Upload Guidance for DFIRM Submissions

OVERVIEW

This document is intended to provide guidance on the options for uploading files to the MIP and for First American Federal Solutions (FAFS) review, including metadata profile and DFIRM database QA validation. Following these guidelines may lead to increased efficiency in receiving results from FAFS and improved MIP system performance. FAFS will no longer accept submission packages through eFTP or mailed directly to their office as the data in these submissions does not get stored on the MIP.

There are four options for uploading submissions –

1. Upload through the MIP Submit Data Files portlet

2. Upload files to the J drive through Citrix

3. Mail data to the Data Depot

4. Use DFIRM Tools

Each process is applicable for all DFIRM database-related tasks, including Develop DFIRM DB, Produce Preliminary Map Products, and Produce Final Map Products.

Included in this document are the correct options for submitting files, the process and timeframe for each, information on how to resubmit data and tracking your submissions. Also included is the correct folder structure and which files to include in each step of the workflow process.

If you encounter a scenario that is not covered in the documented options, please contact your MIP Champion and/or Black Belt for assistance who will then open a MIP Help ticket if necessary.

GENERAL GUIDELINES

1. Recommended file size limits for each option:

   – Upload data through the MIP portlet (Submit Data Files): upload individual files and/or zip files smaller than 1GB and with fewer than 8000 individual files (at one time, in one upload submission).

   – Upload through Citrix: upload individual files and/or zip files smaller than 1GB and fewer than 8000 individual files (at one time, in one upload submission)

   – Mail data to Data Depot: recommended for file packages larger than 2 GB

     • Reminder: allow two weeks for mail and upload process

   – DFIRM Tools: depends on the upload process, see DFIRM Tools section

2. The validation process begins when the user clicks Validate Contents, no matter whether the files were uploaded through the MIP, Citrix or the Data Depot.

   – **Do not click Validate Contents until all files needed for Metaman and DFIRM DB validation have been uploaded to the J drive And do not resubmit any files, through any submission process, until results of the previous submission are returned.**

3. Metadata must pass Metaman validation before the DFIRM DB is *automatically* sent to FAFS for review.

4. Plan ahead! Take into consideration your file submission size (to determine whether the submission can be submitted through the MIP or mailed to the Data Depot) and the turnaround times for FAFS review, and plan time into your schedule to allow ample time for the upload and validation process.

– Average turnaround times:

- Draft and Prelim Submissions: During certain periods, FAFS experiences a high volume of submissions for review and the turnaround time for an auto validation submission during the draft and prelim stages may be up to two full business days. During this time the MIP will read In-Progress in the Submission Status section. If the MIP still reads In-Progress after two business days, contact your MIP Black Belt. If necessary, they will contact MIP Help. Do not upload another submission package or click Validate Contents while the Submission Status section reads In-Progress.

- Final Submission: During a final submission, a visual inspection takes places after the auto validation. Due to the additional visual inspection, the turnaround time for a final submission may take up to 10 business days. During this time the MIP will read In-Progress. If the MIP still reads In-Progress after the 10th business day, contact your MIP Black Belt. If necessary, they will contact MIP Help. Do not upload another submission package or click Validate Contents while the Submission Status section reads In-Progress.

5. To speed processing in the Final Submission step, first submit for auto (without your images), and when you receive a passing report for auto, then submit for visual (with the DFIRM DB and the images). To do this, separate your submission and submit just your DFIRM data for Auto review (through the MIP or Citrix) and once you receive the passing auto report, then submit the DFIRM DB AND panels (plot images) for visual validation. Note that the metadata will have to pass Metaman validation each time before the files are sent to FAFS for auto or visual review.

6. Any changes on the J drive to files validated by Metaman and/or FAFS will change the submission from the current status (In-Progress, Passed, etc) to Validation Required. This indicates to the MIP that a file(s) has been altered and requires the user to click Validate Contents to restart the validation process. Changed files not validated by the Metaman or FAFS process will not change the submission status to Validation Required.

