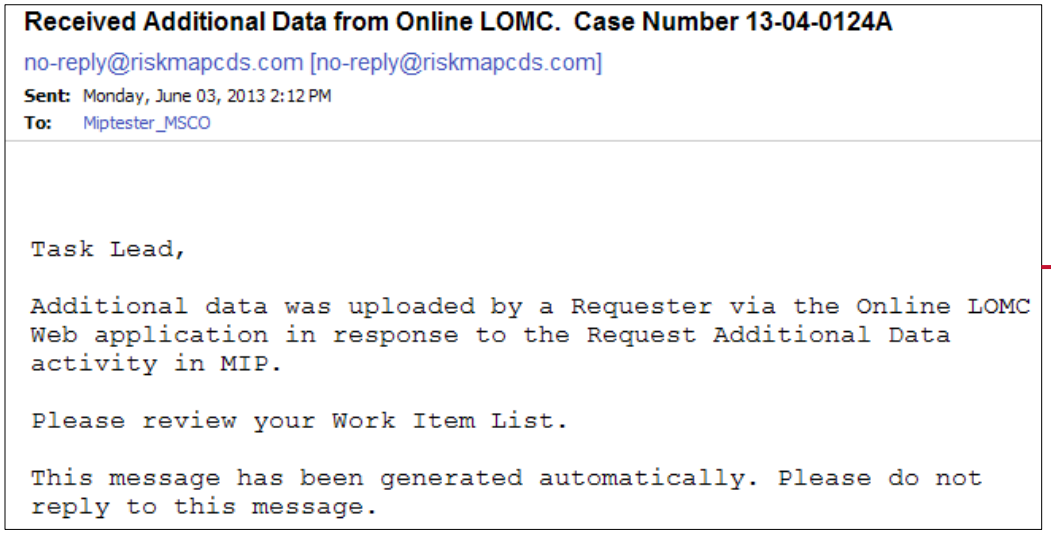
Subject: Fee processed for an Online LOMC application. Case Number 13-04-0124A

Fee Administrator,

A payment of $800.00 was approved for a MIP case that originated in the Online LOMC application.

This message has been generated automatically. Please do not reply to this message.

Fee Admin receives payment notification



Received Additional Data from Online LOMC. Case Number 13-04-0124A

no-reply@riskmapcds.com [no-reply@riskmapcds.com]

Sent: Monday, June 03, 2013 2:12 PM

To: Miptester_MSCO

Task Lead,

Additional data was uploaded by a Requester via the Online LOMC Web application in response to the Request Additional Data activity in MIP.

Please review your Work Item List.

This message has been generated automatically. Please do not reply to this message.

PTS receives upload notification

Process Request: Applicant's View

From: <no-reply@riskmapcds.com>
Date: Thu, Jun 6, 2013 at 2:37 PM
Subject: Online LOMC Payment Approved
To: honkeetonk2005@gmail.com

Dear Bridgette Brinkmann,

This is in response to your recent payment received, regarding Online LOMC Revision application R17473043900, FEMA Case Number 13-03-0190P.

Your payment of $100.00 has been approved.

Transaction ID: OL_20130606143751

This message has been generated automatically. Please do not reply to this message.

Applicant receives payment confirmation

Process Request: Applicant's View

From: <no-reply@riskmapcds.com>
Date: Thu, Jun 6, 2013 at 2:52 PM
Subject: Additional Data Received for LOMC 13-03-0190P
To: honkeetonk2005@gmail.com

Dear Bridgette Brinkmann

We have received your recent submittal of data, in response to our letter dated 06/05/2013, requesting information for the above-referenced Case Number 13-03-0190P. This case number is for a request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a LOMR to the flood hazard information on the applicable National Flood Insurance Program (NFIP) map for: FAIRFAX COUNTY *, Fairfax County, VA.

The Project ID assigned to your request is Bridget O Project 6.
Your Online LOMC Application ID was R17473043900.

We are reviewing your submitted data and will contact you if additional information is required to process your request.

If additional information is not required, we will issue a final determination letter within 90 days of receiving your submittal dated 06/06/2013.

You may obtain project status information from MIP via the Online LOMC homepage. To return to your application, click on the following link or copying and pasting the link into the address bar of your browser:

https://mipo.msc.fema.gov/femaportal/onlinelomc/signin

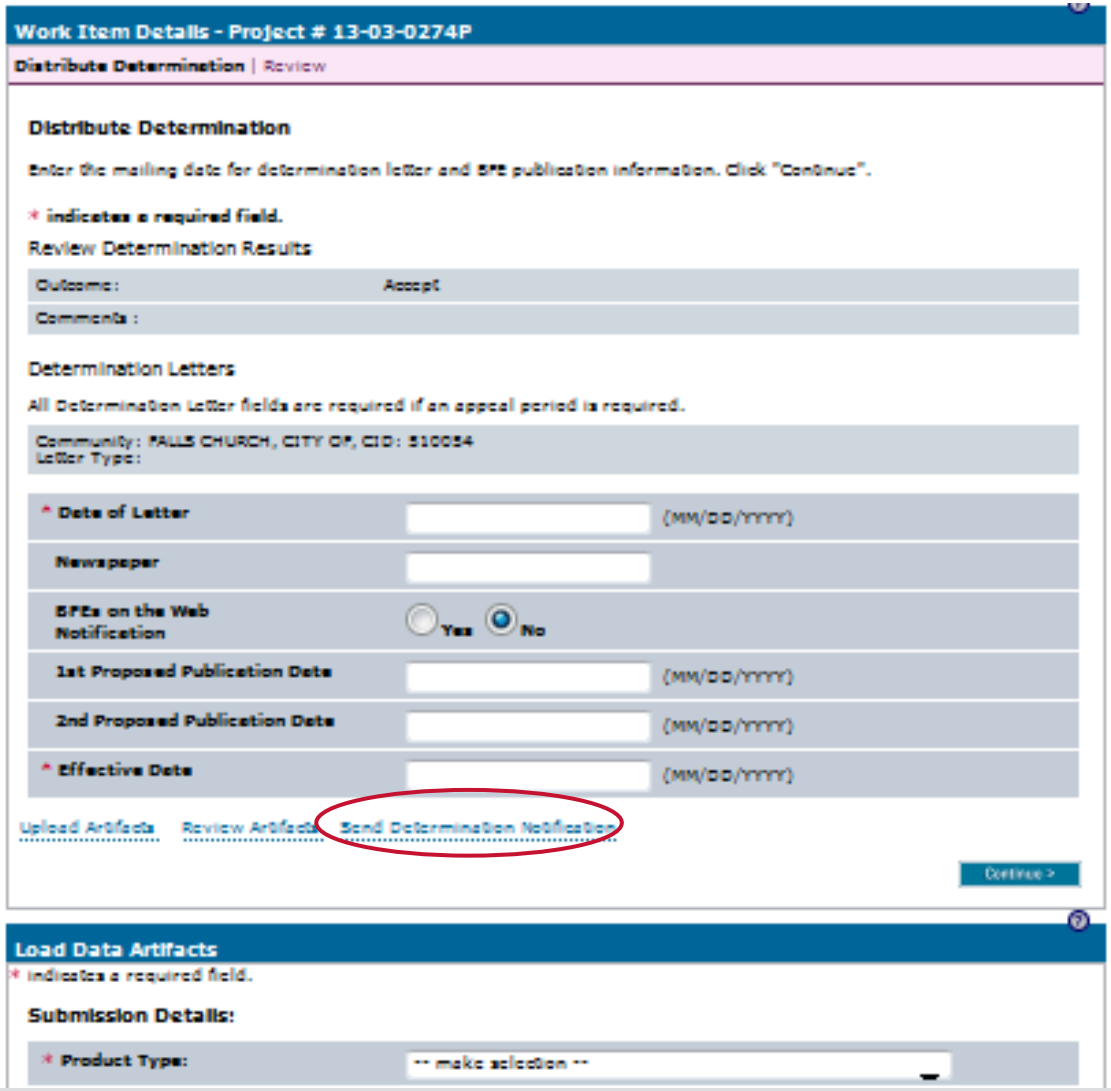
Inquiries concerning the status of your request should be made by calling the FEMA Map Information eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA-MAP).

Please be assured we will do our best to respond to all inquiries in a timely manner.

