

# **NEMIS HMGP User Manual**

Major Release (MR) 4.06.00

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**FEMA**

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*User Manual for*  
***NEMIS HMGP System***  
***Major Release 4.06.00***

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## Unit 1 – NEMIS HMGP Overview and Startup

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## Overview

### NEMIS

The National Emergency Management Information System (NEMIS) is a former database system used to track disaster data for FEMA and Recipient emergency management offices. The system was decommissioned but the overall NEMIS platform remains.

NEMIS supported emergency management at a disaster site and enabled FEMA to integrate preparedness and planning operations with FEMA programs and disaster assistance. NEMIS enabled data to be coordinated throughout a disaster, from monitoring an incident to providing assistance to communities and individuals affected by a disaster.

The NEMIS platform is comprised of modules or application areas for various functions within FEMA. The platform provides functional modules for various disaster programs within FEMA.

Each functional module is accessed from the NEMIS menu and functions somewhat independently of the others.

### NEMIS HMGP

NEMIS Hazard Mitigation Grant Program (HMGP) is the Mitigation module of NEMIS. You may also hear it referred to as the HMGP System. This system module provides a way to administer HMGP information and grant applications. It interacts with some of the other NEMIS modules.

The users of the NEMIS HMGP system are the Mitigation staffs of:

- State and tribal offices; and
- FEMA headquarters, regional and disaster field offices.

## NEMIS HMGP User Manual

This User Manual provides instructions on how to use the NEMIS HMGP System to administer program information and grant applications for HMGP.

The manual covers the use of the Mitigation functional module throughout the HMGP lifecycle, beginning with pre-declaration activities and ending with post-disaster closeout activities.

As seen in Table 1-1 below, each unit in this manual corresponds to a NEMIS HMGP system process. Each NEMIS HMGP system process reflects a workflow process in the HMGP lifecycle.

**Table 1-1: User Manual Unit/ NEMIS HMGP Process**

UNIT	NEMIS HMGP PROCESS
1	NEMIS HMGP Overview and Startup
2	The Reference Library
3	Manage Disaster Information
4	Manage the Mitigation Plans
5	Manage the HMGP Funding Estimate
6	Manage the HMGP Application
7	Manage Eligibility Determination
8	Manage Amendments
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10	Manage Allocations and Obligations
11	Manage Project and Program Oversight Tasks
12	Manage Project Closeout
13	Manage Program Oversight and Closeout
14	Generate Standard HMGP Reports
Appendix A	Attach Documents
Appendix B	Enter a Name from the Personnel Databases
Appendix C	NEMIS HMGP Positions and Roles
Appendix D	Quick Reference Guide

Except for Unit 1 and the appendices, the units in this manual contain standard sections as described below in Table 1-2.

**Table 1-2: Description of Unit Sections**

<b>SECTION NAME</b>	<b>DESCRIPTION</b>
Overview	Describes the NEMIS HMGP system process Lists the tasks to complete the process
Information Requirements (where applicable)	Lists the documents and information needed to complete the tasks
Information Available for Review (where applicable)	Identifies information that read-only users need to view
Tasks	Describes the steps to complete each task
References (where applicable)	Provides supplemental information or sample documents relevant to the task or process

Table 1-3 describes the notations used throughout this manual.

**Table 1-3: Notations**

<b>NOTATION</b>	<b>NAME/DESCRIPTION</b>
NOTE	Notes provide specific learning points or supporting information.
CAUTION	Caution messages provide specific warnings that users should be aware of.
HINT	Hint messages provide techniques or recommended steps that will help users complete system tasks.
UPDATE ID	Button Notation Reference to system buttons that the user needs to click are displayed in all uppercase letters.
Disaster Information Tab	System Tab Notation Reference to system tabs are displayed in bold font.
Data Fields Notation	Information that needs to be entered into the system or can be viewed by users is listed in tables.

## NEMIS HMGP System Features

The following functionalities are available in the system to assist users in completing their tasks:

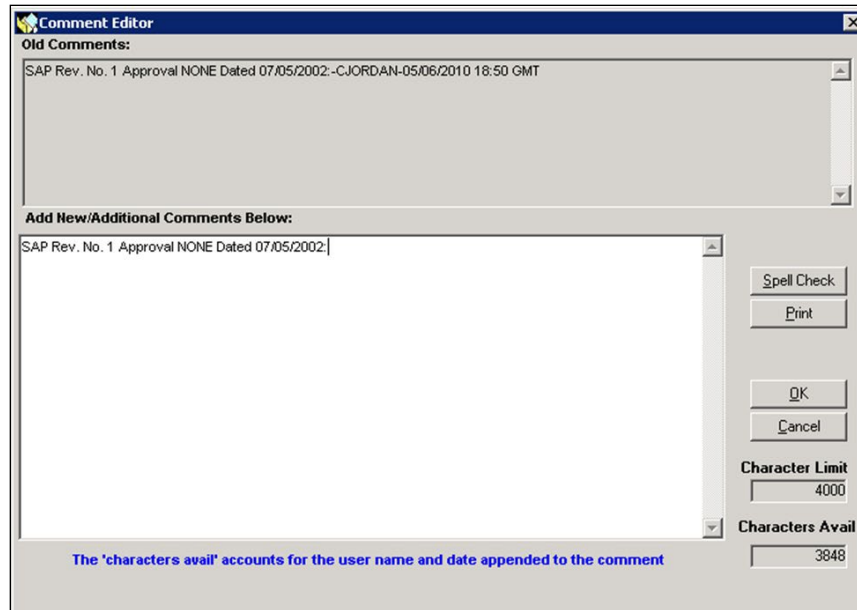
- **Attach Documents**  
Documents can be linked to a project application to allow all NEMIS HMGP users to view supporting documentation. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.
- **Attach Multiple Documents**  
The system now allows users to attach multiple documents for specified functional areas. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.
- **Delete Attachments**  
The system now allows users to delete attachments for specified functional areas. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.

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***CAUTION: Please make every effort to limit the file attachment size to less than 1GB. Allow up to one hour to retrieve and view newly attached documents.***

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- **Add Comments**  
Since Mitigation information entry can be performed by several people, NEMIS HMGP allows each user to add comments to the project application, the mitigation plan and other items.
- **Enter Dollars and Cents**  
The system is now able to accept dollars and cents, instead of only whole dollar amounts. This decimal capability will avoid differences in obligation amounts between NEMIS HMGP and the Integrated Financial Management Information System (IFMIS).
- **Text-editing Capability**  
For all fields marked with a hand pointer, the user can enter text directly onto the field or can double-click inside the field to access a text-editing window (Figure 1-1).



**Figure 1-1: NEMIS HMGP Text-Editing Window**

In the text-editing window, the user can enter text, run spell check and print out the text. Previously entered comments are displayed as read-only in the upper portion of the window. In addition, character limits and availability are displayed.

Clicking the OK button returns focus to the calling window and text is copied from the Editor dialog box to the calling screen. The system appends the user name, the date, and the time of text entry to the end of the text.

- **Track Project Applications**

The NEMIS HMGP Mitigation module can track project applications through workflow processes and work packets. For each task in a workflow process, NEMIS HMGP generates a work packet. Users access the work packet to accomplish the steps in the process.

The two workflow processes in the Mitigation module are:

- Manage Eligibility Determination (Unit 7)
- Manage Allocations and Obligations (Unit 10)

- **System-Required Information and Data Fields**

When a data field is required, the system identifies the field with either one plus sign (+) or two (++) as follows (Figure 1-2):

- + if the field is required for project submission
- ++ if the field is required before project closeout



+ Funds Availability Date :	08/15/2011
++ Funds Commitment Letter Date :	09/01/2011

**Figure 1-2: Required Fields Example**

## NEMIS HMGP System User Roles

### FEMA Enterprise Identity Management System

The FEMA Enterprise Identity Management System (FEIMS) replaced the Network Access Control System (NACS) and the Integrated Security and Access Controls (ISAAC). If you had a NACS account, your account was migrated to FEIMS automatically.

From inside the FEMA firewall, you will need to visit the [FEIMS portal](https://sso.fema.net/feims) at <https://sso.fema.net/feims> in order to perform account-related tasks such as changing passwords (Figure 1-3), completing Security Awareness Training and other functions.



Figure 1-3: FEIMS Portal

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**NOTE:** *If you have any questions about your FEIMS account, account access or password, please contact the FEMA Enterprise Service Desk Help Desk by email at [FEMA-Enterprise-Service-Desk@fema.dhs.gov](mailto:FEMA-Enterprise-Service-Desk@fema.dhs.gov) or by phone at 1-888-457-3362.*

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### Access Control through Group and User IDs

Because the HMGP lifecycle is administered on multiple levels, various user groups complete different system processes within NEMIS HMGP. Information entered into the system by one user group can be viewed by others, allowing each group to participate jointly in one comprehensive system.

NEMIS HMGP includes system control mechanisms that protect the system and information. These mechanisms control the users' level of access to menus and screens. Security privileges (e.g., read and/or write) are assigned to objects (e.g., data fields, screens, or menus). These privileges are then assigned to groups.

Roles within NEMIS HMGP are determined by a user's team position. User IDs are then established and linked to groups and specific disasters. Based on their role(s) in the system processes, users become members of the group(s) that has the privileges needed to complete system tasks.

NEMIS HMGP Positions and Roles are listed in Appendix C.

### **Group and Role Assignment Process**

Every FEMA and Recipient Mitigation staff member who needs to work in NEMIS must have a user ID and password. To obtain a NEMIS user ID and password, please contact your regional mitigation program specialist.

Remote users can access NEMIS HMGP with non-Government Furnished Equipment. For instructions on how to obtain VPN access, please contact your regional point of contact.

After a user account is established, a mitigation program specialist familiar with NEMIS HMGP will review the request and define the proper role and team assignment before submitting the request to IT for a particular disaster.

NEMIS HMGP Specialists should review past designations of mitigation staff to assess individual role/position titles for the current disaster.

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***NOTE: Even if a user was working in NEMIS HMGP on a past disaster, it does not mean that the user will be assigned to a role in a current disaster. Users are assigned to a role for each disaster upon request.***

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## Task 1: Starting NEMIS

1. Double-click the NEMIS icon on your desktop (Figure 1-4).



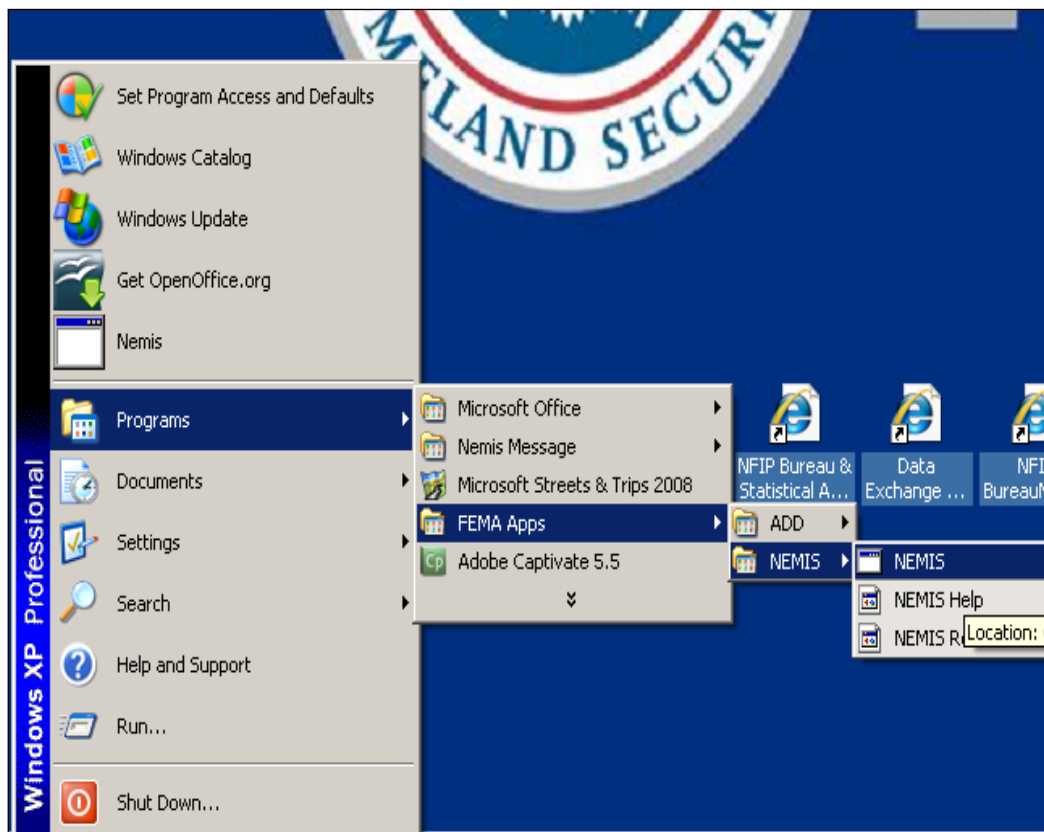
**Figure 1-4: NEMIS Desktop Icon**

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**NOTE: If you do not see the icon on your desktop, look for NEMIS in your installed programs by completing the following steps:**

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1. Click the Windows **START** button
2. Select **Programs > FEMA Apps > NEMIS > NEMIS** (Figure 1-5)



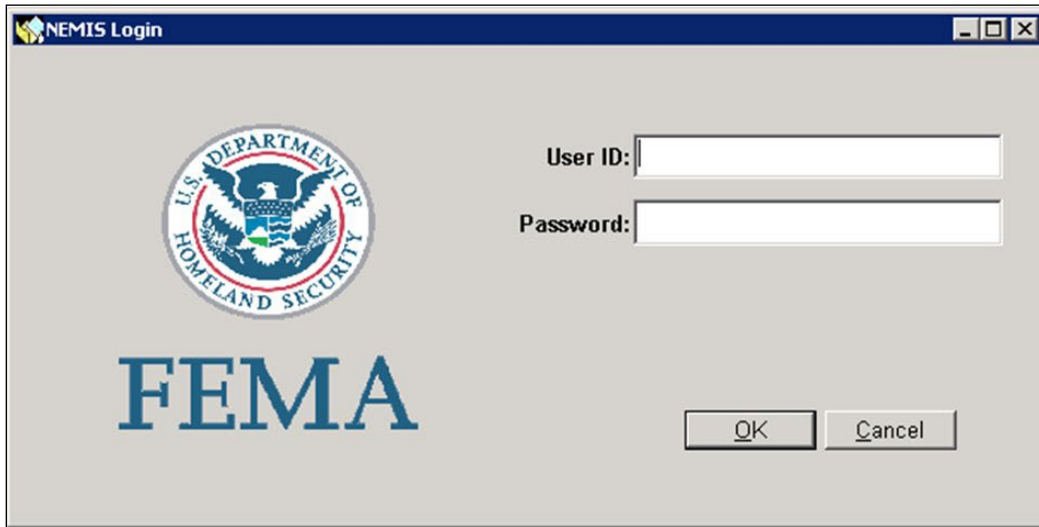
**Figure 1-5: NEMIS via Installed Programs**

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**NOTE: If NEMIS is not in your installed programs contact your local IT office.**

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- The NEMIS Login dialog box is displayed (Figure 1-6).



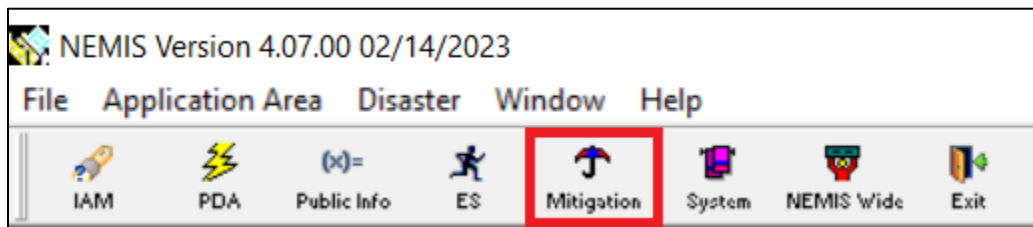
**Figure 1-6: NEMIS Login Dialog Box**

- Enter the information listed in Table 1-4.

**Table 1-4: Login Dialog Box Data Fields**

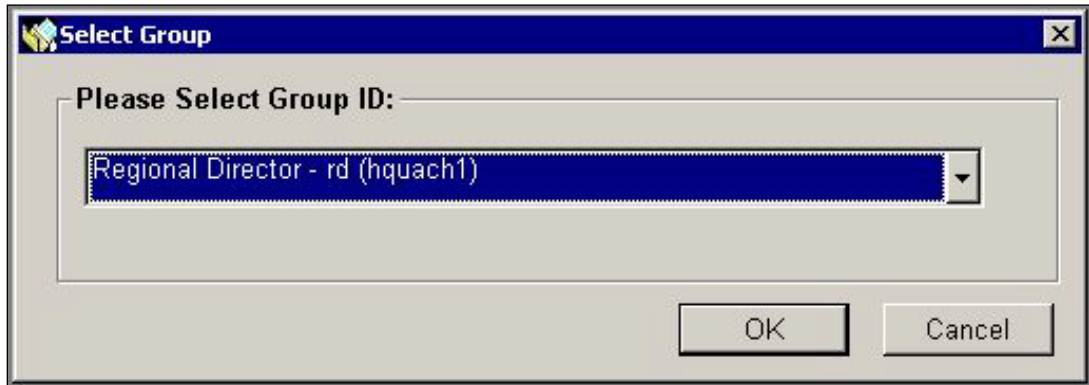
DATA FIELD	INFORMATION TO BE ENTERED
User ID	User identification name assigned to you
Password	Your NEMIS password

- Click the OK button. The NEMIS menu bar is displayed. Click the MITIGATION icon (Figure 1-7).



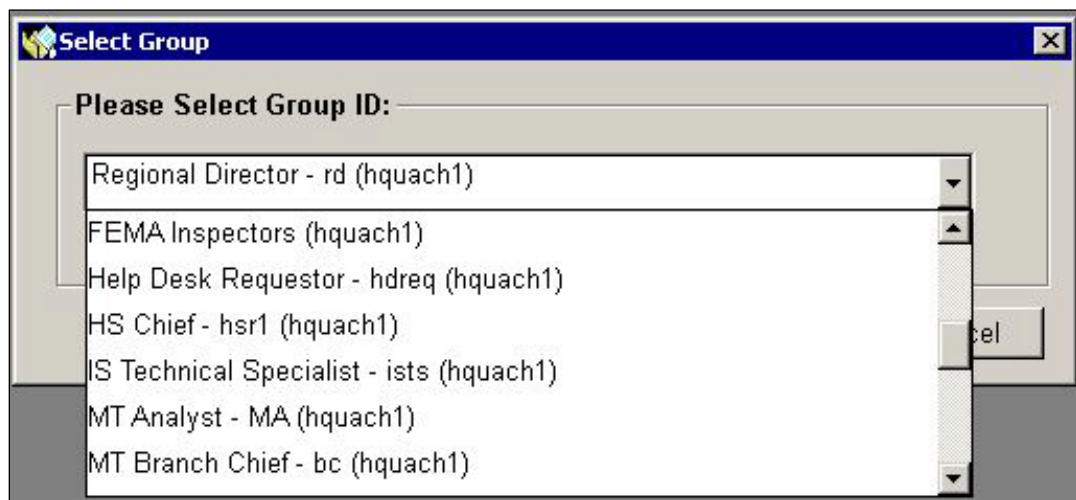
**Figure 1-7: NEMIS Menu Bar**

5. The Select Group dialog box is displayed (Figure 1-8).



**Figure 1-8: Select Group Dialog Box**

6. Click the drop-down arrow to display the Group ID selection list (Figure 1-9). The available selection depends on the roles assigned to you. Select the Group ID that corresponds to the NEMIS HMGP process you will be doing.



**Figure 1-9: Mitigation Group ID Selection List**

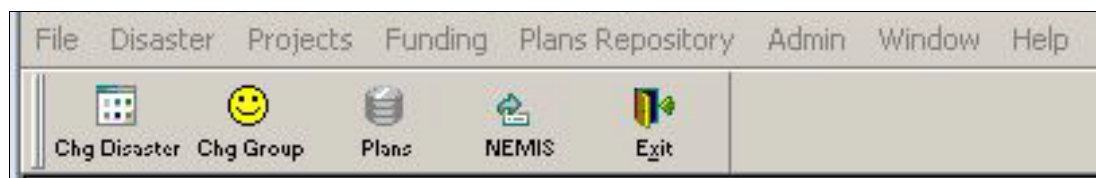
- Click the OK button. The Select Disaster dialog box is displayed (Figure 1-10).

**Figure 1-10: Select Disaster Dialog Box**

- In the Select Disaster dialog box, enter the disaster number or select a disaster number from the drop-down list. The system auto-fills the other disaster information fields (Figure 1-11).

**Figure 1-11: Disaster Information**

- Click the OK button. The Mitigation menu bar is displayed (Figure 1-12).



**Figure 1-12: Mitigation Menu Bar**

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**NOTE:** When logging in to enter information that is not disaster-specific, select any disaster number from the drop-down list.

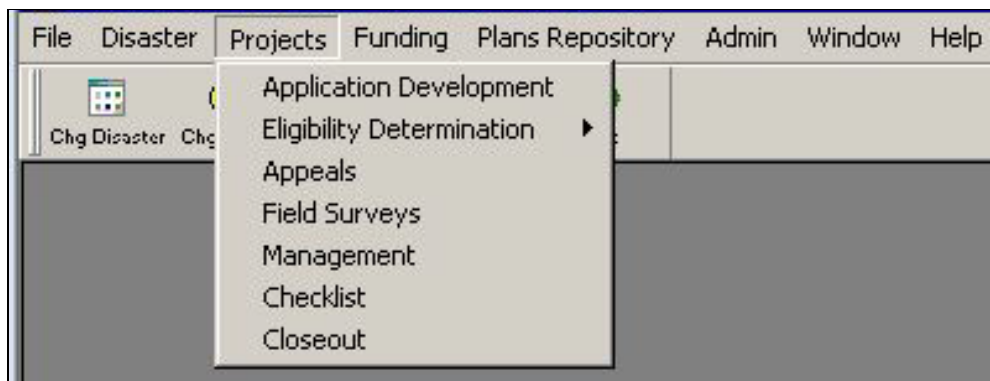
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**HINT:** Each time you start a NEMIS - Mitigation Module session, you will need to repeat Steps 1-9. You will remain logged in with the Group ID you selected and to the Disaster Number that you entered until you click the EXIT button on the NEMIS menu bar or you elect to change your Group ID or Disaster Number via the Mitigation Menu Bar.

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10. Select the process you want to perform by clicking on your selection (Figure 1-13). Hovering over the top items will show you the choices available within each item.



**Figure 1-13: Mitigation Menu Bar > Projects Menu**

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**NOTE:** Use [Table 1-1](#) to determine which process to select from the menu. Refer to the corresponding Unit or Appendix for instructions to complete that process.

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## Unit 2 – The Reference Library

NEMIS historically provided a means of storing documents and data in the Reference Library. The ability to store documents in the Reference Library was removed and is no longer available. To obtain historical documents and data please contact your regional hazard mitigation office.

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## Unit 3 – Manage Disaster Information

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## Overview

A disaster must be declared prior to HMGP processing in NEMIS HMGP. Mitigation staff must complete the system tasks that provide disaster-specific information.

Table 3-1 provides an overview of the Manage Disaster Information process in NEMIS HMGP.

**Table 3-1: Manage Disaster Information System Process**

DESCRIPTION	
Purpose	Enter disaster-specific information for HMGP
When does it start?	After a disaster declaration  <b>NOTE: There are <a href="#">Preliminary Damage Assessment (PDA) tasks</a> completed in the NEMIS-PDA module BEFORE the disaster declaration.</b>
Who does it?	<ul style="list-style-type: none"> <li>• FEMA Regional Mitigation Staff                             <ul style="list-style-type: none"> <li>○ Hazard Mitigation Officer (HMO role)</li> <li>○ Mitigation Analyst (MA role)</li> </ul> </li> <li>• FEMA Regional Operation Support Staff (Financial Officer)</li> </ul>
How is it done?	Execute 7 tasks: Task 1: <a href="#">Enter Disaster Information</a> Task 2: <a href="#">Manage Recipient Information</a> Task 2A: <a href="#">Designate a Recipient</a> Task 2B: <a href="#">Edit Designated Recipient Information</a> Task 2C: <a href="#">Edit Percentage on a Designated Recipient</a> Task 2D: <a href="#">Edit Admin and Mit Plan Link for a Designated Recipient</a> Task 3: <a href="#">Enter Federal Public Notice</a> Task 4: <a href="#">Attach Documents</a> Task 5: <a href="#">Enter User to Recipient Link Information</a> Task 6: <a href="#">Enter SF-424 Information</a> Task 7: <a href="#">View Audit Details</a>

## Information Requirements

FEMA Regional Mitigation staff may need the following documents to enter disaster information:

- A copy of the Public Notice;
- A copy of the Recipient's Declaration Request;
- FSA for each Recipient;
- Submitted SF-424s; and
- A list of NEMIS HMGP user names and user IDs of the Recipient and Regional staff who will be entering project applications (Unit 6: Manage the HMGP Project Application).

## Information Available for Review

Before Mitigation information specific to the disaster can be entered into NEMIS HMGP, the FEMA Emergency Coordinator (EC) and Emergency Support (ES) staff must enter disaster declaration information in the system. Therefore, State and Tribal Recipient staffs are provided with read-only access to disaster information entered by FEMA Regional Mitigation staff. Table 3-2 lists where specific disaster information can be found in the system. If the General Tab is not completed fully and accurately all other tabs will not be available for review.

**Table 3-2: Disaster Information Location in NEMIS**

DISASTER INFORMATION	LOCATION IN NEMIS
View the following dates: <ul style="list-style-type: none"> <li>• HMGP Applications Final Due Date</li> <li>• HMGP Total Obligation Date</li> <li>• HMGP Closeout Date</li> <li>• Disaster Closeout Date</li> </ul>	Mitigation Module > Disaster > Overview > <b>Disaster Information</b> tab
Recipients designated for the disaster	Mitigation Module > Disaster > Overview > <b>Recipient Information</b> tab
SF-424s submitted	Mitigation Module > Disaster > Overview > <b>SF424 Information</b> tab
Public Notice details	Mitigation Module > Disaster > Overview > <b>Federal Public Notice</b> tab >
Declaration Request, FSA, and other supporting documents	Mitigation Module > Disaster > Overview > <b>Attachments</b> tab
Users linked to Recipients	Mitigation Module > Disaster > Overview > <b>User to Recipient Link</b> tab

DISASTER INFORMATION	LOCATION IN NEMIS
Allocations and Obligations audit trail (when enabled) for disasters declared prior to November 2007 only	Mitigation Module > Disaster > Overview > <b>Subgrantee Administrative Cost Audit</b> tab

### Task 1: Enter Disaster Information

1. On the NEMIS menu bar, click Mitigation. If prompted, select your Group ID and click the OK button.
2. If the Select Disaster dialog box is displayed, select disaster from the pull-down menu. Click OK.
3. The Mitigation menu is displayed. From the top menu, select Disaster, then Overview (Figure 3-1).

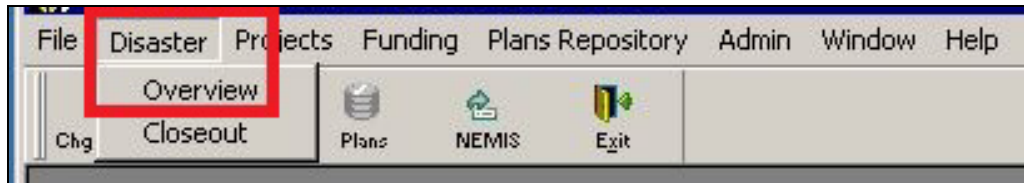


Figure 3-1: Mitigation > Disaster > Overview

4. The **Disaster Information** tab is displayed by default (Figure 3-2)

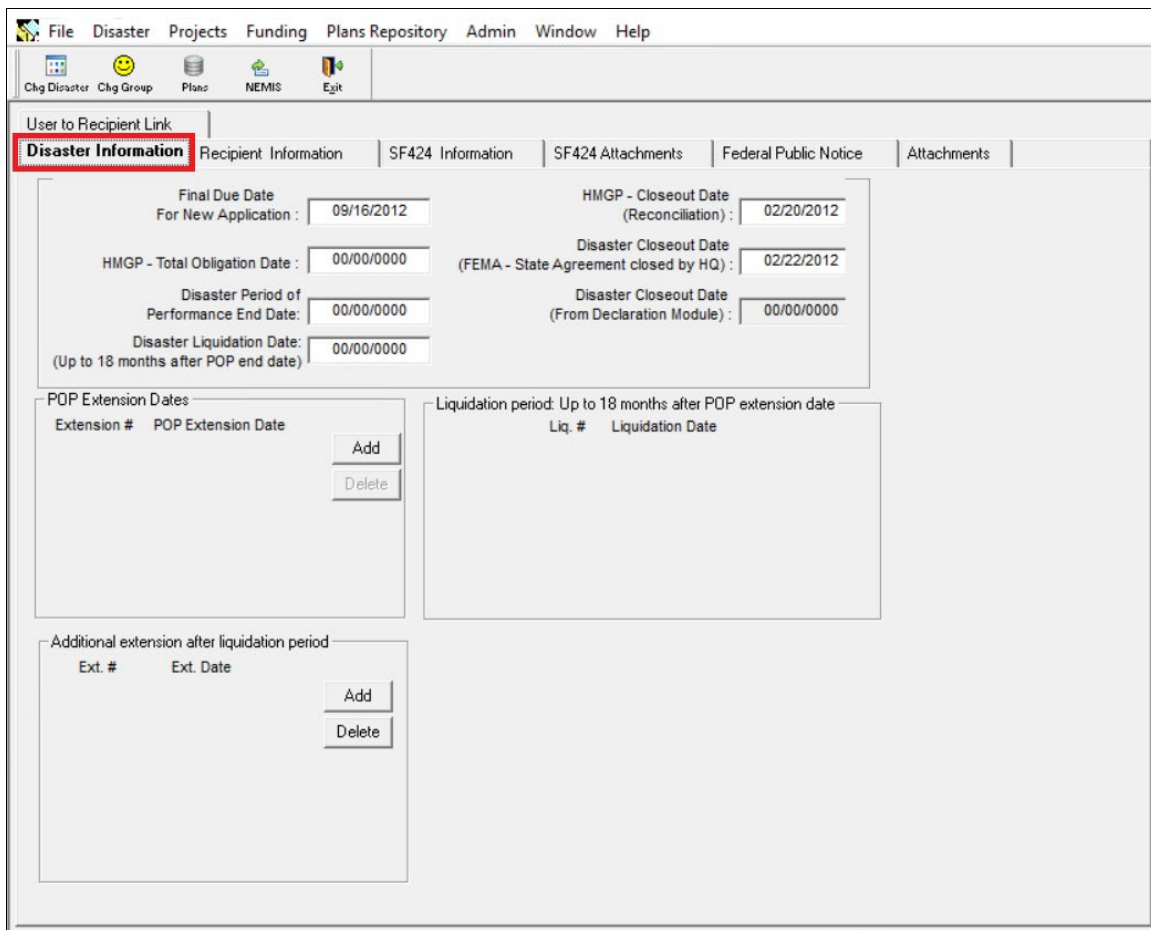


Figure 3-2: Mitigation > Disaster > Overview > Disaster Information Tab

5. Enter the information listed in Table 3-3.

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***CAUTION: Do not enter the HMGP - Total Obligation Date or the Closeout Dates until the described events actually occur.***

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***NOTE: All validation messages must be addressed.***

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**Table 3-3: Disaster Information Tab Data Fields**

<b>DATA FIELD</b>	<b>INFORMATION TO BE ENTERED</b>
Final Due Date for New Application	Closing date for HMGP project applications for the disaster. If the disaster has two Recipients with different dates, type the latest date on this tab. If an extension is given, this date must be updated.
HMGP – Total Obligation Date	Actual date when all funds have been obligated for all Recipients.
HMGP – Closeout Date (Reconciliation)	Actual date when FEMA HQ declares that the HMGP program for a particular disaster is financially reconciled (usually also includes Hazard Mitigation Technical Assistance Plan).
Disaster Closeout Date (FSA closed by HQ)	Date when FEMA HQ closes the FSA for the entire disaster.
Disaster Period of Performance End Date	Date when the period of performance (POP) ends for the disaster. Captures the original POP end date.
Disaster Closeout Date (from Declaration Module)	Auto-filled by the system after the information is entered into the Declaration module.
Disaster Liquidation Date	Gives the user an additional 18 months from the Disaster POP end date to amend project applications and submit the amended project applications. Users will not be allowed to submit new project applications on the Disaster Liquidation Date.
POP Extension Dates	Adds capability to capture POP extension end dates granted to the original POP.
Liquidation Period	Automatically calculated as 18 months from the latest POP Extension Date. During the Liquidation Period, users will be allowed to complete all remaining tasks associated with the project except for the submission of new project applications under the disaster.



DATA FIELD	INFORMATION TO BE ENTERED
Additional Extension after Liquidation Period	Allows the user to add up to 10 additional extensions with no limit on durations. User should know that work performed during the Additional Extension After Liquidation Period is limited to ONLY completing all remaining tasks associated with the project except for submitting new project applications under the disaster.

## Task 2: Manage Recipient Information

1. Next to the **Disaster Information** tab, click the **Recipient Information** tab (Figure 3-3).

**Figure 3-3: Mitigation > Disaster > Overview > Recipient Information Tab**

From this tab, you can do the following:

Task 2A: [Designate a Recipient](#)

Task 2B: [Edit Designated Recipient Information](#)

Task 2C: [Edit Percentage on a Designated Recipient](#)

Task 2D: [Edit Admin and Mit Plan Link for a Designated Recipient](#)

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**CAUTION:** *At least one Recipient must be designated before you can continue with the other disaster tasks.*

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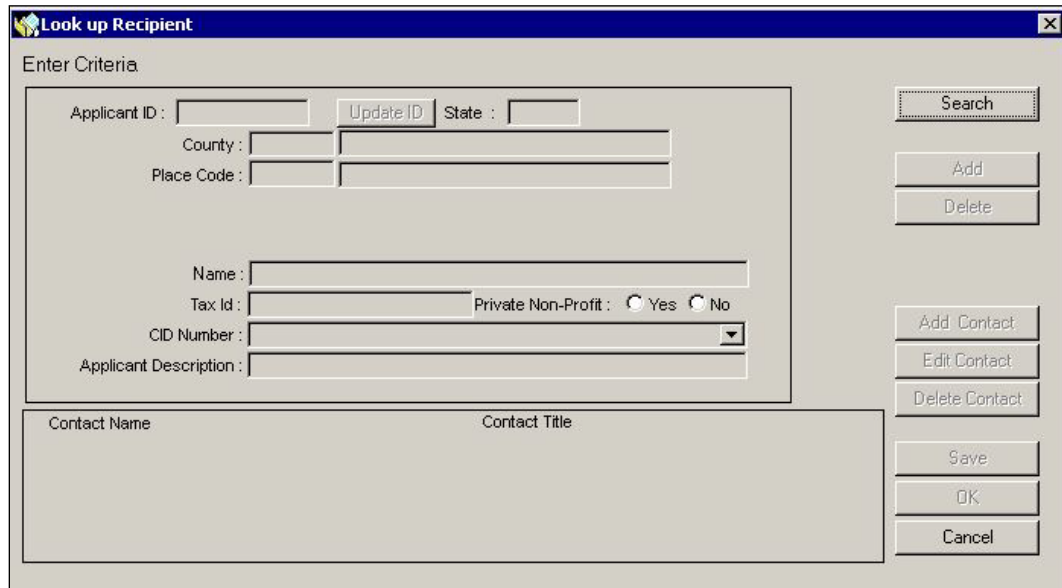
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**NOTE:** *The system will perform validation checks for the dates under the Recipient HMGP Administrative Plan and the Recipient Mitigation Plan headings to determine if they are within the required timeframes.*

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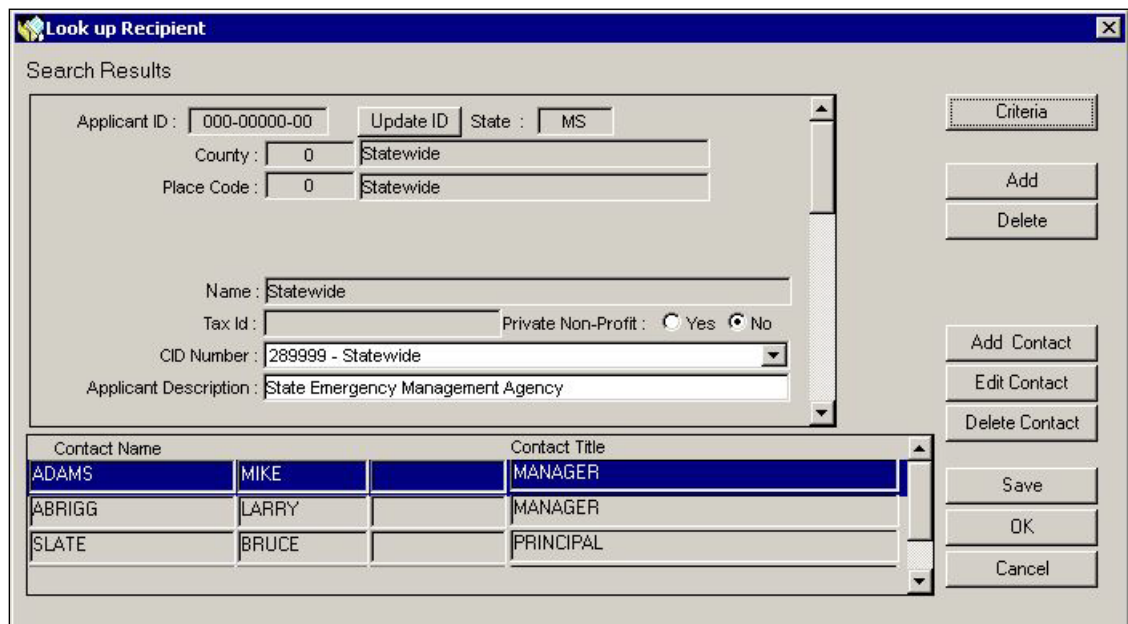
### Task 2A: Designate a Recipient

1. On the **Recipient Information** tab, click the NEW button. The Look up Recipient window is displayed (Figure 3-4).



**Figure 3-4: Look Up Recipient Window**

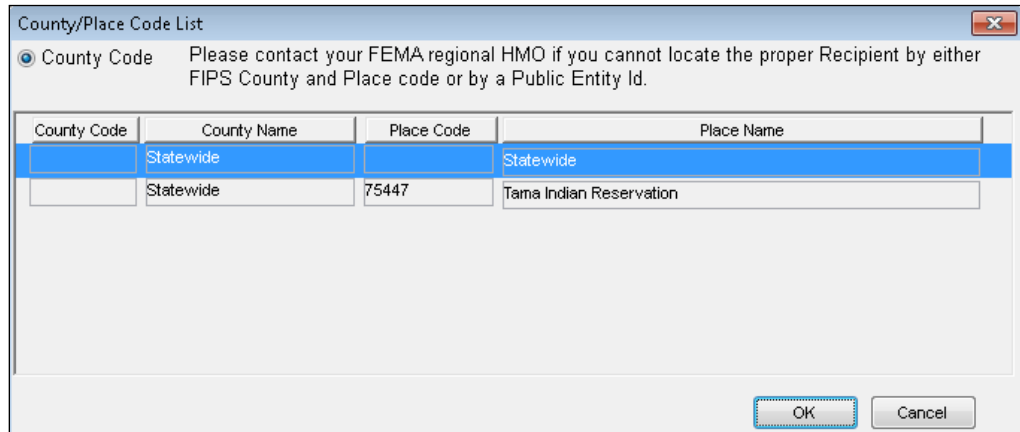
2. Click the SEARCH button. Designated Recipient records are displayed (Figure 3-5).



**Figure 3-5: Recipient Search Results**

3. If the desired Recipient is already listed, click the OK button.

4. If the desired Recipient is not listed, complete Steps 4a - 4h.
  - a. Click the ADD button to designate a new Recipient.
  - b. Click the UPDATE ID button. A table for selecting the county or place identification code is displayed (Figure 3-6).



**Figure 3-6: County/Place Code List**

- c. Highlight the county and place from the table of counties and places, listed according to the Federal Information Processing Standards (FIPS) code system.
- d. Click the OK button. The Look up Recipient window is displayed with the selected County and Place Code.

---

***NOTE: The State, County, and Place Codes that are displayed on the Look up Recipient and Recipient Information windows comprise the FIPS code.***

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- e. Enter the information listed in Table 3-4 on the Look up Recipient window.

**Table 3-4: Look Up Recipient Window Data Fields**

DATA FIELD	INFORMATION TO BE ENTERED
Name	Name of the Recipient if different from the name listed in the county/place table
Tax ID	Tax Identification Number of the Recipient (up to 10 alphanumeric characters)
Private Nonprofit	Is the Recipient a nonprofit organization? Select Yes or No
CID # (Community Identification Designation)	If the Recipient is associated with a community, select the CID description of the Recipient from the drop-down list (the NFIP generates this list)
Applicant Description	Description of the Recipient

- f. Click the ADD CONTACT button to enter data on a contact for the Recipient. The Look up a Contact window is displayed (Figure 3-7).

**Figure 3-7: Look up a Contact Window**

- g. Follow the instructions in Appendix B for entering Contact information. The Contact information is displayed on the Look up Recipient window.
- h. Click the OK button. The Recipient information is displayed on the **Recipient Information** tab (Figure 3-8).

Figure 3-8: Recipient Information Tab Information

**NOTE:** In the past, the NEMIS HMGP system only allowed for States and tribes to be added as recipients in the Disaster Overview window. The system now allows entities other than the State or tribe (for example, schools, churches, hospitals, etc.) to be added as a public entity in the Disaster Overview window.

5. On the **Recipient Information** tab, enter the information listed in Table 3-5.

Table 3-5: Recipient Information Tab Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Private Nonprofit	Is the Recipient a nonprofit organization? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Letter of Intent Rec Date	Date the Letter of Intent was received from the Recipient

DATA FIELD	INFORMATION TO BE ENTERED
SmartLink Participant	Is the Recipient a participant in the system to electronically transfer funds? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
SmartLink Drawdown Date	The Regions are required to enter, on a quarterly basis, the drawdown date (policy guidance)
Final Due Date for New Application	Closing date for HMGP project applications for this Recipient
SmartLink Drawdown Amount	The Regions are required to enter, on a quarterly basis, the drawdown amount (policy guidance)
HMGP – Total Obligation Date	Date when all funds have been obligated for this Recipient <b>CAUTION: Do not enter HMGP -Total Obligation Date until all funds are obligated.</b>
HMGP – Closeout Date (Reconciliation)	Financial Reconciliation Date <b>CAUTION: Do not enter HMGP - Closeout Date until financial data for the disaster has been reconciled.</b>

6. On the bottom right part of the Recipient Information tab, click the SAVE button.

## Task 2B: Edit Designated Recipient Information

1. Scroll through the Recipients displayed on the **Recipient Information** tab.
2. With the desired Recipient displayed, click the MORE RECIPIENT INFORMATION button. The Look up Recipient window is displayed.

---

***CAUTION: Except for Native American Tribes, do not edit the following fields directly on the Look Up Recipient screen: Name, Tax ID, Private nonprofit, CID Number, and Applicant Description.***

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3. To change the information on the Recipient contact, click the EDIT CONTACT button. The Look up a Contact window is displayed.
4. Follow the instructions in Appendix B for entering contact information. The Contact information is displayed on the Look up Recipient window.
5. Click the OK button. The **Recipient Information** tab is displayed.
6. If necessary, edit the Letter of Intent Rec Date and SmartLink data fields.



