



### Entering Strategic Funds Management Projects into NEMIS

Strategic Funds Management (SFM) is a new process in obligating Hazard Mitigation Grant Program (HMGP) funds in increments based on the subrecipient’s ability to execute the eligible work. There are two options for entering HMGP projects using SFM into the National Emergency Management Information System (NEMIS):

- For Option A (by activity type), the line items can be entered according to activity to be performed.
- For Option B (by property site), the line items can be entered by property.

The two options are illustrated below with screenshots from NEMIS for the following example:

*Example:* Main County, through the State, has developed an HMGP application to acquire and demolish 50 residential structures from the Special Flood Hazard Area. The project’s total cost is \$6,332,850.

#### Option A (by activity type)

The (example) project has been divided into five increments based on the subrecipient’s work schedule and projected obligation dates. Each line item will be itemized according to activity. The first line item of the budget includes property management, title searches, appraisals, legal, and other administrative actions for all 50 properties. The remaining line items will be for acquisition, demolition, closing, and utilities. Based on the work schedule, the subrecipient estimates that 10 to 15 properties will be acquired at each consecutive quarter. The respective line items will be selected for obligation based on work schedule and actual progress of the project. The projected obligation schedule is listed below by activity type.

Projected Obligation Schedule				
Projected Obligation Dates	Description of Work	HMGP Federal Funds	Non-Federal Funds	Total Funds
01/01/2014	Property Management, Title Search, Appraisals, Legal, and Administrative Work (50 total properties)	\$93,750.00	\$31,250.00	\$125,000.00
04/01/2014	Acquisition, Demolition, Closing, and Utilities (10 of 50 properties)	\$1,034,625.00	\$344,875.00	\$1,379,500.00
07/01/2014	Acquisition, Demolition, Closing, and Utilities (10 of 50 properties)	\$517,387.50	\$172,464.50	\$689,850.00
10/01/2014	Acquisition, Demolition, Closing, and Utilities (15 of 50 properties)	\$1,551,937.50	\$517,312.50	\$2,069,250.00
01/01/2015	Acquisition, Demolition, Closing, and Utilities (15 of 50 properties)	\$1,551,937.50	\$517,312.50	\$2,069,250.00
<b>Project Totals</b>		<b>\$4,749,637.50</b>	<b>\$1,583,214.50</b>	<b>\$6,332,850.00</b>

In the NEMIS – Cost Estimate screen, enter all the line items as stated in the project obligation schedule, as shown below.

Item Name	Unit Qty	Unit of Measure	Unit Cost	Cost Estimate
Property Mgt, Title Searches, Appraisals, Legal, Admin	1	LS	125000	\$125,000
Acquisition, Demo, Closing, Utilities (10 of 50 sites)	1	LS	1379500	\$1,379,500
Acquisition, Demo, Closing, Utilities (10 of 50 sites)	1	LS	689850	\$689,850
Acquisition, Demo, Closing, Utilities (15 of 50 sites)	1	LS	2069250	\$2,069,250
Acquisition, Demon, Closing, Utilities (15 of 50 sites)	1	LS	2069250	\$2,069,250

Total Project Cost Estimate: \$6,332,850

After the application has been successfully submitted, the information will auto generate in the Eligibility Determination – Cost Review screen. Click the applicable eligible box for the item that is being incrementally obligated as shown below.

Item Name	Unit Qty	Unit Meas	Unit Cost	Total Amt	Elig	Approved Cost	Comments
Property Mgt, Title Searches, Appraisals, L	1	LS	\$125,000.00	\$125,000	<input type="checkbox"/>		
Acquisition, Demo, Closing, Utilities (10 of :	1	LS	\$1,379,500.00	\$1,379,500	<input type="checkbox"/>		
Acquisition, Demo, Closing, Utilities (10 of :	1	LS	\$689,850.00	\$689,850	<input type="checkbox"/>		
Acquisition, Demo, Closing, Utilities (15 of :	1	LS	\$2,069,250.00	\$2,069,250	<input type="checkbox"/>		
Acquisition, Demon, Closing, Utilities (15 ot	1	LS	\$2,069,250.00	\$2,069,250	<input type="checkbox"/>		