This message has been generated automatically. Please do not reply to this message.

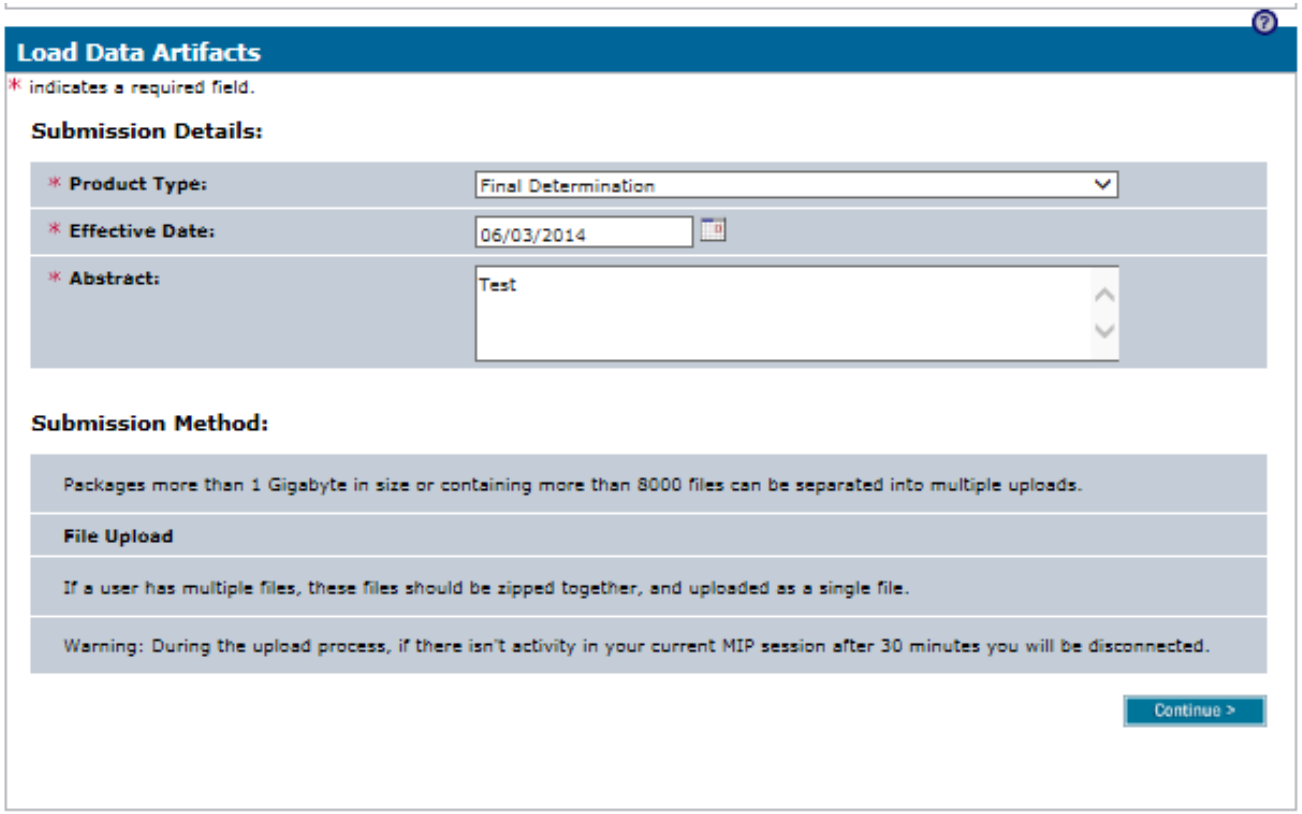
Applicant receives a Data Received Confirmation

Distribute Determination: Send Determination Notification



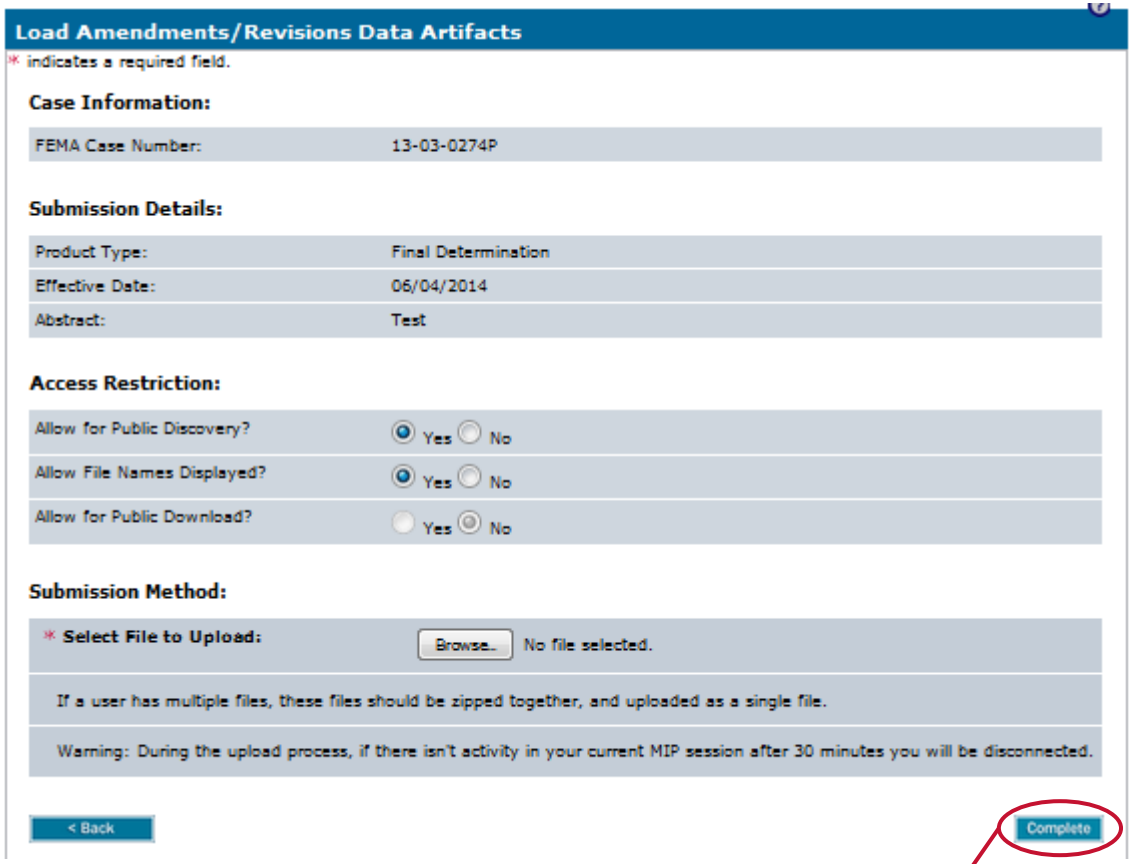
- Unlike the 316 Letter, this step only notifies the requestor that the determination letter is available.
- The Determination Letter is not attached to the email sent from this step
- The requestor must access Online LOMC to retrieve the Determination Letter
- To send a Final Determination to the applicant, navigate to the Distribute Determination page
- Send a Final Determination via email by clicking “Send Final Determination”
- Upload the Final Determination or other document types using the “Load Data Artifacts" window
- You must upload a Final Determination to complete the activity
- Uploading files through the “Load Data Artifacts" window makes them search and retrievable through the Flood Risk Study Engineering Library

Distribute Determination: Upload



- To upload an artifact in the activity enter the file's Submission Details
- Available Product Types:
  - Annotations
  - Best Available Data
  - Correspondence
  - Cover Letter
  - FEDD File
  - Final Determination
  - 116 Letter
  - Modeling Hydraulics
  - Modeling hydrology
  - 316-PMR
  - Review Notes
  - Special Response Letter
  - Supporting Artifacts
  - Violation Letter
  - Work Maps
  - ESA Documentation