7. If you have corrections to make to only certain files, it is not necessary to upload all files again, only the files that have the corrections. Make sure these files have the same file name as the incorrect submissions and when you upload the new files, they will overwrite the old files.

8. If you have a submission currently In-Progress, do not upload corrected and/or additional files until a Passed or Failed status is returned.

9. A notification of DFIRM DB validation results will be sent to the email address of the user ID who performed the step.

10. Both the Metadata Profile Validation and DFIRM DB QA Validation fields in the Submission Status section of the task must read Passed before the user can complete the task.

11. Click on the links in the Submission Status section (i.e., Passed, Failed) to view the validation report.

12. Data is copied from the J to K drive for final storage when the user completes the task on the MIP (i.e, clicks Complete Task on the Review screen).

UPLOADING DATA OPTIONS

1. MIP Studies Workflow - Upload

Highlights:

- Use the MIP Submit Data Files portlet to upload:
  - o Zipped files 1GB or smaller, with fewer than 8000 individual files
  - o Individual files 1GB or smaller
- The validation process does not begin until the user clicks the Validate Contents button.
- If it is a DFIRM DB task, upon a passing metadata report, the DFIRM DB is *automatically* sent to FAFS for review.
- If the submission is In-Progress, do not add new or changed files on the J drive until you receive the results from FAFS regarding your previous submission.
- If resubmitting files, only upload the files that have any edits, not the entire submission package. If named the same, the new files will overwrite the existing files.

Process:

- o Use the Submit Data Files button on the MIP to upload files. This button is found by opening the Submit Data twisty.
- o When the project is created, the MIP automatically creates a path to where your files will go on the J drive, as indicated in the Submit Data area.

- ▪ This path is not a link to anything, but indicates where your files will be uploaded.
- ▪ If the submission you are uploading through the MIP is already on the J drive (in a different location), the system will move your files to this new folder on the J drive.
- o The Internet Connection Speed and File Size fields on the data submission window are *optional*; used to calculate the approximate amount of time the files will take to upload.
- o Users can navigate/browse to any drive (including the J or K drive) to find files to upload the submission.
- o The MIP automatically unzips the files once the upload process is complete. Depending on the size of the submission and the number of files, this may take a few minutes.
- o Click Update Contents to confirm the files were uploaded and to display the Validate Contents button.
- o Click Validate Contents to start the metadata validation process. If it is a DFIRM DB task, upon a passing metadata report, the DFIRM DB is *automatically* sent to FAFS for review.
- o Once the user receives a passing report for both Metadata Profile Validation and DFIRM DB QA Validation, click Complete Task. This will copy the files from the J drive to the K drive and allow the user to move forward in the MIP Studies workflow.

2. Citrix

Highlights:

- Use Citrix to upload files individual files no larger than 1 GB to the J drive.

- Do not upload zipped files or add subfolders to the directory structure.

- When all files required for Metaman and DFIRM DB validation are complete, return to the MIP workflow step and click Validate Contents to kick off the metadata validation.

- If it is a DFIRM DB task, upon a passing metadata report, the DFIRM DB is *automatically* sent to FAFS for review.

- If the submission is In-Progress, do not add new or changed files until you receive the results from FAFS regarding your previous submission.

Process:

- o Upload files from your local drive through Citrix to the correct tasksysid folder on the J drive

- o Once ALL files are ready for Metaman and FAFS review, return to the MIP workflow step and click Validate Contents to start the validation process. If it is a DFIRM DB task, upon a passing metadata report, the DFIRM DB is *automatically* sent to FAFS for review.

- o Even if you have modified your submission, do not click Validate Contents again until you receive a result for the previous submission.

- o Once the user receives a passing report for both Metadata Profile Validation and DFIRM DB QA Validation, click Complete Task. This will copy the files from the J drive to the K drive and allow the user to move forward in the MIP Study workflow.

3. MIP Studies Workflow – Mail Data

Highlights:

- Mail submissions that are larger than 2 GB to the Data Depot.

- It typically takes two weeks from the time you mail the data to the Data Depot to the time that data is uploaded into the MIP. If you have not received notification of the upload within 10 business days of mailing your submission, please contact MIP Help to determine the progress on your submittal.