## Task 2C: Edit Percentage on a Designated Recipient

1. The **Recipient Information** tab displays a default percentage in the Recipient Percent data field (Figure 3-9).

The screenshot shows the 'Disaster Overview' window for Disaster # 7519, State MS, Region # 4, with a Declaration Date of 02/18/2010. The 'Recipient Information' tab is active. The 'Recipient Percent' field is highlighted with a red box and contains the value '20.000000%'. Other fields include Recipient (Statewide), State (MS), County (0), Statewide, Place Code (0), Statewide, Applicant Descr (State Emergency Management Agency), CID Number (289999 - Statewide), Tax ID, Private Non-Profit (Yes/No), Letter of Intent Recv'd, SmartLink Participant (Yes/No), SmartLink Drawdown, New Application Final Due, HMGP - Total Obligation, HMGP - Closeout (Reconciliation) (02/20/2012), Recipient HMGP Administrative Plan (Approval Date 00/00/0000, Plan Due Date 00/00/0000), Recipient Mitigation Plan (Enable Manual Entry of Plan Data checkbox, Plan Type SMH, Revision Nr 1, Aprvl Type STANDARD, Aprvl Dt 04/01/2005, Expire Dt), and buttons for New, Delete, Edit Percent, Edit Adm Link, Edit Mit Link, Save, and Close.

**Figure 3-9: Recipient Information Tab with Default Percentage**

2. When the user is alerted by the warning message that a Recipient has an Enhanced Mitigation Plan, the Recipient percentage can be changed by completing Steps 2a - 2d.
  - a. Click the EDIT PERCENT button. The Comment Editor window is displayed.
  - b. In the Recipient Percent box, enter the new percentage.
  - c. In the text area, enter the justification for the change in percentage.
  - d. Click the OK button (Figure 3-10).

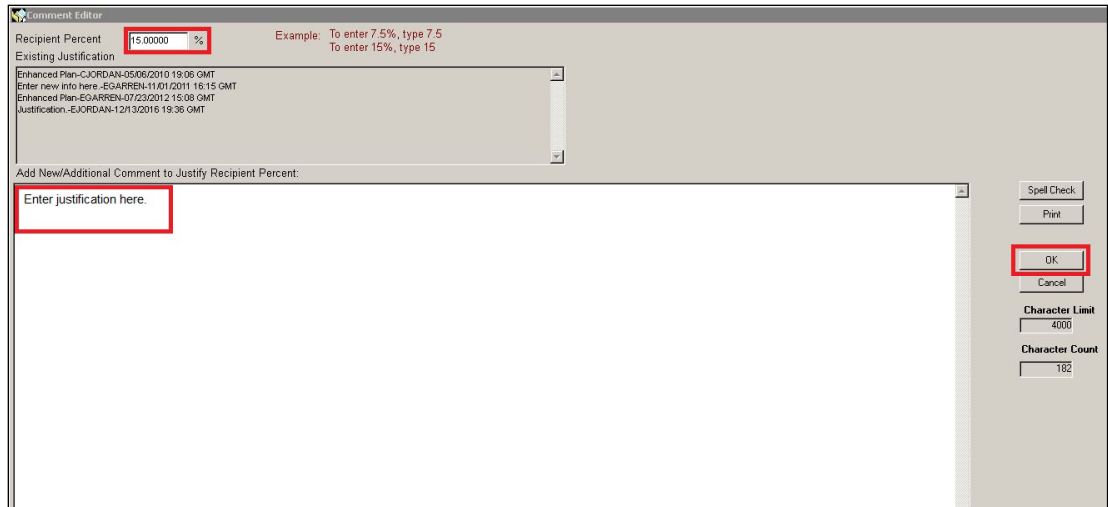


Figure 3-10: Edit Percentage

3. The new percentage is displayed on the **Recipient Information** tab (Figure 3-11).

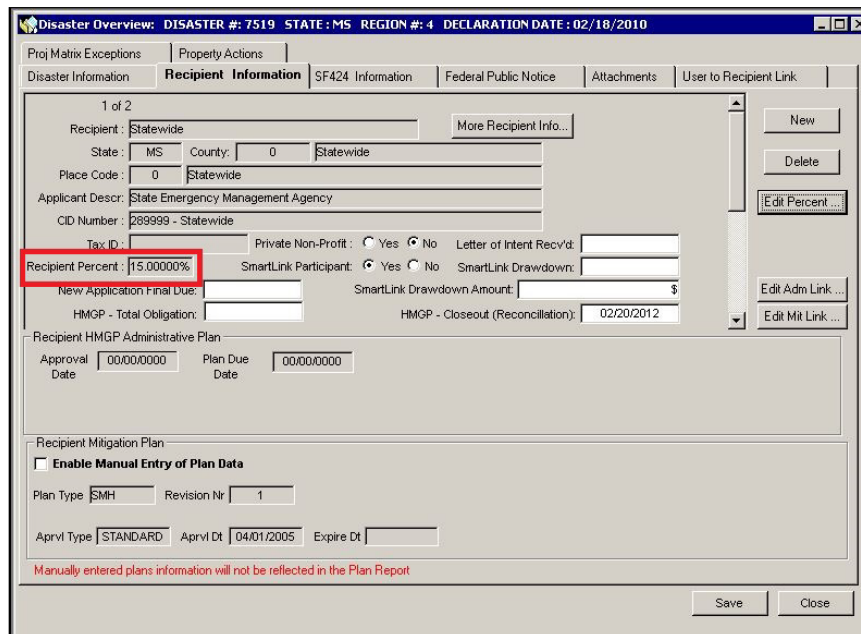


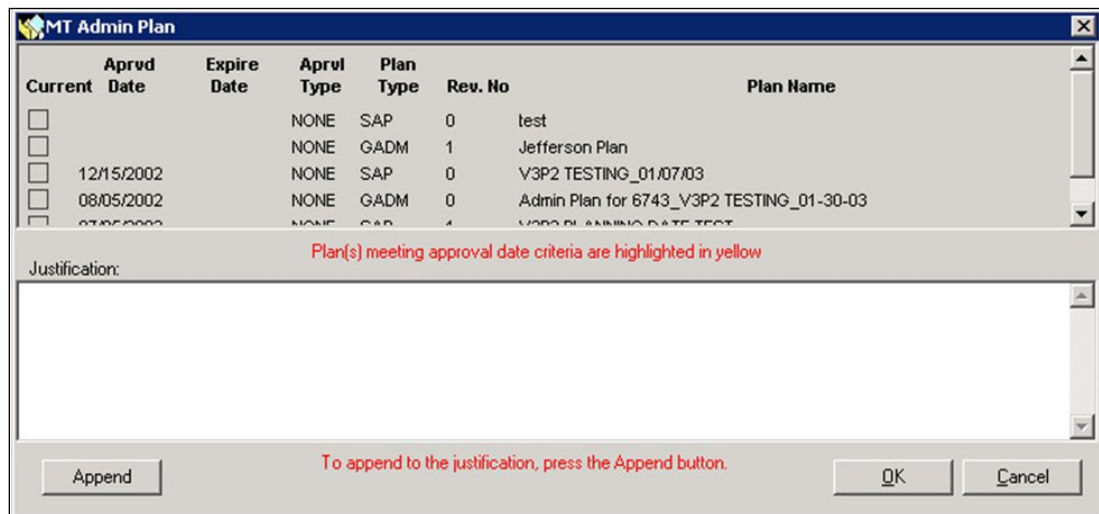
Figure 3-11: Recipient Information Tab with New Percentage

**NOTE: The Recipient Percent value will also be displayed in Mitigation > Funding > Estimate > Recipient Worksheet.**

## Task 2D: Edit Admin and Mit Plan Link for a Designated Recipient

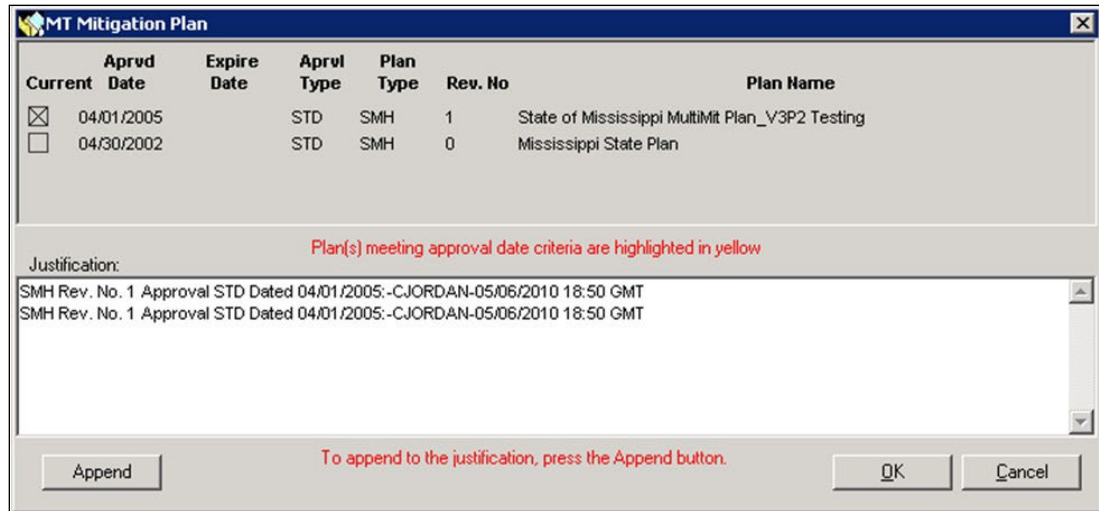
***NOTE: Both the Admin and Mitigation Plans must be entered, approved and linked to the appropriate disaster for each Recipient.***

1. To add or change the approved HMGP Administrative Plan that is referenced by the Recipient for the disaster, complete Steps 1a - 1f.
  - a. On the **Recipient Information** tab, click the EDIT ADM LINK button.
  - b. The MT Admin Plan window is displayed (Figure 3-12).



**Figure 3-12: MT Admin Plan Window**

- c. Click inside the checkbox of the approved MT Admin plan that you wish to link to the disaster.
  - d. If changing plans, click the APPEND button.
  - e. In the text area, enter comments explaining the change.
  - f. Click the OK button. The selected Recipient HMGP Administrative Plan information is now displayed on the **Recipient Information** tab.
2. To add or change the approved HMGP Mitigation Plan that is referenced by the Recipient for the disaster, complete Steps 2a - 2f.
  - a. On the **Recipient Information** tab, click the EDIT MIT LINK button.
  - b. The MT Mitigation Plan window is displayed (Figure 3-13).



**Figure 3-13: MT Mitigation Plan Window**

- c. Click inside the checkbox of the approved Mitigation plan that you wish to link to the disaster.
- d. If changing plans, click the APPEND button.
- e. In the text area, enter comments explaining the change.
- f. Click the OK button. The selected Recipient Mitigation Plan information is now displayed on the **Recipient Information** tab.

## Task 3: Enter Federal Public Notice

1. Click the **Federal Public Notice** tab (Figure 3-14).

**Figure 3-14: Mitigation > Disaster > Overview > Federal Public Notice Tab**

2. Enter the information listed in Table 3-6.

**Table 3-6: Federal Public Notice Data Fields**

DATA FIELD	INFORMATION TO BE ENTERED
Appearance Date	Date the Public Notice appeared in the publication
Document of Record	Name of the publication that published the Public Notice, e.g., the <i>Federal Register</i>
Point of Contact	Name of the point of contact at the publication
Telephone Number	Telephone number of the point of contact

3. On the bottom right part of the **Federal Public Notice** tab, click the **SAVE** button.
4. To enter information for another published notice, click the **NEW** button.
5. Repeat Steps 2-3 for each new published notice.

## Task 4: Attach Documents

Use the **Attachments** tab to attach the following documents:

- Recipient's Letter of Intent
- FEMA/State Agreement
- Federal Public Notices
- Other supporting documents

---

**NOTE: Attach SF-424s using the ATTACH button on the SF-424 tab (Task 8: [Enter SF-424 Information](#)).**

---

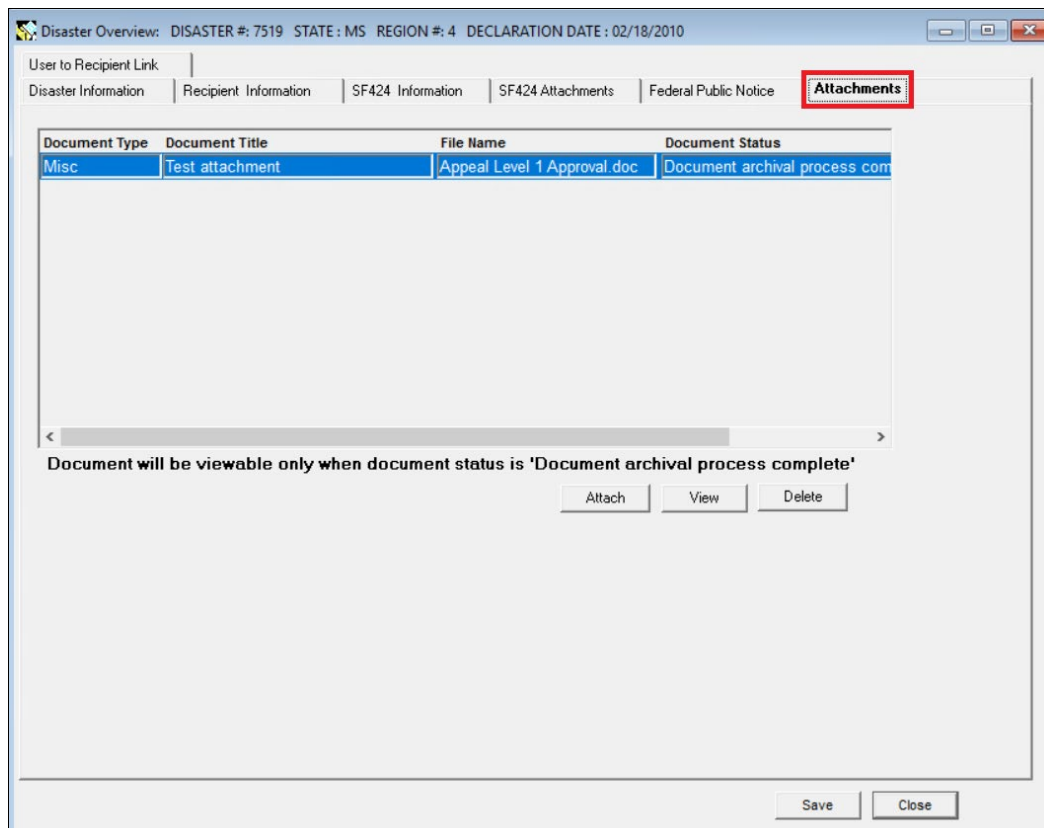


---

**CAUTION: Please make every effort to limit the file attachment size to less than 1GB. Allow up to one hour to retrieve and view newly attached documents.**

---

1. Click the **Attachments** tab (Figure 3-15).



**Figure 3-15: Mitigation > Disaster > Overview > Attachments Tab**

2. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.

## Task 5: Enter User to Recipient Link Information

System users who enter project application information in NEMIS HMGP (Unit 6: Manage Project Application) must be linked to the Recipient for whom he or she will be processing applications. Some suggested users who are linked to Recipients are the State Hazard Mitigation Officers (SHMO) and State Specialists.

**NOTE:** Users who are linked to Recipients should be assigned to one of the two Mitigation positions for the disaster in FEIMS: State Hazard Mitigation Officer - Edit privileges; and State Hazard Mitigation Specialist - Read-Only

**CAUTION:** HMGP project applications cannot be entered in the system until each person working on the application is linked to the Recipient (Unit 6: Manage Project Application).

1. Click the **User to Recipient Link** tab. Check to see if your user name is already linked to the Recipient (Figure 3-16).

User Name	Recipient Name
PGOLDSTEIN	Statewide
CMILLER	Statewide
AYOUNG	Statewide
ACHIOU	Statewide
MTMA	Statewide
MTST	Statewide
EMTPO	Statewide
TWINDHAM	Statewide
MSMITH	Statewide

**Figure 3-16: Mitigation > Disaster > Overview > User to Recipient Link Tab**

2. If your name or the name of the person you wish to add is not linked to the Recipient, click the NEW button to create a new row in the table.

3. Enter the information listed in Table 3-7.

**Table 3-7: User to Recipient Tab Screen Data Fields**

<b>DATA FIELD</b>	<b>INFORMATION TO BE ENTERED</b>
User Name	NEMIS HMGP User Name – Select from the drop-down list of user IDs and names
Recipient Name	Recipient for the disaster – Select from the drop-down list of all Recipients

4. For each new User to Recipient link, repeat Steps 2 and 3.

---

***HINT: When adding more than one User to Recipient Link, you might need to alternate which data field you enter first. For the first new row, select the User Name and then the Recipient Name. For the next new row, select the Recipient Name first, and then select the User Name.***

---



Task 6: Enter SF-424 Information

**NOTE: NEMIS HMGP assumes that one SF-424 is submitted for each Recipient with a total funding estimate. As that estimate changes, subsequent SF-424s that are submitted are considered revisions that supersede the previous version.**

Enter SF-424 information only after the tasks in Unit 5: Manage the HMGP Funding Estimate have been completed by FEMA Mitigation staff. The funding estimate information is then displayed in the SF-424 data fields.

1. Click the **SF424 Information** tab (Figures 3-17 and 3-18).

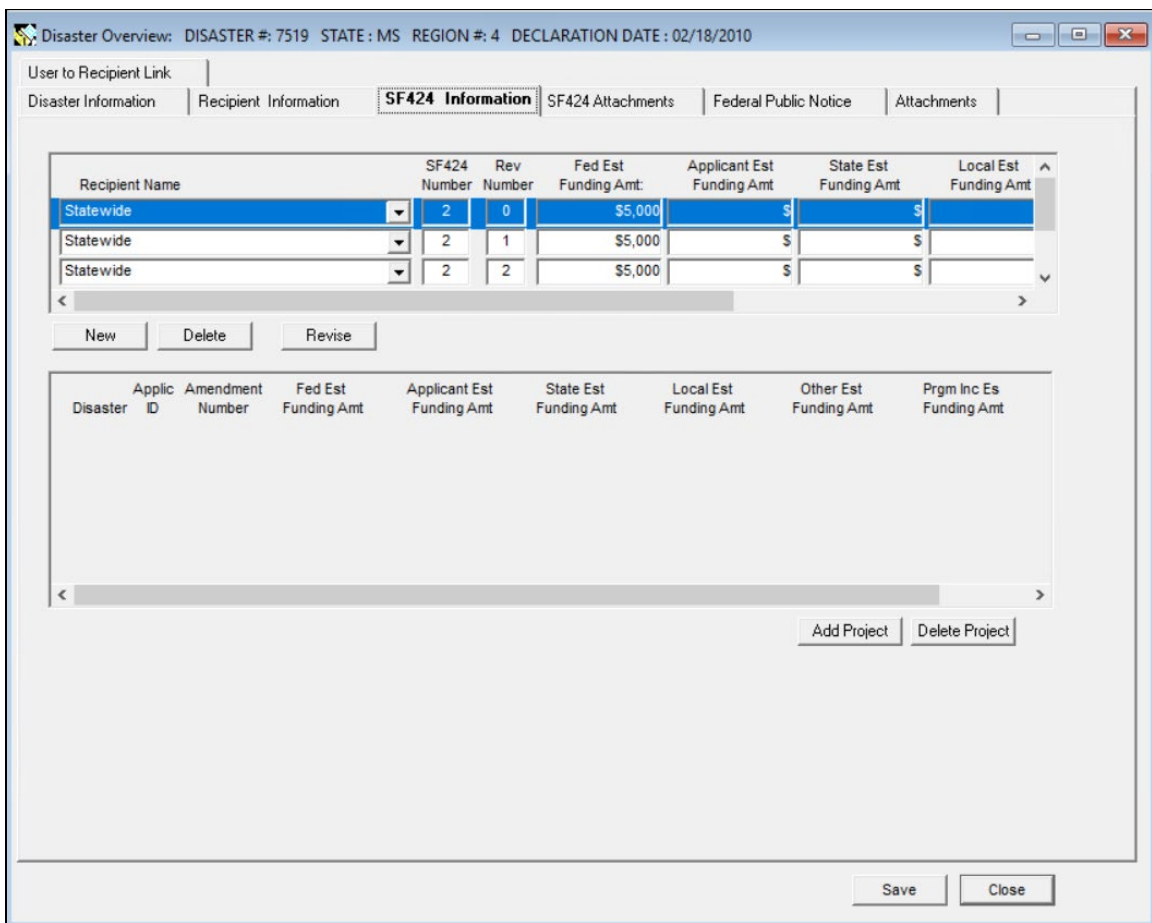
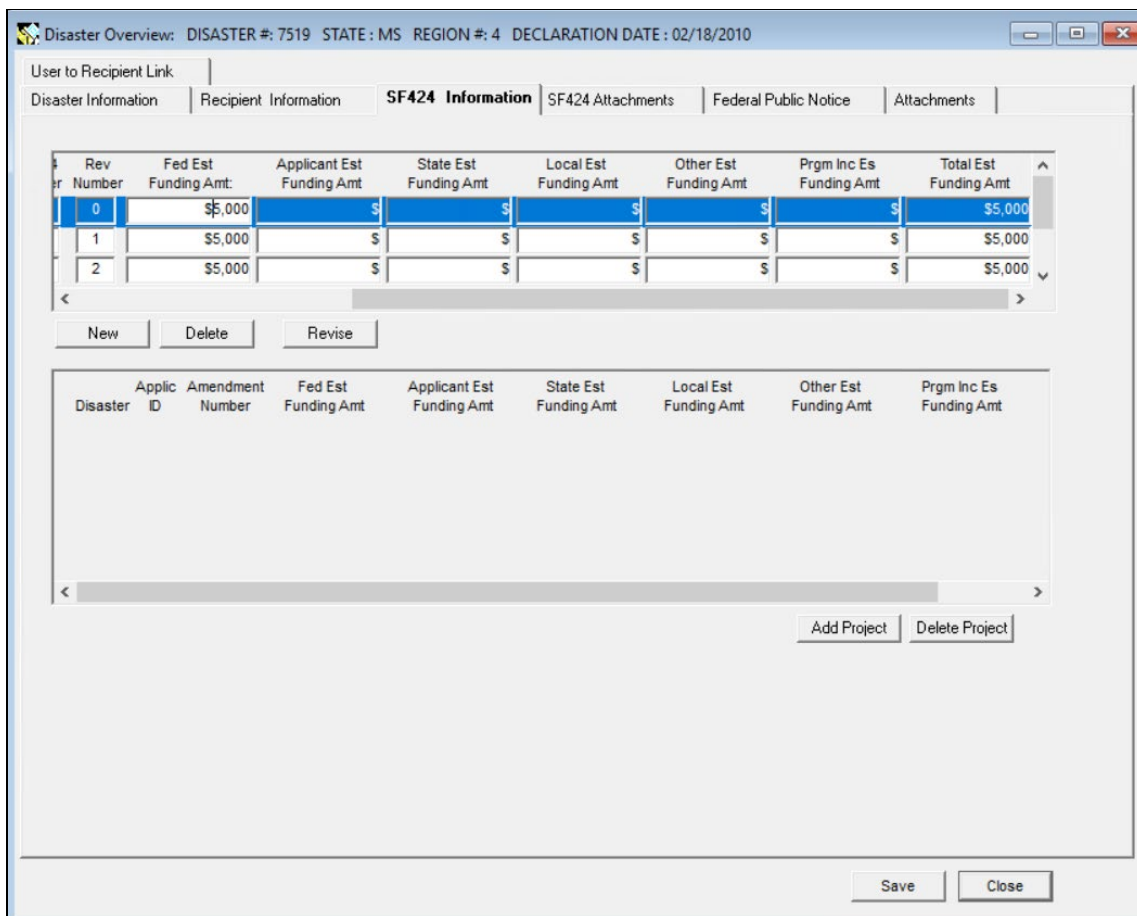


Figure 3-17: SF424 Information Tab - Left Side



**Figure 3-18: SF424 Information Tab – Right Side**

2. Table 3-8 describes the information displayed in the **SF-424 Information** tab.

**Table 3-8: SF-424 Information Tab Data Fields**

DATA FIELD	DESCRIPTION
Recipient Name	Recipient who submitted the SF-424
SF 424 Number	Sequential number assigned by the system – The first Recipient is assigned the number "1," the second Recipient the number "2" and so on
Rev Number	Sequential revision number assigned by the system – The initial submission is assigned the number "0." The Rev Number changes with each revised form submitted
Fed Est Funding Amt	Estimated amount of Federal HMGP funding for this disaster for this Recipient.
Applicant Est Funding Amt	Estimated amount of funding from the Recipient

DATA FIELD	DESCRIPTION
State Est Funding Amt	Estimated amount of State funding – If the State is the Recipient, this amount is over and above the applicant estimated funding amount
Local Est Funding Amt	Estimated amount of local funding
Other Est Funding Amt	Estimated amount of other funding
Prgm Inc Es Funding Amt	Estimated funding amount from income generated by the HMGP
Total Est Funding Amt	System-generated calculation totaling the amounts entered

3. To add the SF-424 form submitted by a Recipient, complete Steps 3a - 3d.
  - a. Click the NEW button. A new SF-424 row is displayed (Figure 3-19).

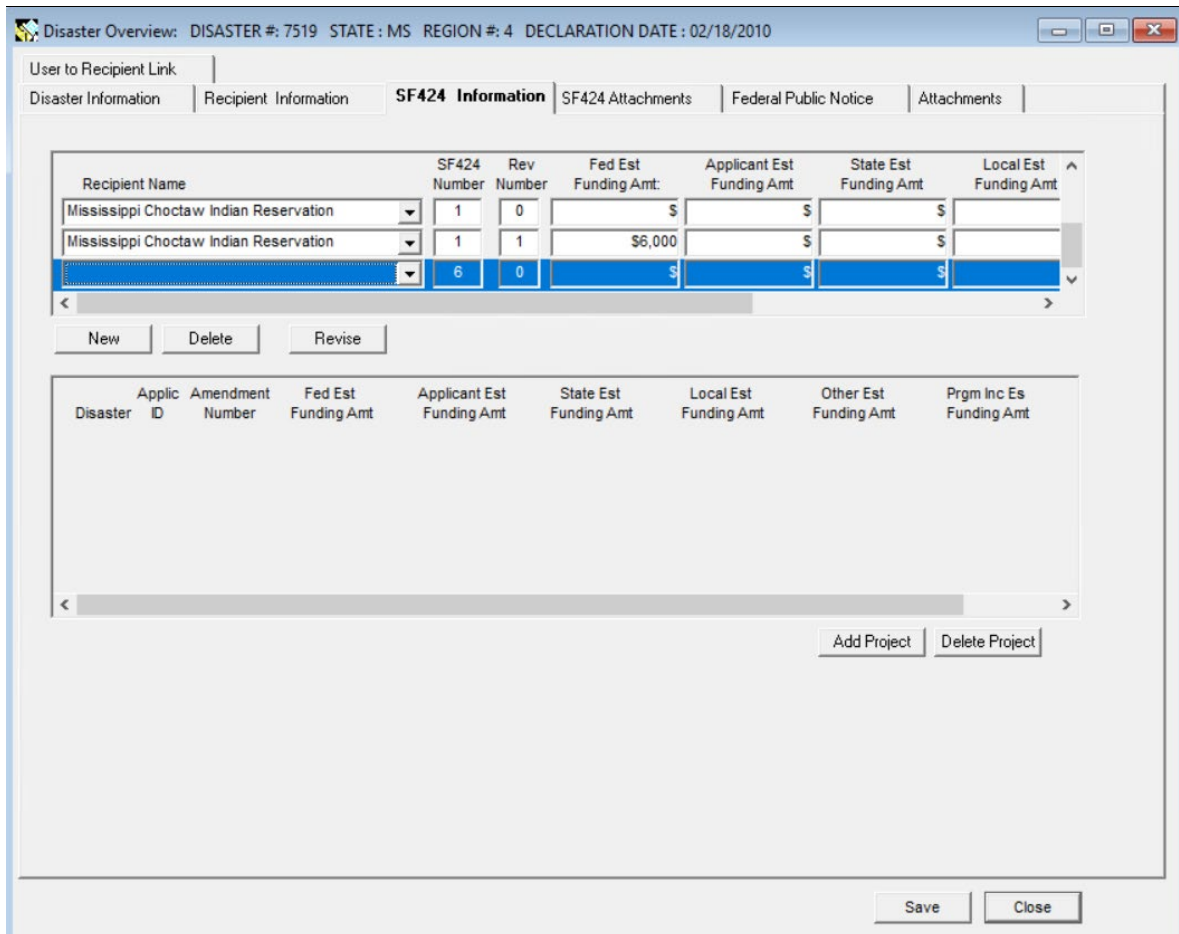


Figure 3-19: SF-424 Information - New Row Added

- b. Select the Recipient Name from the drop-down list.

- c. Enter only the Fed Est Funding Amt. The other amounts will not be known until all projects are obligated and closed.

---

***NOTE: Consult the program/grants management guidance for an explanation on how the SF-424 amount needs to compare to the total projected in Column A of HMGP Financial Activity tab in the Funding Estimate queue.***

---

- d. Attach the submitted SF-424 form by clicking the SF424 Attachments tab. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.

---

***CAUTION: Please make every effort to limit the file attachment size to less than 1GB. Allow up to one hour to retrieve and view newly attached documents.***

---

4. To add a revision to a previously-entered SF-424, complete Steps 4a - 4c.
  - a. Highlight the row in the table of the most recently entered form for this Recipient and click the REVISE button. A new row will be created in the table with the same SF-424 number and an incremented Rev number.

---

***NOTE: In past versions of NEMIS HMGP, the system would display a database error screen when a user selected the REVISE button. This error has been corrected, allowing users to enter more than one SF424 revision request.***

---

- b. Enter the necessary information.
  - c. Attach the revised SF-424 form by clicking the SF424 Attachments tab SF424 Attachments Tab and following the instructions in Appendix A.
5. To edit information for a previously-entered SF-424, click inside the data field that you wish to edit.

### Task 7: View Audit Details

For disasters declared prior to November 2007, the Disaster Overview window displays a Sub-grantee Administrative Cost (SGA) Audit tab (Figure 3-20). The tab displays an audit trail of all the allocations and obligations for that disaster. To access the SGA Audit tab: From the Disaster Overview window, select the SGA Audit tab (user will see the audit details), then select the Obligation tab. The Obligation Tab details are presented with a drop-down to the project number.

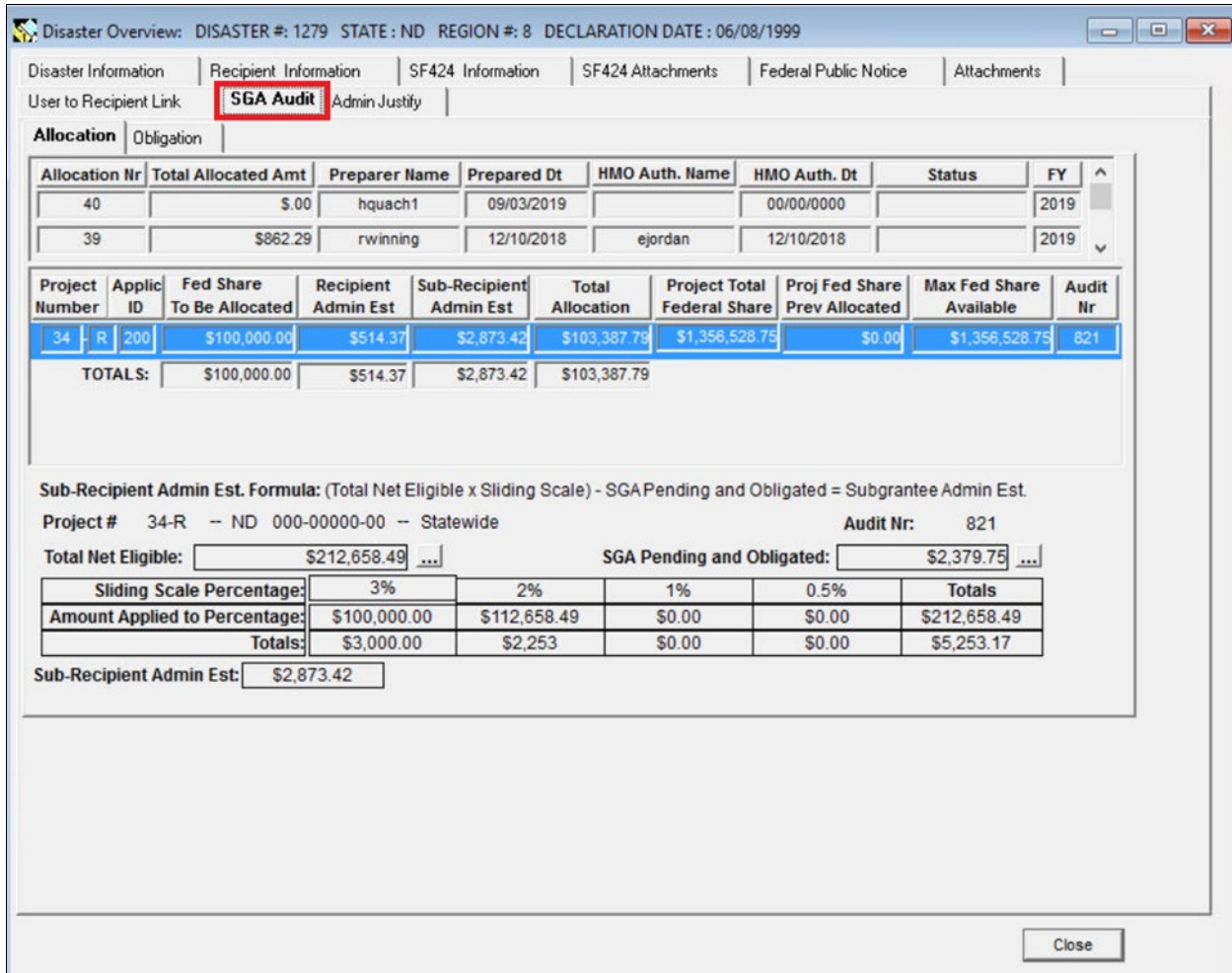


Figure 3-20: Mitigation > Disaster > Overview > SGA Audit Tab

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## Unit 4 – Manage the Mitigation Plans

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## Overview

NEMIS HMGP allows FEMA and Recipient users to manage the following mitigation plans:

- Recipient’s HMGP Administrative Plan (formerly known as the State HMGP Administrative Plan);
- Recipient’s Multihazard Mitigation Plans (formerly known as the State Mitigation Plan); and
- Subrecipient’s Single (local) and multi-jurisdictional Mitigation Plans.

---

***NOTE: For all disasters declared on or after November 1, 2004, Recipients and Subrecipients are required to have an approved Multihazard Mitigation Plan.***

---

Table 4-1 provides an overview of the Manage Mitigation Plans process in NEMIS HMGP.

**Table 4-1: Manage the Mitigation Plans**

TOPIC	MANAGE THE MITIGATION PLANS
Purpose	Manage HMGP Administrative Plans and Mitigation Plans
When does it start?	“On-Going” to be consistent with 44 CFR 206.437(d)
Who does it?	State Users and MT Analysts enter plan information in NEMIS HMGP  FEMA Regional Mitigation staff with the Hazard Mitigation Officer (HMO) role approve and process plans
How is it done?	Execute three tasks:  Task 1: <a href="#">Enter Recipient Administrative Plan Data</a> Task 2: <a href="#">Enter Recipient Mitigation Plan Data</a> Task 3: <a href="#">Enter Subrecipient Mitigation Plan Data</a>



## Information Requirements

The HMO, MA and State User and State Approving Official can now enter Administrative Plan and Mitigation Plan information in NEMIS HMGP, under Disaster Overview, Recipient Information tab.

The Subrecipient Mitigation Plan is entered on the Application Development, Applicant Information tab. This new process captures the plan information in the project application, making it redundant to place the information in the Plans Repository. However, the Plans Repository remains available for use should the user elect to place the plan in the Plans Repository and then select the appropriate plan.

---

***NOTE: All non-federal plan data is now managed by the Risk Analysis Division and Planning Branch using their Mitigation Planning Portal (MPP).***

---

To enter plan information in NEMIS HMGP, you will need the following information depending on the plan:

- Plan Approval Date
- Plan Due Date
- Plan Title
- Plan Type
- Plan Approval Type
- Plan Expiration Date

## Task 1: Enter Recipient Administrative Plan Data

1. On the NEMIS menu bar, select Mitigation > Disaster > Overview
2. Select the Recipient Information tab.
3. Enter the plan information under the Recipient HMGP Administrative Plan section (Figure 4-1). Plan information includes:
  - a. Plan Approval Date (must be prior to or equal to the current date)
  - b. Plan Due Date (must be within the 90 days of the Declaration Date)
  - c. Plan Title

**Figure 4-1: Mitigation > Disaster > Overview > Recipient HMGP Administrative Plan Section**

***NOTE: This process applies to Recipient HMGP Administrative Plans in disasters declared after November 14, 2014. For disasters declared before that date, please follow the instructions in the NEMIS HMGP User Manual version 3.17.00.***

4. If Close is selected and the Administrative Plan Approval Date and/or the Administrative Plan Due Date are not entered correctly, the following validation messages will appear:

- a. HMGP – Administrative Plan Approval Date must be less than or equal to the current date (Figure 4-2)
  - b. HMGP – Administrative Plan Due Date must be within the 90 days of the Declaration Date (Figure 4-3)
5. Address the validation messages by entering the correct date(s).



Figure 4-2: Administrative Plan Approval Date Validation Message

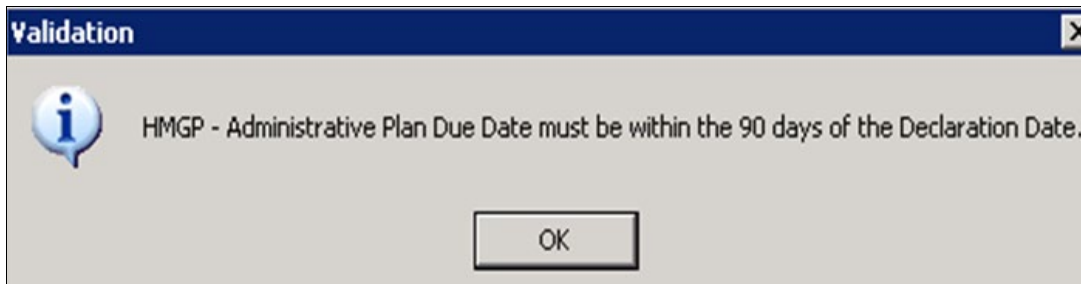


Figure 4-3: Administrative Plan Due Date Validation Message

**NOTE:** For the Recipient Administrative Plan, a new plan type titled “Recipient HMGP Admin Plan – Post DRRR 08/01/2017 forward” has been added to the Plans Repository window (Figure 4-4). The plan type code for this new plan type is “RADM”.

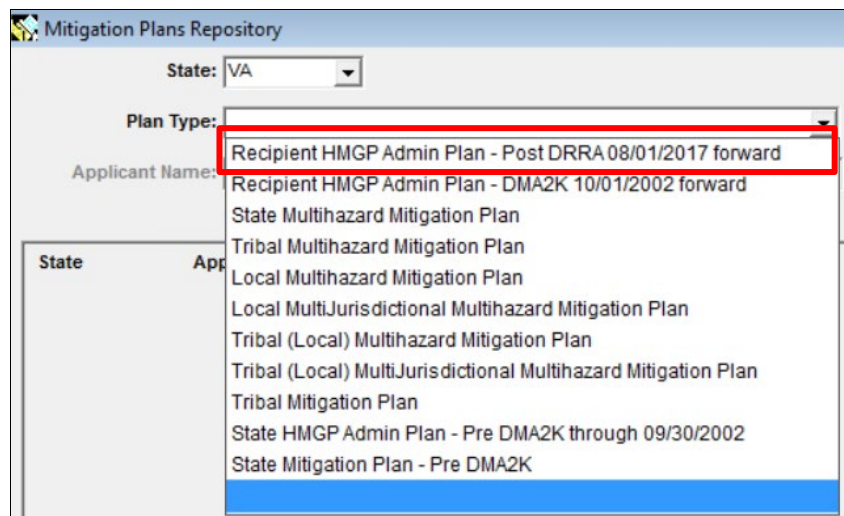


Figure 4-4: New Plan Type in Mitigation Plans Repository

## Task 2: Enter Recipient Mitigation Plan Data

1. On the NEMIS menu bar, select Mitigation > Disaster > Overview.
2. Select the Recipient Information tab.
3. Select the Enable Manual Entry of Plan Data check box under the Recipient +Mitigation Plan Section (Figure 4-5).

**Figure 4-5: Mitigation > Disaster > Overview > Recipient Mitigation Plan Section**

4. Enter the plan information under the Recipient Mitigation Plan section. Plan information includes:
  - a. Plan Type – From the pull-down menu, select Standard State, Standard Tribal, Enhanced State, or Enhanced Tribal (Figure 4-6)
  - b. Plan Title
  - c. Plan Approval Type
  - d. Plan Approval Date (must be less than or equal to the current date)
  - e. Plan Expiration Date (must be a current or future date)

The screenshot shows a web form titled "Recipient Mitigation Plan". At the top left, there is a checked checkbox labeled "Enable Manual Entry of Plan Data". Below this, there are several fields: "Plan type" with a dropdown menu currently showing "Standard State" and a list of options including "Standard State", "Standard Tribal", "Enhanced State", and "Enhanced Tribal"; "Plan Title" with a text input field; "Plan Approval type" with a dropdown menu; "Approval Date" and "Plan Expiration Date" with date input fields, both currently showing "00/00/0000". A note at the bottom of the form states "Manually entered data will not be reflected in the Plan Report".

**Figure 4-6: Mitigation > Disaster > Overview > Recipient Mitigation Plan Section > Plan Type Pull-down Menu Detail**

5. If Close is selected and the Mitigation Plan Approval Date and/or the Mitigation Plan Due Date are not entered correctly, the following validation messages will appear:
  - a. HMGP – Mitigation Plan Approval Date must be less than or equal to the current date
  - b. HMGP – Mitigation Plan Expiration Date must be a current or future date
6. Address the validation messages by entering the correct date(s).

---

***NOTE: The Plans Repository is still available to NEMIS HMGP System Users. For those who prefer to enter the plan information in the Plans Repository, follow the instructions outlined in Unit 4 of the NEMIS HMGP User Manual Version MR 3.17.00 or earlier. The user may switch back and forth between entering the data manually as described or from the plans repository by selecting and unselecting the Enable Manual Entry of Plan Data check box. When switching, the data from the previous entry will be deleted. The plans data will be saved when the application is submitted for Federal Eligibility. Only data selected from the plans repository will be displayed in the NEMIS-wide plan reports. All previous validation messages related to missing or incomplete plans data will still apply when saving, verifying or submitting the application to Federal Eligibility.***

---

### Task 3: Enter Subrecipient Mitigation Plan Data

1. On the NEMIS menu bar, select Mitigation > Projects > Application Development > Applicant Information Tab.
2. Under the Subrecipient Mitigation Plan section (Figure 4-7), select the Enable Manual Entry of Plan Data check box.
3. Enter the plan information under the Subrecipient Mitigation Plan section. Plan information includes:
  - a. Plan Type – From the pull-down menu, select Multi-Jurisdiction or Single Jurisdiction
  - b. Plan Approval Date (must be less than or equal to the current date)
  - c. Plan Expiration Date (must be a current or future date)
  - d. Plan Title

The screenshot displays the NEMIS HMGP Application Development > Applicant Information Tab > Subrecipient Mitigation Plan Section. The interface includes a header with application details (DISASTER #: 7519, FEMA PROJ #: 4, APPLICATION ID: 24, AMENDMENT #: 0) and a navigation bar with tabs: Eligibility Review, Property Site Inventory, Lat/Lon, Authorization, Applicant Information (selected), Problem & Risk Data, Project Info, Work Schedule, Cost Estimate, Match Sources, Cost Effectiveness, and Maintenance.