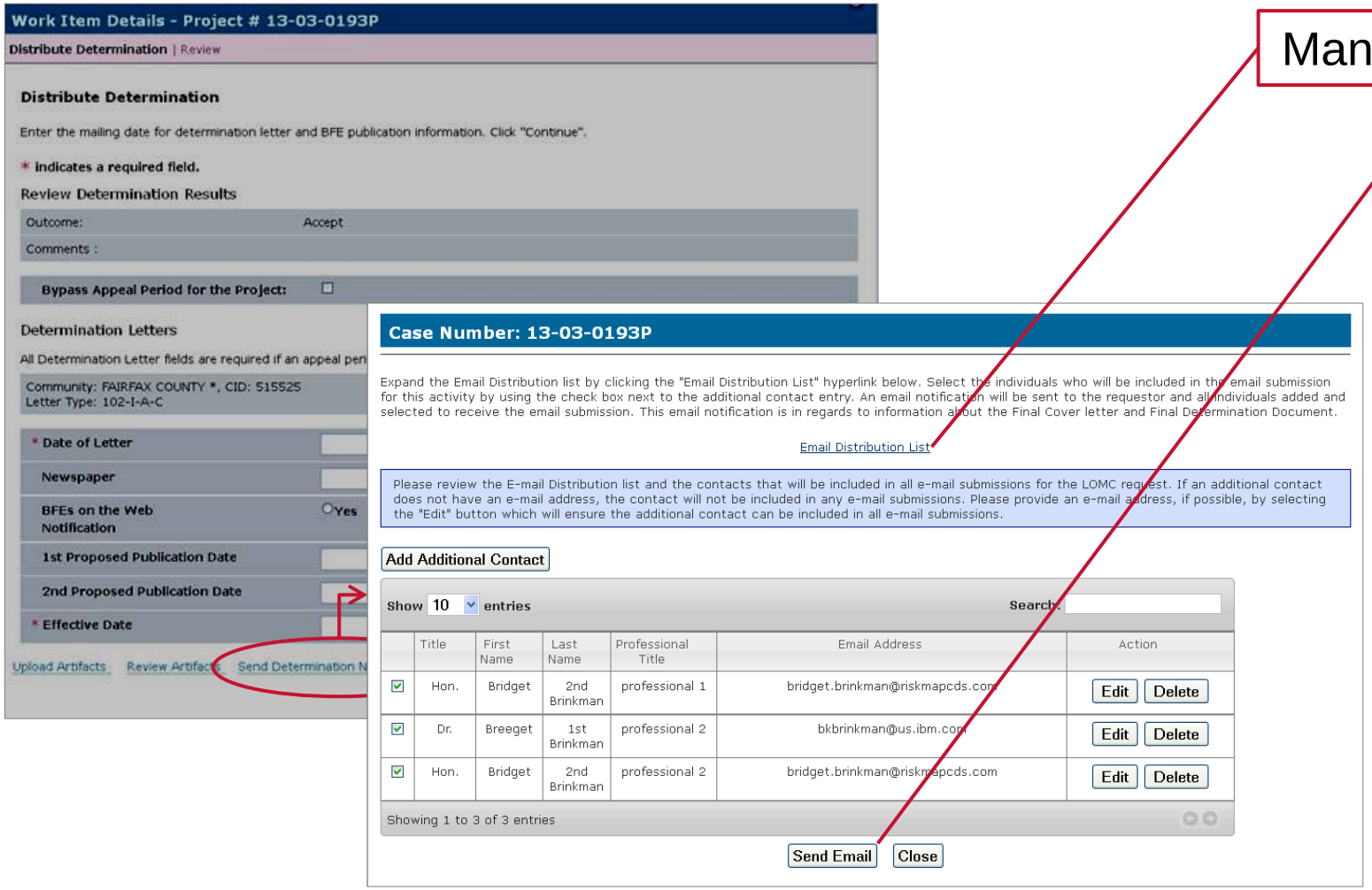
Distribute Determination: Upload



After uploading the file, click “Complete”

- 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.

Distribute Determination: Manage Distribution List and Notify



Manage email list

Send Notification

Send Determination link leads to the screen where you can add/ delete contacts and send the notice. You cannot upload documents.

Distribute Determination: Applicant's View

FEMA Final Determination for 13-03-0228P

no-reply@riskmapcds.com

Sent: Thu 6/6/2013 2:05 PM

To: Bridget Brinkman

On behalf of the Federal Emergency Management Agenc
available for your viewing for the following Letter
2013, along my Flood, for:

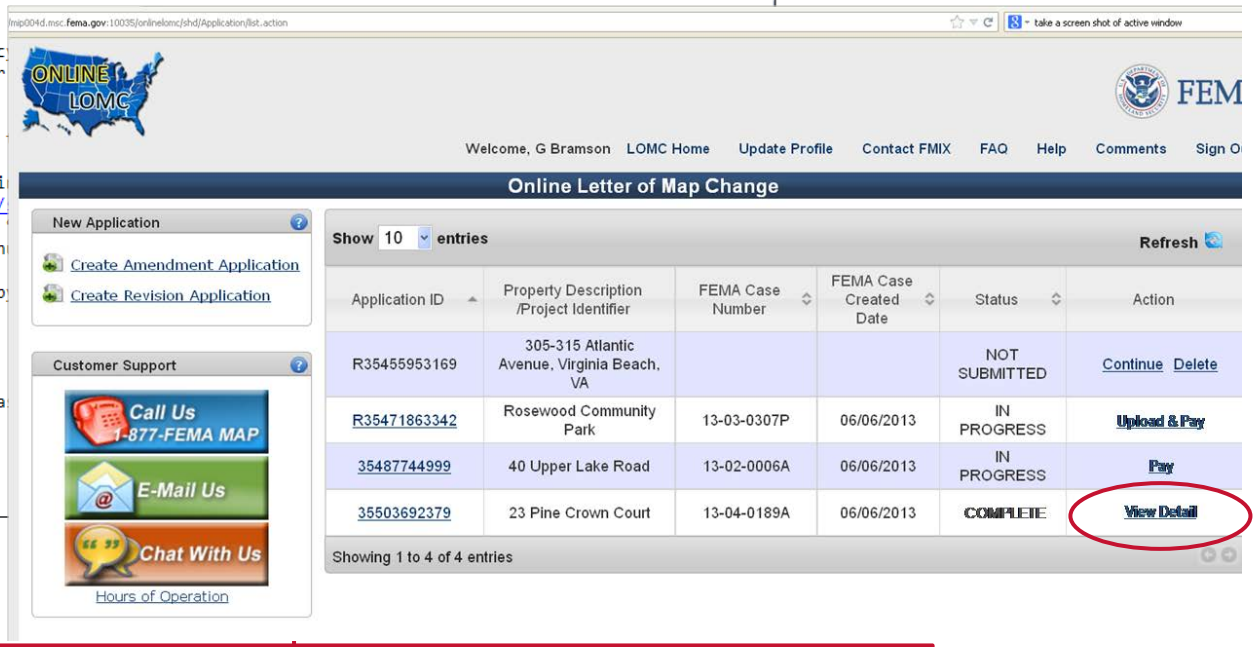
CLIFTON, TOWN OF, Fairfax County, VA, and shown on

Please review the determination document by returni
https://mip006d.msc.fema.gov/femaportal/onlinelomc/
browser. Once signed in to Online LOMC, access the
Application ID hyperlink associated with the case n

The determination document will also be available b
the link below.