- **Allow sufficient time in your schedule to accommodate the mail and upload process for these large file submissions.**

Process:

- o Users who mail submissions to the Data Depot must indicate so through the MIP workflow.

- o To indicate that files are being mailed, click on the Submit Data Files button from the Submit Data section, click the Mail the Data radio button and click Submit to automatically create a MIP Help ticket. The Data Depot address and all required information are displayed on this screen. Users should never send to the Data Depot without completing this information on the MIP.

- o Don't forget to mail the submission!

- o Once the mailed data is received and uploaded to the MIP, MIP Help will send an email notification to the user to inform them that their data has been uploaded.

- o Upon notification that the data was uploaded, return to the MIP workflow step and click Validate Contents to kick off the metadata validation.

- o If it is a DFIRM DB task, upon a passing metadata report, the DFIRM DB is *automatically* sent to FAFS for review.

- o Once the user receives a passing report for both Metadata Profile Validation and DFIRM DB QA Validation, click Complete Task to copy the files from the J drive to the K drive.

4. DFIRM Tools

Highlights:

- Use DFIRM tools to upload your submission when you have used the DFIRM Tools to create your files.

- Remember, after you upload through DFIRM Tools, you must return to the MIP workflow to start the validation process by clicking the Validate Contents button.

- The DFIRM Tools do not link directly to the DFIRM QA database.

Process:

- o Once the files are uploaded in DFIRM Tools, click Export. This places the submission on the J drive.

- o Users must convert the .txt metadata files into .xml.

- o The user must return to the MIP workflow step and click Validate Contents to kick off the validation.

- o If it is a DFIRM DB task, upon a passing metadata report, the DFIRM DB is *automatically* sent to FAFS for review.

- o Once the user receives a passing report for both Metadata Profile Validation and DFIRM DB QA Validation, click Complete Task to copy the files from the J drive to the K drive.

FOLDER STRUCTURE AND INCLUDED FILES

When submitting for FAFS auto and/or visual review only submit the required files and in the proper file structure, as outlined below. This will reduce excess overload on the FAFS system and speed processing. Do not include subfolders within the zipped file that you submit.

DRAFT SUBMISSION:

- Required files: .e00 files and DFIRM database metadata files (*.xml and *txt)
    - Do not include other metadata files
    - The .xml file is required, but .txt can be included as may be used if the .xml file is corrupt
- When preparing a valid submission to FAFS, verify that your submission is located in the following folder: *J:\FEMA\[region]\[state]\[county]\[county or community]\[FEMA Case Number]\SubmissionUpload\Mapping.Draft_DFIRM_DB\[task system ID]*

PRELIM SUBMISSION:

- Required files: e00 files and metadata files (*.xml and *txt)
- When preparing a valid submission to FAFS, verify that your submission is located in the following folder: *J:\FEMA\[region]\[state]\[county]\[county or community]\[FEMA Case Number]\SubmissionUpload\Mapping.Prelimanry_DFIRM_DB\[task system ID]*

FINAL SUBMISSION:

- Required files for Task Sys ID folder:
    - SHP, SHX, DBF
    - e00
    - MIF, MID
- Required files for RFIRM folder:
    - Ortho-base: PNG, PGW
    - Vector: TIF, TFW
- When preparing a valid submission to FAFS, verify that your submission is located in the following folder: *J:\FEMA\[region]\[state]\[county]\[county or community]\[FEMA Case Number]\SubmissionUpload\Mapping.Final_DFIRM_DB\[task system ID]*.

TIPS FOR FASTER PROCESSING

The following are some examples as to how to improve processing time for your submission. Before you upload your submission, remember the following:

1. Wait until the metadata and DFIRM DB are complete prior to starting validation by clicking the Validate Contents button.

2. To speed processing in the Final Submission step, first submit your DFIRM database for auto (without your images), and when you receive a passing report for auto, then submit for visual (with the DFIRM data and the images). To do this, separate your submission and submit just your DFIRM data for Auto review, and once you receive the passing auto report, then submit the DFIRM DB AND panels (plot images) for visual validation.