The 'Sub-Recipient' section shows details for Adams (County), MS, with Fips Place Code 99001. The 'Sub-Recipient Mitigation Plan' section is highlighted with a red box and contains the following fields:

- Enable Manual Entry of Plan Data**
- Plan Type: [Dropdown menu]
- Plan Approval Date: 00/00/0000
- Plan Expiration Date: 00/00/0000
- Plan Title: [Text input field]

Below this section is the 'Sub-Recipient Application Preparer' field, showing PARKER, JANE, and a 'More Preparer Info...' button. At the bottom are 'Save' and 'Verify' buttons.

**Figure 4-7: Mitigation > Projects > Application Development > Applicant Information Tab > Subrecipient Mitigation Plan Section**

4. The same two validation messages are applicable to the Subrecipient Mitigation Plan as are applicable to the Recipient Mitigation Plan described in Task 2 above.

## Unit 5 – Manage the HMGP Funding Estimate

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## Overview

The NEMIS HMGP Manage HMGP Funding Estimate (FES) process allows FEMA Regional staff members to:

- Establish Funding Estimates for HMGP Recipients designated for the disaster.
- Update/Revise Funding Estimates as financial information changes during the disaster response and recovery phase.

Table 5-1 provides an overview of the Manage HMGP Funding Estimate process.

**Table 5-1: Manage HMGP Funding Estimate Process**

DESCRIPTION	
Purpose	Manage HMGP Funding Estimate
When does it start?	Within 30 days of a disaster declaration  <b>NOTE: <i>The complete process could last until Disaster Closeout.</i></b>
Who does it?	FEMA Regional Mitigation staff with the Hazard Mitigation Officer (HMO) role
How is it done?	Execute eight tasks: Task 1: <a href="#">Ensure Disaster and Recipient Information is Entered</a> Task 2: <a href="#">Enter Financial Details</a> Task 3: <a href="#">Establish Funding Estimate</a> Task 4: <a href="#">Enter Financial Information</a> Task 5: <a href="#">Enter Lock-in Information</a> Task 6: <a href="#">Enter Comments and Attachments</a> Task 7: <a href="#">Review Financial Activity Information</a> Task 8: <a href="#">Review Budget Planning Information</a>



## Information Requirements

FEMA Regional Mitigation Staff with the Hazard Mitigation Officer (HMO) role will need the Disaster Projection Report (DPR) as a source of financial information that needs to be entered into the system. The DPR is attached to the CFO Lock-in memorandum.

---

***NOTE: When using the initial DPR, verify figures with Individual Assistance (IA) and Public Assistance (PA) Regional Public Assistance point of contact.***

---

## Task 1: Ensure Disaster and Recipient Information is Entered

Before HMGP Funding Information can be entered into NEMIS HMGP, the disaster information must have been entered in the system. Specifically, the Recipient(s) for the disaster must have been designated in the system. To ensure that this has been done, complete the following steps:

1. On the MITIGATION menu bar, click Disaster > Overview (Figure 5-1). If needed, select your Group ID and enter the Disaster Number.



Figure 5-1: Mitigation >Disaster >Overview

2. The **Disaster Information** tab is displayed by default (Figure 5-2).

 A screenshot of the 'Disaster Overview' window in NEMIS HMGP. The window title bar shows 'Disaster Overview: DISASTER #: 9076 STATE : VA REGION #: 3 DECLARATION DATE : 11/21/2019'. The 'Disaster Information' tab is selected and highlighted with a red box. The window contains several input fields for dates:
 

- Final Due Date For New Application: 00/00/0000
- HMGP - Total Obligation Date: 00/00/0000
- Disaster Period of Performance End Date: 00/00/0000
- Disaster Liquidation Date: 00/00/0000 (Up to 18 months after POP end date)
- HMGP - Closeout Date (Reconciliation): 00/00/0000
- Disaster Closeout Date (FEMA - State Agreement closed by HQ): 00/00/0000
- Disaster Closeout Date (From Declaration Module): 00/00/0000

 Below these fields are two sections for managing extensions and liquidation periods:
 

- POP Extension Dates:** A table with columns 'Extension #' and 'POP Extension Date', and 'Add' and 'Delete' buttons.
- Liquidation period:** A table with columns 'Liq. #' and 'Liquidation Date', and a note 'Up to 18 months after POP extension date'.
- Additional extension after liquidation period:** A table with columns 'Ext. #' and 'Ext. Date', and 'Add' and 'Delete' buttons.

 At the bottom right of the window are 'Save' and 'Close' buttons.

Figure 5-2: Mitigation > Disaster > Overview > Disaster Information Tab

3. Click the **Recipient Information** tab. If Recipient(s) have been designated for the disaster, their information is displayed.

***NOTE: If Recipient(s) have not been designated for the disaster, complete the steps in Unit 3, Task 4: Manage Recipient Information, before proceeding to Task 2 in this Unit.***

---

4. On the bottom right of the **Recipient Information** tab, click the CLOSE button.

## Task 2: Enter Financial Details

1. On the MITIGATION menu bar, click Funding > Estimate (Figure 5-3).

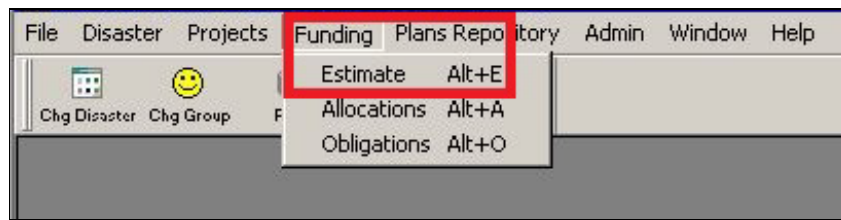


Figure 5-3: Mitigation > Funding > Estimate

2. The **HMGP Financial Activity** tab is displayed. At the top left part of the tab, select either the Recipient, if only one, or "ALL," if more than one, from the Recipient drop-down list (Figure 5-4).



Figure 5-4: Funding Estimate - Select Recipient

3. Click the **Financial Details** tab (Figure 5-5).

 A screenshot of the 'Financial Details' tab in the 'Funding Estimate' window. The window title is 'Funding Estimate Disaster #: 9076 State: VA Region: 3 Declaration Date: 11/21/2019'. The 'Financial Details' tab is selected and highlighted with a red box. The main content area contains a table with two columns: 'Estimated Fed Share' and 'Obligated Fed Share'. The table is organized into sections: Infrastructure Support, Human Services, Mission Assignments, and Other Applicable Funding. Each section has several rows with input fields and numerical values. At the bottom right, there are buttons for 'Commit Recalcs' and 'Recipient Worksheet'. At the bottom left, there are 'Print' and 'Close' buttons.
 

	Estimated Fed Share	Obligated Fed Share
<b>Infrastructure Support</b>		
DSRs to Date (Fed Share Cats. A-G):	\$0	\$0.00
<b>Human Services</b>		
Individual and Family Grants:	\$0	\$0.00
Disaster Housing SubTotal (414x):	\$0	\$0.00
Disaster Housing Resource (4153):		
Crisis Counseling Immediate Services:	\$0	\$0.00
Crisis Counseling Regular Program:		
Disaster Unemployment Assistance:	\$0	\$0.00
Cora Brown:	\$	\$0.00
HS Sub Total:	\$0	\$0.00
<b>Mission Assignments</b>		
Technical Assistance Waiver:		
Direct Federal Assistance:		
Other:	\$	\$0.00
<b>Other Applicable Funding</b>		
Other Est Amt:	\$	\$0.00
<b>TOTAL DAMAGES</b>	\$0	\$0.00

Figure 5-5: Mitigation > Funding > Estimate > Financial Details Tab

4. Under the Human Services section, in the "Cora Brown" data field, enter the Cora Brown funding amounts in the "Estimated Fed Share" field.

5. Under the Mission Assignments section, in the "Other" data field, enter the Non-Administrative Mission Assignment funding amounts in the "Estimated Fed Share" field.
6. Under the Other Applicable Funding section, in the "Other Est Amt" data field, enter the latest financial information from Infrastructure Support and Human Services in the "Estimated Fed Share" field.

**NOTE: After Dec. 13, 2004, the system will no longer auto-fill the amounts in the Infrastructure Support and Human Services sections. To get the latest financial information, do one of the following:**

**Check the Disaster Financial Status Report (DFSR) and PA-S5**

*or*

**Ask the appropriate regional personnel.**

**CAUTION: Total dollars entered into these fields must be less than one trillion dollars. Overall, the disaster total damages must be less than one trillion dollars.**

7. On the bottom right part of the **Financial Details** tab, click the **RECIPIENT WORKSHEET** button. The Funding Estimate Worksheet is displayed. The left side of the screen displays read-only fields (Figure 5-6).

The Recipient Worksheet has been redesigned so that, if there is more than one Recipient, it allows the division of the funds among the Recipients. The amount is based on the percentage for each Recipient (depending on the type of mitigation plan that is in effect, i.e., Standard Plan or Enhanced Plan).

Recipient Name	Place Code	Cnty Cd	St Cd	Total Damages	Calculation	Recipient Estimate	IS Est Amount	HS Est Amount
Statewide	0	0	VA	\$0	SLIDING	\$0	\$0	\$0
<b>WORKSHEET TOTALS:</b>				\$0		\$0	\$0	\$0
Amounts not accounted for:				\$10,000,000				\$5,000
Balances from HMGP Financial Details:				\$10,000,000			\$0	\$5,000

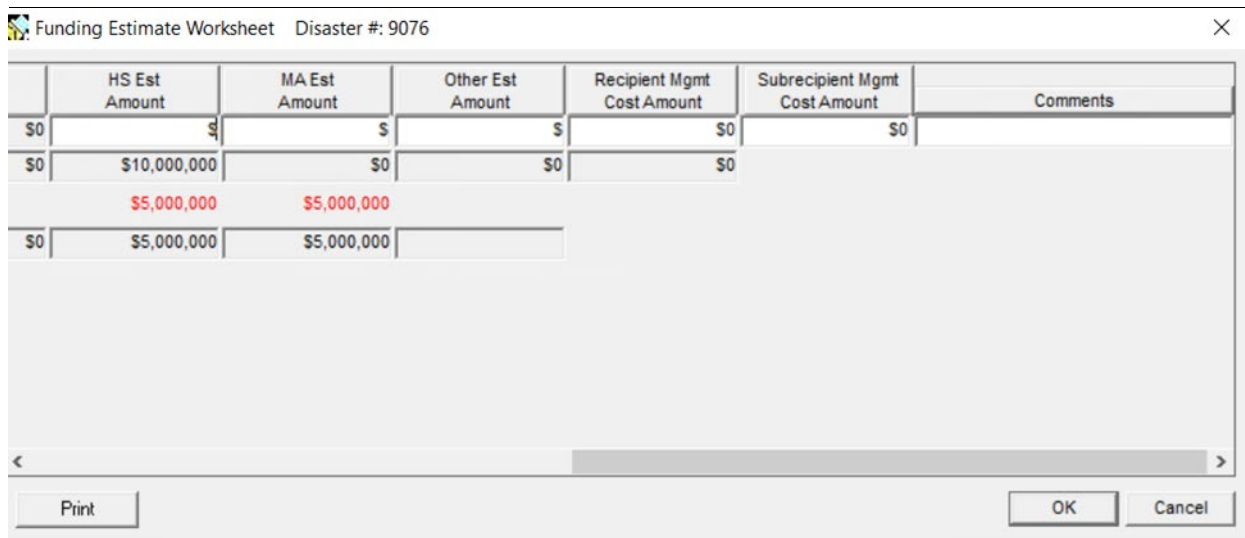
**Figure 5-6: Funding Estimate Worksheet - Left Side**

8. Review the read-only information listed in Table 5-2.

**Table 5-2: Funding Estimate Worksheet Read-Only Data Fields**

DATA FIELD	READ ONLY INFORMATION
Recipient Name	Applicant receiving HMGP funds
Place Code	Place Code, part of the Federal Information Processing Standards (FIPS) code
Cnty Cd	County Code, part of the FIPS code
St Cd	State Code
Total Damages	Auto-fills from Total Damages amount in the <b>Financial Details</b> tab
Recipient Estimate	Current established estimate that can be spent on HMGP by the Recipient — auto-fills by multiplying the Total Damages value with the Percent value
IS Est Amount	Amount automatically carried over from the <b>Financial Details</b> tab

9. The right side of the worksheet (Figure 5-7) displays the fields where you can enter financial data.



**Figure 5-7: Funding Estimate Worksheet – Right Side**

***HINT: If the State is the only Recipient, the dollar amounts you enter in the MA Est Amount and Other Est Amount fields are the same as those in the Financial Details screen.***

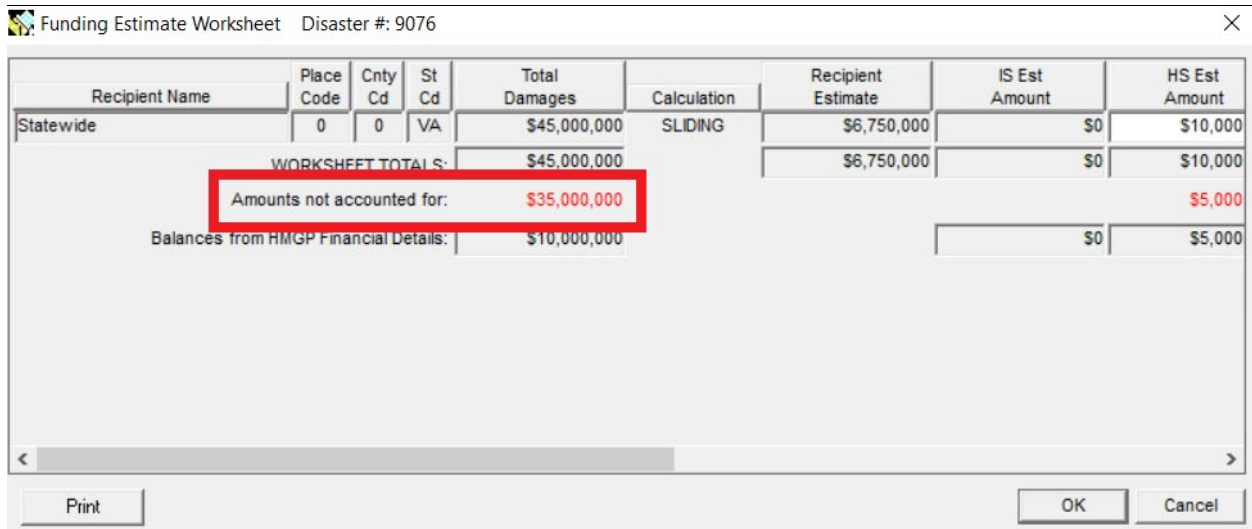
10. For each Recipient, enter the information listed in Table 5-3.

**Table 5-3: Funding Estimate Worksheet Data To Be Entered**

DATA FIELD	INFORMATION TO BE ENTERED
HS Est Amount	Estimated funding for Human Services
MA Est Amount	Estimated funding for Non-Administrative Mission Assignments for the Recipient (if separate figures are available)
Other Est Amount	Amount of all funding assigned to this Recipient that has not been entered elsewhere
Recipient Mgmt Cost Amount	Management Cost Amount authorized for the Recipient
Subrecipient Mgmt Cost Amount	Management cost amount authorized for the subrecipient
Comments	Comments or notes. Double-click in the text area to access the Comment Editor.

**CAUTION:** After entering the information, make sure that the dollar amounts in the Worksheet Totals fields match the dollar amounts in the Balances from HMGP Financial Details fields.

11. If the dollar amounts in the Worksheet Totals fields do not match those in the Balances from HMGP Financial Details fields, the dollar amounts not accounted for are displayed in red (Figure 5-8).

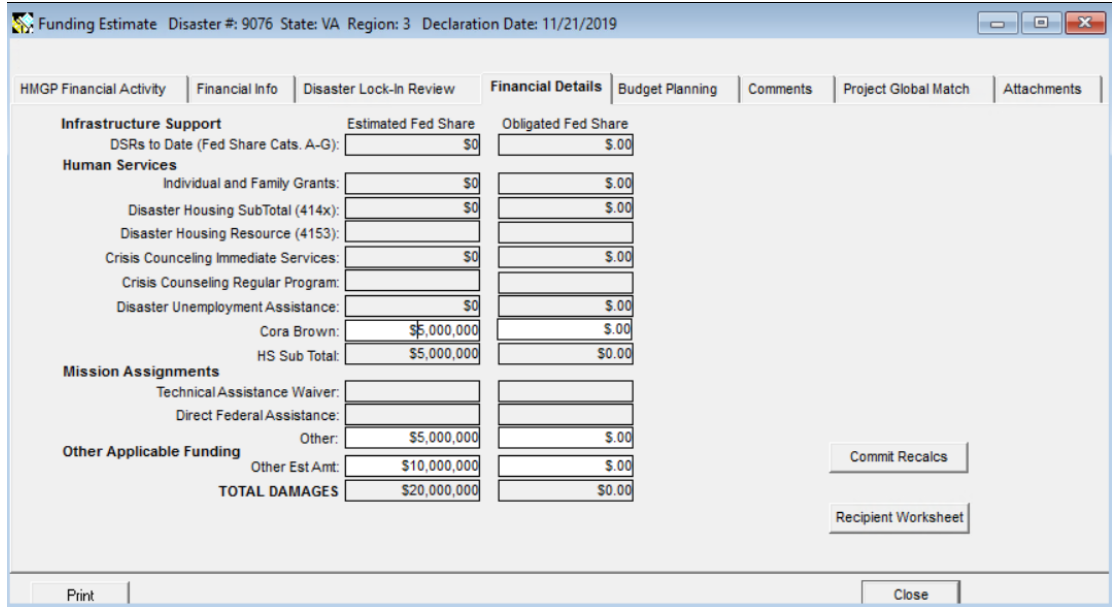


**Figure 5-8: Funding Estimate Worksheet Error Message -"Amounts Not Accounted For"**

- Correct the dollar amounts by repeating Steps 2 – 11 until you get matching numbers.
- Click the OK button to close the worksheet and to return to the HMGP Financial Details screen.

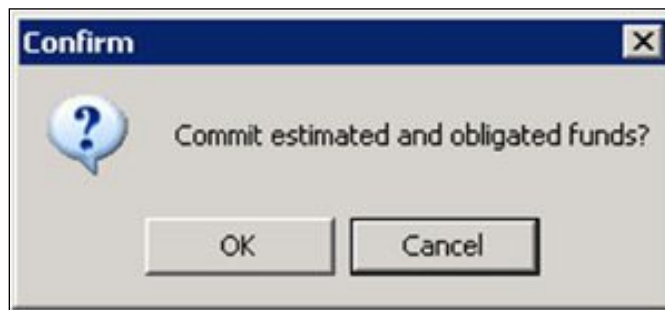
**Task 3: Establish Funding Estimate**

1. Click the **Financial Details** tab (Figure 5-9). Ensure that the dollar amounts displayed are current.



**Figure 5-9: Mitigation > Funding > Estimate > Financial Details Tab**

2. Click the COMMIT RECALCS button. The system displays a message confirming “Commit estimated obligated funds?” (Figure 5-10).

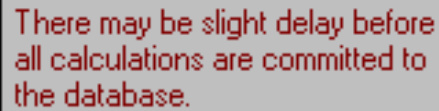


**Figure 5-10: Commit Funds Confirmation Message**

3. Click the OK button. This establishes the Funding Estimate and authorizes FEMA to allocate and obligate funds.



4. The warning message stating that it may take some time for this amount to be added to the database is displayed (Figure 5-11).



There may be slight delay before  
all calculations are committed to  
the database.

**Figure 5-11: Database Warning**

---

***NOTE: When the COMMIT RECALCS button is clicked, a new Current Estimate Amount is established and added to the HMGP Financial Info screen. Until the new Current Estimate Amount appears on the Financial Information Tab, funds cannot be distributed according to the various Funding Categories (executed in Task 4: [Enter Financial Information](#)).***

---

## Task 4: Enter Financial Information

1. Click the **Financial Info** tab. At the top left of the tab, select either the Recipient, if only one, or "ALL," if more than one, from the Recipient drop-down list (Figure 5-12).

Funding Estimate Disaster #: 9076 State: VA Region: 3 Declaration Date: 11/21/2019

Statewide

HMGP Financial Activity **Financial Info** Disaster Lock-In Review Financial Details Budget Planning Comments Project Global Match Attachments

Recipient Lock-In

Date	Recipient ID	Recipient Name	HMGP Lock-In Amount	Initiative Pct	Initiative Lock-In Amount	Planning Pct	Planning Lock-In Amount	Regular Project Lock-In Amount
<								

Current Estimate Amount

Date	Amount
02/22/2023	\$20,000,000

For disasters declared on or after 11/13/2007:  
 HMGP Lock-In Amount = Regular Project Lock-In Amount + Initiative Lock-In Amount + Planning Lock-In Amount  
 Recipient and Subrecipient Management Cost Lock-In Amount is separate from the HMGP Lock-In Amount.

Print Close

**Figure 5-12: Mitigation > Funding > Estimate > Financial Info Tab**

2. On the bottom left part of the tab, the read-only Current Estimate Amount is displayed. If more than one row is displayed, each row represents a revision of the amount.

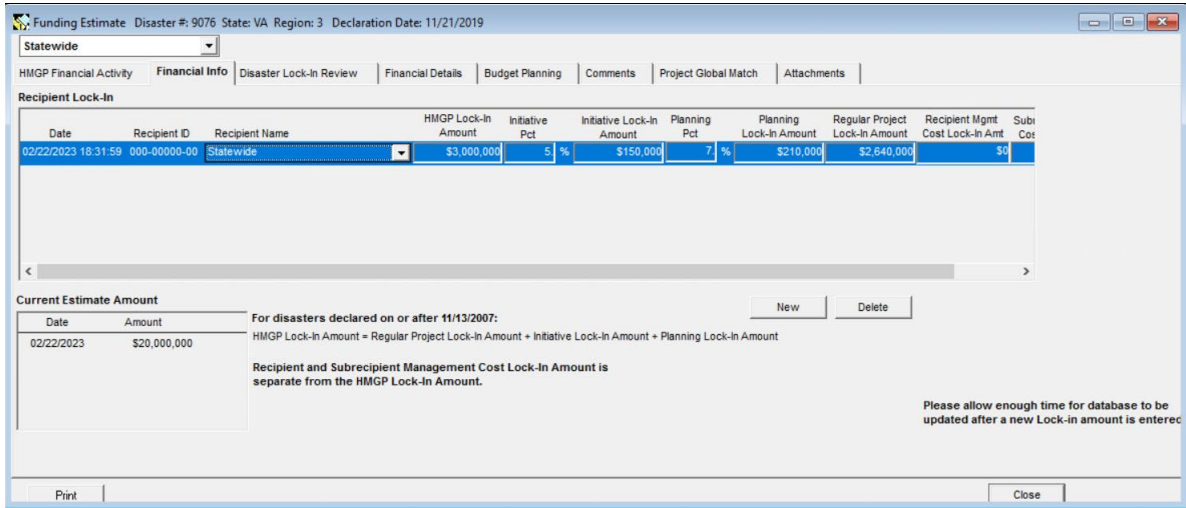
As displayed in Figure 5-12, the top row is the latest revision and is the current amount.

---

**NOTE: This is the Current Estimate Amount that was auto-filled when Task 3: [Establish Funding Estimate](#) was completed.**

---

- In the top half of the screen, Recipient Lock-In Amounts information is displayed (Figure 5-13).



**Figure 5-13: Financial Info Details for Recipients**

Table 5-4 describes the Recipient Lock-in Amounts data fields.

**Table 5-4: Recipient Lock-In Amounts Data Fields**

DATA FIELD	INFORMATION TO BE VIEWED/ENTERED
HMGP Lock-In Amount	Current Estimate Amount for the Recipient
Initiative Pct *	Percentage of funds set aside for State initiative projects. (10 percent if declared for Tornado). System default percentage is 5 percent. The percentage can be changed on this screen but the maximum value is 10 percent.
Initiative Lock-in Amount *	State initiative amount, calculated by multiplying the HMGP Lock-In Amount by the Initiative Pct. The amount may be changed on this screen but the maximum value is 10 percent of the HMGP Lock-In Amount.
Planning Pct	Percentage of funds set aside for planning projects. System default percentage is 7 percent. Edit the percentage if necessary but the maximum value is 7 percent.
Planning Lock-in Amount	Planning amount, calculated by multiplying the HMGP Lock-In Amount by the Planning Pct. Edit the dollar amount if necessary, but the maximum value is 7 percent of the HMGP Lock-In Amount.

DATA FIELD	INFORMATION TO BE VIEWED/ENTERED
Regular Project Lock-In Amount	For disasters declared before 11/13/2007: Remaining funding amount after Initiative, Planning and Management Cost Amounts have been subtracted from the HMGP Lock-In amount — auto-filled by the system.  For disasters declared on or after 11/13/2007: Remaining funding amount after Initiative and Planning have been subtracted from the HMGP Lock-In amount — auto-filled by the system.
Recipient Mgmt Costs Lock-In Amt	Recipient Management Cost Amount that was entered in Task 2: <a href="#">Enter Financial Details</a> and established in Task 3: <a href="#">Establish Funding Estimate</a> .
Subrecipient Mgmt Costs Lock-In Amt	Subrecipient Management Cost Amount that was entered in Task 2: <a href="#">Enter Financial Details</a> and established in Task 3: <a href="#">Establish Funding Estimate</a> .

4. To add a new row of Financial Info, complete the following steps.

- a. Click the NEW button. A blank row is displayed (Figure 5-14) with the default Initiative and Planning Percentages showing. The system auto-fills the Date and Time of the new record entry.

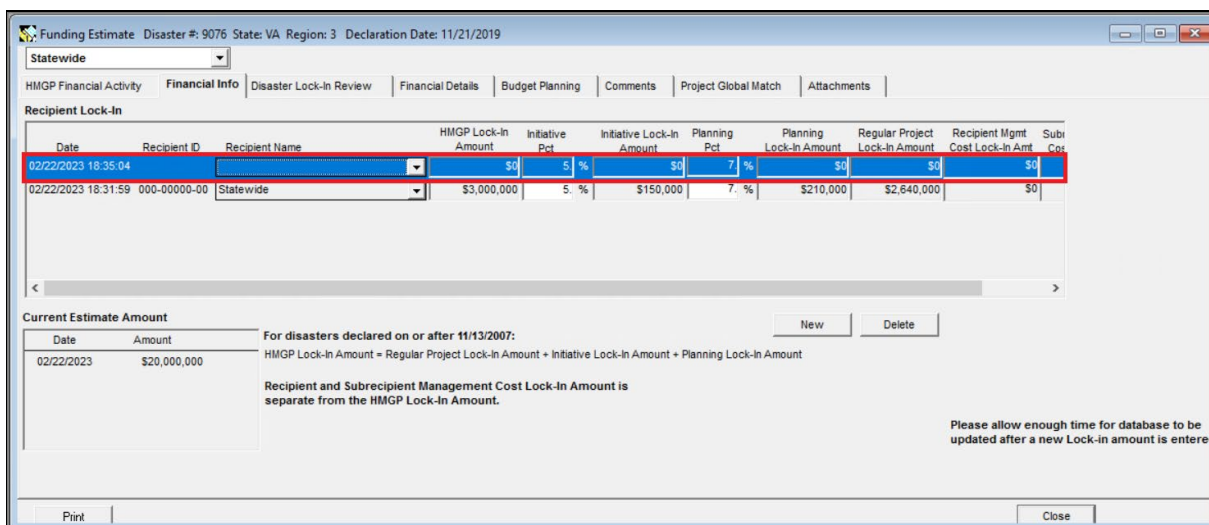


Figure 5-14: Financial Info Details - New Row

- b. At the top left of the **Financial Info** tab, select a Recipient from the drop-down list. It will either auto-fill or enter the dollar amounts or percentages for that Recipient.

***CAUTION: DO NOT DELETE RECIPIENT LOCK-IN AMOUNT ESTIMATES UNLESS ABSOLUTELY NECESSARY.***

***For audit purposes, all changes or updates must be viewable and not deleted, except for typographical errors.***

***Upon completion of the Financial Info Line for each Recipient, verify funding calculations for each Funding Category and Recipient.***

---

Task 5: Enter Lock-in Information

1. Click the **Disaster Lock-In Review** tab. The Review and Ceiling Lock-in Dates and Amounts table is displayed (Figures 5-15 and 5-16).

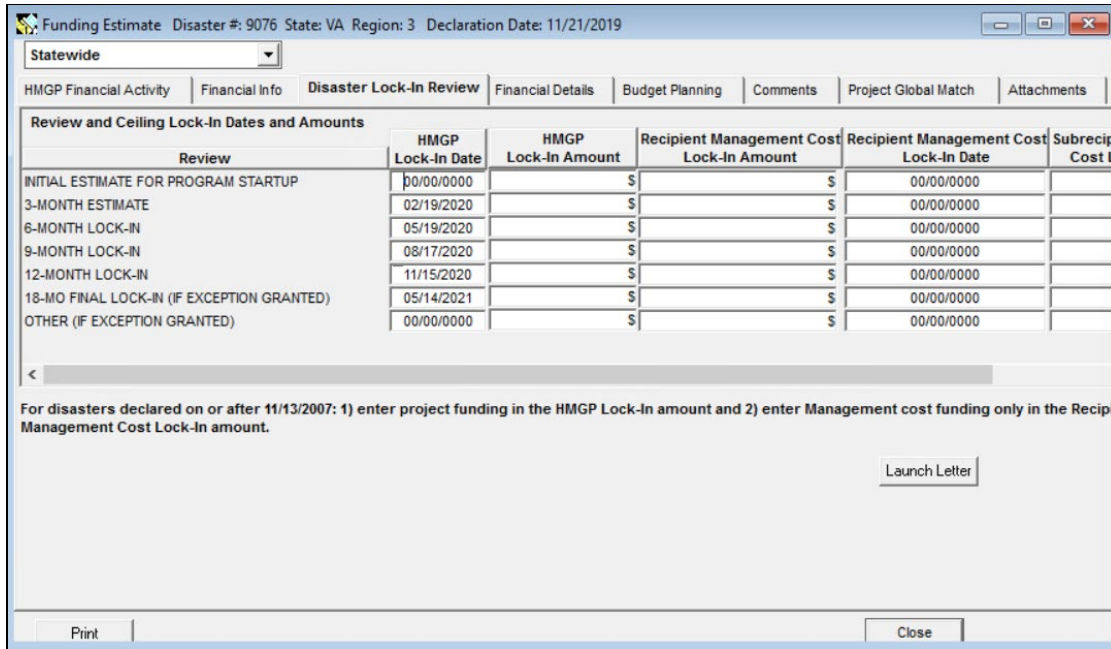


Figure 5-15: Mitigation > Funding > Estimate > Disaster Lock-In Review Tab > Left Side

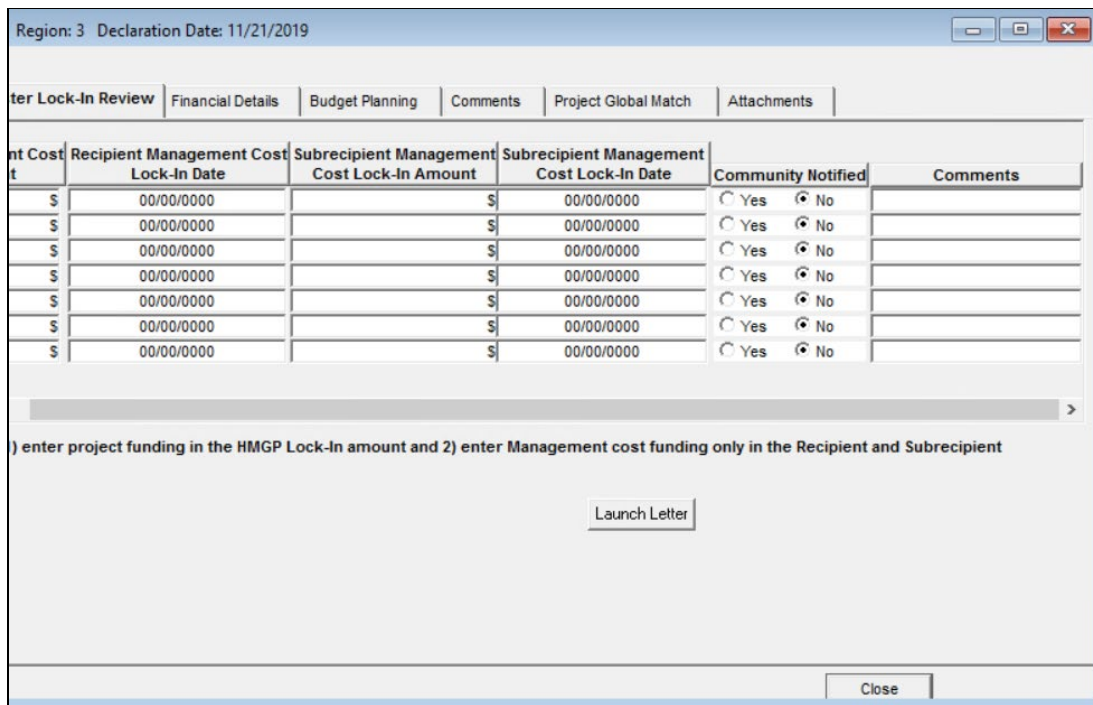


Figure 5-16: Mitigation > Funding > Estimate > Disaster Lock-In Review Tab > Right Side

2. At the top left part of the tab, select a Recipient from the drop-down list.
3. The tab displays a row of information for each of the seven potential lock-in stages:
  - Initial Estimate for Program Startup (usually performed 30 days after the disaster declaration)
  - 3-Month Estimate \*
  - 6-Month Lock-in
  - 9-month Lock-in \*
  - 12-Month Lock-in (usually the final lock-in)
  - 18-Mo Final Lock-in (if exception granted)
  - Other (if exception granted)

**\* Note – For the 3-month and 9-month estimates:** While the system still shows a 3-month estimate and a 9-month lock-in, these are not required by 44CFR Part 207.5 (b) and usually are no longer provided at these intervals.

4. Enter the information listed in Table 5-5 for the appropriate lock-in stage.

**Table 5-5: Disaster Lock-in Review Data Fields**

DATA FIELD	INFORMATION TO BE ENTERED
HMGP Lock-in Date	Date current HMGP Lock-in Amount was established. If a Lock-in Amount greater than 0 is entered, a valid date must be entered to proceed.
HMGP Lock-in Amount	HMGP Lock-in Amount currently established for the Recipient.
Recipient Management Cost Lock-In Amount	Management Costs currently established for the Recipient.
Recipient Management Cost Lock-In Date	Date current Recipient Management Cost Lock-in Amount was established. If a Lock-in Amount greater than 0 is entered, a valid date must be entered to proceed.
Subrecipient Management Cost Lock-In Amount	Management Costs currently established for the Subrecipient.

DATA FIELD	INFORMATION TO BE ENTERED
Subrecipient Management Cost Lock-In Date	Date current Subrecipient Management Cost Lock-In Amount was established. If a Lock-In Amount greater than 0 is entered, a valid date must be entered to proceed.
Community Notified	<p>Was the Funding Estimate Lock-in Letter sent to the Recipient? Select one of the following:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>If you select "No" and then click the LAUNCH LETTER button, the system changes the selection to "Yes."</p> <p><b><i>NOTE: A letter must be sent to each Recipient. The form letter may be used or another letter that is generated manually.</i></b></p>
Comments	Comments regarding the Lock-in Date or Lock-in Amount that provide clarification or required additional information. The Inspector General may be inquiring how the funding estimate is being determined. The supporting Comments may be used to support calculations. Double-click inside the text area to access the Comment Editor.

5. Repeat Steps 2 – 5 for each Recipient designated for the disaster.



## Task 6: Enter Comments and Attachments

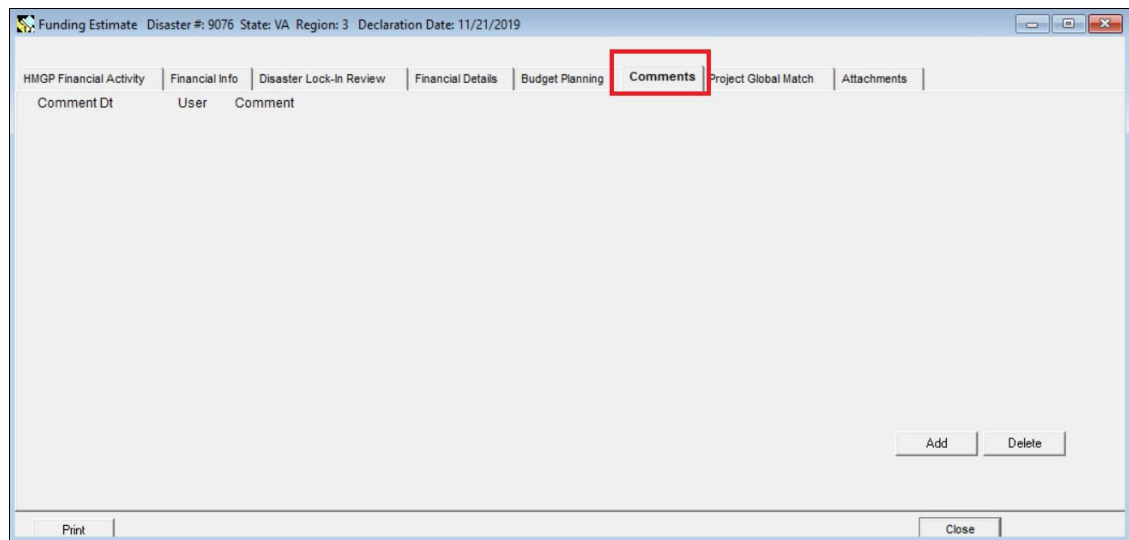
Comments and Attachments are used to capture the historical flow of financial information as entered by different system users.

---

***CAUTION: Please make every effort to limit the file attachment size to less than 1 GB. Allow up to one hour to retrieve and view newly attached documents.***

---

1. Click the **Comments** tab (Figure 5-17).



**Figure 5-17: Mitigation >Funding > Estimate > Comments Tab**

2. To add comments, complete Steps 2a – 2d.
  - a. Click the ADD button. A new row for Comments is displayed, with the date and time of entry and your User Name.
  - b. Double-click inside the text field to access the Comment Editor.
  - c. In the Comment Editor text area, enter the comments. Click the OK button.
  - d. The comments you entered are now displayed on the **Comments** tab.
3. To attach documents, click the **Attachments** tab. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.

## Task 7: Review Financial Activity Information

1. Click the **HMGP Financial Activity** tab (Figure 5-18).

	Projected A	Total Allocated in NEMIS B	Available C (A - B)	Total Obligated in NEMIS D	Available E (A - D)
<b>HMGP Project Funds:</b>	\$3,000,000	\$0.00	\$3,000,000.00	\$0.00	\$3,000,000.00
Regular Projects:	\$2,640,000	\$0.00	\$2,640,000.00	\$0.00	\$2,640,000.00
Initiative Projects:	\$150,000	\$0.00	\$150,000.00	\$0.00	\$150,000.00
Planning Projects:	\$210,000	\$0.00	\$210,000.00	\$0.00	\$210,000.00
<b>Subtotal:</b>	<b>\$3,000,000</b>	<b>\$0.00</b>	<b>\$3,000,000.00</b>	<b>\$0.00</b>	<b>\$3,000,000.00</b>
Recipient Management Cost:	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Subrecipient Management Cost:	\$0	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$3,000,000</b>	<b>\$0.00</b>	<b>\$3,000,000.00</b>	<b>\$0.00</b>	<b>\$3,000,000.00</b>

For disasters declared on or after 11/13/2007: HMGP Project Funds = Regular Projects + Initiative Projects + Planning Projects  
Management Costs are separate from HMGP Project Funds.

**Figure 5-18: Mitigation >Funding >Estimate >HMGP Financial Activity Tab**

2. At the top left part of the tab, select the Recipient from the drop-down list. The tab displays five columns for various funding amounts:
  - A. Projected (Current Funding Estimate)
  - B. Total Allocated in NEMIS
  - C. Available (Projected minus Allocated)
  - D. Total Obligated in NEMIS
  - E. Available (Projected minus Obligated)

---

***CAUTION: There must never be a negative amount in any column on this tab. In order to avoid negative amounts or errors when preparing an Allocation, always review the information in the HMGP Financial Activity and Budget Planning tabs first to ensure there are sufficient funds.***

---

3. Review the read-only information listed in Table 5-6.

Table 5-6: HMGP Financial Activity Data Fields

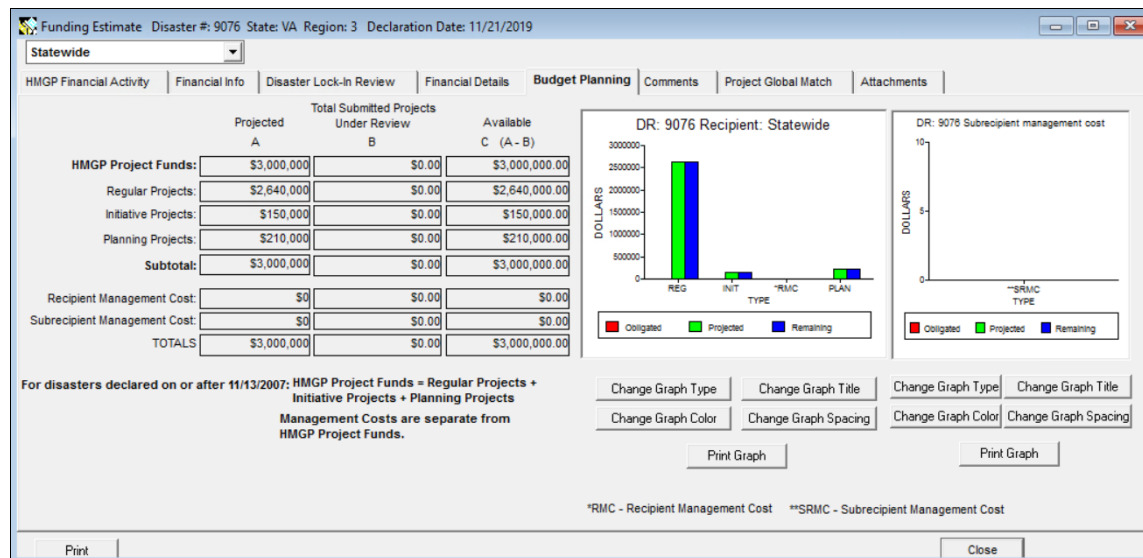
DATA FIELD	INFORMATION TO BE REVIEWED
HMGP Project Funds	Amount available for all project types in the current funding estimate, as established in Task 3: <a href="#">Establish Funding Estimate</a>
Regular Projects	Amount remaining (minus the Initiative and Planning Amounts, if utilized) of project funds
Initiative Projects	Amount calculated from the percentage set aside for State initiatives, as set in Task 4: <a href="#">Enter Financial Information</a>
Planning Projects	As authorized by the Disaster Mitigation Act of 2000, this is calculated at up to 7 percent of the estimated HMGP funds for each disaster
Recipient Management Cost	Amount entered in Task 2: <a href="#">Enter Financial Details</a>
Subrecipient Management Cost	Amount entered in Task 2: <a href="#">Enter Financial Details</a>
Total	Total of HMGP Project Funds and Management costs

## Task 8: Review Budget Planning Information

The **Budget Planning** tab displays read-only information on the most current Funding Estimate.