https://www.msc.fema.gov

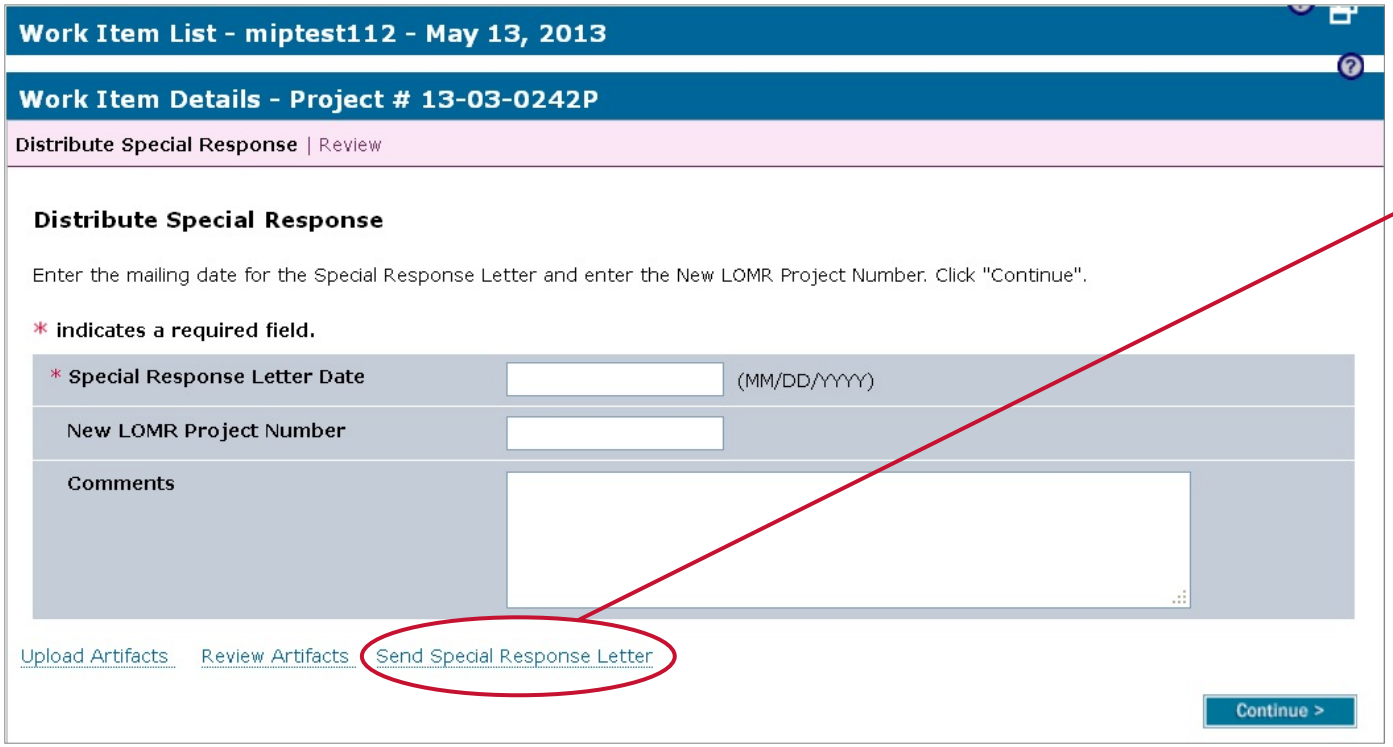
This message has been generated automatically. Plea



Applicant receives notification stating that a Final Determination Letter for their request is available. Applicant must log onto the Online LOMC system to retrieve the letter

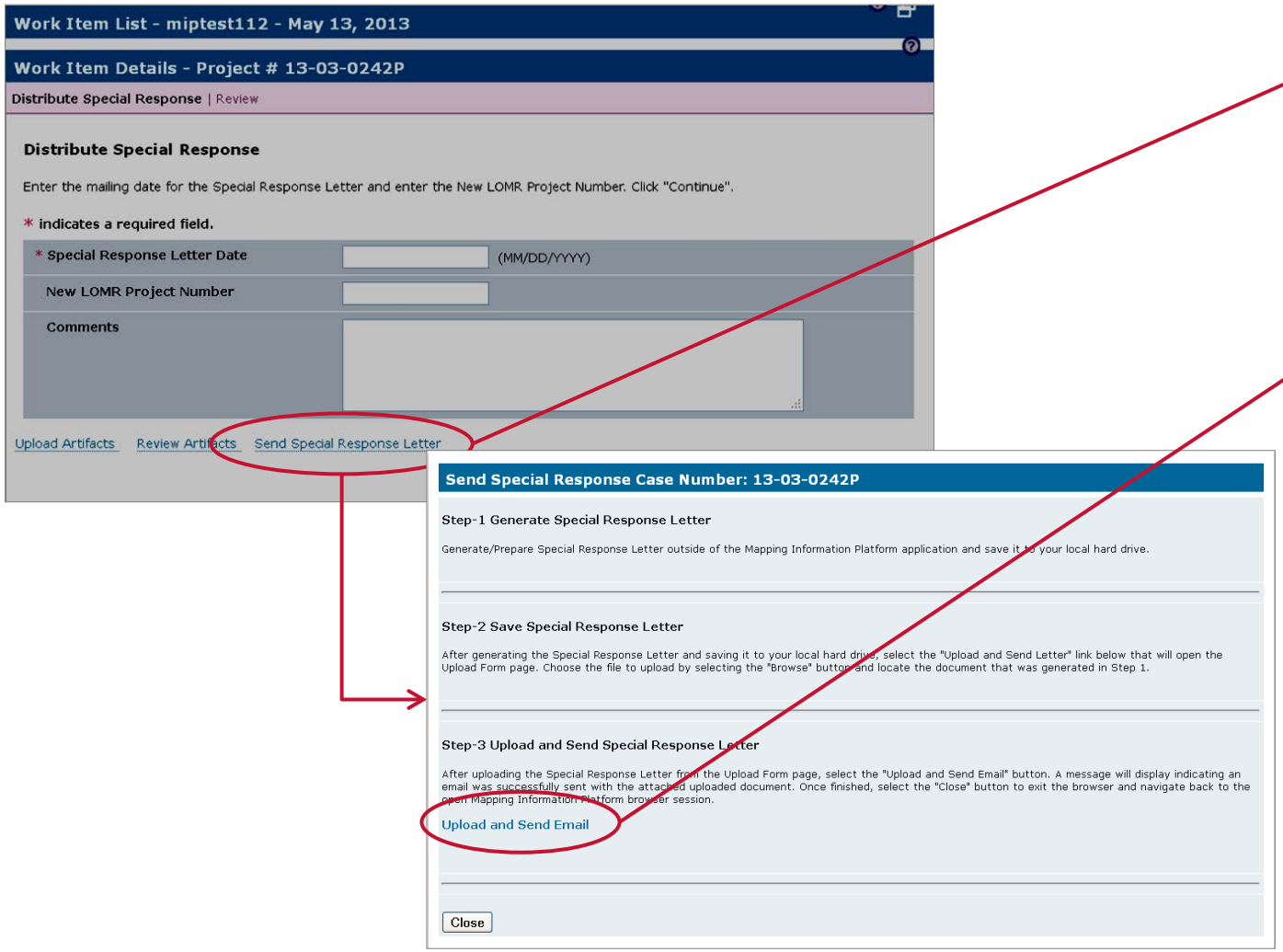
Distribute Special Response

This is similar to process for earlier steps.