3. Confirm that your .xml metadata files are readable. FAFS cannot review unreadable .xml metadata files and the user must be contacted to fix the file and resend it, thereby creating a delay in receiving results.

4. Only include the DFIRM database metadata file; do not include the base map metadata file or metadata for the individual layers. If included, FAFS must remove the extra files and load it again manually which may delay the review process.

5. Format projection information correctly. State plane submissions are supposed to define the grid system as "State Plane Coordinate System 1983". Often users will use some other phrasing, which causes the FAFS system to stop processing the study. Users must be notified to correct the issue which may delay the review process.

6. Check for typos in included tables. The FAFS system checks the metadata to determine which DFIRM layers are supposed to be in the submission. It looks for the string "The following tables are included in this data set:" or "The following tables may be included in this data set:". If this phrase has a typo, the system will halt.

7. Metadata files should be included in the data submission as a separate file in the root directory. An .xml Metadata file is still required. However, text files can be included in the submission folder. Metaman will ignore the .txt file, and validate the .xml file.

8. The FIS folder is no longer created. FIS submissions should be loaded into the appropriate folder within the DFIRM submission.

OTHER TOOLS

Tools & Links

– Tools and Links should only be used as a tool for an initial, "practice" DFIRM DB validation for auto review. This allows mapping partners to see what errors they need to fix, if any, prior to submitting the DFIRM DB to FAFS for review.

– Uploading DFIRM submissions through Tools and Links does not place data on the J drive, it does not create any records in the MIP, nor does it validate metadata.

– The user only receives an email notification of a passing or failed report.

– FAFS is not funded to perform "practice" visual reviews. The user must perform submit for this review at the appropriate workflow step.

Mail Data or eFTP Directly to FAFS

– **Users should not submit any files directly to FAFS.**

– There is no link between FAFS and the MIP if files are submitted outside of the MIP; no data is stored on the MIP, nor can a user progress through the MIP workflow.

– This guidance supersedes any other guidance for providing data directly to FAFS.

RESUBMISSIONS

• Only files validated by Metaman and FAFS that have been changed on the J drive will cause the Validation Required status to appear and require the user to click Validate Contents to resubmit those changed files for review.

• If there is a submission currently in FAFS review, **do not** submit another submission package until the previous one is returned, as it may have errors that need to be corrected. Once you have corrected those errors, resubmit the files, including any new files you may have created/modified.

• Use any of the four process options to resubmit your submission, depending on the size of your submission package.

• If you have corrections to make to only certain files, it is not necessary to upload the entire submission package again, only the files that have the corrections. Make sure these files have the same file name as the incorrect submissions and when the new files are uploaded, they will overwrite the old files.

TRACKING SUBMISSIONS

• The MIP displays the progress of the submission (Uploading, Unzipping, In-Progress, Passed, Failed) in the Submission Status section of the MIP workflow task.

   o **Uploading**: Applicable for submissions uploaded through the MIP Submit Data Files portlet

      ▪ Indicates the submission is being uploaded and will appear as long as the blue status submission bar is displayed.

   o **Unzipping**: Applicable for submissions uploaded through the MIP Submit Data Files portlet

      ▪ Indicates the MIP is unzipping the submission package.

      ▪ Depending on the size of the zipped file, this process may take up to 30 minutes.

- o **In-Progress**: Applicable for all submission options
    - Indicates the submission package has been sent to FAFS for review
- o **Passed**: Applicable for all submission options
    - Indicates a passing report from FAFS
- o **Failed**: Applicable for all submission options
    - Indicates a failed report from FAFS
    - Users may click on the link provided for more information on the reasons for failure.
- o **Validation Required** (formerly Data Revised): Applicable for all submission options
    - Indicates files to be validated by Metaman and/or FAFS have been changed and need to be resubmitted
    - Click Validate Contents to start the validation process
- The user who started the validation process in the MIP will receive an email notification when the DFIRM validation is complete. In addition, the status of the DFIRM review in the MIP workflow will be updated with the pass/fail result and a link to the review report.