Proposed Fed Share %: 75.00000000  
 Total Project Cost Estimate: \$6,332,850  
 Proposed Project Federal: \$4,749,638  
 Proposed Project Non-Fed: \$1,583,212

Total Approved Project Cost: \$0  
 Total Ineligible Project Amt: \$6,332,850  
 Approved Fed Share: \$0  
 Approved Non-Fed Share: \$0

Reference Cost Codes: IS  HS   
 Display Cost Codes

Cost Approval (Y/N)

1. IF "TOTAL AMT"(S) HAS BEEN CHANGED IN THIS AMENDMENT, CLICK ON EACH "ELIG" CHECK BOX TO INDICATE THAT "APPROVED COST"(S) NEEDS TO BE CHANGED, i.e. YOU NEED TO DELETE THE "APPROVED COST"(S).  
 2. CLICK THE BOX (ES) AGAIN TO APPROVE THE AMOUNT(S) SHOWN IN "TOTAL AMT"(S).  
 3. REVISE THE AMOUNT(S) SHOWN IN "APPROVED COST"(S), IF NECESSARY.

Additional obligations are processed through NEMIS as amendments pursuant to the normal course of project implementation and subsequent funding.

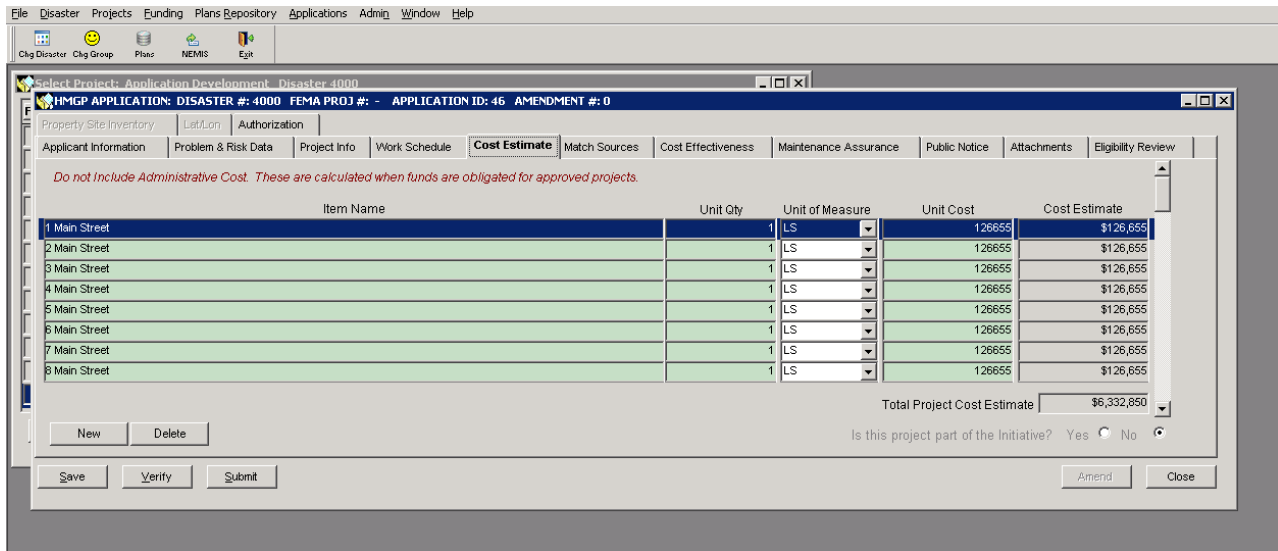
## Option B (by property)

The (example) project has been divided into five increments based on the subrecipient's work schedule and projected obligation dates. The first projected increment includes the first 10 line items of the budget and contains all activities to be performed at the 10 properties located on Main Street. The activities include property management, title searches, appraisals, legal, administrative actions, closing, acquisition, demolition, and utilities. The next 10 line items of the budget include the same activities to be performed, but for the 10 properties located on North Drive. The remaining three incremental obligations, to fulfill the 50 property acquisition, are similar to the first two. The total acquisition cost must add up to the reflected amount for each structure in the project site inventory or other individual property record. The projected obligation schedule is listed below by property.