The dollar amounts of projects submitted by the Recipient are added to the figures on this screen after the Application is assigned. (Unit 7)

1. Click the **Budget Planning** tab (Figure 5-19).

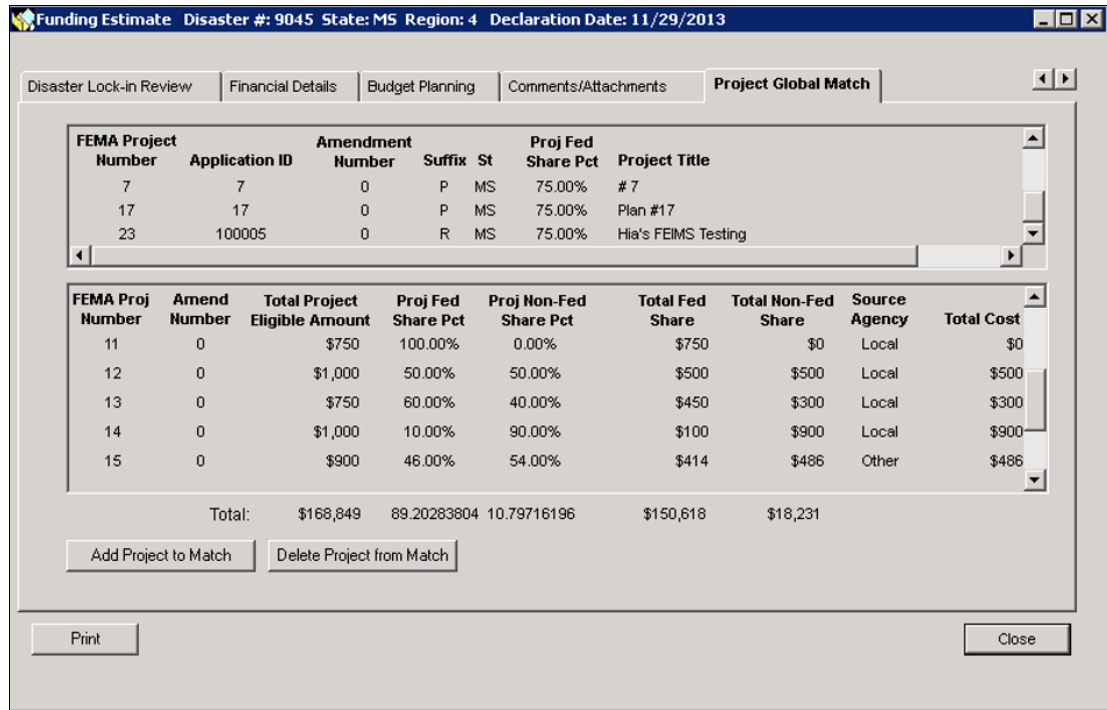


**Figure 5-19: Mitigation > Funding > Estimate > Budget Planning Tab**

2. At the top left part of the tab, select the Recipient from the drop-down list. The tab displays three columns of information for various funding amounts:
  - A. **Projected** (Current Funding Estimate)
  - B. **Total Submitted Projects Under Review** — Total amount of projects submitted by the Recipient for which FEMA has completed the Application Completeness Review (as described in Unit 7: Manage Eligibility Determination)
  - C. **Available** — (Projected minus Total Submitted Projects Under Review)

**CAUTION:** *There must never be a negative amount in any column on this tab. In order to avoid negative amounts or errors when completing an Application Completeness Review, always review the Budget Planning tab first to ensure there are sufficient funds. If the amount of the project submitted for approval will cause the total available to drop below 0, you will not be able to approve the application without first adjusting the amount of the current project or previously approved projects down to below the amount available for the project suffix under review.*

**NOTE: The PROJECT GLOBAL MATCH tab (Figure 5-20) is used to ensure that the total of all projects approved for the disaster does not exceed the overall Federal share percentage of 75 percent. If utilized, Project Global Match must be completed before the Disaster is closed in NEMIS HMGP. Information on using this tab is in Unit 11: Manage Project and Program Oversight Tasks.**



**Figure 5-20: Mitigation > Funding > Estimate > Project Global Match Tab**

## References for HMGP Funding Estimate

To track and document the process of Managing Funding Estimates, the following reports can be generated, as described in ***Unit 14: Generate Standard HMGP Reports***:

- Disaster Overview Report (Percentages and Plan Info)
- Funding Estimate Report
- Funding Estimate Budget Planning Report
- Funding Estimate Financial Activity Report

## Unit 6 – Manage the HMGP Application

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## Overview

The Manage the HMGP Application process allows Recipient Mitigation staff to create a record for each HMGP project application after a disaster declaration.

Each project application record contains information about the project and the applicant. Table 6-1 provides an overview of the Manage the HMGP Project Application process.

---

***NOTE: In NEMIS HMGP, the terms "Application," "Project," and "Project Application" are used interchangeably. Generally, however, the term "Project" is used after the application has been approved.***

---

**Table 6-1: Manage the HMGP Application**

TOPIC	DESCRIPTION
Purpose	To manage information about each application and applicant
When does it start?	After disaster information has been entered by FEMA Regional Staff
Who does it?	Recipient Mitigation Staff  <b><i>NOTE: If the Recipient does not have access to NEMIS HMGP, the Recipient must contact the Regional Mitigation Staff to request access. Although the Recipients are responsible for entering the project application information into the system, FEMA Regional Mitigation staff may also enter the information.</i></b>

TOPIC	DESCRIPTION
How is it done?	Execute the following tasks: Task 1: <a href="#">Create a New Project Application</a> Task 2: <a href="#">Enter Applicant Information</a> Task 2A: <a href="#">Enter Recipient Information</a> Task 2B: <a href="#">Enter Subrecipient Information</a> Task 2C: <a href="#">Enter Subrecipient Mitigation Plan Information</a> Task 2D: <a href="#">Enter Subrecipient Application Preparer Information</a> Task 3: <a href="#">Attach Problem and Risk Data</a> Task 4: <a href="#">Enter Project Information</a> Task 5: <a href="#">Enter Work Schedule</a> Task 6A: <a href="#">Enter Cost Estimate</a> Task 6B: <a href="#">Import Cost Estimate from the Approved Spreadsheet</a> Task 7: <a href="#">Enter Match Sources Funds</a> Task 8: <a href="#">Enter Cost Effectiveness Information</a> Task 9: <a href="#">Attach Maintenance Assurance Information</a> Task 10: <a href="#">Enter Public Notice Information</a> Task 11: <a href="#">Attach Documents</a> Task 12: <a href="#">Enter Eligibility Review Information</a> Task 13A: <a href="#">Enter Property Site Inventory Information</a> Task 13B: <a href="#">Export, Update, and Import the PSI Information</a> Task 14: <a href="#">Enter Latitude and Longitude Information</a> Task 15: <a href="#">Enter Authorization Information</a> Task 16: <a href="#">Edit an Existing Project Application</a> Task 17: <a href="#">Verify and Submit a Project Application</a> Task 18: <a href="#">Zero Out a Project</a> Task 19: <a href="#">Copy an Un-submitted Project to a More Recent Disaster</a> Task 20: <a href="#">Enter Management Cost</a>

There is no limit to the number of project applications you can enter in the system. In fact, this is a good way to compare projects before setting priorities among the different projects.

---

***CAUTION: In accordance to FEMA's record retention policy, unsubmitted projects that are older than 6 years and 3 months from the current date will be deleted from the system.***

---

---

***HINT: Create a new record for each new project - do not attempt to edit an existing project record to create a new one.***

---

The project application can be edited until it has been approved or denied by FEMA. After denial or approval, the Recipient can only attach documents to the project application. To make other changes to an approved or denied project application, follow the instructions in Unit 8: Manage Amendments.

## Information Requirements

Some project application information will be entered directly into the system's data fields. Other information is entered into the system by attaching documents that are linked to the project application record. Before you begin the tasks in this unit, ensure that the following documents contain all the required information or are ready to be attached.

- Overall project information, including Federal Information Processing Standards (FIPS) code (FEMA will assign one if not included);
- Subrecipient and contact name;
- Location and description of project;
- Cost estimate spreadsheets and documents;
- Cost-effectiveness of the project comparing the cost to the anticipated value of reductions in future damage;
- Work schedule;
- Alternative projects considered and justification for selection of the final project;
- Environmental considerations, which may be documented using the HMGP's Environmental Considerations Questionnaire;
- Report describing the environmental impact of the proposed action with supporting documentation, such as maps and technical reports;
- Compliance assurances, including National Flood Insurance Program (NFIP) participation and last CAV date;
- Decision-making process, including alternatives considered, selection made, and reasons for the decision;
- Project description (you may also type this directly into the Project Description field, if less than 8,000 characters);
- Benefit-Cost Analysis (BCA);

---

***NOTE: The following problem and risk analysis documents may be contained in the local Multihazard Mitigation Plan.***

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- Problem description, including 25 years of damage history; and
- Risk and cost-effectiveness data.

---

***HINT: In addition to the above documents, other supporting documentation (e.g., maps, blueprints, photographs, plats and reports) can be attached.***

---

## Information Available for Review

FEMA Regional Mitigation staff can access HMGP Project Application information entered by Recipient Mitigation staff. Table 6-2 lists where application information can be found in the system.

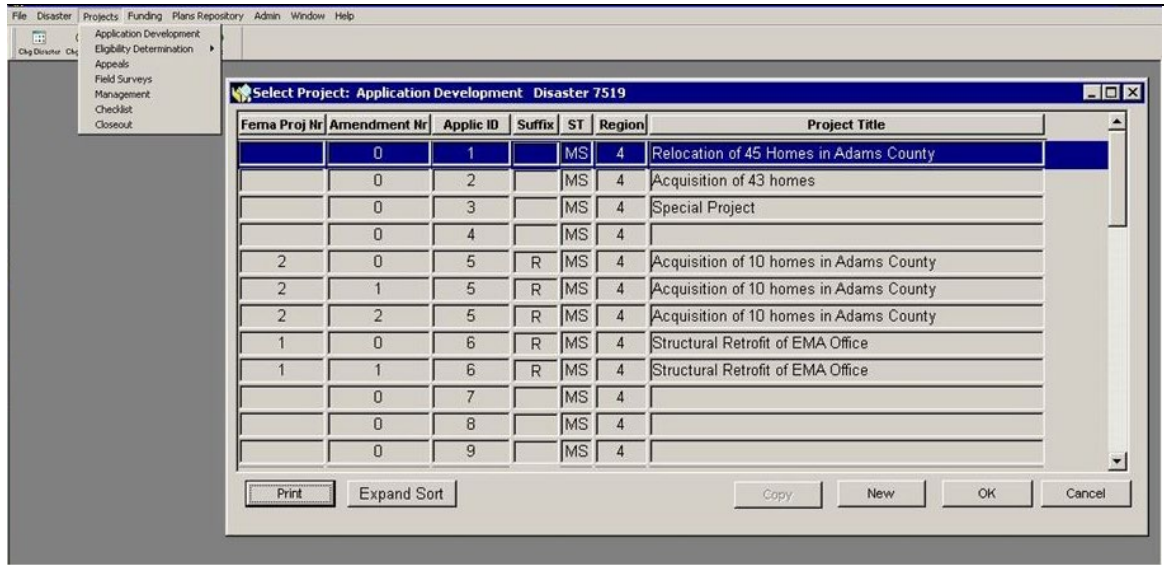
**Table 6-2: Manage the HMGP Application**

INFORMATION AVAILABLE FOR REVIEW	LOCATION IN NEMIS
Project applicant information	Mitigation > Projects>Application Development > <b>Applicant Information</b> tab
Problem and risk data information	Mitigation>Projects> Application Development > <b>Problem and Risk Data</b> tab
Project information	Mitigation >Projects>Application Development > <b>Project Info</b> tab
Work schedule	Mitigation >Project> Application Development > <b>Work Schedule</b> tab
Cost estimate information	Mitigation > Projects > Application Development > <b>Cost Estimate</b> tab
Sources and details of non-Federal funding	Mitigation > Projects > Application Development > <b>Match Sources</b> tab
Management cost information	Mitigation > Projects > Application Development > <b>Management Cost</b> tab
Cost effectiveness information	Mitigation > Projects > Application Development > <b>Cost Effectiveness</b> tab
Maintenance assurance	Mitigation >Projects > Application Development > <b>Maintenance Assurance</b> tab
Public notice	Mitigation > Projects> Application Development > <b>Public Notice</b> tab
Supporting project documentation	Mitigation>Projects> Application Development > <b>Attachments</b> tab
Reviewer's name and reviews conducted	Mitigation>Projects> Application Development > <b>Eligibility Review</b> tab
Property owners and details	Mitigation >Projects> Application Development > <b>Property Site Inventory</b> tab
Property latitude and longitude	Mitigation>Projects> Application Development > <b>Lat/Lon</b> tab
Preparer information and authorized Recipient's name; Authorized Applicant Agent and Authorized Recipient Official	Mitigation>Projects> Application Development > <b>Authorization</b> tab
Review application for deficiencies and to ensure eligibility	Mitigation>Projects>Application Development > Verify Button

INFORMATION AVAILABLE FOR REVIEW	LOCATION IN NEMIS
Submission date and authorization information	Mitigation>Projects> Application Development > <b>Authorization</b> tab

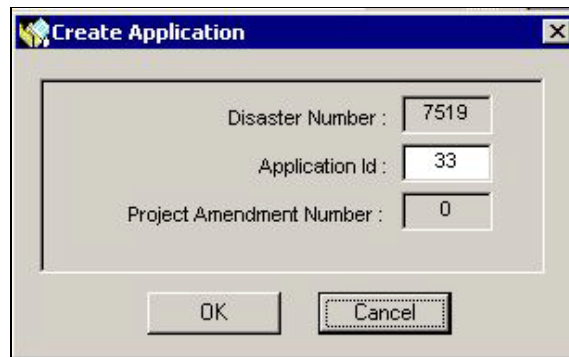
### Task 1: Create a New Project Application

1. On the MITIGATION menu, click Projects > Application Development. When the Application Development screen appears, then select New (Figure 6-1).



**Figure 6-1: Mitigation > Projects > Application Development**

2. The Create Application dialog box is displayed (Figure 6-2).



**Figure 6-2: Create Application Dialog Box**

3. Enter the information listed in Table 6-3.

Table 6-3: Create Application Dialog Box Data Fields

DATA FIELD	INFORMATION TO BE REVIEWED/ENTERED
Disaster Number	Read-only Disaster Number auto-filled by the system
Application ID	Auto-filled sequential number assigned by the system. You can change the number if you use your own numbering system to track applications.  <b>CAUTION: This data field accepts numerals only. The system will not accept any number higher than 9999.</b>  <b>Once you click the OK button in the Create Application Dialog Box, you can no longer edit the number.</b>
Project Amendment Number	Read-only Project Amendment Number auto-filled by the system

- Click the OK button. Fourteen tabs for managing HMGP Application Development Information are displayed at the top of the page (Figure 6-3). By default, the **Applicant Information** tab is displayed.



Figure 6-3: HMGP Application Development Tabs

---

***HINT: Saving Project Application Information***

***As you enter information in the different tabs, save frequently so you do not lose the data. You can save your work by doing one of the steps below:***

***-On the bottom left part of the screen, click the SAVE button.***

***-Click on another tab.***

***-On the bottom right part of the page, click the CLOSE button. You will be prompted to save changes.***

---



## Task 2: Enter Applicant Information

On the **Applicant Information** tab (Figure 6-4) you can perform the following sub-tasks:

Task 2A: [Enter Recipient Information](#)

Task 2B: [Enter Subrecipient Information](#)

Task 2C: [Enter Subrecipient Mitigation Plan Information](#)

Task 2D: [Enter Subrecipient Application Preparer Information](#)

HMGP APPLICATION: DISASTER #: 9076 FEMA PROJ #: - APPLICATION ID: 1 AMENDMENT #: 0

Public Notice | Attachments | Eligibility Review | Property Site Inventory | Lat/Lon | Authorization | Management Cost | **Applicant Information** | Problem & Risk Data | Project Info | Work Schedule | Cost Estimate | Match Sources | Cost Effectiveness | Maintenance Assurance

**Recipient**

Statewide State Code : VA County Code : 0 Statewide  
 Fips Place Code : 0 Statewide + More Recipient Info ...

**Sub-Recipient**

State Code : County Code :  
 Fips Place Code : Public Entity : + More Sub-Recipient Info ...  
 NFIP Participation : Last CAV Date : 00/00/0000

**Sub-Recipient Mitigation Plan**

Enable Manual Entry of Plan Data Edit Sub-Recipient Link...  
 Plan Type  
 Aprvl Dt : 00/00/0000 Expire Dt :  
 No approved Sub-Recipient Multihazard Mitigation Plan for this subgrantee. There must be an mitigation plan with a valid approval date BEFORE the disaster declaration date before any projects can be approved for regular or initiative projects.

**Sub-Recipient Application Preparer**

More Preparer Info...

Manually entered plans information will not be reflected in the Plan Report

Save Verify Submit \* Required for Project Submission \*\* Required before Project Closeout. Amend Close

**Figure 6-4: Mitigation > Projects > Application Development > Applicant Information Tab**

## Task 2A: Enter Recipient Information

1. On the **Applicant Information** tab, click the MORE RECIPIENT INFO button. The Assign Recipient screen is displayed (Figure 6-5).
2. Information about the first Recipient is displayed. Scroll down to see the information on the other Recipients.

The screenshot shows the 'Assign Recipient' window with the following fields and controls:

- Search Results:**
  - Applicant ID: 000-00000-00 (with Update ID button)
  - State: MS
  - County: 0 (with Statewide dropdown)
  - Place Code: 0 (with Statewide dropdown)
  - Name: Statewide
  - Tax Id: (empty)
  - Private Non-Profit:  Yes  No
  - CID Number: 289999 - Statewide (dropdown)
  - Applicant Description: State Emergency Management Agency
- Buttons:** Query, Add, Delete, Add Contact, Edit Contact, Delete Contact, Save, OK, Cancel.
- Table:**

Contact Name	Contact Title
ADAMS MIKE	MANAGER
ABRIGG LARRY	MANAGER
SLATE BRUCE	PRINCIPAL

Figure 6-5: Recipient Search Results

---

**HINT:** *The Recipients that are available for selection are those to which your User ID is linked. If the desired Recipient is not displayed, complete the steps in Unit 3, Task 8: Enter User to Recipient Link Information.*

---

3. Make sure that the Recipient you wish to select is displayed on the screen. Click the OK button to select that Recipient. Select the Save button.
4. The Recipient section of the **Applicant Information** tab now displays the Recipient information (Figure 6-6).

The screenshot shows the 'Applicant Information' tab in the HMGP Application software. The window title is 'HMGP APPLICATION: DISASTER #: 9076 FEMA PROJ #: - APPLICATION ID: 1 AMENDMENT #: 0'. The 'Applicant Information' tab is selected, and the 'Recipient' section is highlighted with a red box. The 'Recipient' section contains a dropdown menu with 'Statewide' selected, and fields for 'State Code' (VA), 'County Code' (0), and 'Statewide'. Below this are fields for 'Fips Place Code' (0) and 'Statewide', along with a '+ More Recipient Info ...' button. The 'Sub-Recipient' section has empty fields for 'State Code', 'County Code', 'Fips Place Code', and 'Public Entity', with a '+ More Sub-Recipient Info ...' button. The 'Sub-Recipient Mitigation Plan' section has a checkbox for 'Enable Manual Entry of Plan Data' (unchecked), a 'Plan Type' dropdown, 'Aprvl Dt' (00/00/0000), and 'Expire Dt' fields. A message states: 'No approved Sub-Recipient Multihazard Mitigation Plan for this subgrantee. There must be an mitigation plan with a valid approval date BEFORE the disaster declaration date before any projects can be approved for regular or initiative projects.' There is an 'Edit Sub-Recipient Link...' button. The 'Sub-Recipient Application Preparer' section has an empty text field and a '+ More Preparer Info...' button. At the bottom, there are buttons for 'Save', 'Verify', 'Submit', 'Amend', and 'Close'. A note at the bottom states: 'Manually entered plans information will not be reflected in the Plan Report'. A legend at the bottom indicates: '+ Required for Project Submission' and '\*\* Required before Project Closeout.'

Figure 6-6: Applicant Information Tab with Assigned Recipient

5. On the bottom left part of the **Applicant Information** tab, click the **SAVE** button.

### Task 2B: Enter Subrecipient Information

1. On the **Applicant Information** tab, click the MORE SUBRECIPIENT INFO button. The Assign Subrecipient screen is displayed (Figure 6-7).

The screenshot shows the 'Assign Sub-Recipient' window with the 'Enter Criteria' section. Fields include: Applicant ID, Update ID, State, County, Place Code, Public Entity ID, Name, Tax Id, Private Non-Profit (Yes/No), CID Number (dropdown), and Applicant Description. Action buttons on the right include Search, Add, Delete, Add Contact, Edit Contact, Delete Contact, Save, OK, and Cancel.

**Figure 6-7: Assign Subrecipient**

---

**NOTE:** In cases where the disaster declaration is only for a tribe, the state cannot be the Recipient.

---

2. Click the SEARCH button. Information about the first Subrecipient is displayed. Scroll down to see the information on the other Subrecipients (Figure 6-8).

The screenshot shows the 'Assign Sub-Recipient' window with the 'Search Results' section. The search criteria are populated: Applicant ID: 001-01520-00, State: MS, County: 1 Adams, Place Code: 1520 Anna, Public Entity ID: [empty]. The results show Name: Anna, Tax Id: 1234, Private Non-Profit: No, CID Number: 280209 - Adams County \*, and Applicant Description: V3 15.04 TESTING\_01-2-13. The contact information at the bottom shows Contact Name: SLATE, S., L. and Contact Title: HMO. Action buttons on the right include Criteria, Add, Delete, Add Contact, Edit Contact, Delete Contact, Save, OK, and Cancel.

**Figure 6-8: Subrecipient Search Results**

3. If the desired Subrecipient is already listed, make sure that the Subrecipient you wish to select is displayed on the screen. Click the OK button to select that Subrecipient. Proceed to [Step 5](#).
4. If the desired Subrecipient is not listed, complete the following steps to add a new Subrecipient.
  - a. On the Assign Subrecipient screen, click the ADD button. The County/Place Code List is displayed (Figure 6-9).

County Code	County Name	Place Code	Place Name
1	Accomack	180	Accomac
1	Accomack	99001	Accomack (County)
1	Accomack	1215	Allentown
1	Accomack	90096	Ashland (Magisterial District)
1	Accomack	3472	Assateague Island National Seashore (Also MD)
1	Accomack	3480	Assawoman

Subdivision Name	ID	Place

**Figure 6-9: County/Place Code List**

- b. If the new Subrecipient is associated with a place (e.g., a town within a county), click the County Code radio button. A list of Federal Information Processing Standards (FIPS) County/Place Codes and Names is displayed.

---

***HINT: Click the County Name or the Place Name column heading to sort the contents alphabetically. It may take the system a few minutes to complete this process.***

---



---

***CAUTION: When searching for a county in the list, be sure to select the record identified with the county in the Place Name column. Since the table repeats the county name and the list under Place Name is alphabetical, this is seldom the first row when you scroll down to the records for that county.***

---

- If the new Subrecipient is a public entity (e.g., a building within a town within a county), click the Public Entity radio button. A list of Public Entity Names, with their ID, County/Place Code and Name is displayed (Figure 6-10).

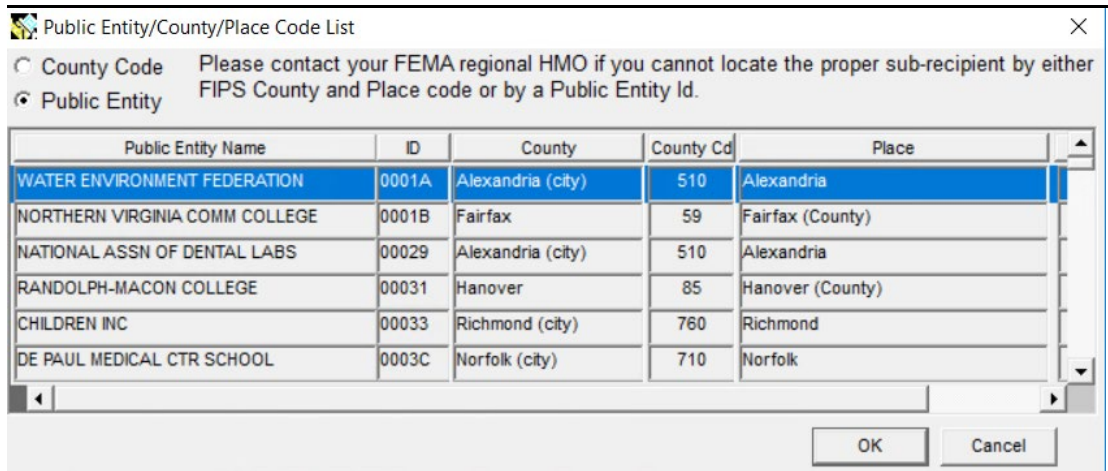


Figure 6-10: Public Entity List

- Select the row in the list that applies to the new Subrecipient. Click the OK button.
- The Assign Subrecipient screen now displays the following read-only information about the selected Subrecipient (Figure 6-11):
  - County/Place or Public Entity Information
  - Subrecipient's Name
  - Subrecipient's Tax Id

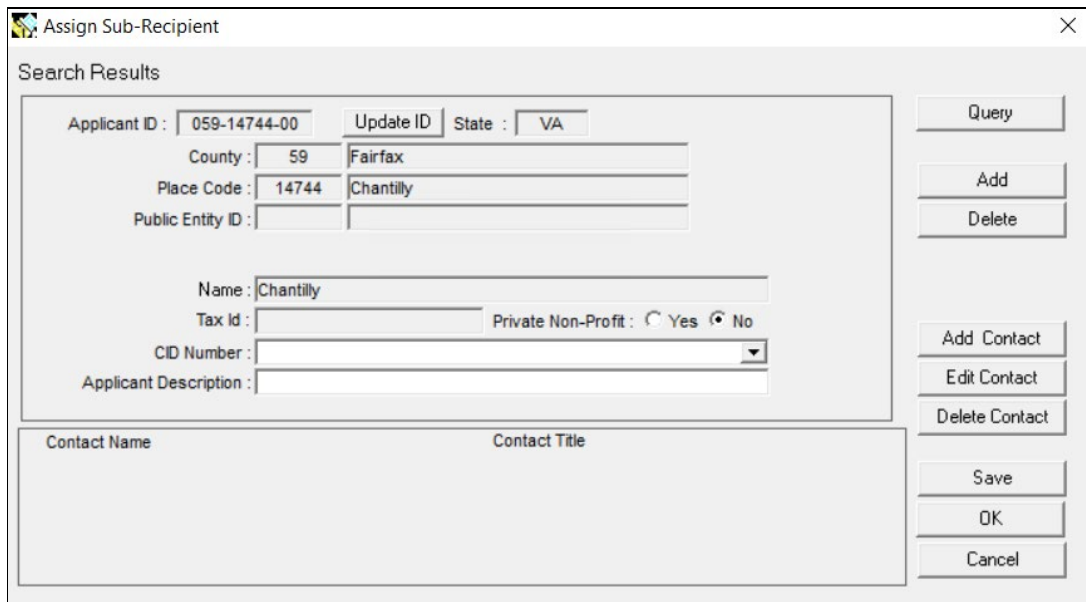


Figure 6-11: Assign New Subrecipient

- In the Private Non-Profit field, click the Yes or No radio button.



9. In the CID Number field, select the Subrecipient's Community Identification Number from the drop-down list.
10. In the Applicant Description field, enter a brief description of the Subrecipient.
11. To add a contact for the Subrecipient, click the ADD CONTACT button. The Look Up a Contact window is displayed.
12. Follow the personnel database instructions in Appendix B. You will be returned to the Assign Subrecipient screen.
13. Click the OK button to finish adding the new Subrecipient.
14. The Subrecipient section of the **Applicant Information** tab now displays the Subrecipient information (Figure 6-12). The County/Place Code that you selected is displayed in the FIPS Place Code field.

The screenshot displays the 'HMGP APPLICATION' window with the following details:

- Header:** HMGP APPLICATION: DISASTER #: 9076 FEMA PROJ #: - APPLICATION ID: 1 AMENDMENT #: 0
- Tabs:** Maintenance Assurance, Public Notice, Attachments, Eligibility Review, Property Site Inventory, Lat/Lon, Authorization, Management Cost, Applicant Information (selected), Problem & Risk Data, Project Info, Work Schedule, Cost Estimate, Match Sources, Cost Effectiveness.
- Recipient Section:**
  - Statewide (selected), State Code: VA, County Code: 0, Statewide
  - Fips Place Code: 0, Statewide
  - + More Recipient Info ...
- Sub-Recipient Section:**
  - Chantilly (selected), State Code: VA, County Code: 59, Fairfax
  - Fips Place Code: 14744, Chantilly
  - Public Entity: [Empty]
  - + More Sub-Recipient Info ...
  - NFIP Participation: N (selected)
  - Last CAV Date: 00/00/0000
- Sub-Recipient Mitigation Plan Section:**
  - Enable Manual Entry of Plan Data
  - Edit Sub-Recipient Link...
  - Plan Type: Local MultiJurisdictional Multihazard Mitigation Plan
  - Plan Title: Fairfax County Multi-Jurisdictional Plan
  - Aprvl Dt: 07/26/2003
- Sub-Recipient Application Preparer Section:**
  - Save, Verify, Submit, + Required for Project Submission, ++ Required before Project Closeout, Close

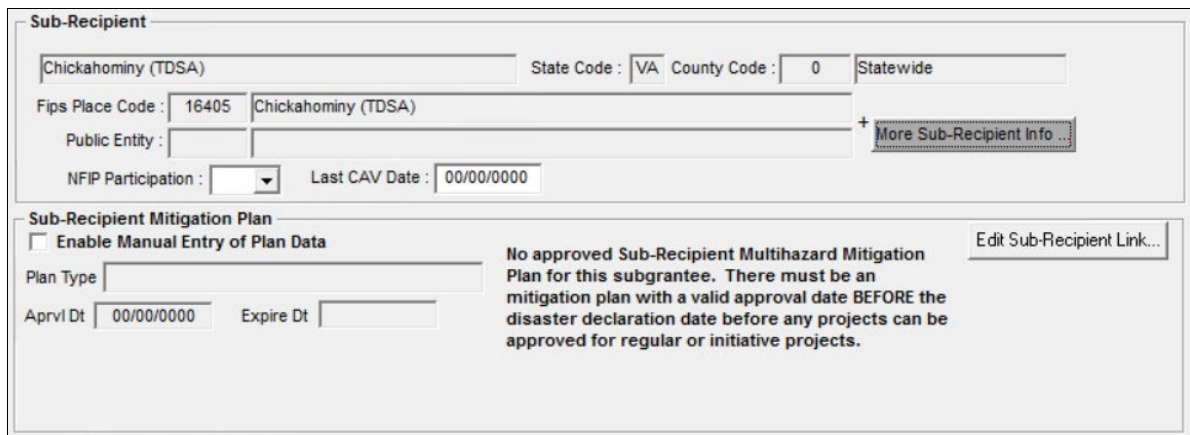
**Figure 6-12: Applicant Information Tab with Assigned Subrecipient**

15. In the NFIP Participation field, select Yes or No.
16. In the Last CAV Date field of the Subrecipient section, enter the date of the last Community Assistance Visit.
17. On the bottom left part of the **Applicant Information** tab, click the SAVE button.

### Task 2C: Enter Subrecipient Mitigation Plan Information

**NOTE: To use the Enable Manual Entry of Plan Data feature, see Unit 4 Task 3. Manually entered plan information will not be reflected in the plan report.**

1. If there is an approved plan, the Plan Type, Approval Date and Expire Date information of the plan are displayed in the Subrecipient Mitigation Plan section of the **Applicant Information** tab.
2. If there is no approved plan, as in the example below, the Plan Type, Approval Date and Expire Date fields are empty. A warning message that there is no approved plan is displayed (Figure 6-13).



The screenshot shows a web form for 'Sub-Recipient Mitigation Plan'. The top section contains fields for 'Chickahominy (TDSA)', 'State Code: VA', 'County Code: 0', and 'Statewide'. Below these are 'Fips Place Code: 16405', 'Public Entity: Chickahominy (TDSA)', and 'NFIP Participation' dropdown. A 'Last CAV Date' field is set to '00/00/0000'. A '+ More Sub-Recipient Info ...' button is visible. The bottom section, titled 'Sub-Recipient Mitigation Plan', has an unchecked checkbox for 'Enable Manual Entry of Plan Data'. It includes empty fields for 'Plan Type', 'Aprvl Dt: 00/00/0000', and 'Expire Dt'. A warning message states: 'No approved Sub-Recipient Multihazard Mitigation Plan for this subgrantee. There must be an mitigation plan with a valid approval date BEFORE the disaster declaration date before any projects can be approved for regular or initiative projects.' An 'Edit Sub-Recipient Link...' button is on the right.

**Figure 6-13: No Approved Subrecipient Mitigation Plan Warning**

3. To enter Subrecipient Mitigation Plan information complete the following steps:
  - a. Click the EDIT SUB-RECIPIENT LINK button on the right part of the screen. The MT Subrecipient Mitigation Plan screen displays all approved plans for the Subrecipient (Figure 6-14).



The screenshot shows a window titled 'MT Sub-Recipient Mitigation Plan'. It contains a table with the following data:

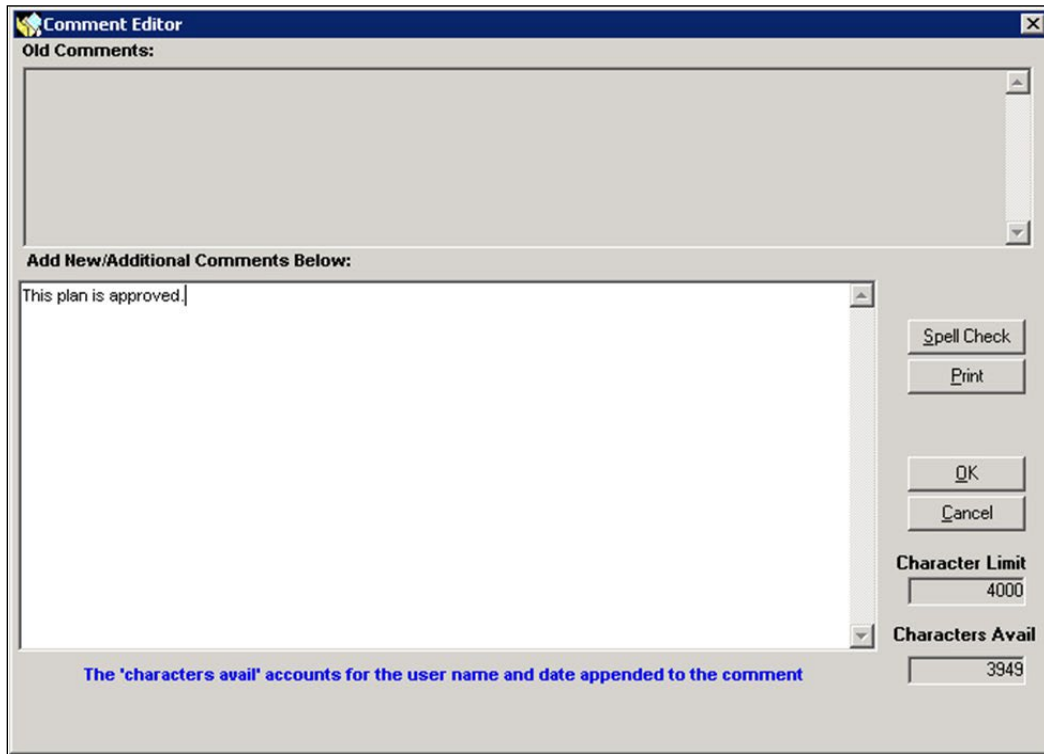
Current	Aprvl	Expire	Aprvl	Plan	Rev. No	Plan Name
Date	Date	Date	Type	Type		
<input type="checkbox"/>	04/12/2013	03/15/2017	STD	LMH	1	City of ANNA Testing Plan
<input checked="" type="checkbox"/>	06/05/2002	06/05/2007	STD	LMH	0	CITY OF ANNA V3P2 TESTING PLAN

Below the table, a justification area contains the text: 'Plan(s) meeting approval date criteria are highlighted in yellow'. At the bottom, there are 'Append', 'OK', and 'Cancel' buttons. A red note says: 'To append to the justification, press the Append button.'

**Figure 6-14: MT Subrecipient Mitigation Plan**

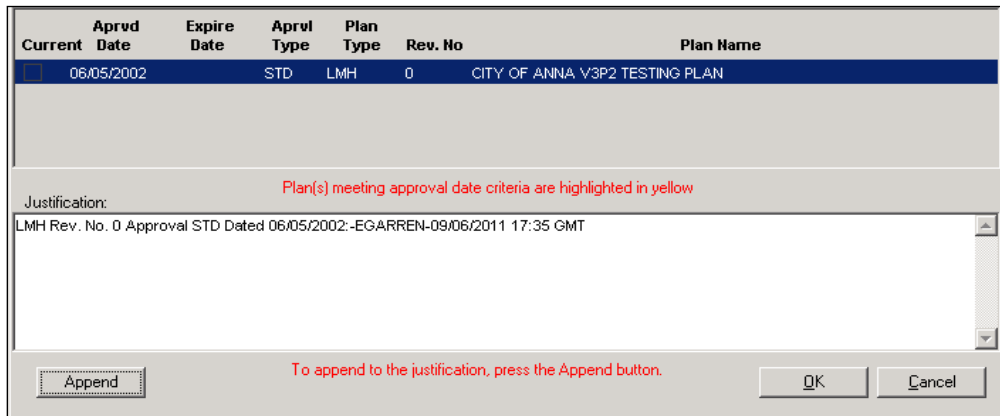


- b. Highlight the Mitigation Plan that you wish to link to this project application.
- c. Click the APPEND button. The Comment Editor is displayed (Figure 6-15).



**Figure 6-15: Subrecipient Mitigation Plan Comment Editor**

- d. In the text area, add comments relative to the selected plan, or add a justification if you are changing the plan currently linked to the Subrecipient.
- e. Click the OK button. The comments are now displayed on the MT Subrecipient Mitigation Plan screen. The system appends your User Name, the date and time to the end of the text. (Figure 6-16).



**Figure 6-16: MT Subrecipient Mitigation Plan Comments**

- f. Click the OK button. The Subrecipient Mitigation Plan section of the **Applicant Information** tab now displays the mitigation plan information (Figure 6-17).
- g. Close and reopen the application. Notice that in the example below the warning message stating that there is no approved plan is not displayed.

The screenshot displays the 'Applicant Information' tab of the HMGP Application interface. The header shows 'HMGP APPLICATION: DISASTER #: 9046 FEMA PROJ #: 30-R APPLICATION ID: 45 AMENDMENT #: 0'. The 'Applicant Information' tab is selected, with other tabs like 'Problem & Risk Data', 'Project Info', 'Work Schedule', 'Cost Estimate', 'Match Sources', 'Cost Effectiveness', and 'Maintenance' visible. The 'Recipient' section shows 'Eastern Band of Cherokee Indians of North Carolina' with State Code 'NC' and County Code '0'. The 'Sub-Recipient' section shows 'SOUTHERN BAND TUSCASORA TRIBE' with State Code 'NC' and County Code '0'. The 'Sub-Recipient Mitigation Plan' section is expanded, showing 'Enable Manual Entry of Plan Data' checked, 'Plan Type' as 'Single Jurisdiction', 'Plan Approval Date' as '12/12/2016', 'Plan Expiration Date' as '12/12/2021', and 'Plan Title' as 'Tribal Plan'. The 'Sub-Recipient Application Preparer' section is empty. At the bottom, there are 'Save' and 'Verify' buttons, and a note: '\* Required for Project Submission \*\* Required before Project Closeout.'

Figure 6-17: Applicant Information Tab with Subrecipient Mitigation Plan

4. On the bottom left part of the **Applicant Information** tab, click the SAVE button.

## Task 2D: Enter Subrecipient Application Preparer Information

1. On the **Applicant Information** tab, click the MORE PREPARER INFO button. The Look up a Contact screen is displayed (Figure 6-18).

**Figure 6-18: Look up a Contact**

---

***HINT: To speed up the search process, enter information in as many fields as possible before clicking the SEARCH button. Appendix B provides instructions for selecting a name from the personnel databases.***

---

2. Scroll down the search results, making sure that the preparer name for this project application is displayed.
3. Click the OK button. The Subrecipient Application Preparer section of the Applicant Information tab now displays the preparer information (Figure 6-19).

**Figure 6-19: Subrecipient Application Preparer**

4. On the bottom left part of the **Applicant Information** tab, click the SAVE button.

## Task 3: Attach Problem and Risk Data

1. Click the **Problem & Risk Data** tab (Figure 6-20).

HMGP APPLICATION: DISASTER #: 9076 FEMA PROJ #: - APPLICATION ID: 1 AMENDMENT #: 0

Public Notice | Attachments | Eligibility Review | **Problem & Risk Data** | Project Info | Work Schedule | Cost Estimate | Match Sources | Cost Effectiveness | Maintenance Assurance

1. **Problem Description**  
Describe the hazards and risks to life, safety and improved property that you are trying to solve. Include at least 25 years damage history.

Document Type	Document Title	File Name	Document Status
[Empty]			

Document will be viewable only when document status is 'Document archival process complete' Attach View Delete

2. **Decision Making Process**  
Describe the community's decision making process, including the alternative solutions considered. Which proposal is the community's preferred solution? Why?

Alternative Names: [Text Box]

Details may be viewed in the Eligibility Review/Env Checklist tab

Document Type	Document Title	File Name	Document Status
[Empty]			

Document will be viewable only when document status is 'Document archival process complete' Attach View Delete

3. **Risk and Cost Effectiveness Data**  
Provide detailed data to assist State and FEMA to determine if project is cost-effective (e.g., damages from disaster events, frequency of the events, average facility occupancy, type of buildings to protect, etc.)

Save Verify Submit + Required for Project Submission \*\* Required before Project Closeout Amend Close

**Figure 6-20: Mitigation > Projects > Application Development > Problem and Risk Data Tab**

2. Click the ATTACH button for each of the three sections:
  - Problem Description
  - Decision Making Process
  - Risk and Cost Effectiveness Data

**CAUTION: Please make every effort to limit the file attachment size to less than 1 GB. Allow up to one hour to retrieve and view newly attached documents.**

**CAUTION: All three documents must be included with the project application before it can be approved by FEMA. The documents may be attached after you submit the project application.**

3. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.
4. In the Decision Making Process section, the Alternative Names box will not display any alternative solutions until they have been entered in the **Env Checklist** sub-tab under the **Eligibility Review** Tab (Task12B: [Enter Eligibility Review Information](#)). If alternative solutions have been entered, the Alternative Names box will display the names of the alternative solutions.

## Task 4: Enter Project Information

1. Click the **Project Info** tab (Figure 6-21).

HMGP APPLICATION: DISASTER #: 9076 FEMA PROJ #: - APPLICATION ID: 1 AMENDMENT #: 0

Public Notice | Attachments | Eligibility Review | **Project Info** | Property Site Inventory | Lat/Lon | Authorization | Management Cost

Applicant Information | Problem & Risk Data | **Project Info** | Work Schedule | Cost Estimate | Match Sources | Cost Effectiveness | Maintenance Assurance

\*Project Title:

Project Description

Project Type | County Code | Congressional District | Community Names/Codes \* | Hazard Type

Project Code	Description
1112	Test Nov30th 2009
91.1	Local Multihazard Mitigation Plan
91.2	Local Multihazard Mitigation Plan - NEW

Project Description Attachment

Document Type

Attach View Delete

Document will be viewable only wh archival process complete'

Save Verify Submit + Required for Project Submission \*\* Required before Project Closeout. Amend Close

**Figure 6-21: Mitigation > Projects > Project Application > Project Info Tab**

2. In the Project Title field, enter a descriptive title for the project. If applicable, include the town name and activity in the title.
3. Double-click inside the Project Description field. The Comment Editor is displayed. In the text area, enter the Project Description text. There is an 8,000 character limit.
4. Click the OK button. The project description text is now displayed on the **Project Info** tab (Figure 6-22).