Click to open the Send Special Response Letter instructions screen

Distribute Special Response: Select and Upload

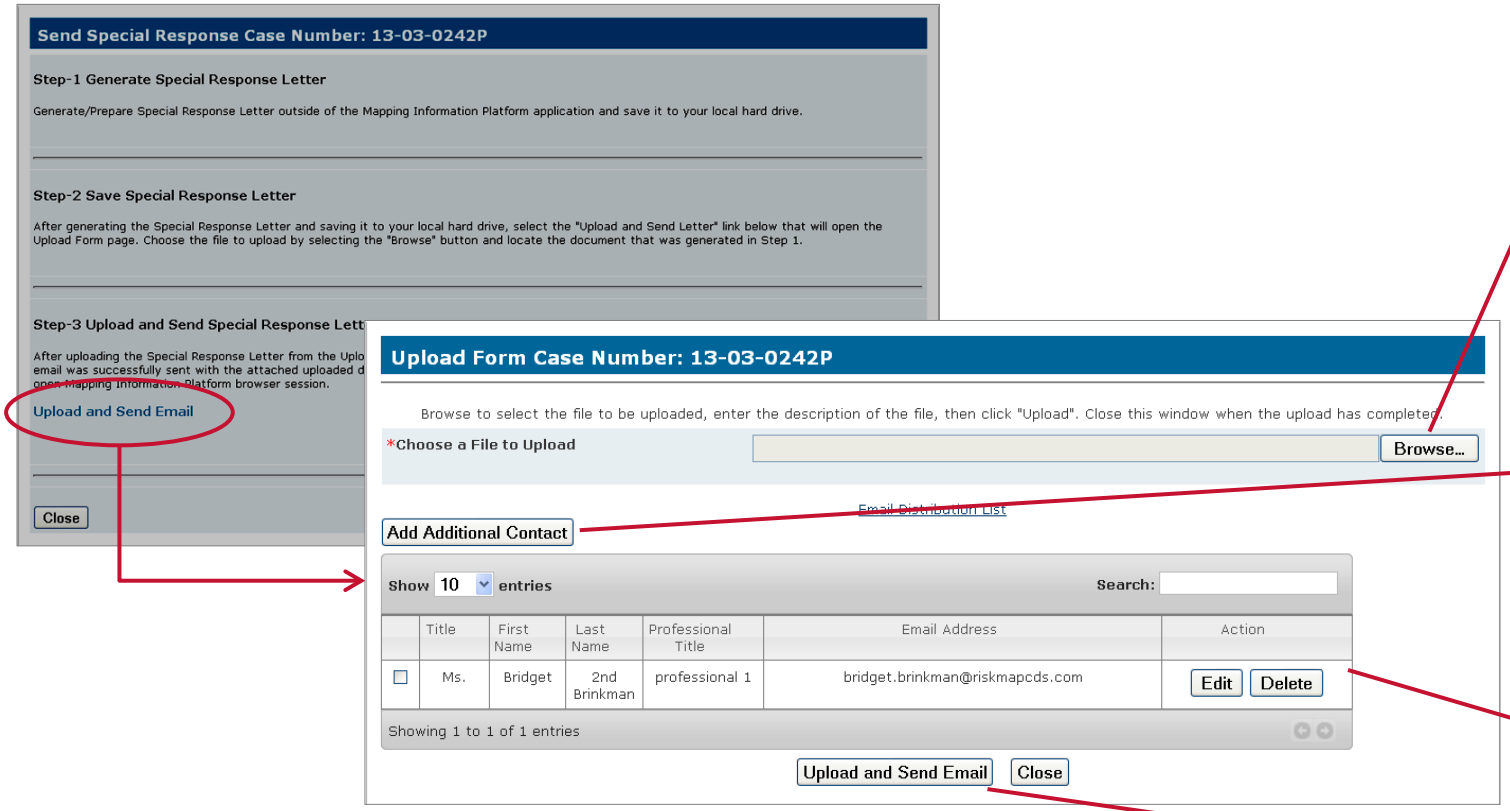


Click "Send Special Response Letter"

Click "Upload and Send Email"

- You can upload a Special Response Letter (prepared and saved outside the MIP)
- The Special Response Letter will be searchable by the public using the Flood Risk Study Engineering Library
- Applicant will receive an Email
- Correspondence is listed in Online LOMC

Distribute Special Response: Manage Distribution List and Send



Select file to upload

Add contacts to email distribution list

Manage list

Send letter

Distribute Special Response: Applicant's View

From: <no-reply@riskmapcds.com>
Date: Fri, May 24, 2013 at 4:17 PM
Subject: FEMA Special Response Letter for LOMC 13-03-0221P
To: honkeetonk2005@gmail.com

Dear Bridgette Brinkmann

The Federal Emergency Management Agency has reviewed your recent submission for: CLIFTON, TOWN OF, Fairfax County, VA.

Please review the attached flood hazard determination document or you can return to the Online LOMC homepage and click on the "Application ID" link, by clicking on the following link or copying and pasting the link into the address bar of your browser.

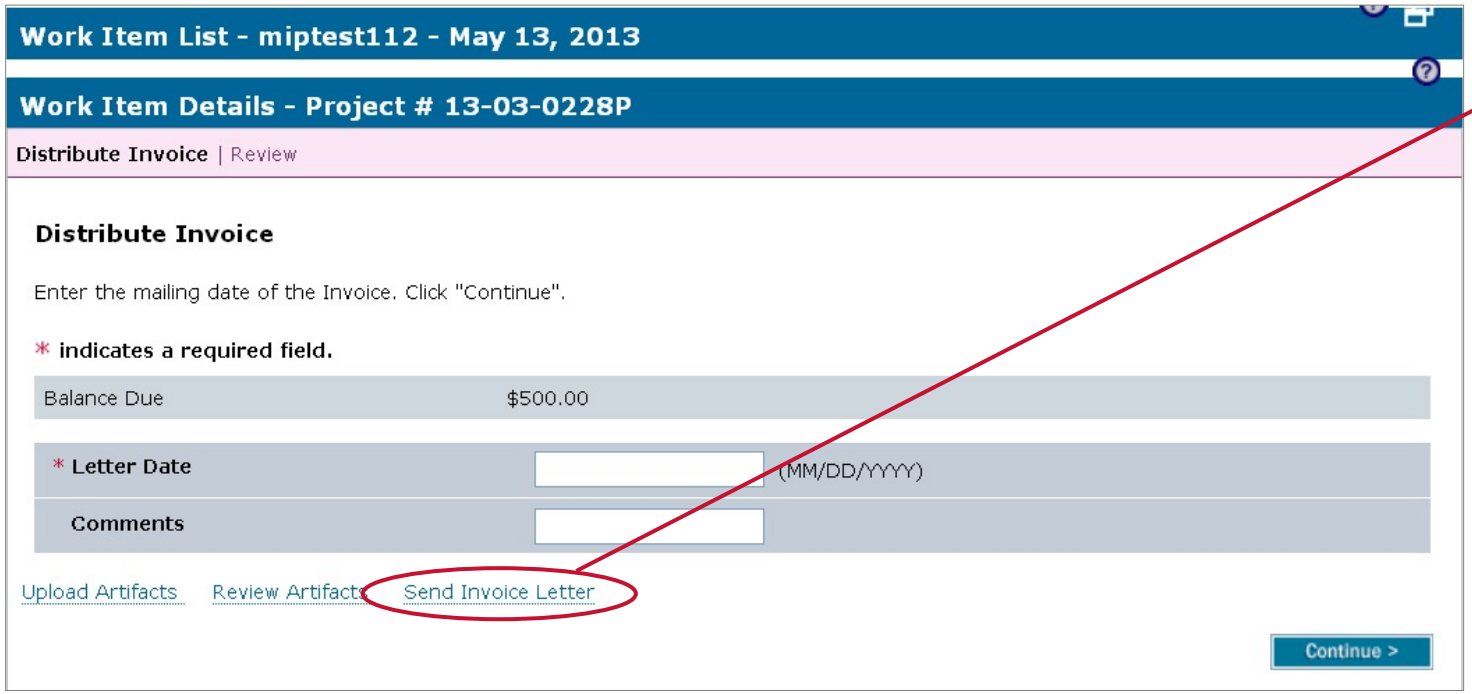
https://mip006d.msc.fema.gov/femaportal/onlinelomc/signin

This message has been generated automatically. Please do not reply to this message.

Applicant receives notification stating that a Special Response Letter for their request is available. Applicant must log into the Online LOMC system to retrieve letter