Projected Obligation Schedule				
Projected Obligation Dates	Description of Work	HMGP Federal Funds	Non-Federal Funds	Total Funds
01/01/2014	1 Main Street 2 Main Street 3 Main Street 4 Main Street 5 Main Street 6 Main Street 7 Main Street 8 Main Street 9 Main Street 10 Main Street	\$949,912.50	\$316,637.50	\$1,266,550.00
04/01/2014	11 North Drive 12 North Drive 13 North Drive 14 North Drive 15 North Drive 16 North Drive 17 North Drive 18 North Drive 19 North Drive 20 North Drive	\$949,837.50	\$316,612.50	\$1,266,450.00
07/01/2014	21 South Avenue 22 South Avenue 23 South Avenue 24 South Avenue 25 South Avenue 26 South Avenue 27 South Avenue 28 South Avenue 29 South Avenue 30 South Avenue	\$950,062.50	\$316,687.00	\$1,266,750.50
10/01/2014	31 East Lane 32 East Lane 33 East Lane	\$1,017,412.50	\$229,137.50	\$1,356,550.00

	34 East Lane 35 East Lane 36 East Lane 37 East Lane 38 East Lane 39 East Lane 40 East Lane			
01/01/2015	41 West Court 42 West Court 43 West Court 44 West Court 45 West Court 46 West Court 47 West Court 48 West Court 49 West Court 50 West Court	\$882,412.50	\$294,137.50	\$1,176,550.00
<b>Project Totals</b>		<b>\$4,749,637.50</b>	<b>\$1,473,212.00</b>	<b>\$6,332,850.50</b>

In the NEMIS – Cost Estimate screen, enter all the line items as stated in the project obligation schedule.



After the application has been successfully submitted, the information will auto generate in the Eligibility Determination – Cost Review screen. Click the applicable eligible box for the item that is being incrementally obligated. See below.

The screenshot shows the NEMIS Cost Review screen with the following data:

Item Name	Unit Qty	Unit Meas	Unit Cost	Total Amt	Elig	Approved Cost Comments
1 Main Street	1	LS	\$126,655.00	\$126,655	<input type="checkbox"/>	
2 Main Street	1	LS	\$126,655.00	\$126,655	<input type="checkbox"/>	
3 Main Street	1	LS	\$126,655.00	\$126,655	<input type="checkbox"/>	
4 Main Street	1	LS	\$126,655.00	\$126,655	<input type="checkbox"/>	
5 Main Street	1	LS	\$126,655.00	\$126,655	<input type="checkbox"/>	

Proposed Fed Share %:	75.00000000	<b>Total Approved Project Cost:</b>	\$0
Total Project Cost Estimate:	\$6,332,850	Total Ineligible Project Amt:	\$6,332,850
Proposed Project Federal:	\$4,749,638	Approved Fed Share:	\$0
Proposed Project Non-Fed:	\$1,583,212	Approved Non-Fed Share:	\$0

Reference Cost Codes: IS  HS   
 Display Cost Codes

**Cost Approval (Y/N)**

1. IF "TOTAL AMT"(S) HAS BEEN CHANGED IN THIS AMENDMENT, CLICK ON EACH "ELIG" CHECK BOX TO INDICATE THAT "APPROVED COST"(S) NEEDS TO BE CHANGED, i.e. YOU NEED TO DELETE THE "APPROVED COST"(S).  
 2. CLICK THE BOX (ES) AGAIN TO APPROVE THE AMOUNT(S) SHOWN IN "TOTAL AMT"(S).  
 3. REVISE THE AMOUNT(S) SHOWN IN "APPROVED COST"(S), IF NECESSARY.

Additional obligations are processed through NEMIS as amendments pursuant to the normal course of project implementation and subsequent funding.