HMGP APPLICATION: DISASTER #: 9076 FEMA PROJ #: - APPLICATION ID: 1 AMENDMENT #: 0

Public Notice | Attachments | Eligibility Review | Property Site Inventory | Lat/Lon | Authorization | Management Cost

Applicant Information | Problem & Risk Data | **Project Info** | Work Schedule | Cost Estimate | Match Sources | Cost Effect

\*Project Title: Acquisition of 5 homes in Fairfax County

Project Description

This project consists of the acquisition and demolition of 5 homes.

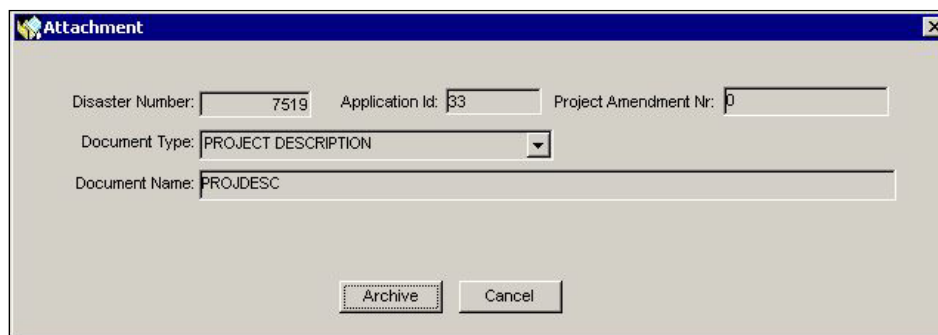
**Figure 6-22: Project Info Tab with Project Title and Project Description**

---

**NOTE:** *It is now possible for users to revise the previously entered comments when creating a new amendment by editing information in the Project Description section of the Project Info tab. This change is only applicable for the current amendment in process. Once the project application is approved, those comments are locked. The User will be able to open earlier amendments and see the old Project Description information before it was changed in the new amendment. To edit, select Projects -> Application Development. Select the Project (the Amendment in process). Click on the Project Info Tab in order to display the Project Description. Double click the Project Description field and modify the comments that were entered in an earlier Amendment, and then click the OK button.*

---

5. Click the ATTACH button. The Attachment dialog box is displayed (Figure 6-23). Note that the Document Type defaults to "PROJECT DESCRIPTION."



**Figure 6-23: Attach Document Dialog Box**

6. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.

---

**CAUTION:** *The Project Description document must be included with the project application before it can be approved by FEMA. The document may also be attached after you submit the project application.*

**CAUTION:** *Please make every effort to limit the file attachment size to less than 1 GB. Allow up to one hour to retrieve and view newly attached documents.*

---

7. If State Legislative Districts are identified in the project application, add them to the Project Information screen by completing the following steps:
  - a. On the bottom part of the State Legislative District box, click the NEW button. A new row with the two-letter State abbreviation is displayed (Figure 6-24).



The screenshot shows a window titled "State Legislative District". It contains a table with two columns: "State" and "District Id". The "State" column has a single row with the value "MS". The "District Id" column is empty. Below the table are two buttons: "New" and "Delete".

State	District Id
MS	

New Delete

**Figure 6-24: State Legislative District**

- b. In the District Id column, enter a district name or number. The new State Legislative District is now displayed (Figure 6-25).



The screenshot shows the same window as Figure 6-24, but now the "District Id" column contains the text "District 1".

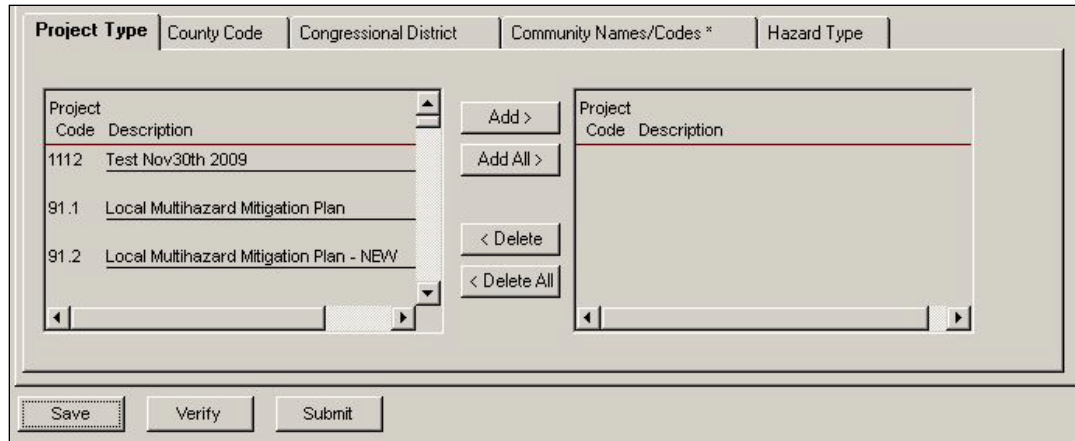
State	District Id
MS	District 1

New Delete

**Figure 6-25: State Legislative District Added**

8. On the bottom half of the **Project Info** tab, five sub-tabs are available for adding project information.
9. The **Project Type** sub-tab is displayed by default (Figure 6-26).





**Figure 6-26: Mitigation > Projects > Application Development > Project Info > Project Type Sub-tab**

To add Project Types, complete the following steps.

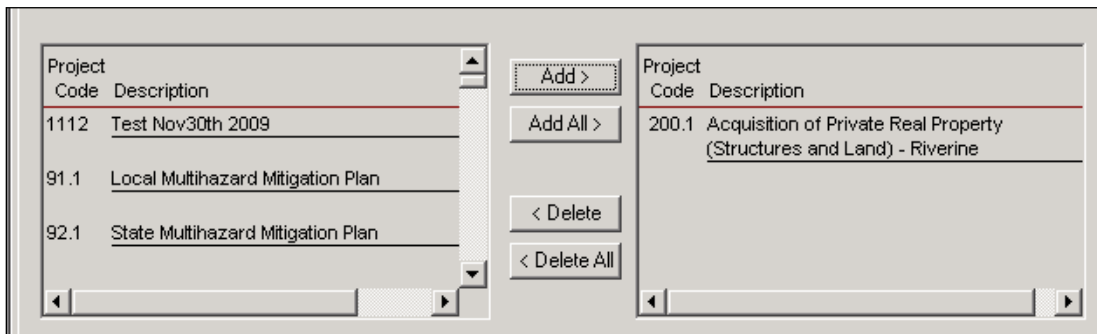
- a. On the left side where the Project Codes and Descriptions are listed, highlight the row(s) you wish to select.

---

***CAUTION: State Management Cost Codes (700.1-700.4) cannot be selected with any other project types.***

---

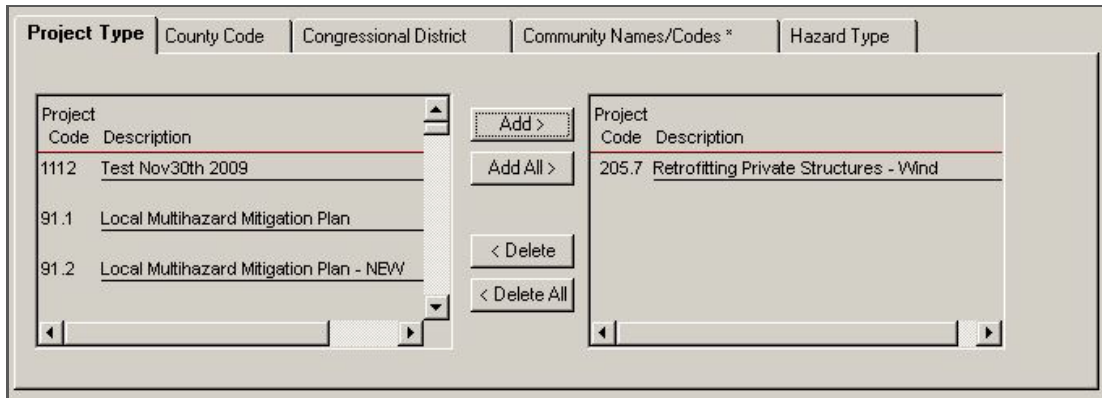
- b. Click the ADD or ADD ALL (if you highlighted more than one row) button. The Project Code(s) and Description(s) you selected are now displayed on the right side (Figure 6-27).



**Figure 6-27: Project Code and Description Added**

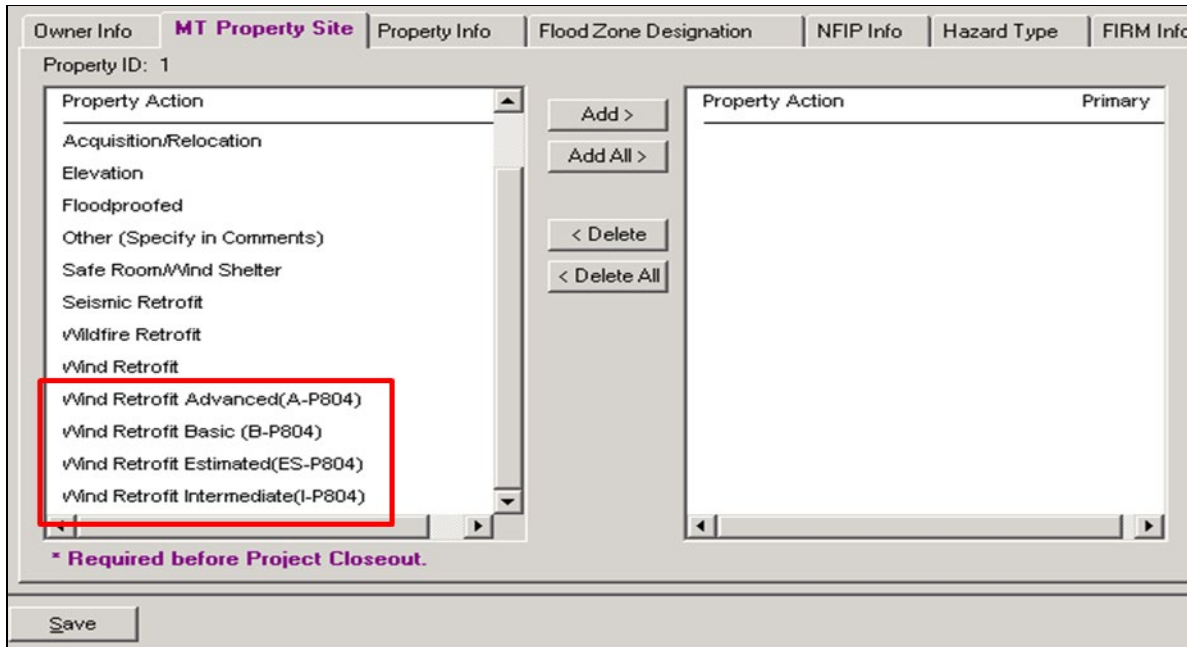
- c. When selecting project code 205.7B Retrofitting Private Structures – Wind (P804) as shown below (Figure 6-28), additional system requirements will need to be met:





**Figure 6-28: Retrofitting Private Structures**

- i. It is mandatory to select the Hazard Type - Windstorms.
- ii. The property site inventory will require the selection of one of the four wind retrofit property site actions (Figure 6-29).



**Figure 6-29: Wind retrofit property site actions**

- iii. Under property site inventory, property info, the sections building evaluation, building evaluation date (if answer to Building Evaluation is YES), and substantial improvement must be selected (Figure 6-30).

Owner Info	MT Property Site	Property Info	Flood Zone Designation	NFIP Info	Hazard Type	FIRM Info	Property Site Funding	Narrative
Property ID: 1								
Age of Structure (year built): 1964 (e.g., 1982)		Type of Residence: [Dropdown]						
Pre-Event Fair Market Value: [Text] \$		Structure Type: Single Family						
Parcel Number: [Text]		Foundation Type: Crawl Space						
Property Tax Id: [Text]		Basement: [Dropdown]						
Latitude: 0.000000000		Base Flood Elevation: .00						
Longitude: 0.000000000		First Floor Elevation: .00		Diagram...				
SHPO Cleared: [Dropdown]		Number of feet the lowest floor elevation of the structure is being raised above Base Flood Elevation (only applicable when Property Action is Elevation): .00						
SHPO Cleared Date: 00/00/0000		Damage Category: 0-49% Damaged						
Benefit-Cost Analysis Performed: [Dropdown]		Post-Mitigation - Property Use: [Dropdown]						
Benefit-Cost Ratio: .000		Building Evaluation Date: 08/27/2013						
Click for sample latitude and longitude => Sample ...		Building Evaluation: YES						
Substantial Improvement: NO		Substantial Improvement: NO						

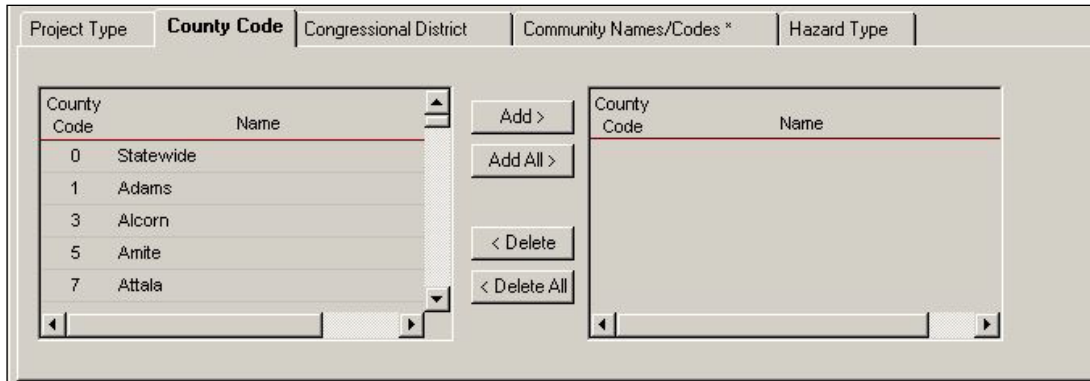
**Figure 6-30: Property Site Inventory > Property Info > Building evaluation, building evaluation date, substantial improvement**

10. When selecting the new project type 904.1 Advanced Assistance (Figure 6-31), additional requirements will apply:
  - a. This is a standalone project; no other projects can be selected with it.
  - b. Currently, this project type has funding limits equal to the lesser of 10 million dollars or 25% of the locked in ceiling. If these amounts are exceeded, during federal eligibility cost review (Unit 7) validation messages specific to the limiting factor and amount exceeded will be displayed. Adjustments will need to be made to the requested cost of the project for the project to be approved if the validation screens appear.

Project Type	County Code	Congressional District	Community Names/Codes *	Hazard Type																									
<table border="1"> <thead> <tr> <th>Project Code</th> <th>Description</th> <th></th> <th>Project Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>100.1</td> <td>Public Awareness and Education (Brochures, Workshops, Videos, etc.)</td> <td>Add &gt;</td> <td>904.1</td> <td>Advanced Assistance</td> </tr> <tr> <td>101.1</td> <td>Professional Education (Building Inspectors, Architects, Engineers, Contractors, etc.)</td> <td>Add All &gt;</td> <td></td> <td></td> </tr> <tr> <td>103.1</td> <td>Feasibility, Engineering and Design Studies</td> <td>&lt; Delete</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>&lt; Delete All</td> <td></td> <td></td> </tr> </tbody> </table>					Project Code	Description		Project Code	Description	100.1	Public Awareness and Education (Brochures, Workshops, Videos, etc.)	Add >	904.1	Advanced Assistance	101.1	Professional Education (Building Inspectors, Architects, Engineers, Contractors, etc.)	Add All >			103.1	Feasibility, Engineering and Design Studies	< Delete					< Delete All		
Project Code	Description		Project Code	Description																									
100.1	Public Awareness and Education (Brochures, Workshops, Videos, etc.)	Add >	904.1	Advanced Assistance																									
101.1	Professional Education (Building Inspectors, Architects, Engineers, Contractors, etc.)	Add All >																											
103.1	Feasibility, Engineering and Design Studies	< Delete																											
		< Delete All																											

**Figure 6-31: New Project Type 904.1 Advanced Assistance**

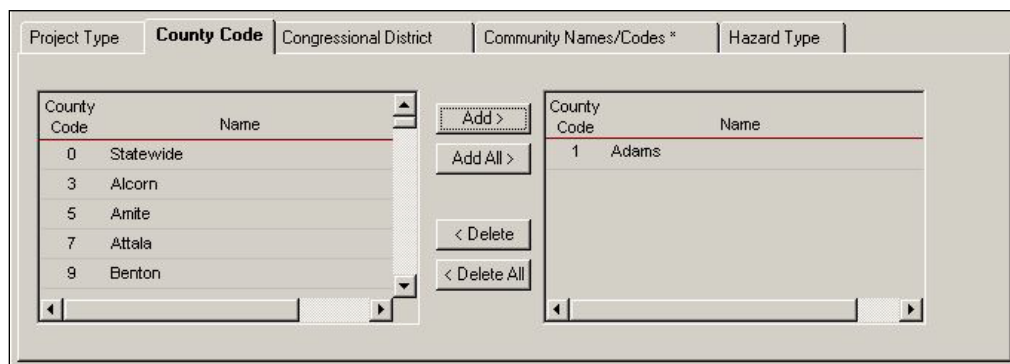
11. Click the **County Code** sub-tab (Figure 6-32).



**Figure 6-32: Mitigation > Projects > Application Development > Project Info > County Code Sub-tab**

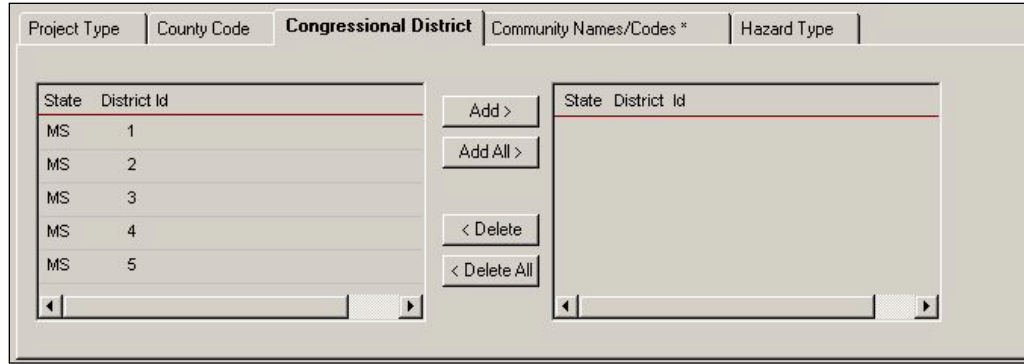
To add County Codes, complete the following steps.

- a. On the left side where the County Codes and Names are listed, highlight the row(s) you wish to select.
- b. Click the ADD or ADD ALL (if you highlighted more than one row) button. The County Code(s) and Name(s) you selected are now displayed on the right side (Figure 6-33).



**Figure 6-33: County Code and Name Added**

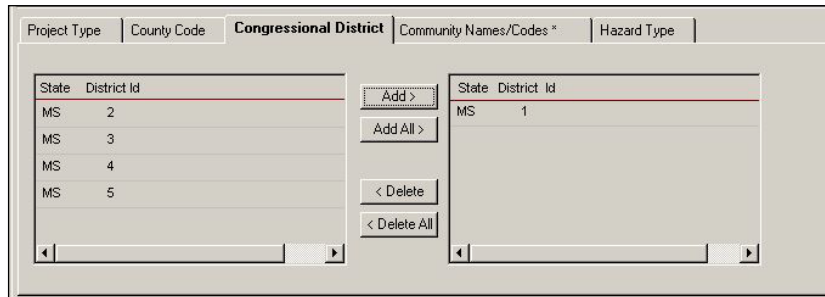
12. Click the **Congressional District** sub-tab (Figure 6-34).



**Figure 6-34: Mitigation > Projects > Application Development > Project Info > Congressional District Sub-tab**

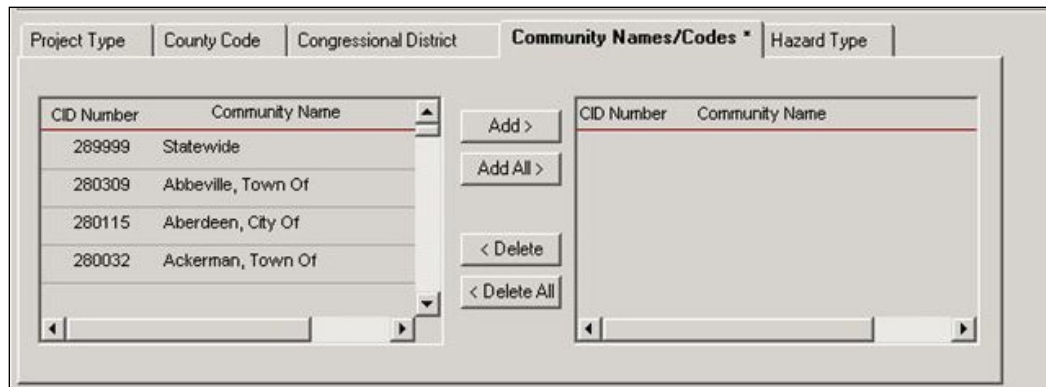
To add Congressional Districts, complete the following steps.

- a. On the left side where the States and District IDs are listed, highlight the row(s) you wish to select.
- b. Click the ADD or ADD ALL (if you highlighted more than one row) button. The State(s) and District ID(s) you selected are now displayed on the right side (Figure 6-35).



**Figure 6-35: Congressional District Added**

13. Click the **Community Names/Codes\*** sub-tab (Figure 6-36).



**Figure 6-36: Mitigation > Projects > Application Development > Project Info > Community Names/Codes Sub-tab**

To add Community Names/Codes, complete the following steps.

- a. On the left side where the CID Numbers and Community Names are listed, highlight the row(s) you wish to select.

---

**NOTE:** For Project Types that require Property Site Inventory (PSI), only the Community Names/Codes you select here will be displayed in the Application Development > Property Site Inventory tab.

---



---

**HINT:** When a project is not easily associated with a designated area (i.e., a city, a county, or statewide), the user should assess what area is best or most served by the project and make a judgment call accordingly as to what CID number should be selected from the list.

---

- b. Click the ADD or ADD ALL (if you highlighted more than one row) button. The CID Number(s) and Community Name(s) you selected are now displayed on the right side (Figure 6-37).

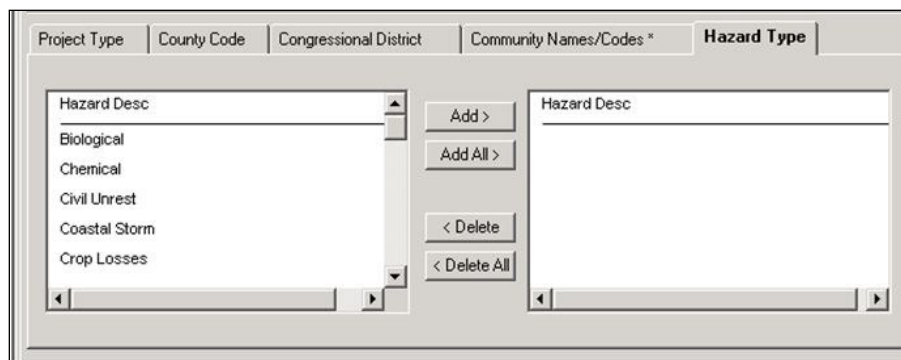
**Figure 6-37: Community Names/Codes Added**

---

**NOTE:** The CID Number in the Project Info tab identifies the community where the proposed project activity will occur; the CID Number in the Assign Recipient and Assign Subrecipient screens identifies the community of the Project Applicant.

---

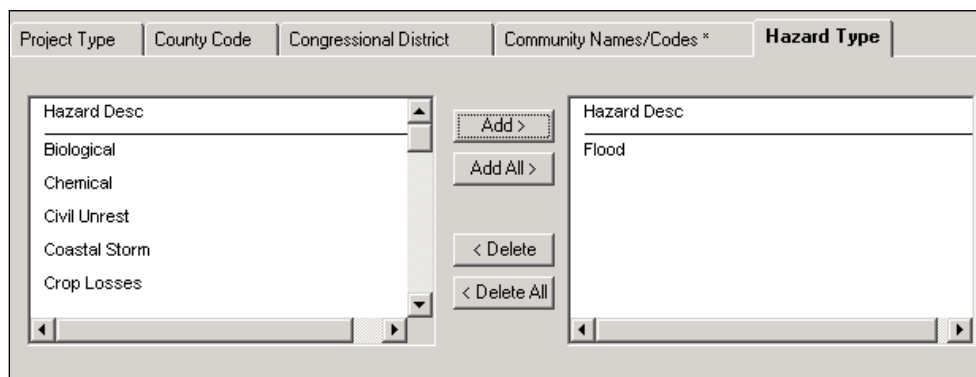
14. Click the **Hazard Type** sub-tab (Figure 6-38).



**Figure 6-38: Mitigation > Projects > Application Development > Project Info > Hazard Type Sub-tab**

To add Hazard Types, complete the following steps.

- a. On the left side where the Hazard Descriptions are listed, highlight the row(s) you wish to select.
- b. Click the ADD or ADD ALL (if you highlighted more than one row) button. The Hazard Description(s) you selected is (are) now displayed on the right side (Figure 6-39).



**Figure 6-39: Hazard Type Added**

---

**NOTE: For Project Types that require Property Site Inventory (PSI), only the Hazard Types you select here will be displayed in the Application Development - Property Site Inventory tab.**

---

15. If the project type AND the hazard type combination require sea level rise information, the Sea Level Rise (SLR) sub-tab will appear. If the tab appears, and the questions are not answered, the project will not be submitted to Federal Eligibility. Click the **Sea Level Rise** sub-tab (Figure 6-40).

---

**NOTE: The questions on the Sea Level Rise tab must be answered for select project types as indicated by the [Admin > Project Type Matrix Information](#) screen AND the identified hazard types of Coastal Storm, Hurricane, Severe Storm, Tropical Cyclone, Tsunami, Flood and Typhoon.**

---

Project Type	County Code	Congressional District	Community Names/Codes *	Hazard Type	Sea Level Rise
<p>Are the location of this project and the nature of the project type such that the risk to the project is exacerbated by SLR? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Was SLR considered and included in the mitigation measures implemented in this project? <input type="radio"/> Yes <input type="radio"/> No</p>					
<p>Save    Verify    Submit</p>					

**Figure 6-40: Mitigation > Projects > Application Development > Project Info > Sea Level Rise Sub-tab**

16. When the project type and hazard selected are applicable to SLR, the SLR sub-tab will appear. Answer the following questions:
- Are the location of this project and the nature of the project type such that the risk to the project is exacerbated by SLR? Select YES or NO. If YES, user must answer the next question; if not, the next question does not have to be answered.
  - Was SLR considered and included in the mitigation measures implemented in this project? Select YES or NO.
17. Once the Sea Level Rise questions are answered, Verification or Submitting the project will require additional data on the Cost Effectiveness tab, as follows:
- Was SLR pursuant to 2011-OPPA-01 included in the development of the BCA for this project? Answer YES or NO. If YES, user must enter a value in green field as follows:
  - Depth in feet of SLR that was added to the flood profiles: enter value in feet with two decimal places (0.00)
18. On the bottom left part of the **Project Info** tab, click the SAVE button.



## Task 5: Enter Work Schedule

1. Click the **Work Schedule** tab.
2. On the bottom left part of the tab, click the NEW button. A new row for entering work schedule information is displayed (Figure 6-41).

The screenshot shows a software interface with a 'Work Schedule' tab selected. The interface contains a table with two columns: 'Description' and 'TimeFrame'. A single row is visible, with the number '1' in a small box to the left of the 'Description' field. Below the table are several buttons: 'New', 'Delete', 'Save', 'Verify', 'Submit', 'Amend', and 'Close'.

**Figure 6-41: Work Schedule - New Row**

3. In the Description box, enter a description of the phase in the work schedule.
4. In the Time Frame box, enter the time frame for that phase.
5. Repeat Steps 2 - 4 for each phase of the work schedule (Figure 6-42).

The screenshot shows the same software interface as Figure 6-41, but now with three rows of data entered in the table. The 'Description' column contains 'Complete step 1', 'Complete step 2', and 'Complete step 3'. The 'TimeFrame' column contains '3 months', '1 month', and '6 months' respectively. The 'New' button is still visible, indicating that more items can be added.

	Description	TimeFrame
1	Complete step 1	3 months
2	Complete step 2	1 month
3	Complete step 3	6 months

**Figure 6-42: Work Schedule - New Items Added**



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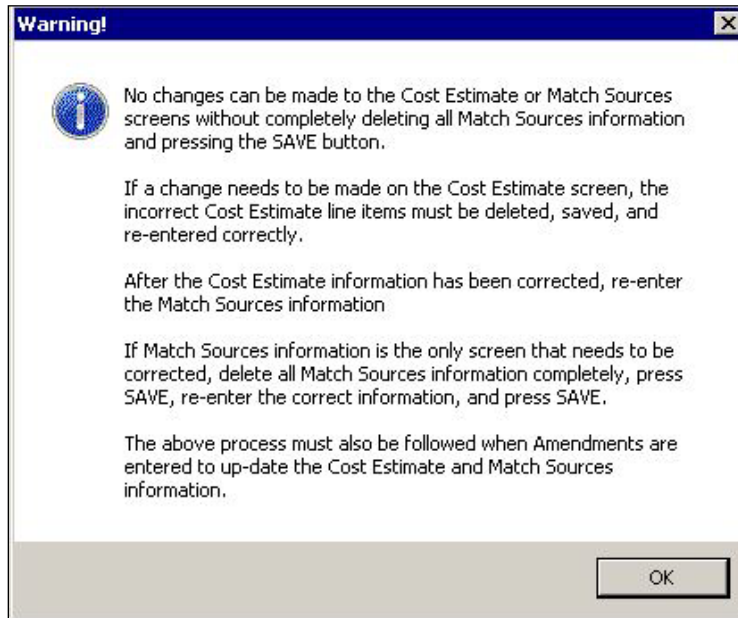
***HINT: If you need to re-order the items in the work schedule, highlight and retype the numbers in the first column of the table. Click another tab (e.g., Public Notice) and then click back on the Work Schedule tab. The items in the table will be re-ordered and automatically saved. Clicking the SAVE button will NOT reorder the table.***

---

6. On the bottom left part of the **Work Schedule** tab, click the SAVE button.

## Task 6A: Enter Cost Estimate

1. Click the **Cost Estimate** tab. A warning message about making changes to Cost Estimate or Match Sources is displayed (Figure 6-43).



**Figure 6-43: Warning About Cost Estimate or Match Sources Changes**

---

**CAUTION:** *If you are revising or amending your cost estimate, it is imperative that the instructions in the above warning be followed. Failure to do so may prevent project approval, or allocation/obligation.*

**CAUTION:** *Individual line items cannot be modified for quantity, unit of measure, or unit cost. Each line item that is to be revised must be deleted in its entirety and reentered using the new desired values. Once the Cost Review portion of a submitted application has been completed and cost approval is marked as Y it will be necessary to rework the approval back to the cost reviewer so that they can change the Y to an N to enable editing of the Cost Estimate screen.*

**CAUTION:** *Once the application is approved it will be necessary to amend the application to revise the Cost Estimate.*

---

2. Click the OK button. The empty Cost Estimate table is displayed (Figure 6-44).

Applicant Information | Problem & Risk Data | Project Info | Work Schedule | **Cost Estimate** | Match Sources | Cost Effectiveness | Maintenance Assurance | Public Notice | Attachments | Eligibility Review | Property Site Inventory | *Let Us* | Authorization

*Do not include Administrative Cost. These are calculated when funds are obligated for approved projects.*

Item Name	Unit Qty	Unit of Measure	Unit Cost	Cost Estimate
-----------	----------	-----------------	-----------	---------------

Total Project Cost Estimate: \$0

Is this project part of the Initiative? Yes  No

New Delete Save Verify Submit Amend Close

**Figure 6-44: Mitigation > Projects > Application Development > Cost Estimate Tab**

3. On the bottom left part of the tab, click the NEW button. A new row for entering cost items is displayed (Figure 6-45).

Applicant Information | Problem & Risk Data | Project Info | Work Schedule | **Cost Estimate** | Match Sources | Cost Effectiveness | Maintenance Assurance | Public Notice | Attachments | Eligibility Review | Property Site Inventory | *Let Us* | Authorization

*Do not include Administrative Cost. These are calculated when funds are obligated for approved projects.*

Item Name	Unit Qty	Unit of Measure	Unit Cost	Cost Estimate
	0	NA	0	\$0

Total Project Cost Estimate: \$0

Is this project part of the Initiative? Yes  No

New Delete Save Verify Submit Amend Close

**Figure 6-45: Cost Estimate - New Row**

4. Enter the information listed in Table 6-4.

Table 6-4: Cost Estimate Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Item Name <b>Required Field</b>	Descriptive name of cost item
Unit Qty <b>Required Field</b>	Number of units
Unit of Measure	Standard measure for each unit
Unit Cost <b>Required Field</b>	Cost per unit. <b>CAUTION: Value must never be \$0.</b>
Cost Estimate	Cost Estimate = Unit Qty x Unit Cost. Auto-filled by the system when you press the Enter key after completing the Unit Cost data field.
Total Project Cost Estimate	System-generated running total of the Cost Estimate column

- Repeat Steps 3-4 for each cost item you need to add.
- Figure 6-46 shows Cost Estimate rows added to the project.

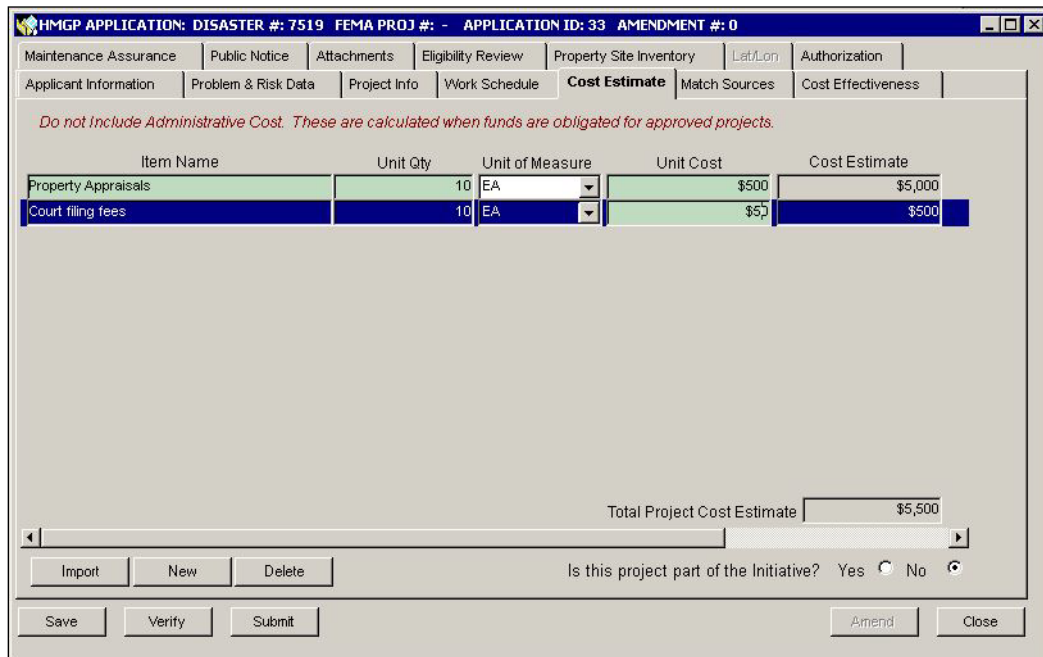


Figure 6-46: Cost Estimate Information Added

- Answer the question, “Is this project part of the Initiative?” by clicking inside the Yes or No radio button.

8. On the bottom left part of the **Cost Estimate** tab, click the SAVE button.
9. After saving Cost Estimate information, you may edit the information by completing Steps 9a - 9d.

---

***CAUTION: Steps 9a - 9d are needed to ensure that the old Cost Estimate information is deleted from the NEMIS database and that the new information is saved. The steps assume that no entries in the Match Sources tab have been saved. If Match Sources information has been saved, complete [Task 7, Step 7 a-e](#).***

***It may not be possible to edit the Cost Estimate if the application has been submitted for FEMA approval. If the application has passed the Cost Review step in the Eligibility Determination process and the Y option has been selected for Cost Approval the Cost Estimate can no longer be edited unless reworked. Once the application has been approved, it will be necessary to amend the project and update the Cost Estimate tab by deleting the Match Sources information, saving, and then deleting the Cost Estimate line items in need of revision and reentering the line item as part of the amendment process.***

---

- a. Delete all Cost Estimate line items.
- b. On the bottom left part of the **Cost Estimate** tab, click the SAVE button.
- c. Re-enter the new Cost Estimate information.
- d. On the bottom left part of the tab, click the SAVE button.

## Task 6B: Import Cost Estimate from the Approved Spreadsheet

The cost estimate can be developed in a pre-approved spreadsheet template and then imported into an HMGP application that is under development or review.

For the import capability to work, the user must download the HMA-approved Cost Estimate Import Spreadsheet template. The approved spreadsheet has pull-down menus and validations built in that NEMIS HMGP uses for the import to be successful.

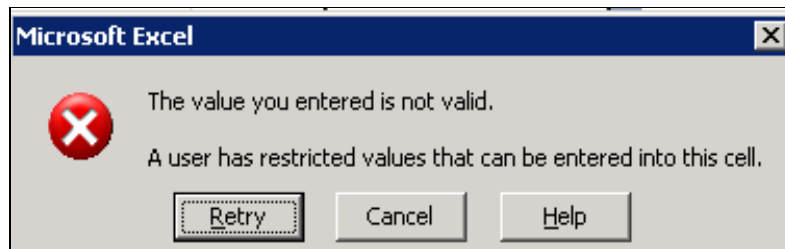
---

***CAUTION: User-designed spreadsheets will not work with NEMIS HMGP. Make sure you use the HMA-approved spreadsheet. For the most updated spreadsheet, please contact your NEMIS HMGP regional POC.***

---

The spreadsheet validations include:

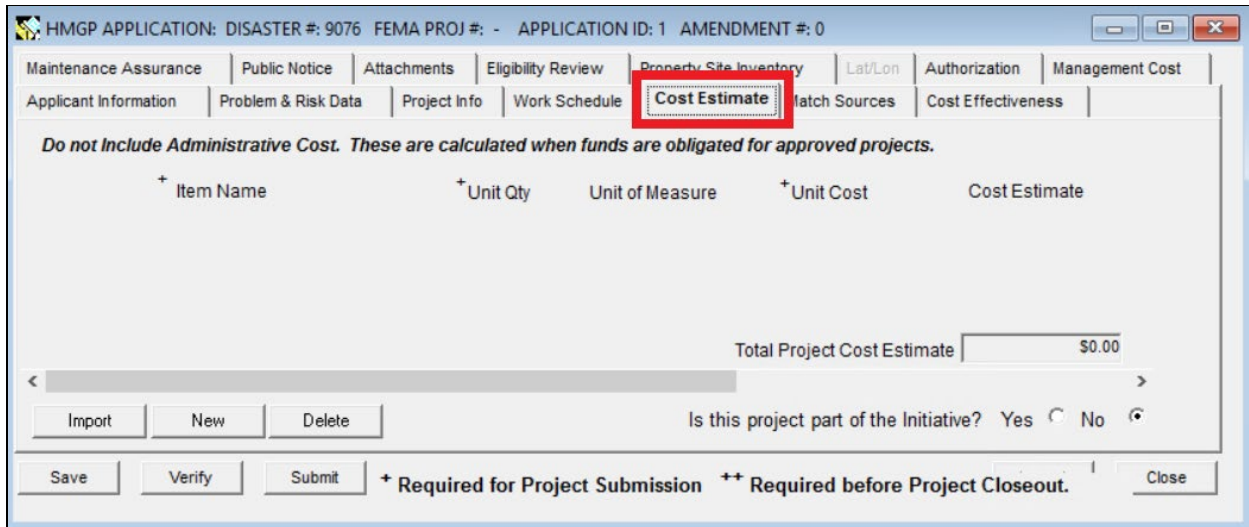
- Pull-down menu – The approved spreadsheet includes a pull-down menu to select the unit of measure. The units of measure in the pull-down menu track directly to NEMIS HMGP. Any attempt to enter a value other than a selection from the pull-down menu will result in the following message (Figure 6-47):



**Figure 6-47: Invalid Entry Warning Message**

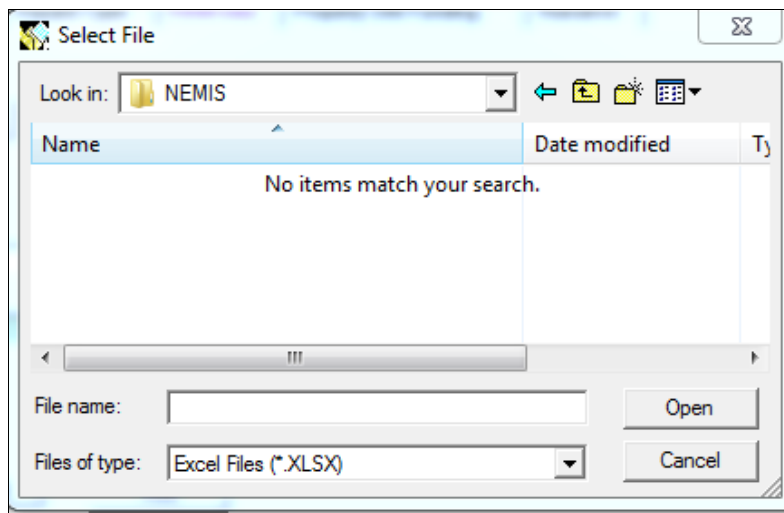
After filling out the spreadsheet completely and accurately, the process to import the spreadsheet into the Cost Estimate tab is as follows:

1. Click the **Cost Estimate** tab. A warning message about making changes to Cost Estimate or Match Sources is displayed. Read the message and select OK. The Cost Estimate tab will appear (Figure 6-48).



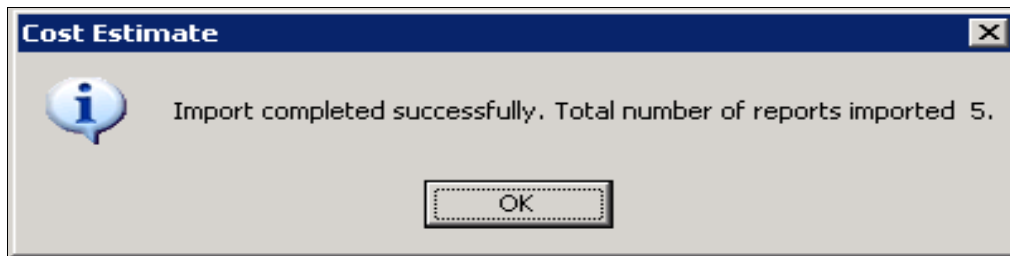
**Figure 6-48: Cost Estimate Tab Message**

2. Select the IMPORT button. The Select File window will appear (Figure 6-49). Navigate to the folder where the spreadsheet is located, highlight the completed cost estimate spreadsheet file, and click Open.



**Figure 6-49: Select File Window**

3. If the import is successful, the following Cost Estimate message will be displayed (Figure 6-50):



**Figure 6-50: Import Completed Successfully Message**

- The NEMIS HMGP Cost Estimate will now show the spreadsheet information entered into the NEMIS HMGP Cost Estimate table (Figure 6-51).