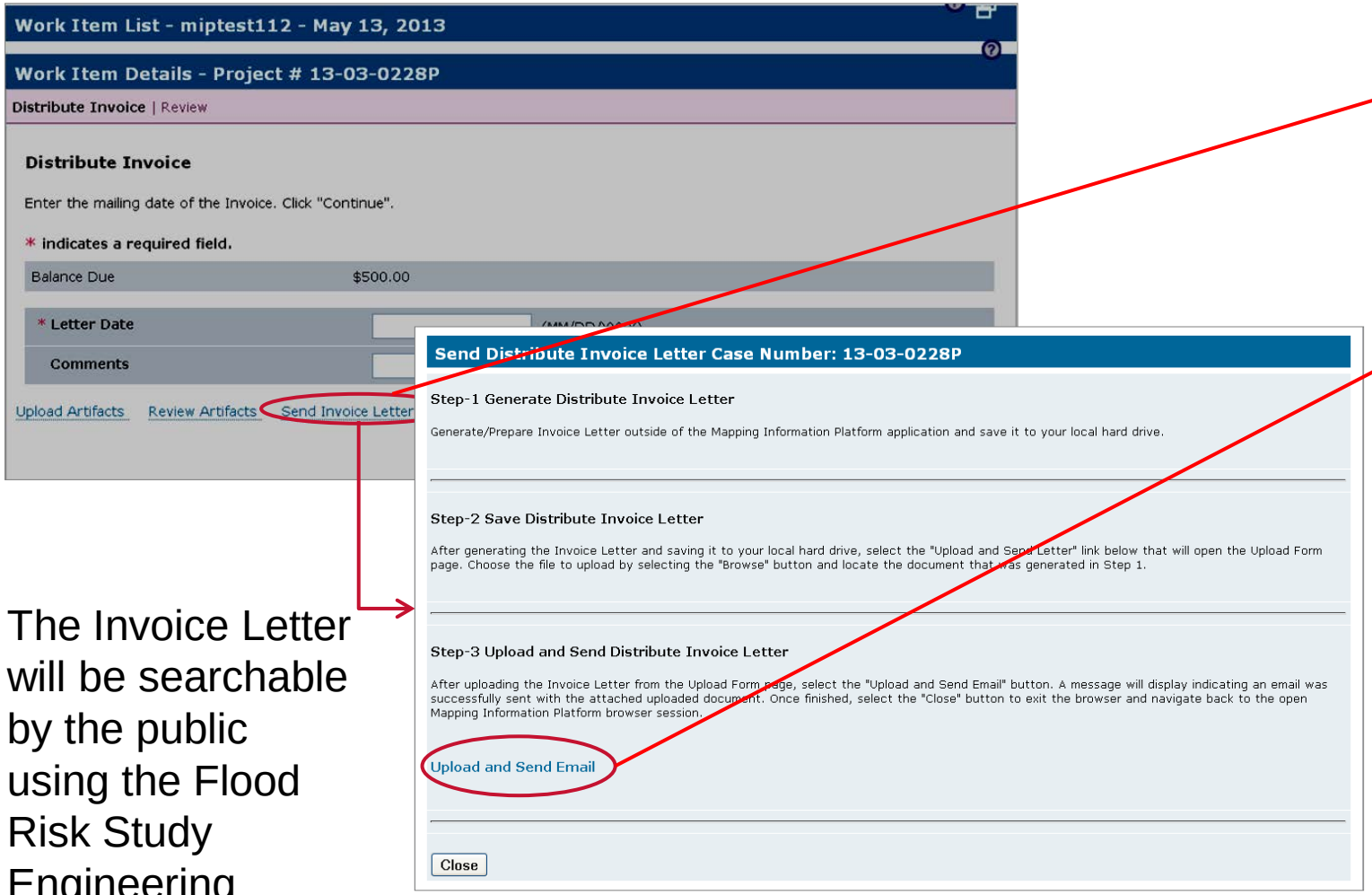
Distribute Invoice

This is similar to process for earlier steps.



Click to open the Send Invoice Letter instructions screen

Distribute Invoice: Select and Upload



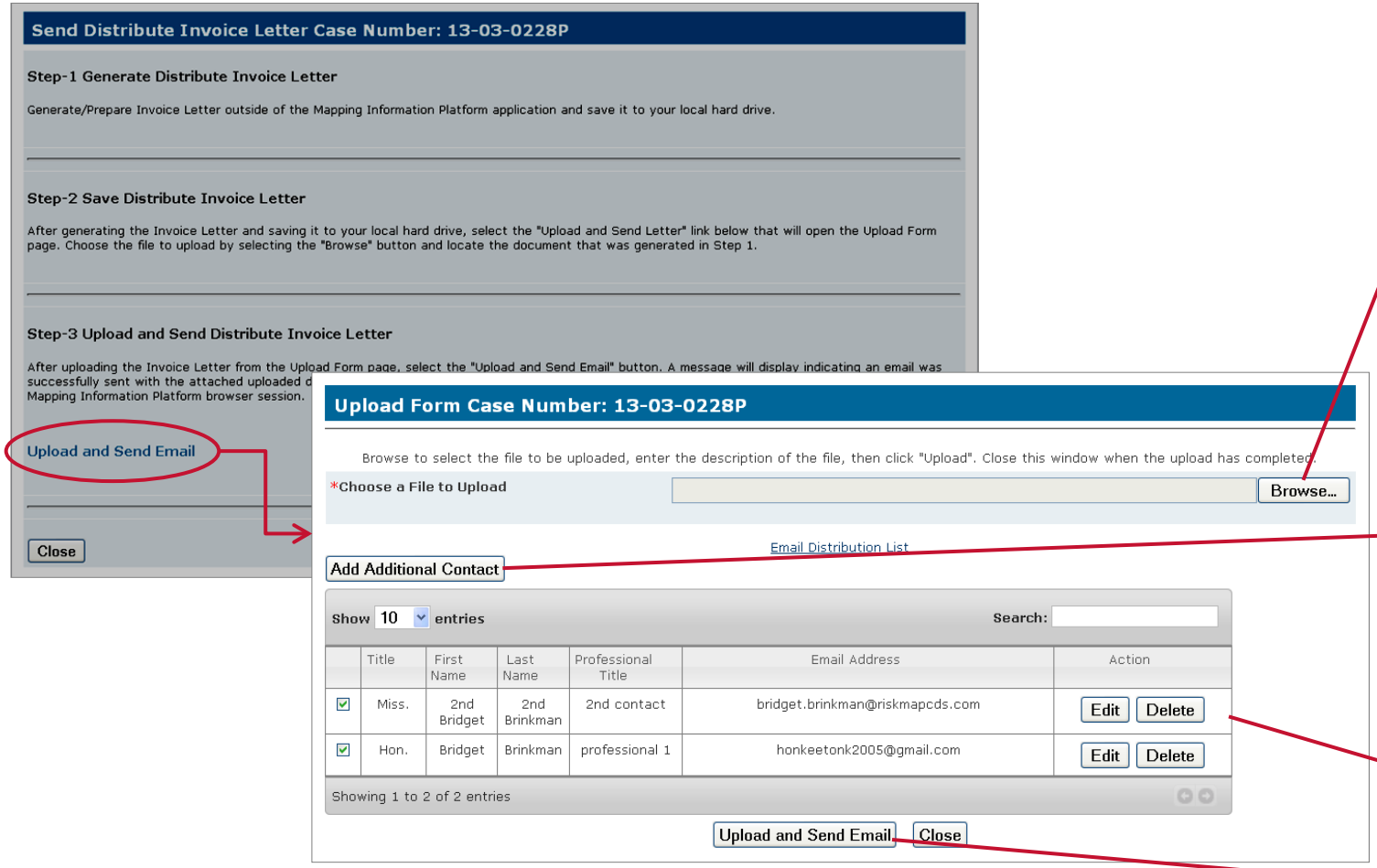
Click "Send Invoice Letter"

Click "Upload and Send Email"

The Invoice Letter will be searchable by the public using the Flood Risk Study Engineering Library

When additional payment is required, you can request payment by distributing the invoice in this step.

Distribute Invoice: Manage Distribution List and Send



Select file to upload

Add contacts to email distribution list

Manage list

Send letter

Distribute Invoice: Applicant's View

Re: FEMA Invoice for Revision Case Number 13-03-0202P

B Bri [honkeetonk2005@gmail.com]

Sent: Thu 6/6/2013 12:48 PM

To: Bridget Brinkman

On Thu, May 23, 2013 at 11:32 AM, <no-reply@riskmap

Dear Bridgette Brinkmann

We have completed our review of the above-referenced r

Please review the attachment and follow the instructions on the following link or copy and paste the link into the a

https://mipo.msc.fema.gov/femaportal/onlinelomc/signin

This message has been generated automatically. Please do

/mip004d.msc.fema.gov:10035/onlinelomc/shd/Application/list.action

take a screen shot of active window

ONLINE LOMC

FEMA

Welcome, G Bramson LOMC Home Update Profile Contact FMIX FAQ Help Comments Sign Out

Online Letter of Map Change

New Application

Create Amendment Application

Create Revision Application

Customer Support

Call Us 1-877-FEMA MAP

E-Mail Us

Chat With Us

Hours of Operation

Show 10 entries Refresh

Application ID	Property Description /Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
R35455953169	305-315 Atlantic Avenue, Virginia Beach, VA			NOT SUBMITTED	Continue Delete
R35471863342	Rosewood Community Park	13-03-0307P	06/06/2013	IN PROGRESS	Upload
35487744999	40 Upper Lake Road	13-02-0006A	06/06/2013	IN PROGRESS	Pay
35503692379	23 Pine Crown Court	13-04-0189A	06/06/2013	COMPLETE	View Detail

Showing 1 to 4 of 4 entries

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader click here and/or Microsoft Word click here.

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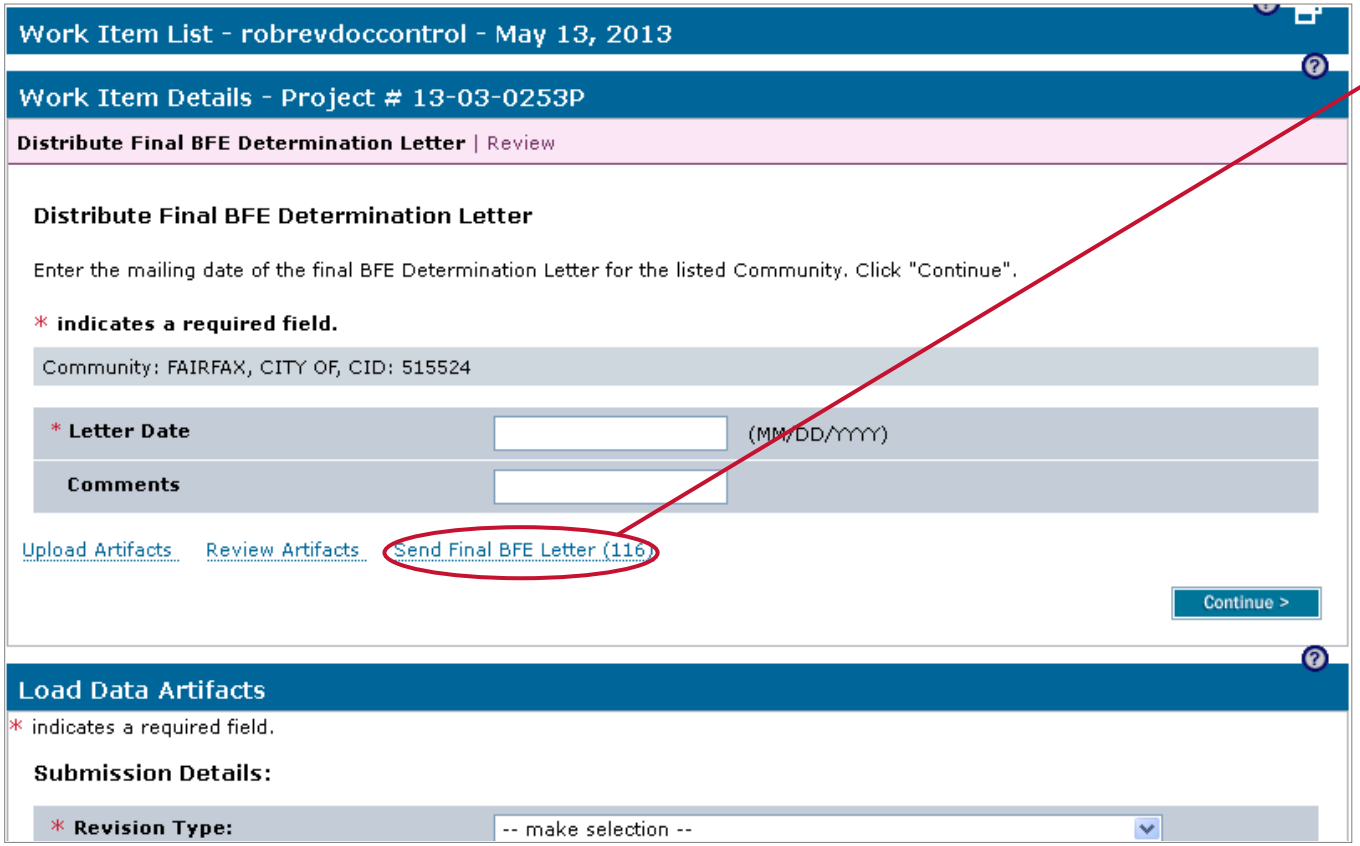
Applicant receives notification stating that an Invoice Letter for their request is available. Applicant must log into the Online LOMC system and select "Pay"

Distribute Final BFE Letter

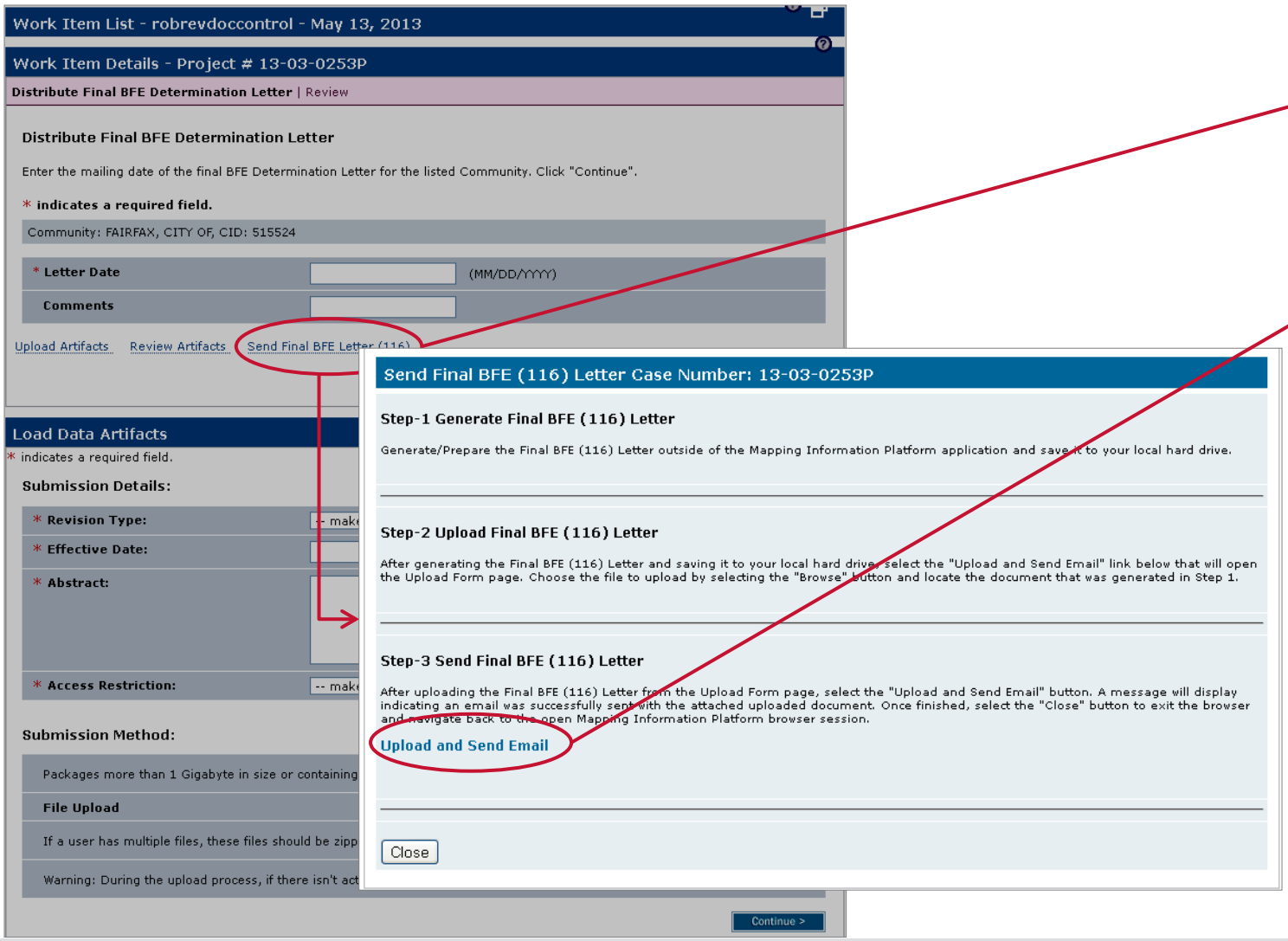
This is similar to process for earlier steps.



Click to open the Send Final BFE Letter (116) instructions screen

Upload the 116 Letter in the same way using the “Load Data Artifacts” window as in the Distribute Determination Activity. You can also configure the public access restrictions in the same way.