Item Name	Unit Qty	Unit of Measure	Unit Cost	Cost Estimate
Plan	1	EA	\$1,000	\$1,000
Construction Costs	1	LS	\$999,999,999	\$999,999,999
Cement	100	CY	\$12	\$1,200
Lumber	200	FT	\$124	\$24,800
Machinery	1	DAY	\$25,000	\$25,000

**Figure 6-51: Cost Estimate Tab with Imported Values**

- All rows on the spreadsheet that are partially completed or incomplete will be imported exactly as they were entered on the spreadsheet. Blank text for Item Name and Unit of Measure will be blank after the import and numerical items such as Unit Qty or Unit Cost will be imported as a 0 (zero). These blank entries will be validated by the system during verification or submittal as is the process now.
- Items that contain a zero will be included in the total project cost estimate and may impact the total amount approved for the project or the Match Sources tab.

Total Project Cost Estimate: \$3,000,156,007  
 Federal Share Percentage: 75.00%  
 Proposed Federal Share: \$2,250,117,005  
 Proposed Non-Federal Share: \$750,039,002

**Non-Federal Funding** 1 of 1

Source Agency: Local  
 Source Name: Cash  
 Funding Type: Cash  
 Funds Availability Date: 01/12/2015  
 Funds Commitment Letter Date: 01/12/2015

Item Name	Unit Qty	Unit of Measure	Unit Cost	Total Cost	% of Non-Fed
Slushie Cash	1	LS	500026002	\$500,026,002	67%

**Verify**  
 Non Fedshare amount is invalid.  
 Please refer to the Match Sources tab.  
 OK

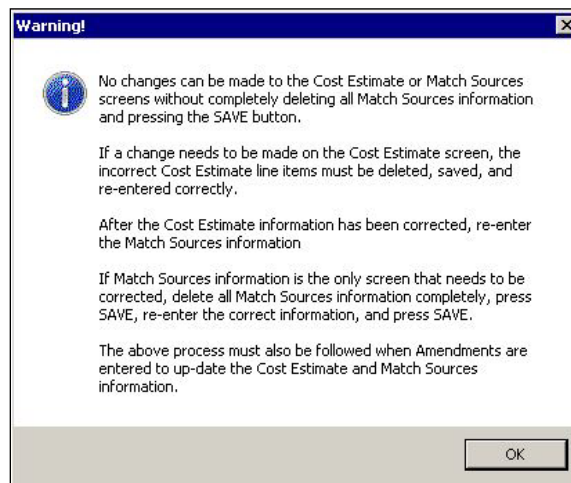
**Figure 6-52: Verify Message – Non Fedshare amount is invalid. Please refer to the Match Sources tab**



## Task 7: Enter Match Sources Funds

**NOTE: Be sure to enter information in the Cost Estimate tab before entering information in the Match Sources tab.**

1. Click the **Match Sources** tab. A warning message about making changes to Cost Estimate or Match Sources is displayed (Figure 6-53).



**Figure 6-53: Warning About Cost Estimate or Match Sources Changes**

2. Click the OK Button. The Match Sources tab is displayed (Figure 6-54).

The image is a screenshot of the HMGP Application software interface. The title bar reads 'HMGP APPLICATION: DISASTER #: 9076 FEMA PROJ #: - APPLICATION ID: 1 AMENDMENT #: 0'. The interface has a tabbed menu at the top with the following tabs: Maintenance Assurance, Public Notice, Attachments, Eligibility Review, Property Site Investigation, Match Sources (highlighted with a red box), Authorization, and Management Cost. Below the tabs, there are several input fields and labels:

- Total Project Cost Estimate: [input field]
- Proposed Federal Share: [input field]
- \* Federal Share Percentage: 75.00 %
- Proposed Non-Federal Share: \$0.00
- Non-Federal Funding: 0 of 0
- Grand Total Cost: \$0.00 0 %

At the bottom of the window, there are buttons for 'New', 'Delete', 'Save', 'Verify', 'Submit', and 'Close'. A status bar at the very bottom contains the text: '\* Required for Project Submission \*\* Required before Project Closeout.'

**Figure 6-54: Mitigation > Projects > Application Development > Match Sources Tab**

3. The top part of the **Match Sources** tab displays information described in Table 6-5.

**Table 6-5: Data Fields in Top Part of Match Sources Tab**

DATA FIELD	DESCRIPTION
Total Project Cost Estimate	Dollar amount of the total cost estimate of the project. Auto-filled by the system with the same value found in the <b>Cost Estimate</b> tab - Total Project Cost Estimate field.
Federal Share Percentage <b>Required Field</b>	Percentage of the Total Project Cost Estimate that will be federally funded. The default percentage displayed is 75 percent. Edit the percentage if necessary.
Proposed Federal Share	Proposed Federal Share = Total Project Cost Estimate x Federal Share Percentage. Auto-calculated by the system.
Proposed Non-Federal Share	Proposed Non-Federal Share = Total Project Cost Estimate - Proposed Federal Share. Auto-calculated by the system.

4. The lower part of the **Match Sources** tab is the Non-Federal Funding section, which is designed to display Non-Federal Funding sources for this project. To add a Non-Federal Funding source, complete Steps 4a - 4c.
  - a. On the bottom left part of the screen, click the NEW button. A set of data fields for entering information about a Non-Federal funding source is displayed (Figure 6-55).

**Figure 6-55: Non-Federal Funding Source Data Fields**

- b. To complete the data fields for each Non-Federal funding source, enter the information listed in Table 6-6.

Table 6-6: Non-Federal Funding Source Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Source Agency	Category of the agency that will provide the non-Federal funds. Select one of the following: <ul style="list-style-type: none"> <li>• Local</li> <li>• Other</li> <li>• Private Non-Profit</li> <li>• State</li> </ul>
Source Name	Name of the agency that will provide the non-Federal funds
Funding Type	Type of funding that will be provided by the source. Select one of the following: <ul style="list-style-type: none"> <li>• Administration</li> <li>• Cash</li> <li>• Consulting Fees</li> <li>• Engineering Fees</li> <li>• Equipment Operation/Rental</li> <li>• Labor</li> <li>• Other</li> <li>• Program Income</li> <li>• Supplies</li> </ul>
Other Funding Type Description	If "Other" is selected for Funding Type, enter the description.
Funds Availability Date <b>Required field</b>	Date the non-Federal funds will be available.  <i><b>NOTE: This date must always be entered for any project to indicate that the matching non-Federal funds are available before FEMA approves the project. No project should be obligated without this entry and the accompanying documentation in the project file.</b></i>
Funds Commitment Letter Date <b>Required field</b>	Date the funds will be committed  <i><b>NOTE: This date must always be entered for any project to indicate that the matching non-Federal funds are committed before FEMA approves the project. No project should be obligated without this entry and the accompanying documentation in the project file.</b></i>
Item Name	Descriptive name of item to be used for non federal share.
Unit Qty	Number of units
Unit of Measure	Standard measure for each unit

DATA FIELD	INFORMATION TO BE ENTERED
Unit Cost	Cost per unit <i>CAUTION: Value must never be \$0.</i>
Total Cost	Total Cost = Unit Qty x Unit Cost. Auto-calculated by the system when you press the Enter key after completing the Unit Cost data field.
% of Non-Fed	Percent of Non-Fed = Total Cost/Proposed Non-Federal Share Percentage. Auto-calculated by the system.

- c. For each additional source of non-Federal funding, repeat steps 4a - 4c.
- 5. Figure 6-56 shows two Non-Federal funding sources that were added to the **Match Sources** tab.

**Figure 6-56: Match Sources Tab with Two Non-Federal Funding Sources**

**NOTE:** *The total cost dollar amounts under each funding source are added up. The sum dollar amount is displayed in the read-only Grand Total Cost data field on the bottom right part of the Match Sources tab. The %s of Non-Fed under each funding source are also added up. The sum of the percentages is displayed next to the Grand Total Cost.*

**CAUTION:** *When all the non-Federal funding information has been entered, the Grand Total Cost dollar amount must match the Proposed Non-Federal Share dollar amount displayed on the top part of the Match Sources tab.*

6. On the bottom left part of the **Match Sources** tab, click the SAVE button.
7. After saving Match Sources information, you may edit the information by completing Steps 7a - 7k.

---

***CAUTION: Steps 7a - 7k are needed to ensure that the old Match Sources information is deleted from the NEMIS database and that the new information is saved.***

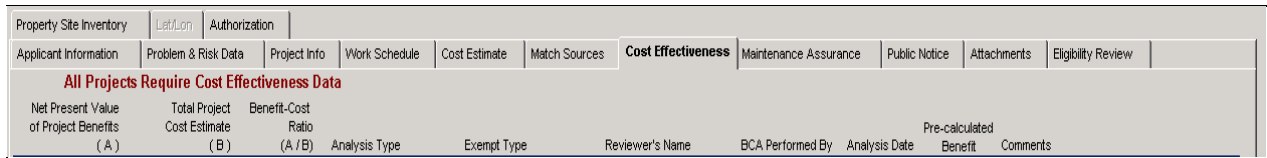
---

- a. Select an item by clicking inside any of the Non-Federal Funding fields. On the bottom left part of the tab, click the DELETE button.
- b. Repeat Step 2 for additional items that you wish to delete.
- c. On the bottom left part of the tab, click the SAVE button.
- d. Click the **Cost Estimate** tab and delete all line items.
- e. On the bottom left part of the tab, click the SAVE button.
- f. Still in the **Cost Estimate** tab, select the NEW button and re-enter the new Cost Estimate line items.
- g. On the bottom left part of the tab, click the SAVE button.
- h. Click **the Match Sources** tab.
- i. Click the NEW button and enter the new Non-Federal Funding item information.
- j. Repeat Step 8i for each new Non-Federal Funding item.
- k. On the bottom left part of the tab, click the SAVE button.

### Task 8: Enter Cost Effectiveness Information

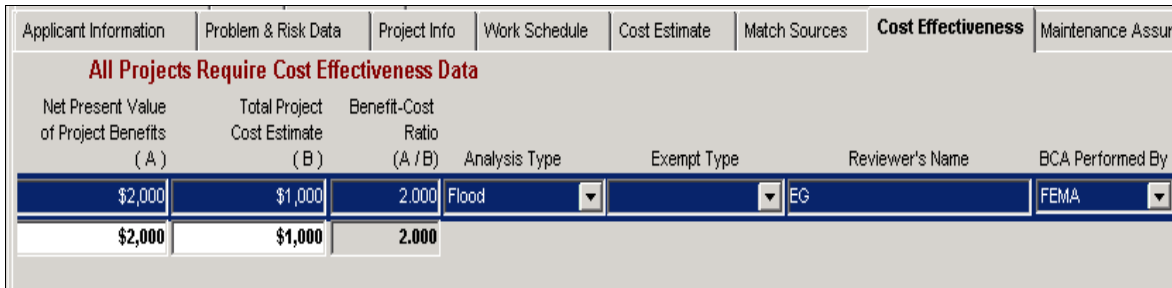
1. Click the **Cost Effectiveness** tab (Figure 6-57).

**NOTE: The warning message in red is a reminder that Cost-Effectiveness information is required even for exempt projects.**



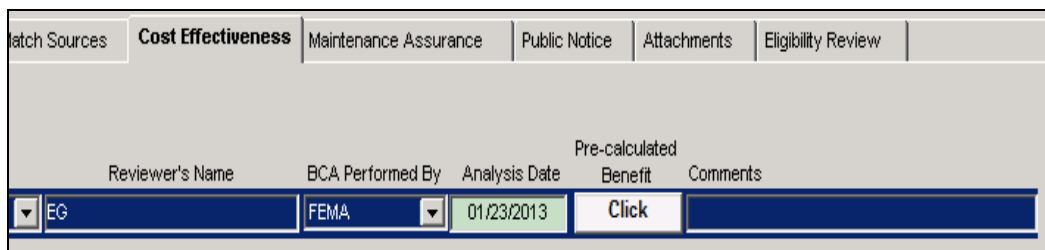
**Figure 6-57: Mitigation > Projects > Application Development > Cost Effectiveness Tab**

2. On the bottom left part of the Cost Effectiveness tab, click the NEW button. A new row for adding cost Effectiveness information is displayed (Figure 6-58).



**Figure 6-58: Cost Effectiveness Data Fields - Left Side**

3. Scroll the horizontal bar to the right to view the right-hand part of the new row (Figure 6-59).



**Figure 6-59: Cost Effectiveness - Right Side**

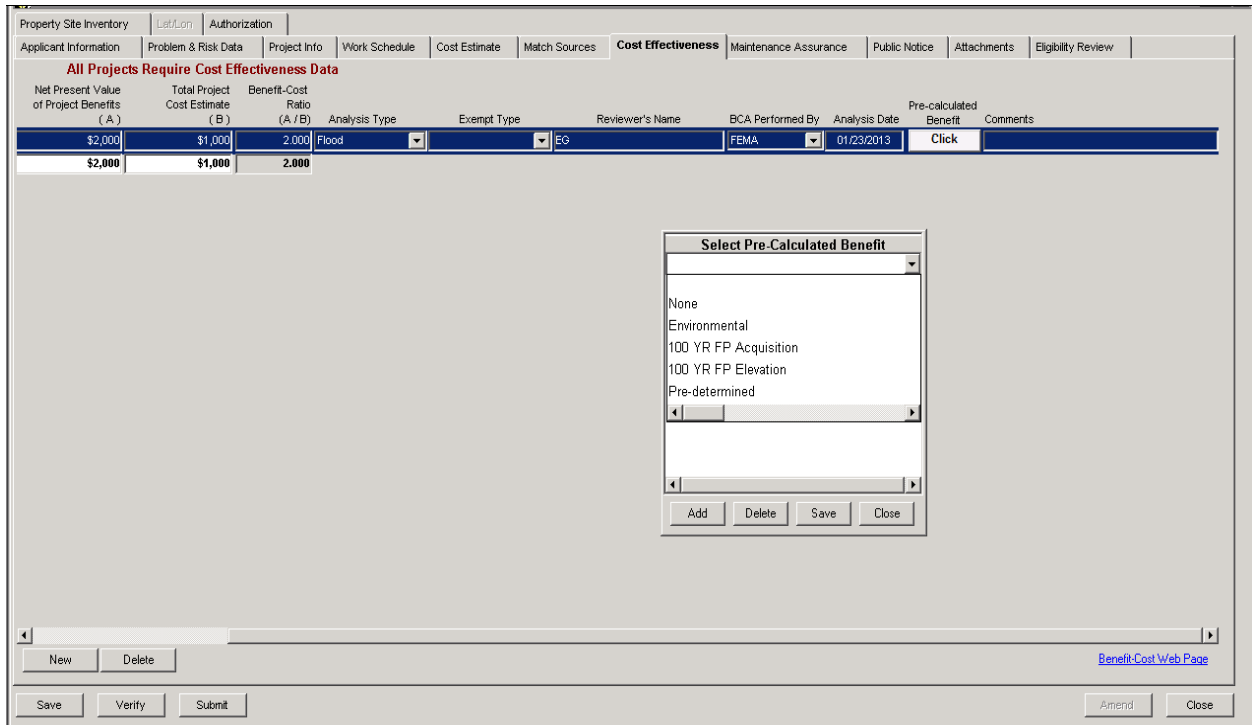
4. Enter the information listed in Table 6-7.

Table 6-7: Cost Effectiveness Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Amend #	Auto-filled by the system
Community	Community name where project is located. Select from the places available in the drop-down list.  <i>HINT: If there are no places listed in the drop-down list, click the Project Info tab. Add Community Names/Codes by completing Task 4 - Step 12: <a href="#">Add Community Names/Codes</a>.</i>
Net Present Value of Project Benefits (A)	Project Benefits dollar amount as obtained from the Benefit-Cost Analysis (BCA) documentation
Total Project Cost Estimate (B)	Project Cost dollar amount as obtained from the Benefit-Cost Analysis documentation
Benefit-Cost Ratio (A/B)	Benefit-Cost Ratio = Net Present Value of Project Benefits/ Total Project Cost Estimate. Auto-calculated by the system.
Analysis Type	Type of BCA. Select one of the following: <ul style="list-style-type: none"> <li>• Flood</li> <li>• Wildfire</li> <li>• DFA</li> <li>• Tornado</li> <li>• Hurricane Wind</li> <li>• Upper Bound</li> <li>• Lower Bound</li> <li>• Best Data</li> <li>• Not Applicable</li> <li>• Exempt</li> <li>• Seismic</li> <li>• Hurricane Shelter</li> </ul>
Exempt Type	Type of exemption if the selected Analysis Type is "Exempt." Select one of the following: <ul style="list-style-type: none"> <li>• Initiative Projects (5 percent and 10 percent)</li> <li>• Other</li> <li>• Plans (7 percent)</li> <li>• Substantially Damaged Acquisition</li> <li>• State Management Costs</li> </ul>
Reviewer's Name	Name of person who reviewed the BCA

DATA FIELD	INFORMATION TO BE ENTERED
BCA Performed By	Organization of the reviewer. Select one of the following: <ul style="list-style-type: none"> <li>FEMA</li> <li>State</li> <li>Contractor</li> </ul>
Analysis Date	Date the BCA was conducted
Pre-calculated Benefit	Identify and verify if pre-calculated benefits were included. Select one or more of the following: <ul style="list-style-type: none"> <li>None</li> <li>Environmental</li> <li>100 YR FP Acquisition</li> <li>100 YR FP Elevation</li> <li>Pre-determined</li> </ul>
Comments	Comments or notes about the BCA

5. Figures 6-60 shows the **Cost Effectiveness** tab with completed information.



**Figure 6-60: Cost Effectiveness Data Fields Completed Showing Pre-calculated Benefit field**

6. The Cost Effectiveness tab must be completed and saved before the pre-calculated benefit function can be used. An entry under Pre-Calculated Benefit is required for the application to be submitted.



7. Either select None and save and close the dropdown box or select the type(s) of Pre-Calculated benefits used in the BCA and save and close the dropdown box.
8. On the bottom left part of the **Cost Effectiveness** tab, click the SAVE button.

---

***NOTE: BCA documentation is attached to the project using the Attachments tab. Complete the steps in Task 11: Attach Documents.***

---

## Task 9: Attach Maintenance Assurance Information

**CAUTION: Please make every effort to limit the file attachment size to less than 1 GB. Allow up to one hour to retrieve and view newly attached documents.**

1. Click the **Maintenance Assurance** tab (Figure 6-61).

**Figure 6-61: Mitigation > Projects > Application Development > Maintenance Assurance Tab**

2. Click the ATTACH button. The Attachment dialog box is displayed (Figure 6-62). Notice that the Document Type defaults to "MAINTENANCE ASSURANCE."

**Figure 6-62: Attach Documents Dialog Box**

3. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.

4. On the bottom left part of the **Maintenance Assurance** tab, click the SAVE button.

## Task 10: Enter Public Notice Information

1. Click the **Public Notice** tab. The default answer to the question about the Project Applicant being required to provide Public Notice of the project is "No" (Figure 6-63).

**Figure 6-63: Mitigation > Projects > Application Development > Public Notice Tab**

2. If the project requires a Public Notice, click inside the Yes radio button. The NEW button on the bottom left part of the tab becomes available.
3. Click the NEW button. The Public Notice data fields are displayed (Figure 6-64).

**Figure 6-64: Public Notice Data Fields**

4. Enter the information listed in Table 6-8.

Table 6-8: Public Notice Data Fields

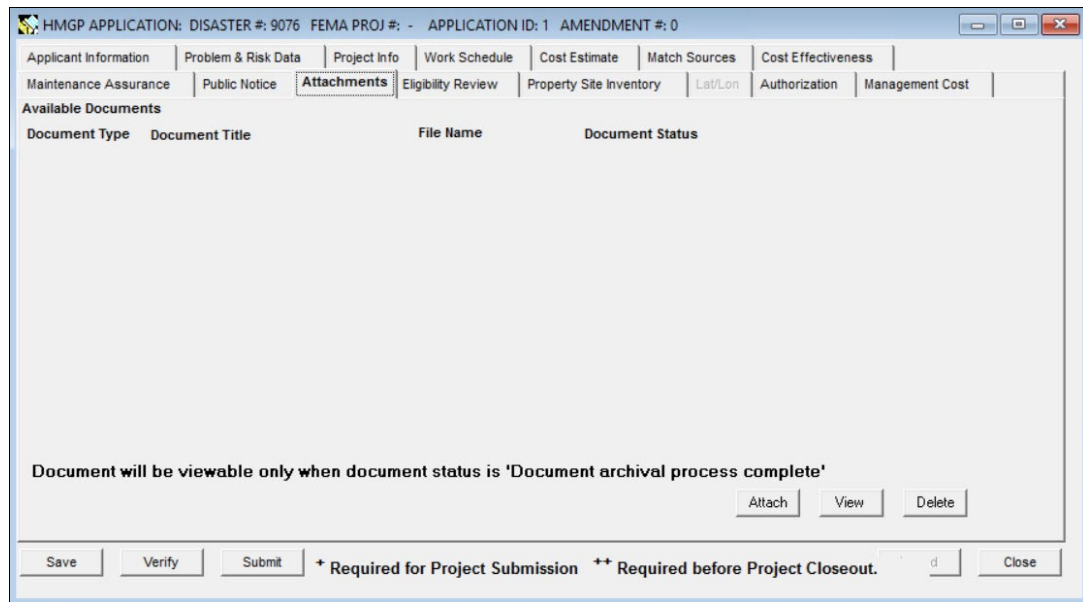
DATA FIELD	INFORMATION TO BE ENTERED
Appearance Date	Date the Public Notice was posted
Document of Record	Name of publication that printed the notice
Point of Contact	Name of the contact person in the publication
Telephone Number	Telephone number of the contact person

5. For each Public Notice you wish to add, repeat Steps 3 and 4.
6. On the bottom left part of the **Public Notice** tab, click the SAVE button.

## Task 11: Attach Documents

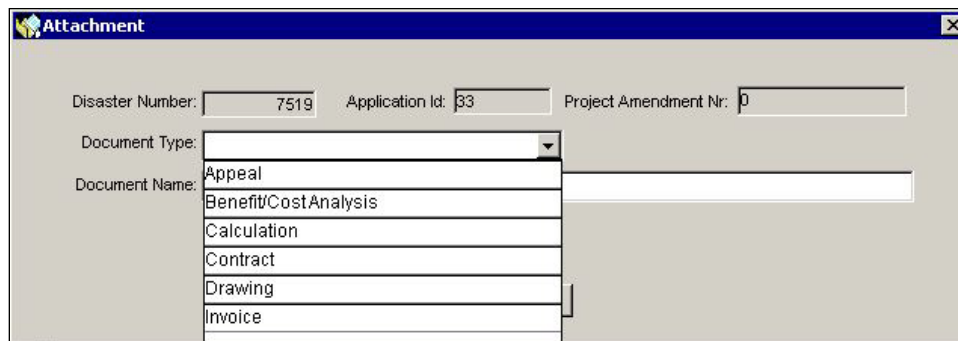
**CAUTION: Please make every effort to limit the file attachment size to less than 1 GB. Allow up to one hour to retrieve and view newly attached documents.**

1. Click the **Attachments** tab (Figure 6-65).



**Figure 6-65: Mitigation > Projects > Application Development > Attachments Tab**

2. On the right side of the **Attachments** tab, click the ATTACH button. The Attachment dialog box is displayed.
3. On the Document Type data field, click the drop-down arrow to display the different document types (Figure 6-66). Select the correct type.

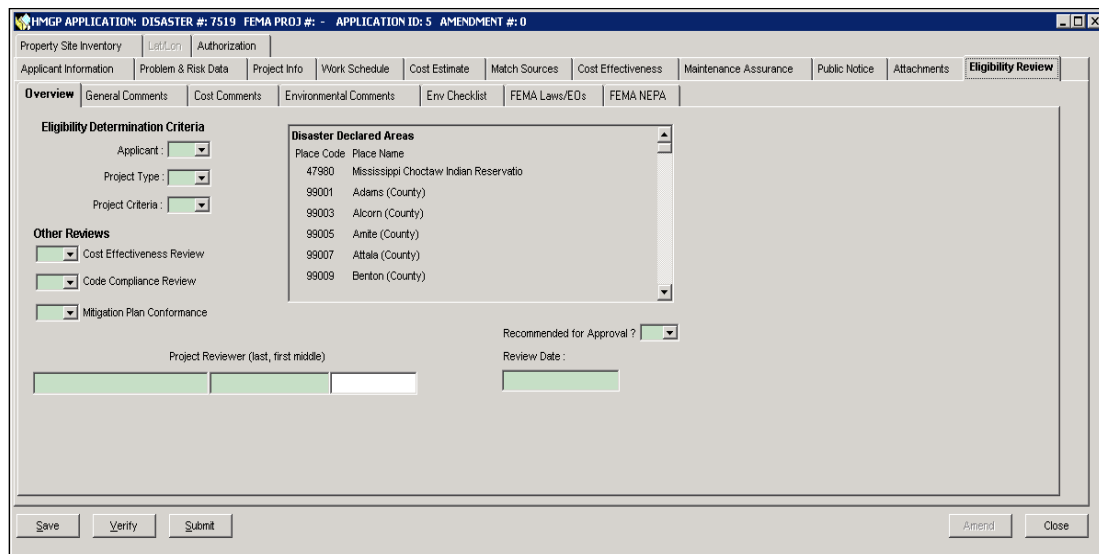


**Figure 6-66: Attach Documents Dialog Box**

4. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.
5. On the bottom left part of the **Attachments** tab, click the SAVE button.

### Task 12: Enter Eligibility Review Information

1. Click the **Eligibility Review** tab. Seven sub-tabs are displayed, of which only five are available for entering Eligibility Review information. The **Overview** sub-tab is displayed by default. (Figure 6-67).



**Figure 6-67: Mitigation > Projects > Application Development > Eligibility Review > Overview Sub-tab**

2. In the Eligibility Determination Criteria section, enter the information listed in Table 6-9.

**Table 6-9: Eligibility Determination Criteria Section Data Fields**

DATA FIELD	INFORMATION TO BE ENTERED
<b>Applicant</b> <b>Required field</b>	Does the Project Applicant meet the Applicant Criteria in 44 CFR 206.434(a)? Select one of the following: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• P (Pending)</li> <li>• N (No)</li> </ul> Refer to the Recipient checklist, if applicable.
<b>Project Type</b> <b>Required field</b>	Does the project meet the Project Type criteria in 44 CFR 206.434(c)? Select one of the following: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• N (No)</li> </ul> Refer to the Recipient checklist, if applicable.



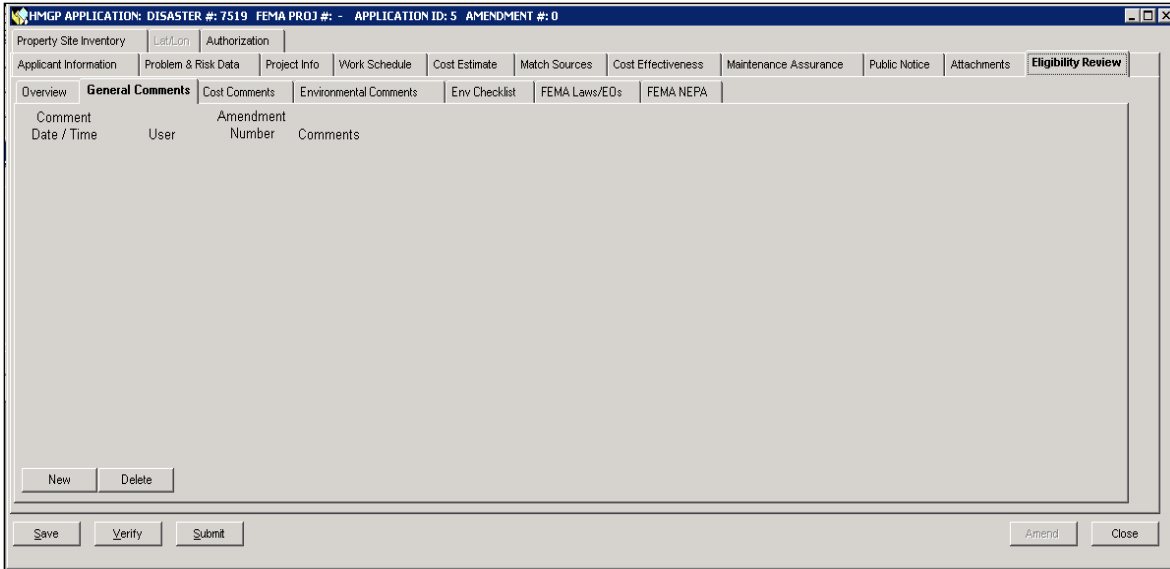
DATA FIELD	INFORMATION TO BE ENTERED
Project Criteria <b>Required field</b>	Does the project meet the Project criteria in 44 CFR 206.434(b)? Select one of the following: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• P (Pending)</li> <li>• N (No)</li> </ul>

3. In the Other Reviews section, enter the information listed in Table 6-10.

**Table 6-10: Other Reviews Section Data Fields**

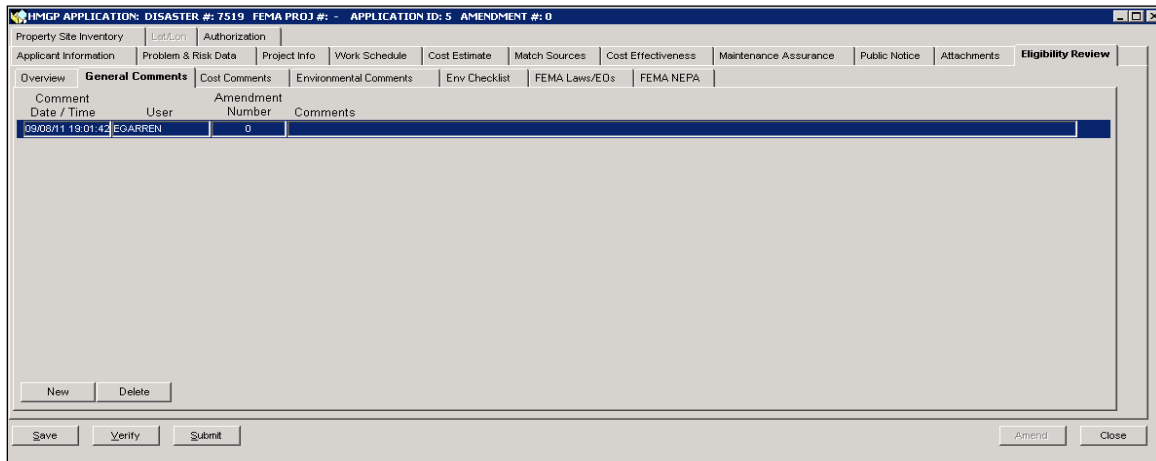
DATA FIELD	INFORMATION TO BE ENTERED
Cost Effectiveness Review <b>Required field</b>	Is the Cost Effectiveness Review complete? Select one of the following: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• N (No)</li> </ul>
Code Compliance Review <b>Required field</b>	Has the Project Applicant filed Code Compliance and Permit Granted documents? Select one of the following: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• N (No)</li> </ul>
Mitigation Plan Conformance <b>Required field</b>	Has the Project Applicant documented the part of the Multihazard Mitigation Plan with which the project conforms? Select one of the following: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• N (No)</li> </ul>
Project Reviewer <b>Required field</b>	Name of Recipient Mitigation Staff member who reviewed the application for eligibility considerations. It may be the same as the name of the preparer.
Recommended for Approval? <b>Required field</b>	Do you recommend this project for approval? Select one of the following: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• N (No)</li> </ul>
Review Date	Auto-filled with the current date once the Project Reviewer field is completed.

4. Click the **General Comments** sub-tab (Figure 6-68). To enter General Comments, complete Steps 3a - 3c.



**Figure 6-68: Mitigation > Projects > Application Development > Eligibility Review > General Comments Sub-tab**

- a. On the bottom left part of the **General Comments** sub-tab, click the **NEW** button. A new row is displayed with the Comment Date/Time, User and Amendment Number fields already filled in by the system (Figure 6-69).



**Figure 6-69: General Comments Sub-tab with New Row**

- b. Double click inside the Comments field. The Comment Editor is displayed.
- c. Enter your comments and click the OK button. The comments you entered are displayed on the **General Comments** sub-tab (Figure 6-70).

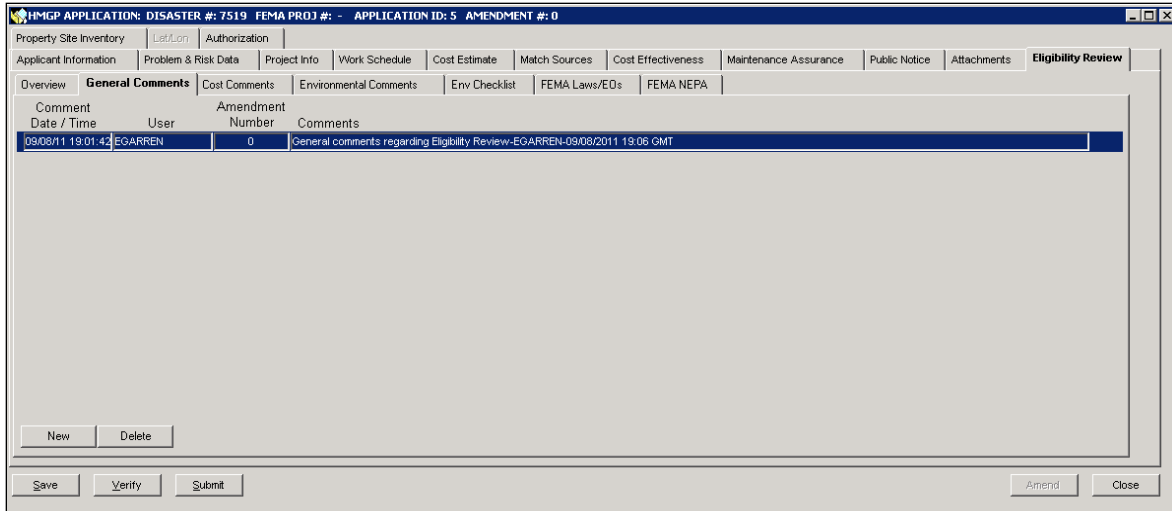


Figure 6-70: General Comments Sub-tab with Comments Added

5. Click the **Cost Comments** sub-tab (Figure 6-71). To enter Cost Comments, complete Steps 4a 4c.

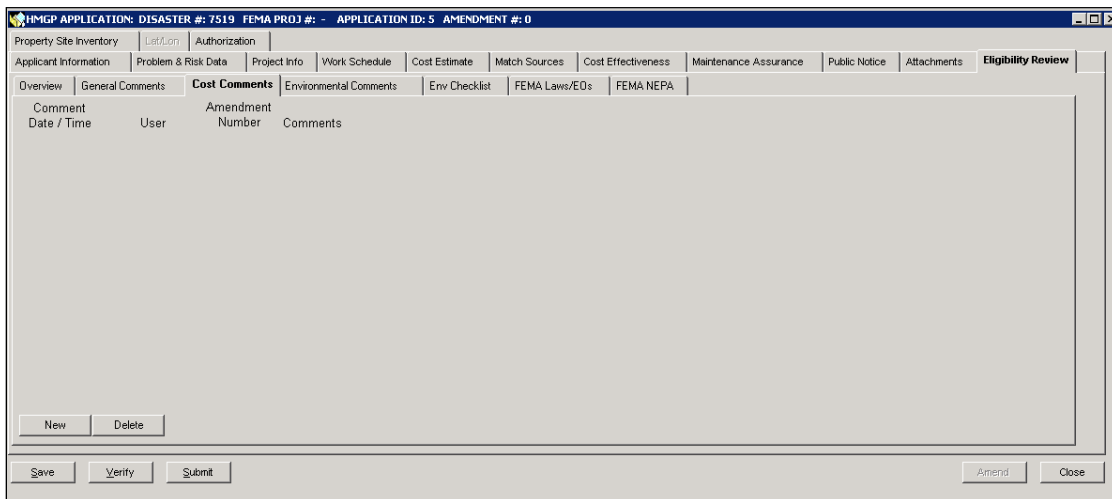


Figure 6-71: Mitigation > Projects > Application Development > Eligibility Review > Cost Comments Sub-tab

- a. On the bottom left part of the **Cost Comments** sub-tab, click the NEW button. A new row is displayed with the Comment Date/Time, User and Amendment Number fields already filled in by the system (Figure 6-72).

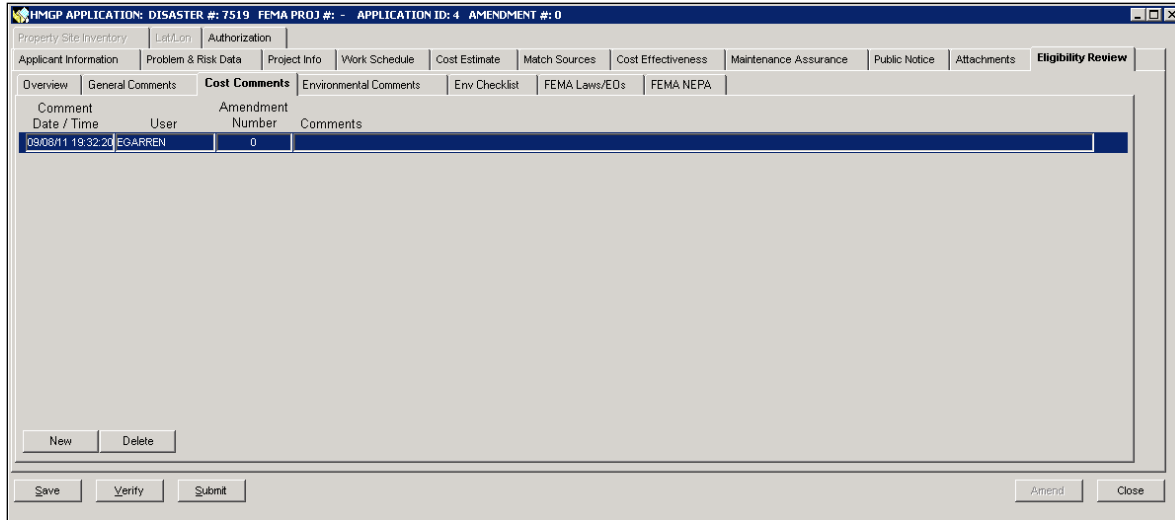


Figure 6-72: Cost Comments Sub-tab with New Row

- b. Double-click inside the Comments field. The Comment Editor is displayed.
- c. Enter your comments and click the OK button. The comments you entered are displayed on the **Cost Comments** sub-tab (Figure 6-73).

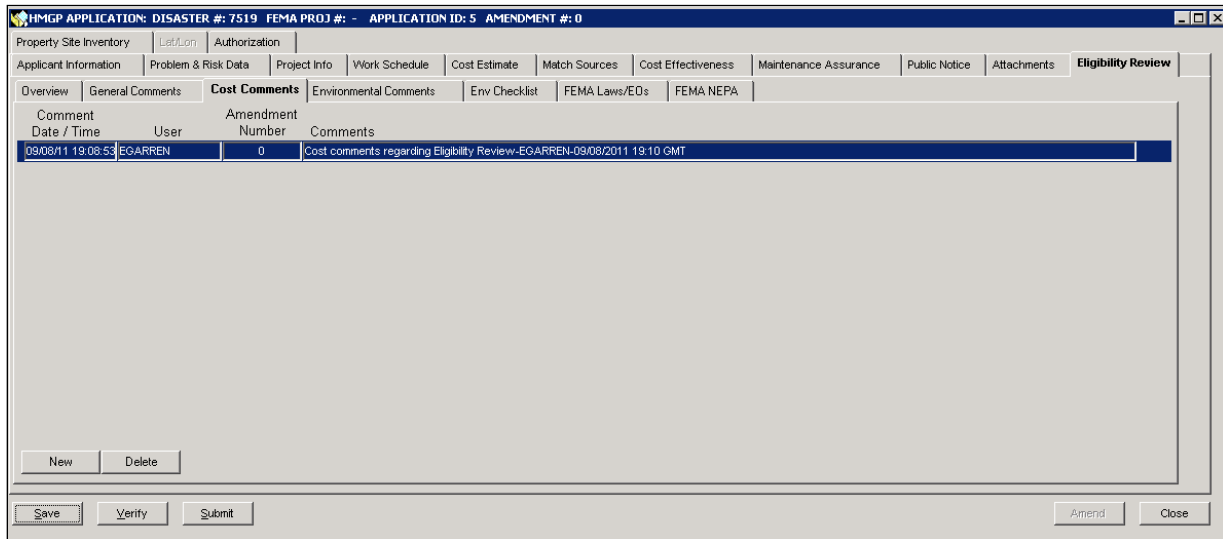
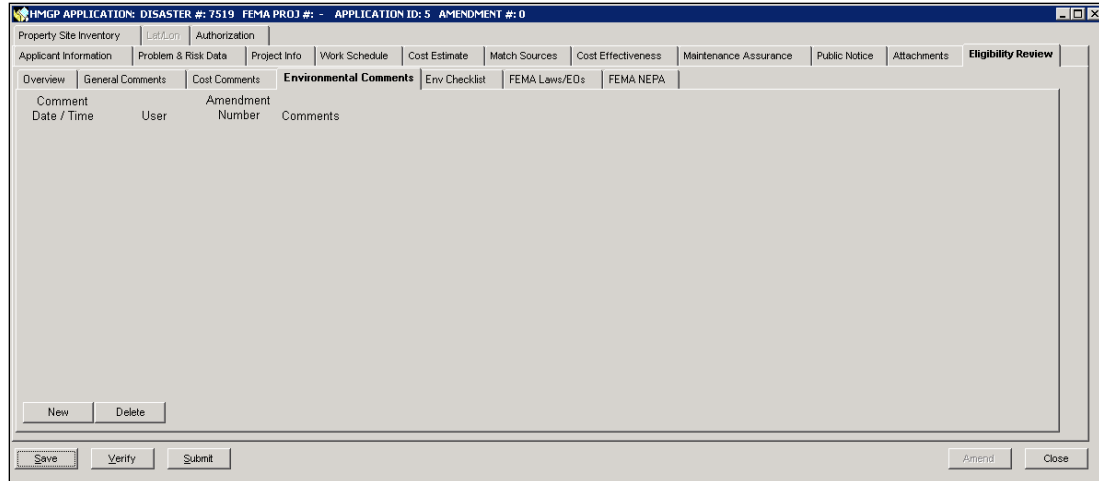


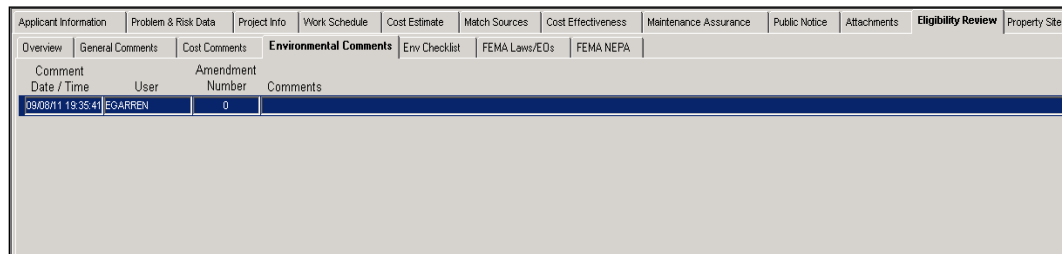
Figure 6-73: Cost Comments Sub-tab with Comments Added

6. Click the **Environmental Comments** sub-tab (Figure 6-74). To enter Environmental Comments, complete Steps 5a - 5c.



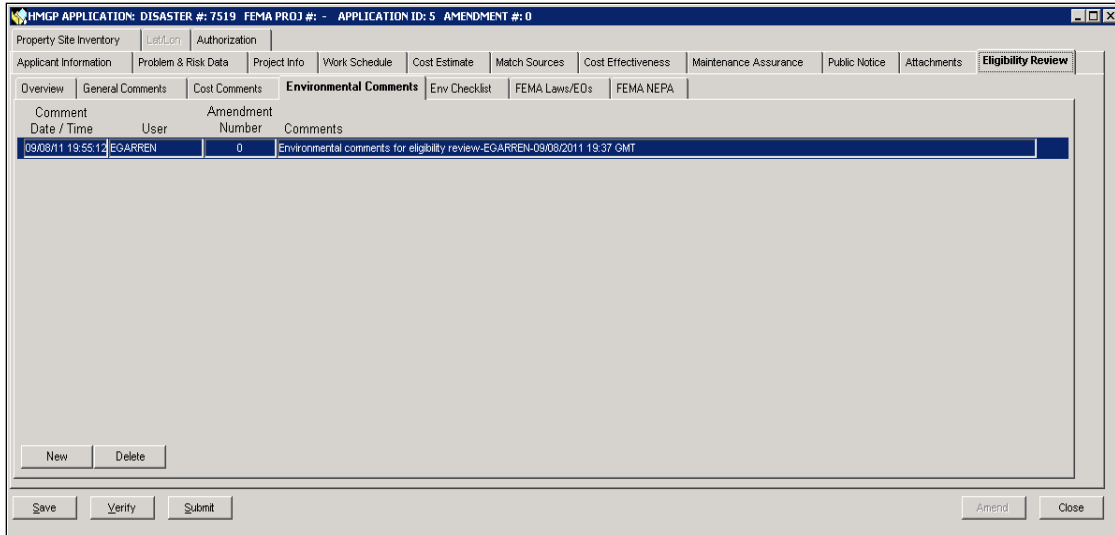
**Figure 6-74: Mitigation > Projects > Application Development > Eligibility Review > Environmental Comments Sub-tab**

- a. On the bottom left part of the **Environmental Comments** sub-tab, click the **NEW** button. A new row is displayed with the Comment Date/Time, User and Amendment Number fields already filled in by the system (Figure 6-75).



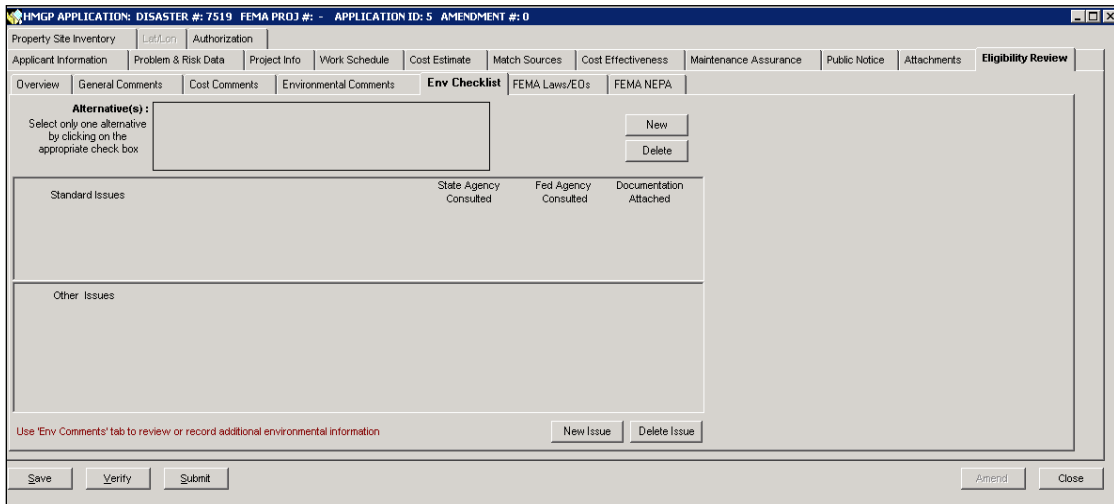
**Figure 6-75: Environmental Comments Sub-tab with New Row**

- b. Double click in the Comments field. The Comment Editor is displayed.
- c. Enter your comments and click the OK button. The comments you entered are now displayed on the **Environmental Comments** sub-tab (Figure 6-76).



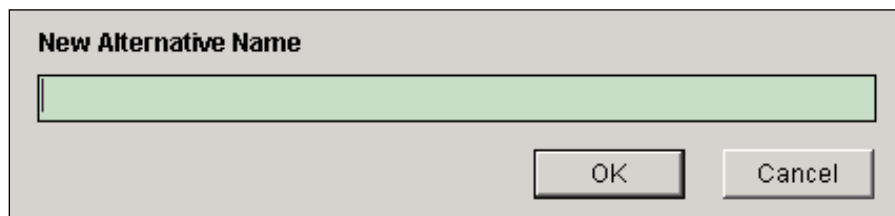
**Figure 6-76: Environmental Comments Sub-tab with Comments Added**

7. Click the **Env Checklist** sub-tab (Figure 6-77). To add Environmental Checklist information, complete Steps 6a - 6e.



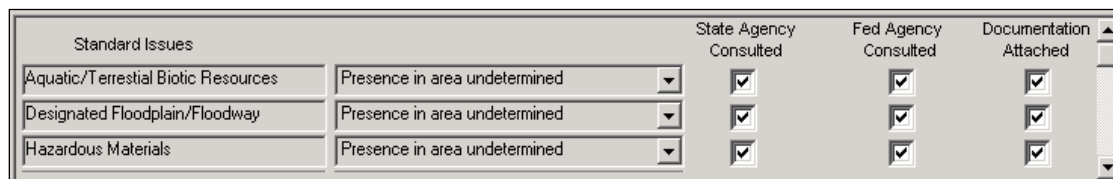
**Figure 6-77: Mitigation > Projects > Application Development > Eligibility Review > Env Checklist Sub-tab**

- a. Click the NEW button. The New Alternative Name dialog box is displayed (Figure 6-78).



**Figure 6-78: New Alternative Name Dialog Box**

- b. Enter a name for the alternative solution. Click the OK button. The Standard Issues section is displayed (Figure 6-79). This section is a table that lists the standard environmental and historical issues in Table 6-11.



**Figure 6-79: Standard Environmental and Historical Issues**

**Table 6-11: Standard Environmental and Historical Issues**

ISSUE	EXPLANATION
Aquatic and Terrestrial Biotic Resources	If the project occurs in an area that has resources designated as aquatic or terrestrial, the impact must be documented
Designated Floodplain/ Floodway	If the project occurs in an area designated by the NFIP as a floodplain or floodway, the impact must be documented
Hazardous Materials	If hazardous materials (as designated by EPA’s hazardous materials regulations) are present at the project site, the impact of managing the materials must be documented
Historic Structures	If historic structures (as designated by the National Historic Preservation Act) are present, the impact on those structures must be documented
Hydrology/ Hydraulics	If the hydrology or hydraulics of the area might be impacted, the impact must be documented
Land Use/Development Patterns	If land use or development patterns might be impacted, the impact must be documented. A document to demonstrate consultation with the local government should be attached, following the instructions in Task 11: <a href="#">Attach Documents</a> .
Local Economy/ Community/ Services	If a local economy, community, or services might be affected, the impact must be documented. A document to demonstrate consultation with the local government should be attached, following the instructions in Task 11: <a href="#">Attach Documents</a> .
Low-Income or Minority Populations	If low-income or minority populations are present, the impact must be documented
Prime Farmland	If a prime farmland is present, the impact must be documented
Slopes and Soils	If slopes or special soils are present, the impact must be documented

ISSUE	EXPLANATION
Special Status Natural Areas	If a natural area is present, the impact must be documented
Threatened/ Endangered Species	If a species designated as threatened or endangered is present, the impact on the species must be documented
Water Quality	Water impacts should be documented to meet the Clean Water Act requirements
Wetlands	If any wetlands are present, the impact must be documented

- c. For each Standard Issue in the list, complete the following steps. You will need to scroll down to display the rest of the Standard issues.
  - i. Select the Status of the issue from the drop-down list. Select one of the following:
    - Not in project area
    - In project area with no effect
    - Presence in area undetermined
    - In project area - effect unknown
    - Adverse effect
  - ii. In the State Agency Consulted checkbox, click inside if the appropriate State Agency was consulted.
  - iii. In the Fed Agency Consulted checkbox, click inside if the appropriate Federal Agency was consulted.
  - iv. In the Documentation Attached checkbox, click inside if documentation about the issues is attached.
- d. If additional environmental or historical issues were addressed by this alternative, click the NEW ISSUE button. A new row under the Other Issues section is displayed (Figure 6-80).



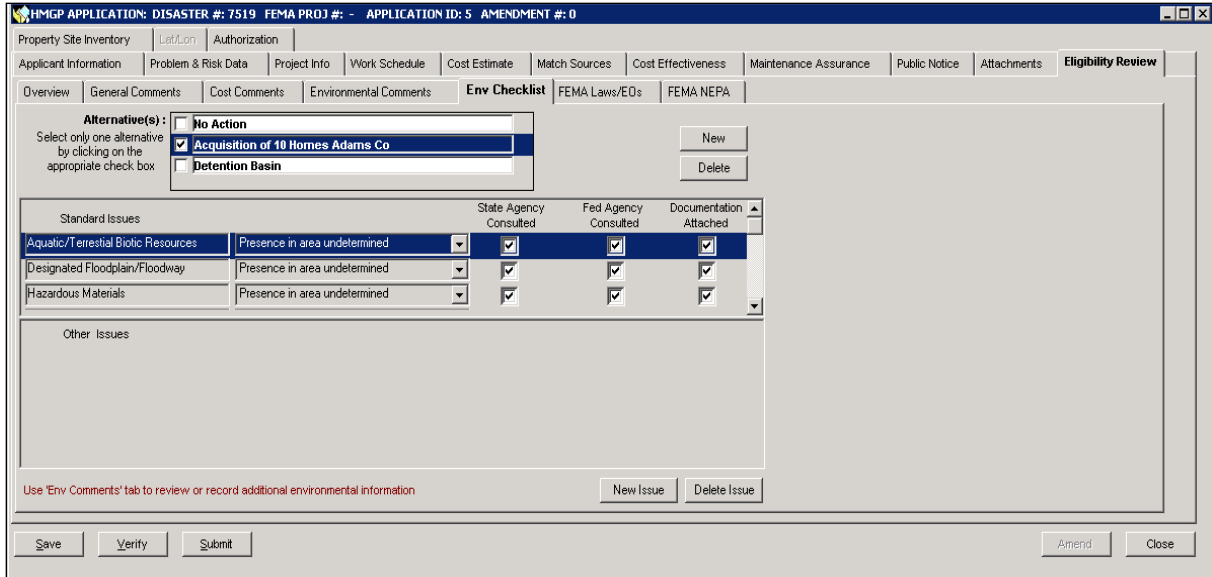
The screenshot shows the 'HMGP APPLICATION: DISASTER #: 7519 FEMA PROJ #: - APPLICATION ID: 5 AMENDMENT #: 0' window. The 'Env Checklist' sub-tab is active, displaying a table for 'Other Issues'.

Standard Issues	Presence in area	State Agency Consulted	Fed Agency Consulted	Documentation Attached
Aquatic/Terrestrial Biotic Resources	Presence in area undetermined	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Designated Floodplain/Floodway	Presence in area undetermined	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous Materials	Presence in area undetermined	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Issues	Resource Status Not Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons at the bottom include Save, Verify, Submit, Amend, and Close.

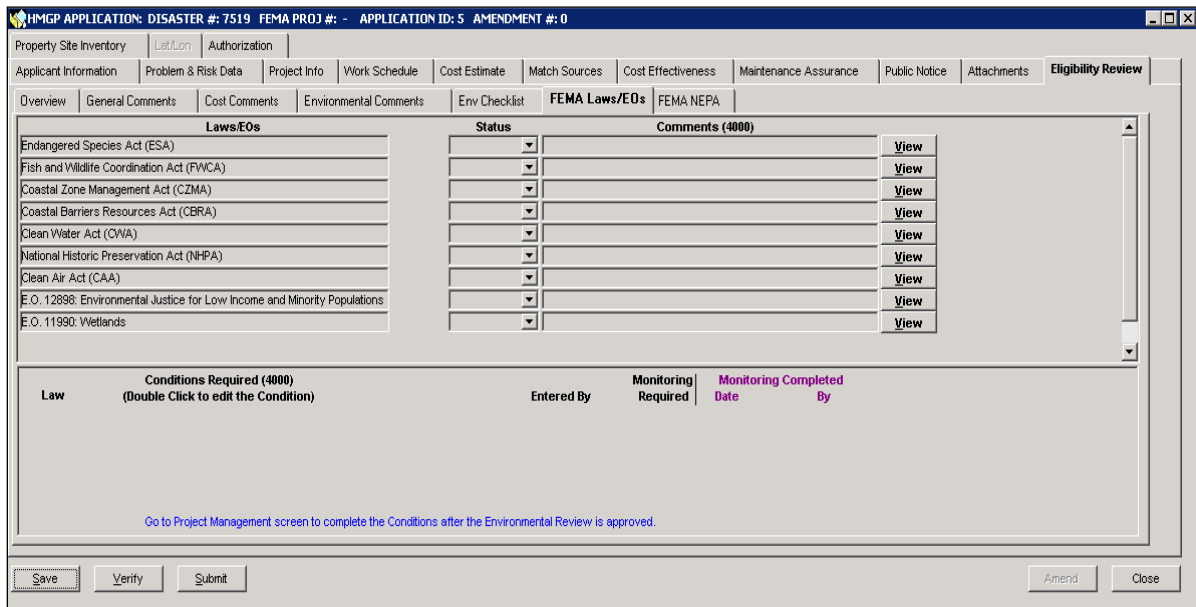
**Figure 6-80: Other Issues Section - New Row**

- e. For each new issue, complete the following steps.
  - i. Enter a short description of the new issue.
  - ii. Select the Status of the issue from the drop-down list.
  - iii. In the State Agency Consulted checkbox, click inside if the appropriate State Agency was consulted.
  - iv. In the Fed Agency Consulted checkbox, click inside if the appropriate Federal Agency was consulted.
  - v. In the Documentation Attached checkbox, click inside if documentation about the issues is attached.
8. To add another alternative solution, repeat steps 6a - 6e.
9. After entering three alternative solutions and completing the checklists for each one, the Alternative Names are displayed in the top part of the **Env Checklist** sub-tab (Figure 6-81).



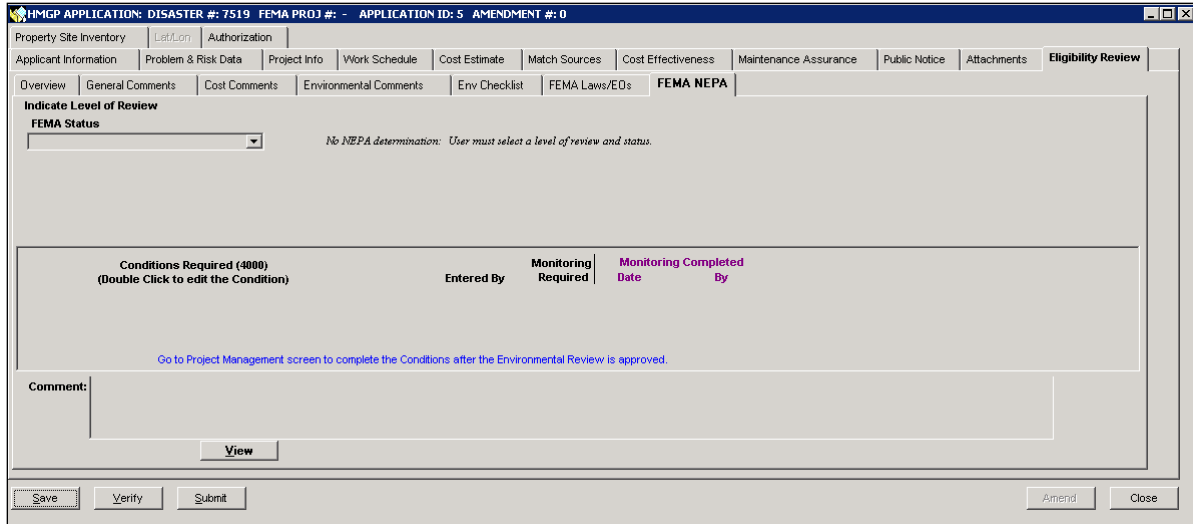
**Figure 6-81: Env Checklist Sub-tab - Alternatives Section**

10. Select the proposed action from the Alternative Names by clicking inside the checkbox to the left of the Alternative Name.
11. On the bottom left part of the tab, click the SAVE button.
12. Click the **FEMA Laws/EOs** sub-tab. Read-only Status and Comments information are displayed (Figure 6-82).



**Figure 6-82: Mitigation > Projects > Application Development > Eligibility Review > FEMA Laws/EOs Sub-tab**

13. Click the **FEMA NEPA** sub-tab. NEPA review information is displayed (Figure 6-83).



**Figure 6-83: Mitigation > Projects > Application Development > Eligibility Review > FEMA NEPA Sub-tab**

## Task 13A: Enter Property Site Inventory Information

**NOTE:** If the *Property Site Inventory* tab is grayed out, it means that the project type selected on the *Project Information* tab does not require a *Property Site Inventory (PSI)*.

1. Click the **Property Site Inventory** tab (Figure 6-84).

Name	Damaged Address	City	State	ZIP	Property ID
RATSCLAFF, JERRY	123 NONAMIE ST	RUSSELLVILLE	AR	72801	2
MARSH, STAN	302 WEST 18	RUSSELLVILLE	AR	72801	3

**Figure 6-84: Mitigation > Projects > Application Development > Property Site Inventory Tab**

2. Enter the number of properties included in the project in the **Number of Properties in Project** field.

**NOTE:** Unless the matrix indicates the project type is eligible for *HMOS Validation*, at closeout the number of properties in the project field entry must match the number of properties entered in the *PSI* for which the question "Is this property included as part of the final project?" is answered *YES* (See Unit 12 for additional information).

3. Click the **ADD** button. The Look up a Property window is displayed (Figure 6-85).

**Look up a Property**

Enter Criteria:

Name:  First  Middle  Last

Address 1:

Address 2:

City:  State:  ZIP:  -

Directions:

This information is subject to the Privacy Act of 1974.

**Figure 6-85: Look up a Property**

4. Enter information in the fields that you have data for.

**HINT:** Providing more information speeds up the search for the property.

5. Click the Search button. Information for the first property found is displayed.
6. Scroll down through the search results until you find the property you wish to select (Figure 6-86).

The screenshot shows a window titled "Look up a Property" with a search results table. The results show one record for a property owned by Brett Favre. The fields are as follows:

First	Middle	Last
BRETT		FAVRE

Additional information displayed includes:

- Address 1: 4 THROWBACK LANE
- Address 2: (empty)
- City: ANNA
- State: MS
- ZIP: 38617
- Directions: (empty)

Buttons on the right include Query, Add, Save, OK, and Cancel. A note at the bottom states: "This information is subject to the Privacy Act of 1974."

Figure 6-86: Displayed Information of a Found Property

7. Click the OK button. The selected property information is now displayed on the **Property Site Inventory** tab (Figure 6-87).

The screenshot shows the "Property Site Inventory" tab with the following information for Property ID: 1:

- Is this property included as part of the final project? Yes
- Name: ROBERT BART (More Owner Info ...)
- Damaged Address: 2206 EMERALD ISLE
- Address: JACKSON MS
- Co-owner: (empty)
- County: (empty)
- Title Holder - Post Mitigation: Owner
- MT Property Site - Funds Paid? Yes

Owner Phone section includes a table for adding phone numbers:

Area	Phone	EXT	PIN	Area	Phone	EXT	PIN
-	-			-	-		
Car Phone				Car Phone			

Buttons at the bottom include Save, Verify, Add, and Delete. A note at the bottom states: "\* Required for Project Submission \*\* Required before Project Closeout."

Figure 6-87: Selected Property Displayed on Property Site Inventory Tab

8. Below the property information, nine sub-tabs are provided for adding Property Site Inventory information. The **Owner Info** sub-tab is displayed by default.
9. To add Owner Information, enter the information listed in Table 6-12.

Table 6-12: Owner Information Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Is this property included as part of the final project?	Is the property included in the final project? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No - If No is selected, no further property information is required.</li> </ul> <i>Note: The response to this field cannot be changed after closeout.</i>
Co-owner	Name of the person or organization who jointly owns the property.
County	County location of the property. Select from the drop-down list.
Title Holder – Post Mitigation <b>Required field</b>	Name of the organization, community, or person who will own the title to this property following the mitigation measures.
MT Property Site – Funds Paid? <b>Required Field</b>	Were funds paid to the owner for the mitigation of the property? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

10. Click the **MT Property Site** sub-tab (Figure 6-88). To add MT Property Site information, complete Steps 10a - 10c.

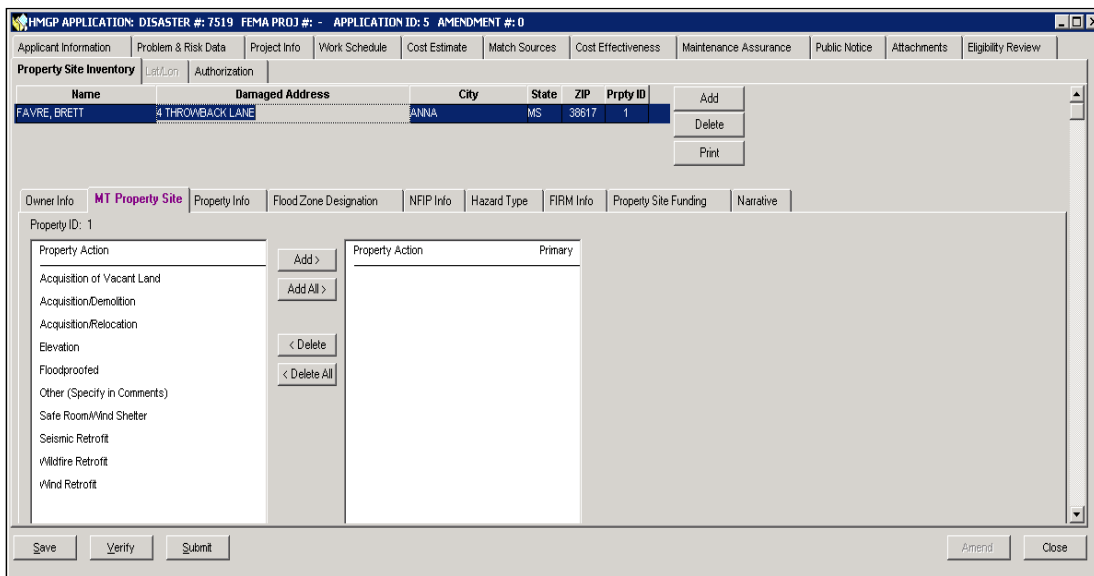


Figure 6-88: Mitigation > Projects > Application Development > Property Site Inventory > MT Property Site Sub-tab

- a. On the left side where the Property Actions are listed, highlight the row(s) you wish to select.
- b. Click the ADD or ADD ALL (if you highlighted more than one row) button. The Property Action(s) you selected is (are) now displayed on the right side (Figure 6-89).

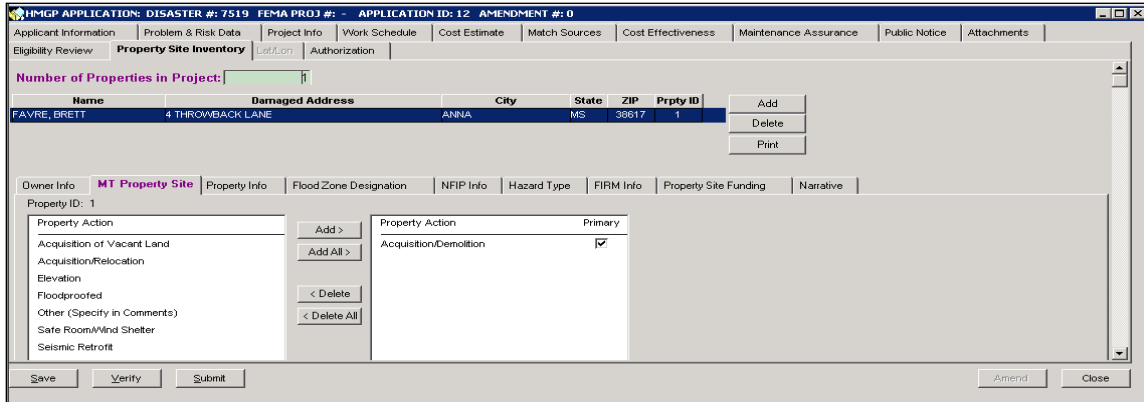


Figure 6-89: Property Action(s) Added

- c. Click inside the checkbox to indicate the one primary action. This is a required field for a Property Site Inventory.
11. Click the **Property Info** sub-tab (Figure 6-90). To add Property Information, enter the information listed in Table 6-13.

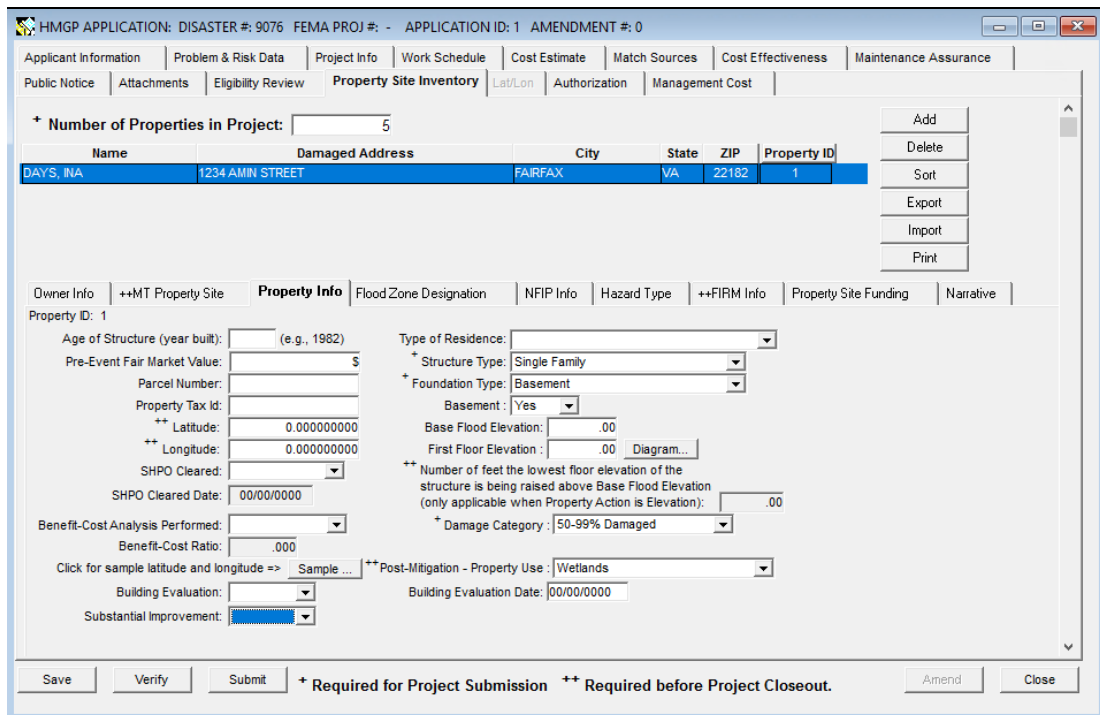


Figure 6-90: Mitigation > Projects > Application Development > Property Site Inventory > Property Info Sub-tab

Table 6-13: Property Information Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Age of Structure <b>Required field</b>	Year the structure was built
Pre-Event Fair Market Value	Dollar amount of the fair market value before the event
Parcel Number <b>Required field</b>	Parcel identification number
Property Tax Id <b>Required field</b>	Property tax identification number
Latitude and Longitude <b>Required field</b>	Latitude and Longitude readings in decimal degrees  <i><b>HINT: Click the SAMPLE button to see latitude and longitude entries (Figure 6-82).</b></i>
SHPO Cleared	Has the State Historic Preservation Officer (SHPO) approved the property action? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> <li>• Unknown</li> </ul>
SHPO Cleared Date	Date that the SHPO approved the action.
Benefit-Cost Analysis Performed	Has a Benefit-Cost Analysis (BCA) been performed? Select one of the following: <ul style="list-style-type: none"> <li>• Yes,</li> <li>• No</li> <li>• Not Applicable</li> <li>• Unknown</li> </ul>
Benefit-Cost Ratio	Ratio resulting from the BCA if a BCA was performed
Building Evaluation	Building Evaluation – Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Building Evaluation Date	Date when the building was evaluated

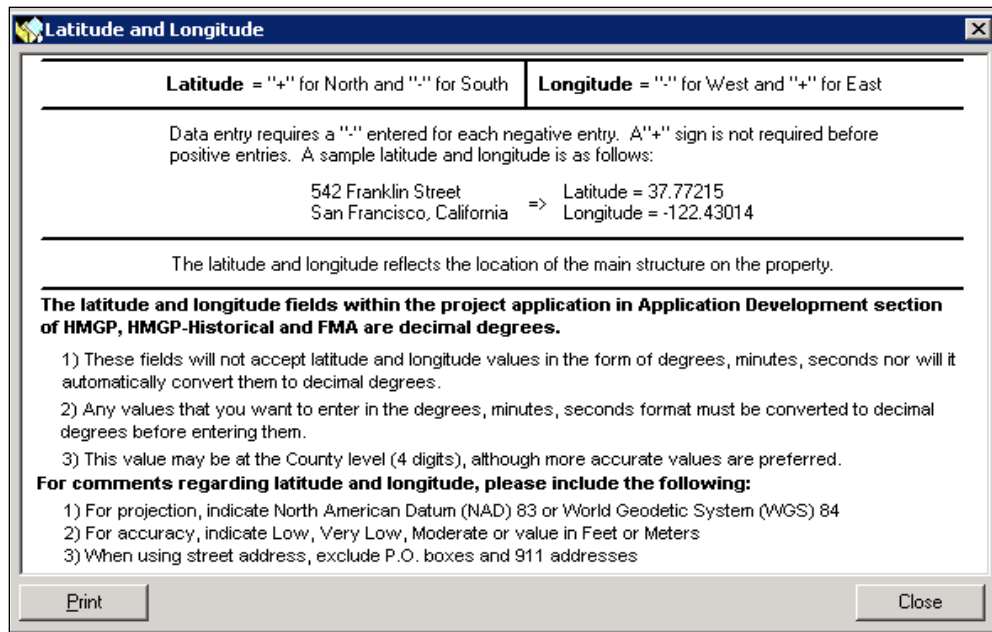


DATA FIELD	INFORMATION TO BE ENTERED
Substantial Improvement	Substantial Improvement – Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Type of Residence <b>Required field</b>	Type of residence. Select one of the following: <ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• Owner Occupied - Principal Residence</li> <li>• Owner Occupied - Secondary Residence</li> <li>• Rental</li> <li>• Other (specify in comments)</li> </ul>
Structure Type <b>Required field</b>	Type of structure. Select one of the following: <ul style="list-style-type: none"> <li>• Single Family</li> <li>• 2-4 Family</li> <li>• Multi-Family Dwelling (5 or more units)</li> <li>• Manufactured Home</li> <li>• Non-residential – private</li> <li>• Non-residential – public</li> <li>• Vacant Land</li> <li>• Other (specify in comments)</li> </ul>
Foundation Type <b>Required field</b>	Type of foundation. Select one of the following: <ul style="list-style-type: none"> <li>• Basement</li> <li>• Crawl Space</li> <li>• Elevated on Piers, Piles, Posts, Columns</li> <li>• Slab on grade</li> <li>• Vacant Land</li> <li>• Other (specify in comments)</li> </ul>
Basement <b>Required field</b>	Is the structure a basement? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Base Flood Elevation	Computed elevation to which floodwater is anticipated to rise during the base flood
First Floor Elevation	Elevation, in feet, of the property.  <i><b>HINT: Click the DIAGRAM button to see what is meant by the first floor (Figure 6-83).</b></i>
Number of Feet	Number of feet the lowest floor elevation of the structure is being raised above Base Flood Elevation (only applicable when Property Action is Elevation)

DATA FIELD	INFORMATION TO BE ENTERED
Damage Category	Percent of Property Damage. Select one of the following: <ul style="list-style-type: none"> <li>• 0–49 percent</li> <li>• 50–99 percent</li> <li>• 100 percent</li> <li>• N/A</li> </ul>
Post-Mitigation Property Use  <b>While not required here, it is required before project closeout</b>	Proposed property use. Select one of the following: <ul style="list-style-type: none"> <li>• Agricultural</li> <li>• Park</li> <li>• Recreation</li> <li>• Vacant Land</li> <li>• Wetlands</li> <li>• Other (specify in comments)</li> </ul>

**NOTE:** Once you enter data in one field on a PSI sub-tab, all fields with a + or ++ sign on that sub-tab must be entered before you can SAVE that data and move to another sub-tab. Otherwise, you will have to cancel your changes, and your data will be lost.

- a. To see a sample of Latitude and Longitude entries in decimal degrees (Figure 6-91), click the SAMPLE button.



**Figure 6-91: Latitude and Longitude Sample**

- b. To see an illustration of First Floor Elevation (Figure 6-92), click the DIAGRAM button.

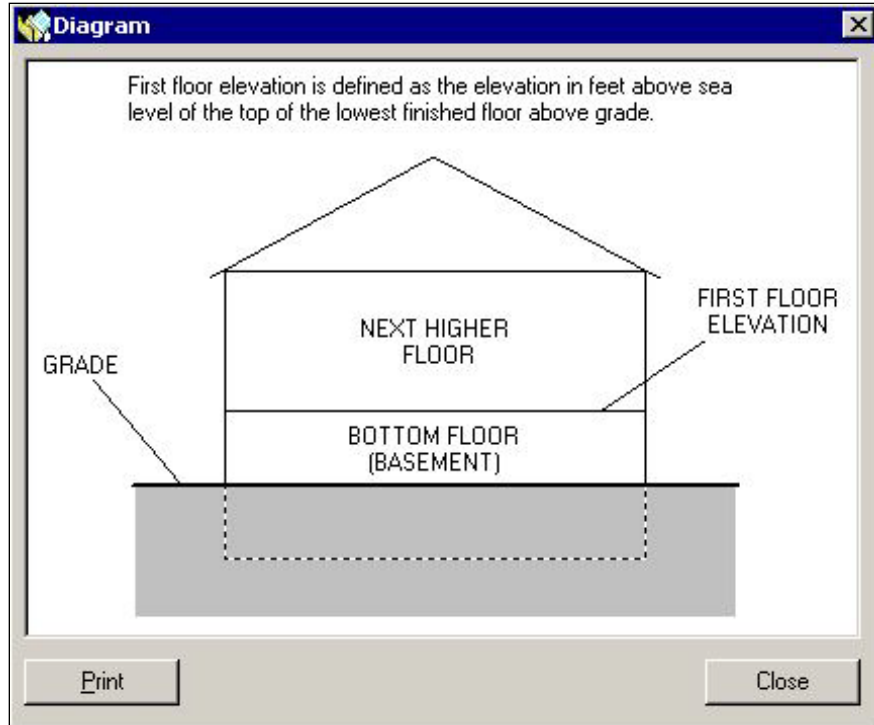


Figure 6-92: First Floor Elevation Diagram

12. Click the **Flood Zone Designation** sub-tab (Figure 6-93). To add Flood Zone Designation information, complete Steps 12a - 12b.

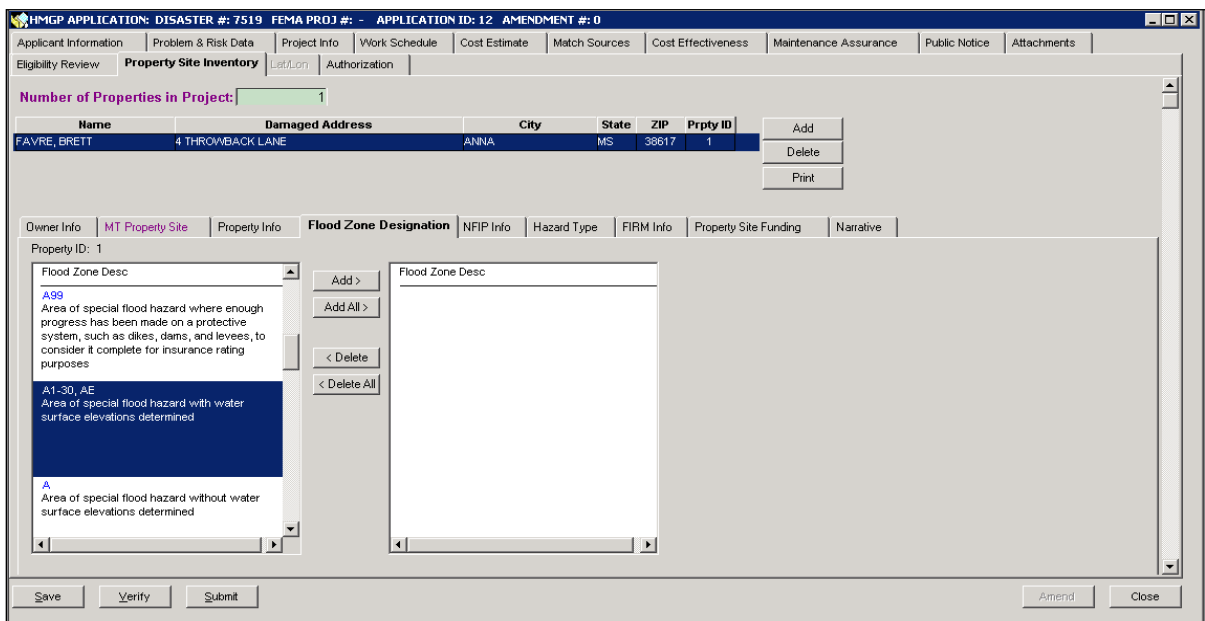
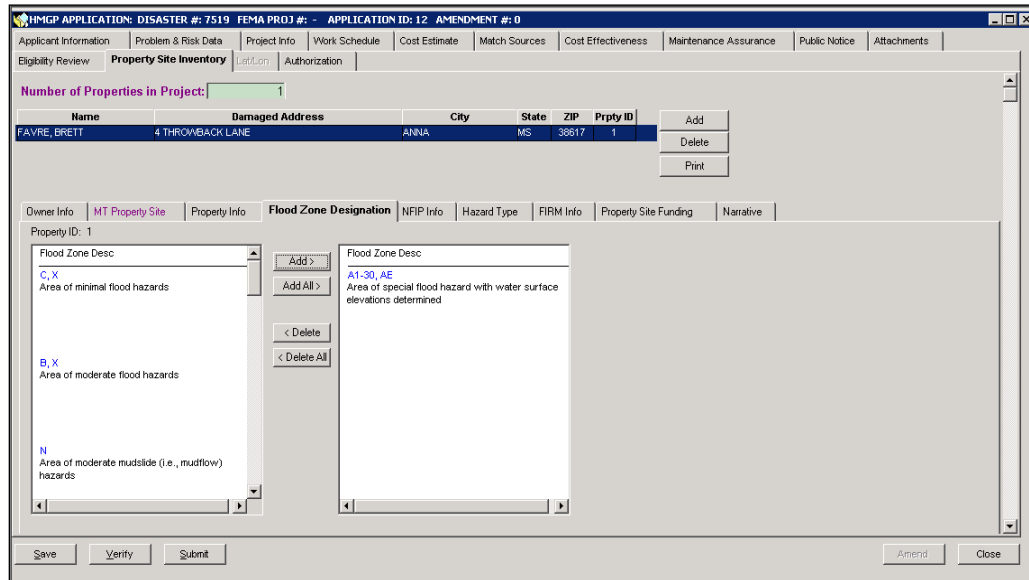


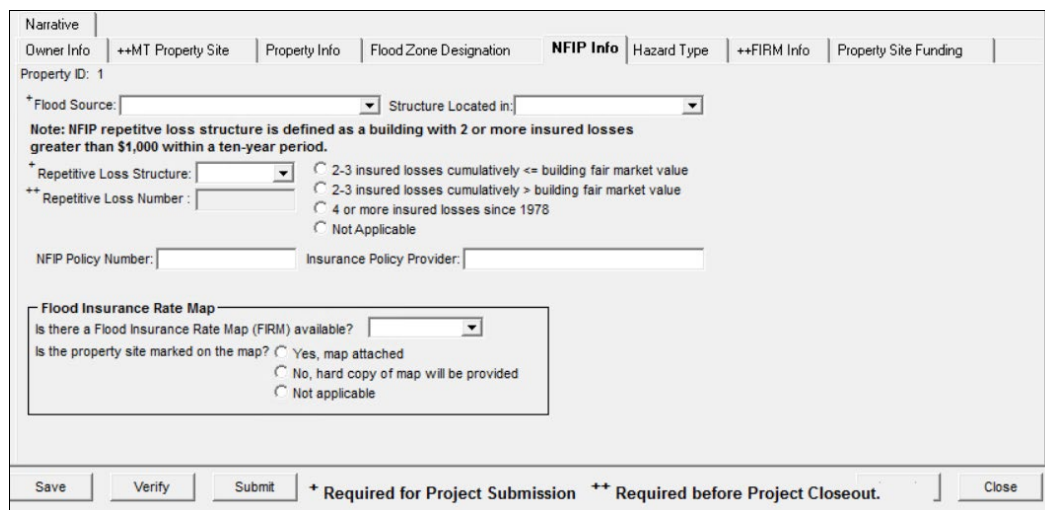
Figure 6-93: Mitigation > Projects > Application Development > Property Site Inventory > Flood Zone Designation Sub-tab

- a. On the left side where the [Flood Zone Descriptions](#) are listed, highlight the row(s) you wish to select. If you choose Other, you must specify a comment.
- b. Click the ADD or ADD ALL (if you highlighted more than one row) button. The Flood Zone Description(s) you selected is (are) now displayed on the right side (Figure 6-94).



**Figure 6-94: Property Site Inventory - Flood Zone Description Added**

13. Click the **NFIP Info** sub-tab (Figure 6-95).



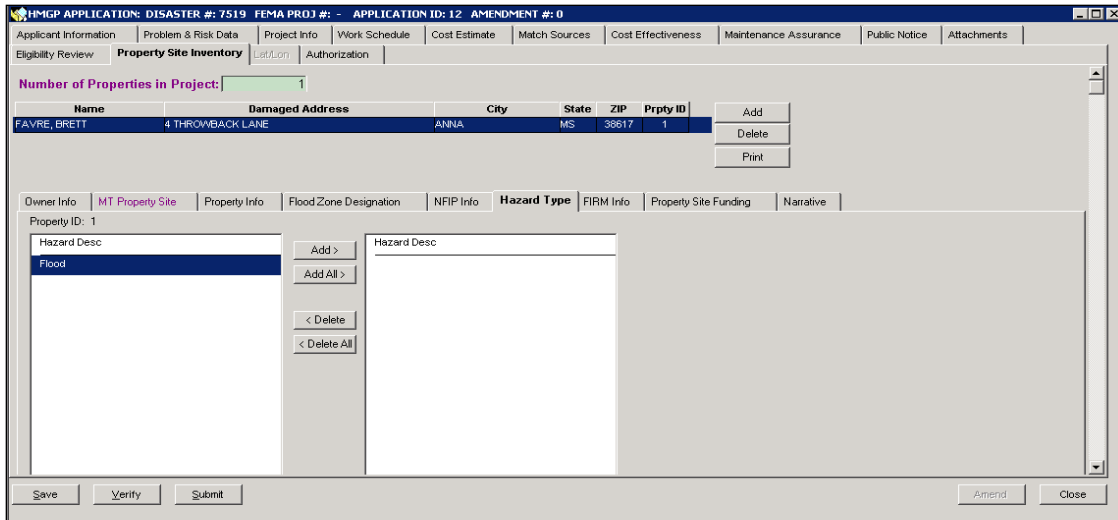
**Figure 6-95: Mitigation > Projects > Application Development > Property Site Inventory > NFIP Info Sub-tab**

To add National Flood Insurance Program (NFIP) Information, enter the information listed in Table 6-14.