Distribute Final BFE Letter: Select and Upload

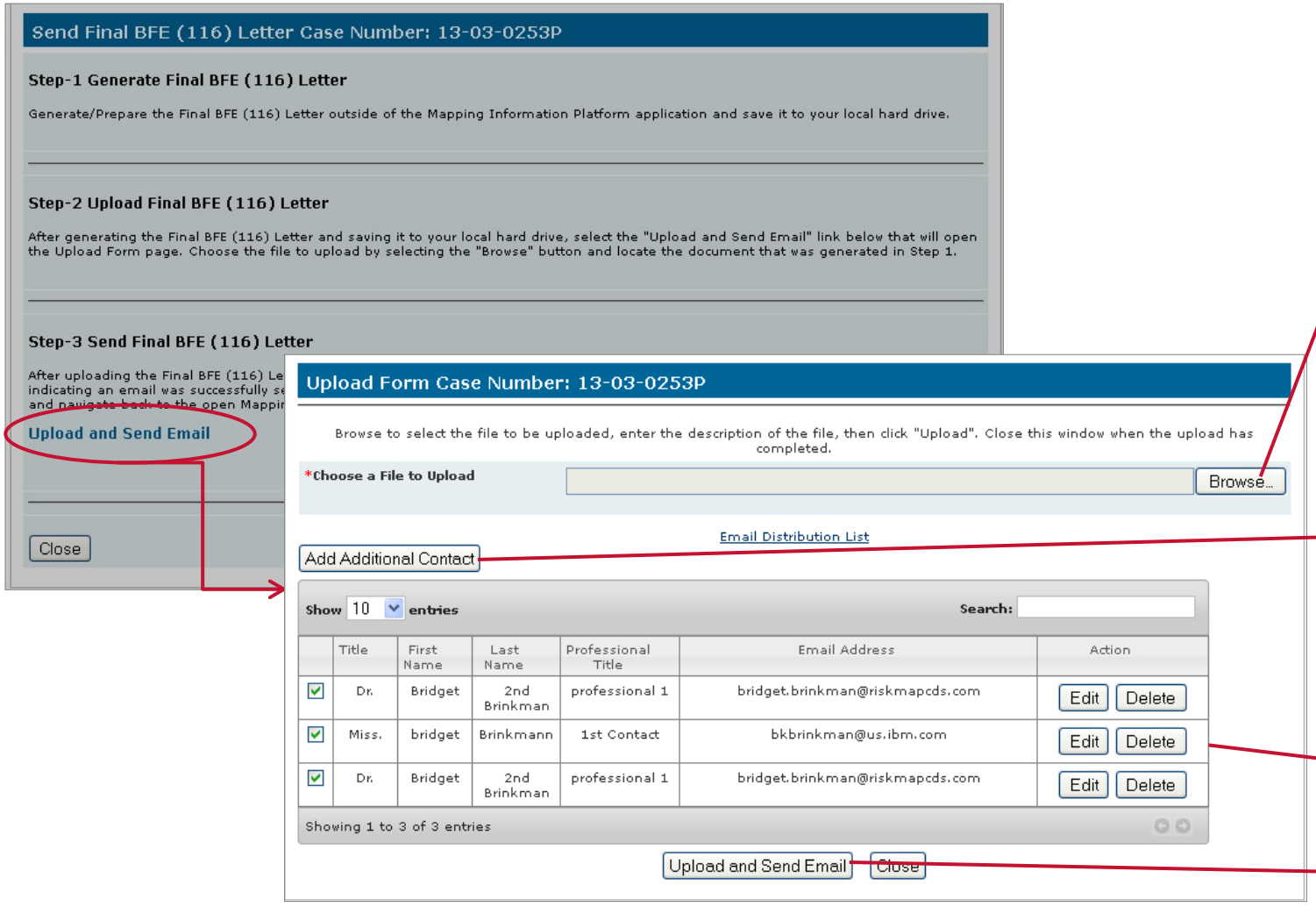


Click "Send Final BFE Letter"

Click "Upload and Send Email"

You can upload and send the Final BFE Letter from this step.

Distribute Final BFE Letter: Manage Distribution List and Send



Select file to upload

Add contacts to email distribution list

Manage list

Send letter

Distribute Final BFE Letter: Applicant's View

Distribute Letter of Final Determination 13-03-0253P

no-reply@riskmapcds.com

Sent: Thu 6/6/2013 1:41 PM

To: Bridget Brinkman

Message | Distribute Final BFE.doc (22 KB)

Dear Bridget Brinkman

This responds to your request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a revision to the Flood Insurance Rate Map (FIRM) for: FAIRFAX, CITY OF, Fairfax City, VA.

Please review the attached flood hazard determination document or you can return to the Online LOMC homepage and click on the "Application ID" link, by clicking on the following link or copying and pasting the link into the address bar of your browser.

https://mip006d.msc.fema.gov/femaportal/onlinelomc/signin

Inquiries concerning the status of your request should be made by calling the FEMA Map Information eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA-MAP).

Please be assured we will do our best to respond to all inquiries in a timely manner.

This message has been generated automatically. Please do not reply to this message.

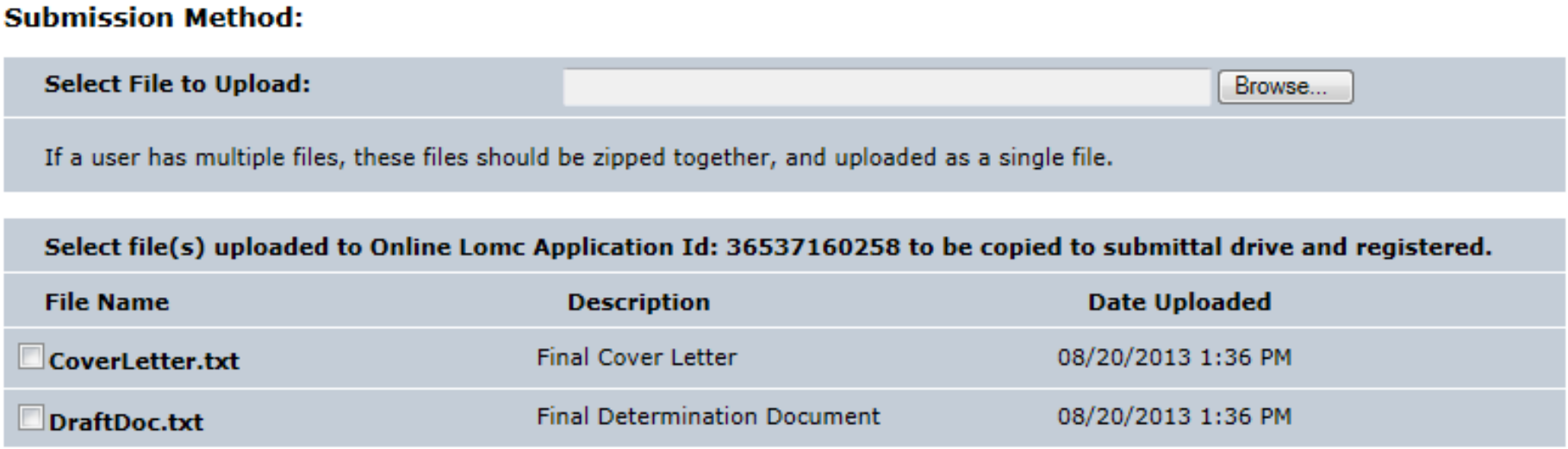
Applicant receives notification stating that a Final BFE Letter for their request is available. Applicant must log into the Online LOMC system to view letter

Making a Requestor's Files Searchable and Retrievable

Files uploaded by Requestor can be made searchable and retrievable within the Flood Risk Study Engineering Library:

- Access the "Load Amendments/Revisions Data Artifacts" Screen in the "Data Upload Activity" via "Tools & Links"
- Select a Product Type of "Supporting Artifacts" and fill the "Effective Date" and "Abstract" fields
- Artifacts associated with Online LOMC will be displayed on the subsequent screen. The page will contain check boxes that are provided so the user can select individual files that will then be searchable and retrievable via the Flood Risk Study Engineering Library. Like the "Final Determination" submission, you can modify the public access rules on the screen to prevent the public from viewing the names of the files and being able to search for them using the Flood Risk Study Engineering Library. The artifacts will not be publicly downloadable
- These Online LOMC artifacts will be stored in the MIP K: drive under Supporting Artifacts folder within Submission Repository folder

Making a Requestor's Files Searchable and Retrievable



The combination of what is uploaded through the Amendments Workflow and what is uploaded through the Data Upload tab will constitute the Final Case File. Mapping partners do not upload files using the Online LOMC Search tab, but through Data Upload.