Table 6-14: NFIP Information Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Flood Source <b>Required field</b>	Source of the flood hazard. Select one of the following: <ul style="list-style-type: none"> <li>• Coastal Basin</li> <li>• Closed Basin</li> <li>• Riverine Flooding</li> <li>• Storm water Runoff</li> <li>• Other (comment required)</li> </ul>
Structure Located In	Geographical location of structure. Select one of the following: <ul style="list-style-type: none"> <li>• Floodway</li> <li>• Floodplain</li> <li>• Other High Hazard Area</li> <li>• Not Applicable</li> </ul>
Repetitive Loss Structure <b>Required field</b>	Does this structure experience repetitive loss? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unknown</li> </ul>
Repetitive Loss Number	Also known as property locator number this is a unique 7 digit number assigned by the NFIP to repetitive loss properties
NFIP Policy Number	Flood insurance policy number
Insurance Policy Provider	Name of flood insurance company
FIRM Available?	Is there a Flood Insurance Rate Map (FIRM) available? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unknown</li> </ul> Is the property site marked on the map? Click inside one of the following radio buttons: <ul style="list-style-type: none"> <li>• Yes, map is attached</li> <li>• No, hard copy of map will be provided in hard copy</li> <li>• Not applicable</li> </ul>

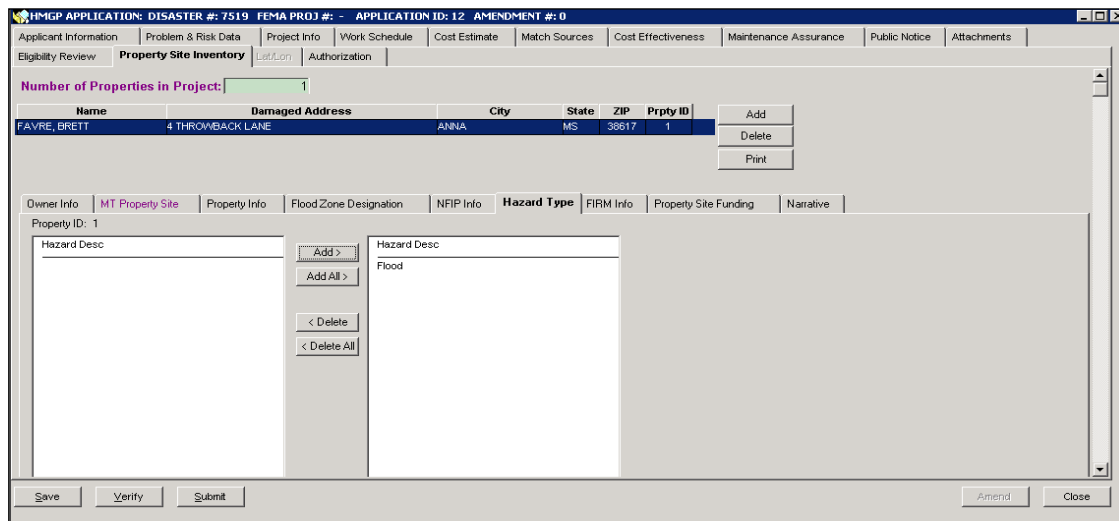
14. Click the **Hazard Type** sub-tab (Figure 6-96). To add Hazard Type information, complete the following steps.



**Figure 6-96: Mitigation > Projects > Application Development > Property Site Inventory > Hazard Type Sub-tab**

**NOTE:** The left side will display only hazards that were added in the Project Info tab > Hazard Types sub-tab.

- a. On the left side where the Hazard Descriptions are listed, highlight the row(s) you wish to select.
- b. Click the ADD or ADD ALL (if you highlighted more than one row) button. The Hazard Description(s) you selected is (are) now displayed on the right side (Figure 6-97).



**Figure 6-97: Hazard Description Added**

15. Click the **FIRM Info** sub-tab (Figure 6-98). To enter Flood Insurance Rate Map (FIRM) information, complete Steps 15a - 15k.

***NOTE: If the property does not have FIRM information because the community does not participate in the NFIP, the system now allows users to perform project closeout for applications that do not have FIRM Info and allows users that do not have FIRM Info to submit their project applications.***

**Figure 6-98: Mitigation > Projects > Application Development > Property Site Inventory > FIRM Info Sub-tab**

- a. In the Community Information section, click the ADD button. A new row for adding community information is displayed.
- b. Click the drop-down button to display the communities available for selection (Figure 6-99).

**Figure 6-99: FIRM Info Sub-tab > Community Information Section**

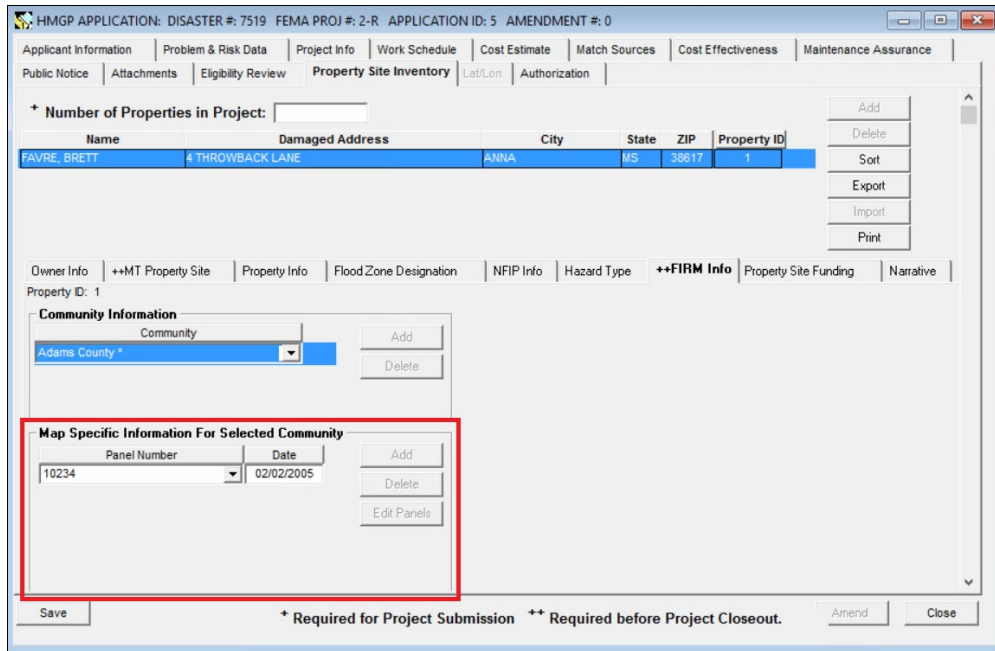
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***NOTE: The communities in the selection list are those that you added in the Project Information tab > Community Names/Codes sub-tab. If Statewide was used as the Community Name, no FIRM information will be displayed. FIRM information is required for project closeout, so communities are required to be selected for flood-type projects.***

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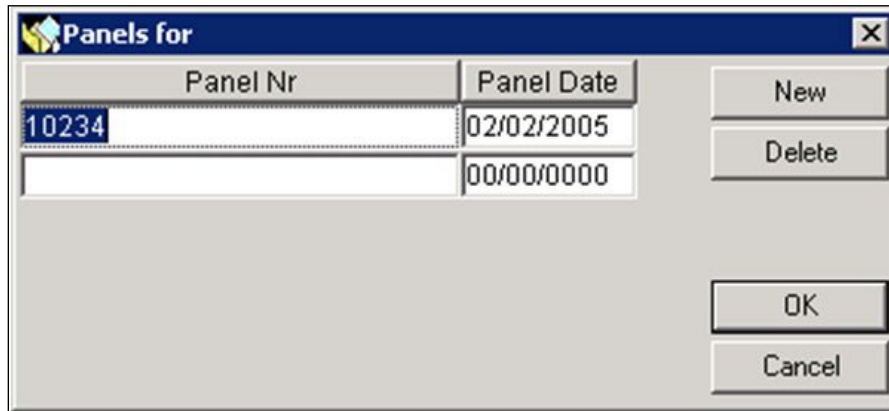
- c. Select the community you wish to add. The community name is now displayed and a blank row is displayed under the section Map Specific Information For Selected Community.
- d. Under the Panel Number column, click the drop-down button. The Community Panel Numbers and their corresponding date are displayed. (Figure 6-100).





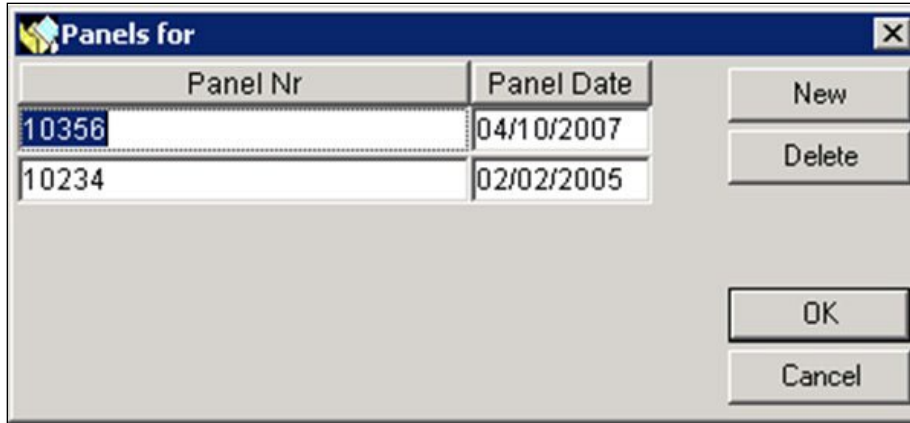
**Figure 6-100: Map Specific Information for Selected Community**

- e. Select the Panel Number you wish to add.
- f. If the Panel Number you wish to add is not in the selection list, click the ADD button in the Map Specific Information section. Click Edit Panels. A Panels dialog box is displayed.
- g. Click the NEW button. A blank row is displayed (Figure 6-101).



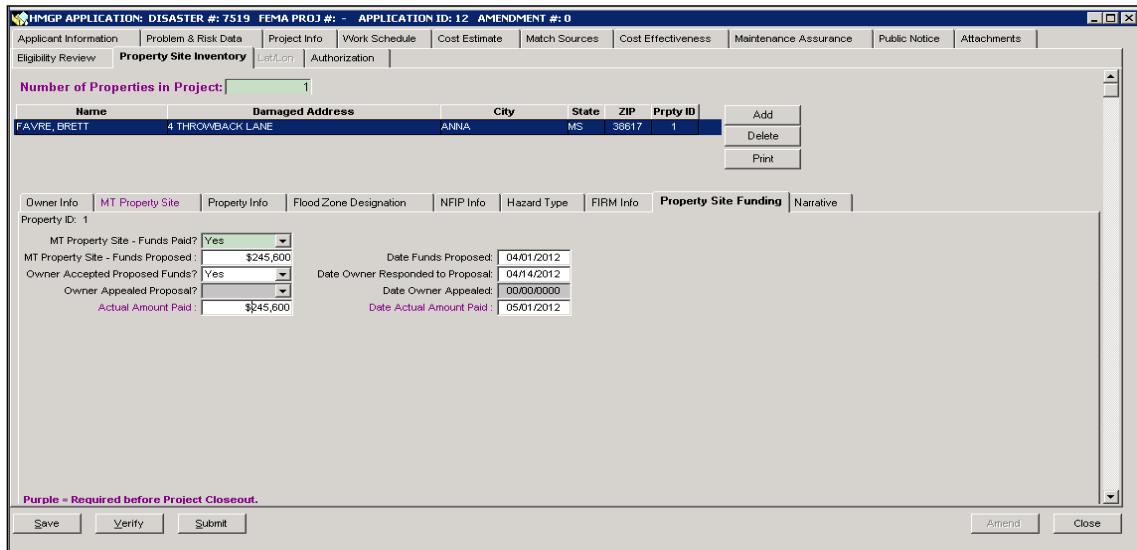
**Figure 6-101: Panel Dialog Box**

- h. Enter a FIRM Panel Number and the date from the actual FIRM map (Figure 6-102).



**Figure 6-102: New FIRM Panel Number and Date Added**

16. Click the OK button. The newly-added FIRM Panel Number is now available for selection.
17. Complete your Panel Number selections.
18. On the bottom left part of the tab, click the SAVE button.
19. Click the **Property Site Funding** sub-tab (Figure 6-103). Enter the information listed in Table 6-15.



**Figure 6-103: Mitigation > Projects > Application Development > Property Site Inventory > Property Site Funding Sub-tab**

Table 6-15: Property Site Funding Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
MT Property Site - Funds Paid?	WERE Federal funds expended for the property's mitigation? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
MT Property Site - Funds Proposed	Dollar amount offered to Owner.
Date Funds Proposed	Date the dollar amount was offered to Owner.
Owner Accepted Proposed Funds?	Did the Owner accept proposed funds? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• Pending</li> <li>• No</li> <li>• Unknown</li> </ul>
Date Owner Responded to Proposal	Date the Owner responded.
Owner Appealed Proposal?	If the Owner did not accept proposed funds, did Owner appeal the proposal? Select one of the following: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unknown</li> </ul>
Date Owner Appealed	Date the Owner appealed.
Actual Amount Paid	Amount paid to Owner.
Date Actual Amount Paid	Date amount was paid to Owner.

---

**NOTE:** *Some of the fields in Table 6-15 will not be entered until closeout.*

---

20. Click the **Narrative** sub-tab (Figure 6-104). To add Property Site Inventory Narrative information, complete the following steps.

The screenshot displays the HMGP Application interface. At the top, the title bar reads "HMGP APPLICATION: DISASTER #: 7519 FEMA PROJ #: - APPLICATION ID: 12 AMENDMENT #: 0". Below this is a navigation menu with tabs: Applicant Information, Problem & Risk Data, Project Info, Work Schedule, Cost Estimate, Match Sources, Cost Effectiveness, Maintenance Assurance, Public Notice, and Attachments. The "Property Site Inventory" tab is selected, and its sub-tabs are "Lat/Lon" and "Authorization".

Below the navigation, it shows "Number of Properties in Project: 1". A table lists the properties:

Name	Damaged Address	City	State	ZIP	Prpty ID	
FAVRE, BRETT	4 THROWBACK LANE	ANNA	MS	38617	1	<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>

Below the table, there are tabs for "Owner Info", "MT Property Site", "Property Info", "Flood Zone Designation", "NFIP Info", "Hazard Type", "FIRM Info", "Property Site Funding", and "Narrative". The "Narrative" tab is selected.

Under the "Narrative" tab, it shows "Property ID: 1" and a "Select to Display" section with two radio buttons: "Legal Description" (unselected) and "Comment" (selected). Below this is a text area containing the text: "Comments about the property May 1, 2012-EGARREN-04/11/2012 21:00 GMT".

At the bottom of the window, there are buttons for "Save", "Verify", "Submit", "Amend", and "Close".

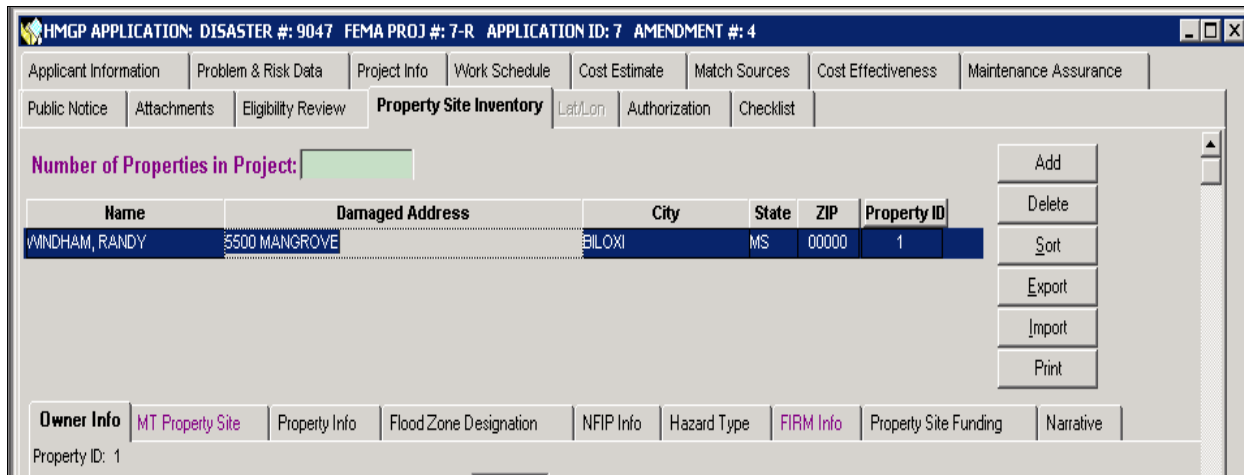
**Figure 6-104: Mitigation > Projects > Application Development > Property Site Inventory > Narrative Sub-tab**

- Click the radio button to select either Legal Description or Comment.
- Double-click inside the text area. The Comment Editor is displayed.
- Enter your text in the Comment Editor.
- Click the OK button. The text you entered is displayed on the Narrative tab. The system appends your User Name, the date and time to the end of the text.
- On the bottom left part of the tab, click the SAVE button.

## Task 13B: Export, Update, and Import the PSI Information

This feature allows a user to export the PSI information from NEMIS HMGP to a spreadsheet. The user can then update the information on the spreadsheet, or add new properties or both and then import the spreadsheet back into the project application.

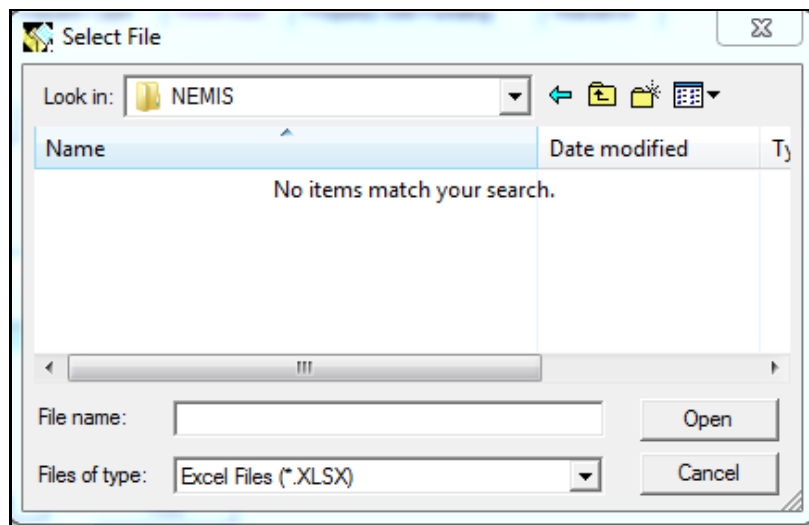
1. Click the **Property Site Inventory** tab (Figure 6-105).



**Figure 6-105: Mitigation > Projects > Application Development > Property Site Inventory Tab**

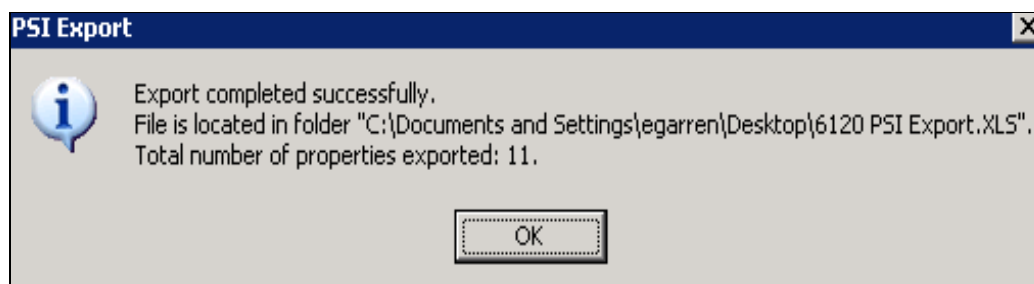
2. Click the Export button. The Select File window will appear (Figure 6-106)

**CAUTION:** *There must be at least one property entered in the PSI of the project (Task 13A). You cannot export a blank spreadsheet; if there are no properties in the PSI, the following Error message will appear: There are no properties in the project status to export.*



**Figure 6-106: Mitigation > Projects > Application Development > PSI Tab > Export > Select File Window**

3. Identify the location where you want to save the spreadsheet. In the File Name field, type a file name for the new exported PSI spreadsheet. If successful, the following PSI Export message will appear (Figure 6-107):



**Figure 6-107: PSI Export Message – Export completed successfully**

4. Select OK. Navigate to where the spreadsheet was exported and open the spreadsheet.

---

***NOTE: While NEMIS HMGP changed the color-coding system, the spreadsheet still exports color-coded headers. The color-coding for the headers is as follows: Green = required for project submission, Purple = required before project closeout, Navy = Property Attribute, Red = both required before project closeout and a property attribute.***

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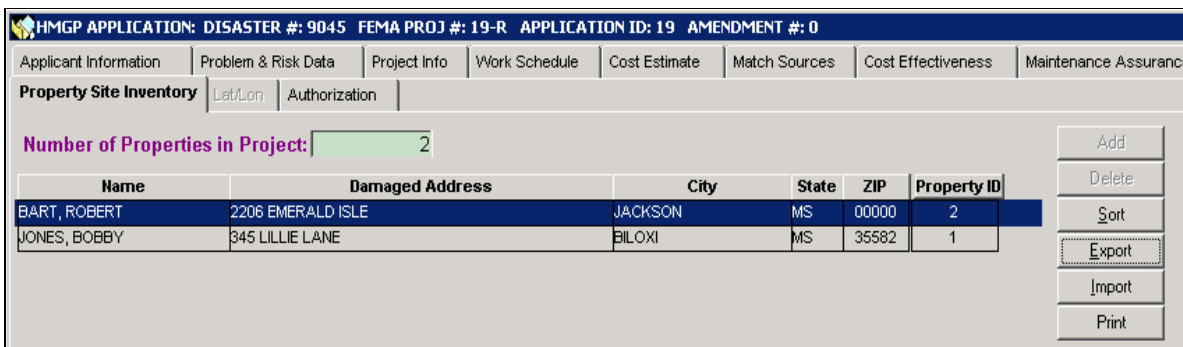
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***NOTE: The spreadsheet will list the properties that were exported in numerical order by Property ID in the first column. The spreadsheet has several validations included. Filling out the spreadsheet as completely and accurately as possible is the key to a successful import of the data and to maintaining the integrity of the property site inventory. Everything possible should be done to avoid exporting and importing the spreadsheet multiple times. Comments and Legal Descriptions exported will be imported again creating duplicate records. To avoid duplicate entries, delete all previously entered comments and Legal Descriptions exported.***

---

5. Update the spreadsheet as needed. Certain fields in the spreadsheet must be entered as formatted by the spreadsheet; for example, if you enter four digits for the telephone area code instead of three, the spreadsheet will generate its own warning messages. You must correct the data entry before proceeding.
6. The following fields are required for a successful import; NEMIS HMGP error messages reference the row number of the missing data.
  - a) **First and last name** – Both are required fields. An Error message will be displayed if one or both of these fields is blank.

- b) **Damaged Address Line 1** – An entry in this field is required.
  - c) **City, State and Zip** – These are required fields for new and edited entries.
  - d) **County** – If the county is missing, no error screen will be generated. However, if a county is entered, as required before closeout, the system will compare the entry to the county records for the state and if not on the list or spelled incorrectly, an Invalid County error message will be displayed.
  - e) **Phone Type** – If the phone number is entered without a Phone Type, an error message will be displayed.
  - f) **Hazard** -- The hazard the property is exposed to is required for import. If missing or incorrect, you will receive an error message.
  - g) **Comments and Legal Description** – While comments are not required, existing comments are exported, and if they remain in the spreadsheet, they will be imported along with the rest of the data. If a spreadsheet is exported and imported enough times, the comments will be entered exponentially and exceed the maximum allowed characters. To ensure this does not happen and to ensure comments are not repeated, it is best to delete the legal description and especially the comments from the spreadsheet after export and only enter any new comments you wish to have imported with edited or newly added property records.
7. The export/import feature is designed to function the same way as the system. The status of the amendment being edited determines if you can import new properties or only edits to existing properties. For example:
- a) A project for which the amendment has already been approved (Figure 6-108) will allow for an export and an import, but because the Add button is not lit you will only be able to edit and import the exported records. You will not be able to import any new records. Attempting to do so will result in the following error message: Project Eligibility has been completed; new Property is not allowed to be added to this project.



**Figure 6-108: Project with Amendment Approved, Add Button Grayed out and Export and Import Buttons Active**

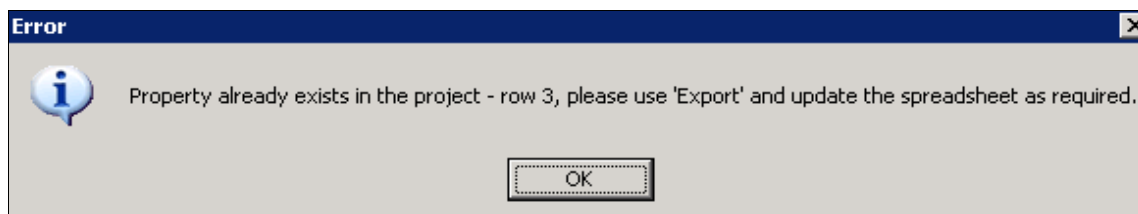
- b) A project amendment that has been approved (or otherwise disposed) and now has a higher amendment (Figure 6-109) can be exported but not

imported. Use the highest amendment when exporting and importing. However, if the highest amendment is not in pending status, you will only be able to import edited existing records. Any attempt to import new properties when the Add button is not lit will result in an error.

Name	Damaged Address	City	State	ZIP	Property ID
JAMES, ANNA	105 NORTH STREET	JACKSON	MS	0	2
JONES, BOBBY	345 LILLIE LANE	BILOXI	MS	35582	1

**Figure 6-109: Project File with a Higher Amendment, Export Only**

- c) When importing a spreadsheet, any new properties will be compared to those already existing in the project. If an exact match is found, the import will be halted and a message similar to this will appear (Figure 6-110): **Property already exists in the project**. Please note that only exact matches are identified, so if any differences exist such as a slightly different zip code or a damaged address line 2 in one record or not in the other, the record will not be identified as a duplicate and will be allowed to import. While the message states to export and update the spreadsheet as required, it may only be necessary to update the existing spreadsheet by editing or removing the duplicate entry and then attempting the import again.



**Figure 6-110: Error Message – Duplicate Property**

- d) If, after an export, properties are deleted from the PSI in the system, attempting to import a spreadsheet that has a property ID that no longer exists in the system will result in an error message: **Property does not exist in the project**. It will not be possible to import the spreadsheet and it will be necessary to export the current PSI data and edit the existing records or add new records in the system if applicable. The Property ID deleted from the PSI will not be regenerated, leaving a void in the Property ID records.
8. Import the updated spreadsheet into NEMIS HMGP
- a) Verify that the spreadsheet is complete and accurate, and that new property locations are correctly added to the spreadsheet. This is very important to do before importing the updated spreadsheet into NEMIS HMGP.



- b) Import the spreadsheet into the existing PSI. The process is similar to the export process except that you will select the Import button, and when the Select File screen appears, navigate to the updated spreadsheet you wish to import and either double click on the file or highlight the file and select Open.
9. If the import is successful, you will receive a PSI Import message indicating the Import/Update completed successfully (Figure 6-111). Select OK.

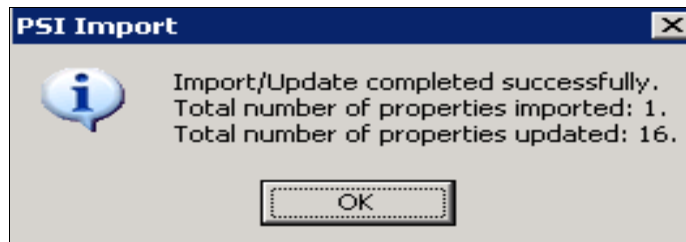


Figure 6-111: PSI Successful Import Message

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***CAUTION:*** Please note that if the number of properties imported is less than the number entered in the spreadsheet, one or more of the records was missing required information for the property and that record and any entered below the incorrect record will not be imported. Since edited records were imported and some new records were possibly imported, it will be necessary to export the newly updated PSI again for additional edits and new records to be successfully imported. If you save the new export with a new name, it will be possible to copy new property records from the old spreadsheet to the new one and then edit the copied data to meet the import requirements.

---

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***HINT:*** Users are encouraged to test this PSI export/import process in TDL prior to attempting in production to get familiarized with the process.

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***HINT:*** Required fields are identified with an asterisk (\*) in the spreadsheet. Make sure all required fields are filled out.

---

## Task 14: Enter Latitude and Longitude Information

1. Click the **Lat/Lon** tab (Figure 6-112).

Figure 6-112: Mitigation > Projects > Application Development > Lat/Lon Tab

2. Click the **SAMPLE** button in the upper part of the tab. A diagram explaining Latitude and Longitude entries and a sample entry is displayed (Figure 6-113).

Figure 6-113: Sample Latitude/Longitude Information

3. On the bottom left part of the **Lat/Lon** tab, click the **NEW** button. A new row for adding Lat/Lon information is displayed.
4. Enter the Latitude and Longitude information in decimal degrees.

**CAUTION:** *The latitude and longitude fields in HMGP - Application Development are decimal degrees. These fields will NOT accept latitude and longitude values in the form of degrees, minutes, and seconds, nor will it automatically convert them to decimal degrees. The user must convert the degrees, minutes and seconds to decimal degrees for entry into these fields (see Table 6-16). The latitude and longitude fields also will not accept State Plan Coordinates. See your GIS specialist for assistance.*

**Table 6-16: How to Convert from Degrees-Minutes-Seconds to Decimal Degrees**

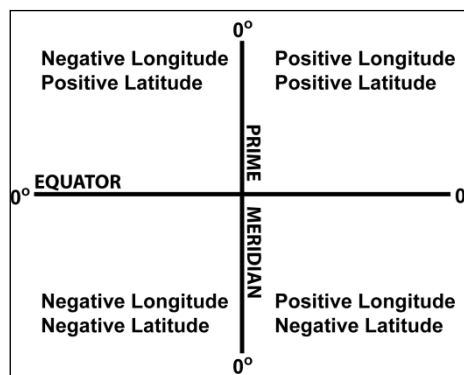
Degrees	Minutes/60	Seconds/3600	Add Total	Decimal Degrees
39	36/60=0.600	30/3600=0.00833	39+0.600+0.00833	39.608330
-105	15/60=0.250	45/3600=0.0125	105+0.250+0.0125	-105.262500

\*Divide Each Value By The Number of Minutes Or Seconds In A Degree

Example: 39° 36' 30," -105° 15' 45"

**NOTE:** *The minus sign is not a mathematic operational symbol but rather signifies the quadrant on the globe. Therefore, the minus sign was not added to the number until after the totaling of the minutes and seconds to the degrees.*

**HINT:** *The graphic below (Figure 6-114) provides the general rule for using the (+) and (-) signs to signify the quadrant location on the globe.*



**Figure 6-114: General Rule for Using the + and - Signs**

Reference: ESRI On-Line Course – The Basics of Map Projections, Lesson One

- The Lat/Lon Verification field is a drop-down list of likely sources of the data. Select the source of the Lat/Lon data.

6. Double-click inside the Comment field. The Comment Editor is displayed.

---

*NOTE: Some examples of comments are:*

*Coordinate system used (NAD 83, WGS 84, etc.)*

*Accuracy level (very low, low, moderate, accurate, very accurate*

*Accuracy value in feet or meters)*

*Source (especially if the Lat/Lon Verification selected is "Other")*

---

7. On the bottom left part of the **Lat/Lon** tab, click the SAVE button.

## Task 15: Enter Authorization Information

1. Click the **Authorization** tab. The **Plan Information** sub-tab is displayed by default (Figure 6-115).

The screenshot displays the 'Authorization' tab within the 'Application Development' section. The top navigation bar includes tabs for 'Cost Issues Comments', 'Application Detail', 'Subrecipient Management Cost', 'Overall Review', 'Laws/EOs', 'NEPA Process', 'Cost Review', 'Cost Effectiveness', 'Attachments', 'Authorizations', and 'General Comments'. The 'Authorizations' tab is selected. Below the navigation, the application status is 'Approved', with submission and received dates of 01/03/2019 and 01/29/2019, and a final project approval date of 01/29/2019. The 'Plan Information' sub-tab is active, showing a disaster declaration date of 12/11/2018. Three plan types are listed: 'Recipient HMGP Administrative Plan' (Plan Title: State Admin Plan, Approval Date: 12/06/2018, Due Date: 12/12/2018), 'Recipient Mitigation Plan' (Plan Type: SMH, Revision Nr: 0, Plan Title: DR 1515 State MultiHazard Mitigation Plan, Approval Type: STANDARD, Approval Date: 12/06/2018, Expire Date: 12/06/2023), and 'Sub-Recipient Mitigation Plan' (Plan Type: Local Multihazard Mitigation Plan, Plan Title: Miller, Township of Alexander County HMP Update 2011, Approval Date: 04/29/2011, Expire Date: 04/29/2016). The bottom of the screen shows 'Application Dev', 'Complete Work Step', 'HMO', and a 'Close' button.

**Figure 6-115: Mitigation > Projects > Application Development > Authorization Tab**

**NOTE:** All of the fields are auto-filled under the Plan Information sub-tab. If one of the required plans has not been entered into NEMIS HMGP under Unit 4: (Manage the Mitigation Plans), you will get a warning message on the screen.

2. Click the **Preparation Information** sub-tab (Figure 6-116). Preparer and Title are auto-filled from information on the Applicant Information screen. To enter additional Preparation Information, complete Steps 2a - 2e.

**Figure 6-116: Mitigation > Projects > Application Development > Authorization > Preparation Information Sub-tab**

- a. Enter the Authorized Applicant Agent's Last Name, First Name, and Title in the designated boxes. These are required fields.
- b. Use the drop-down list to choose Yes or No for Applicant Signature on File.
- c. Enter the Authorized Recipient Official's Last Name and First Name in the designated boxes. These are required fields.
- d. Use the drop-down list to choose Yes or No for Recipient Official Signature on File.
- e. NEMIS HMGP enters the current date, but you can edit the date if necessary.

---

**CAUTION: If NO is selected in the Signature on File question, you will not be allowed to submit the application.**

---

3. Click the **Managing Recipient Review** sub-tab if it is not grayed out (Figure 6-117). To add Managing Recipient Review information, complete Steps 3a - 3c.

REVIEW TYPE	PREPARER	REVIEWER	REVIEW DATE
CATEX 1 REVIEW	SMITH, MATTHEW	SMITH, MATTHEW	08/30/2002
COST EFFECTIVENESS REVIEW	windham	windham	08/27/2002
PROJECT TYPE COMPLETENESS REVIEW	stapleton	SMITH, MATTHEW	08/30/2002
PROJECT CRITERIA COMPLETENESS REVIEW	windham	smith, matthew	12/19/2002
CODE COMPLIANCE REVIEW	STAPLETON, CATHERINE	stapleton	08/27/2002

**Figure 6-117: Mitigation > Projects > Application Development > Authorization > Managing Recipient Review Sub-tab**

- a. For each Review Type, enter the Preparer and Reviewer names.
  - b. Click on the icon to the right of the Preparer and Reviewer box to have the system automatically enter your User Name.
  - c. Enter the Review Date.
4. Click the **FEMA Review** sub-tab (Figure 6-118).

Application Status: Pending Application Submission Date: 08/03/2012  
 Final Project Approval Date: 00/00/0000 Application Received Date: 00/00/0000

Review Type	Reviewer/Approver	Date Reviewed/Approved	User Role	Approval Rcmdtn
Mitigation Analyst appointed by HMO		00/00/0000	FEMA HMO	
Cost Review		00/00/0000	Cost Reviewer	<input type="checkbox"/>
NEPA Documentaion Review		00/00/0000	FEMA Environmental Reviewer	
Laws/EOs Review		00/00/0000	FEMA Environmental Reviewer	
Environmental Officer Review		00/00/0000	FEMA Environmental Officer	<input type="checkbox"/>
Eligibility Review		00/00/0000	MA	
FEMA Project Approval Decision		00/00/0000	MA	<input type="checkbox"/>
Approval Decision Concurrence		00/00/0000	HMO	<input type="checkbox"/>
Final Approval		00/00/0000	HMO for Regional Director	
Regional Director		00/00/0000	<b>Final Project Approval</b>	<input type="checkbox"/>
Appeal 1			HMO	
Appeal 2			HMO	
Project Appeal Decision			HMO	

State HMGP Administrative Plan Approved ?  Yes  No SF\_424 received ?  Yes  No  
 Letter of Intent received ?  Yes  No PIO Notified ?  Yes  No  
 Public News Release Date : 00/00/0000

Save Verify Amend Close

**Figure 6-118: Mitigation > Projects > Application Development > Authorization > FEMA Review Sub-tab**

**NOTE: The fields will auto-fill as information is entered by FEMA personnel in Unit 7: Manage Eligibility Determination.**

## Task 16: Edit an Existing Project Application

**NOTE:** A project application can be edited up until FEMA has completed the Eligibility Determination (Unit 7: Manage Eligibility Determination Information).

**NOTE:** Once the project application has been approved or denied, the only task permitted is to attach documents, as described in Task 11: Attach Documents. To make other changes to an approved, denied, or withdrawn project application, follow the instructions in Unit 8: Manage Amendments.

1. On the MITIGATION menu bar, click Projects > Application Development. A list of all projects (regardless of status) associated with the disaster number is displayed (Figure 6-119).

Fema Proj Nr	Amendment Nr	Applic ID	Suffix	ST	Region	Project Title
	0	1		MS	4	Relocation of 45 Homes in Adams County
	0	2		MS	4	Acquisition of 43 homes
	0	3		MS	4	Special Project
	0	4		MS	4	
2	0	5	R	MS	4	Acquisition of 10 homes in Adams County
2	1	5	R	MS	4	Acquisition of 10 homes in Adams County
2	2	5	R	MS	4	Acquisition of 10 homes in Adams County
1	0	6	R	MS	4	Structural Retrofit of EMA Office
1	1	6	R	MS	4	Structural Retrofit of EMA Office
	0	7		MS	4	
	0	8		MS	4	
	0	9		MS	4	

**Figure 6-119: Mitigation > Projects > Application Development > Project List**

2. Table 6-17 describes the information displayed on the Select Project screen.

**Table 6-17: Select Project Data Fields**

DATA FIELD	INFORMATION DISPLAYED
Disaster Nr	Official number assigned to the disaster by FEMA
FEMA Proj Nr	Project application ID number assigned sequentially when the application is submitted to FEMA.
Amendment Nr	Sequential number assigned by the system. 0 is the number assigned to the initial application, 1 is assigned to the first amendment, etc.



DATA FIELD	INFORMATION DISPLAYED
Applic ID	Number assigned by NEMIS HMGP or by the Recipient when a new record is created
Suffix	Type of funding requested. Codes include: <ul style="list-style-type: none"> <li>• R (Regular Project Funding)</li> <li>• M (Recipient State Management Costs)</li> <li>• F (Initiative Projects)</li> <li>• P (Planning Projects)</li> </ul> Auto-filled by the system after FEMA Mitigation staff complete Task 3 in Unit 7: Manage Eligibility Determination.
ST	Two-letter State code
Region	FEMA Region Number
Project Title	Description of the project application

3. Highlight the project that you wish to edit. Click the OK button.
4. The twelve tabs of Application Development are displayed. The **Applicant Information** tab is displayed by default.
5. Click the tab of the application information that you wish to edit.

---

**NOTE:** To edit Cost Estimate and Match Sources information, follow the instructions in [Task 7, Step 7](#).

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**CAUTION:** If you are editing a project application that has been submitted, you need to alert FEMA to these changes because the project may be in the review process.

---



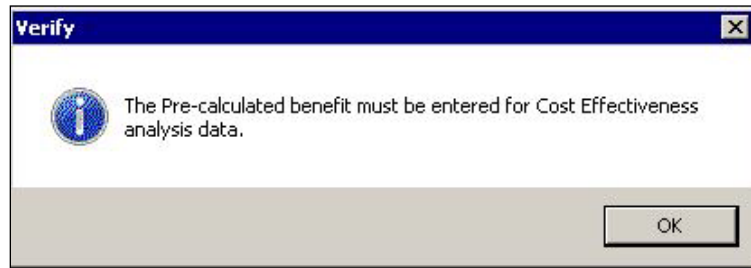
---

**HINT:** To identify the Mitigation Analyst assigned to this project application, go to Mitigation @ Projects @ Eligibility Determination @ In Process. Scroll to the right to view the FEMA Reviewer for the applicable project application. Contact that person via phone or email about the changes you entered in the system.

---

### Task 17: Verify and Submit a Project Application

1. Click the **Authorization** tab. On the bottom left part of the tab, click the VERIFY button.
2. If any required fields are empty, error messages will be displayed indicating the missing field and the Application Development tab where you can enter the missing information (Figure 6-120).



**Figure 6-120: Pre-Calculated Benefit Missing Warning Message**

3. Make the necessary corrections and click the VERIFY button again.
4. Table 6-18 provides a list of required fields and their location in Mitigation > Projects > Application Development.

**Table 6-18: Required Fields and System Location**

REQUIRED INFORMATION	APPLICATION DEVELOPMENT TAB
Recipient/Subrecipient	Applicant Information
Project Type	Project Info
Project Title	Project Info
Counties	Project Info
Congressional Districts	Project Info
Community Name	Project Info
Hazard Type	Project Info
At least one Work Schedule Item	Work Schedule
At least one Cost Estimate Item	Cost Estimate
At least one non-Federal share Line Item	Match Sources
Cost Effectiveness Information for each Community	Cost Effectiveness

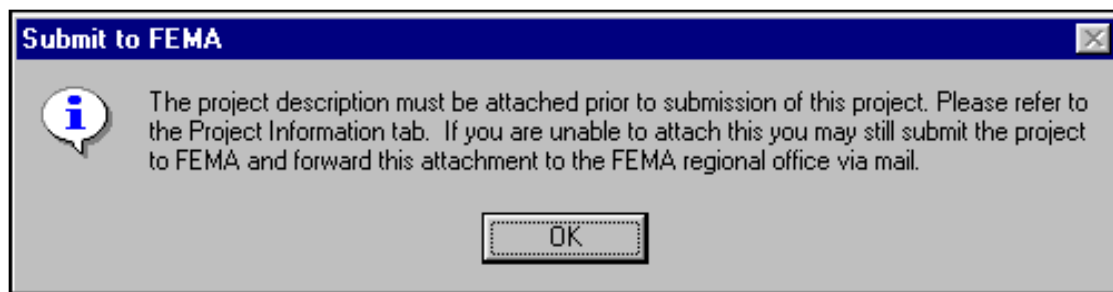
REQUIRED INFORMATION	APPLICATION DEVELOPMENT TAB
At least one Property Inventory: Owner, Structure Type, Property Damage Category, Foundation Type	Property Site Inventory
NFIP Info: Flood Source, Repetitive Loss Flag, Flood Zone Code, Repetitive Loss Category	Property Site Inventory > NFIP Info Sub-tab
Environmental Checklist for at least one Alternative	Eligibility Review > Env Checklist Sub-tab
Authorized Applicant Agent and Authorized Recipient Official Names, Titles and signatures on file	Authorization
Project Reviewer	Eligibility Review > OverviewSub-tab
Eligibility Determination Criteria - Applicant, Project type, Project Criteria	Eligibility Review > OverviewSub-tab
Other Reviews - C/E Review, Code Compliance, Mt Plan Conformance	Eligibility Review > OverviewSub-tab
Approval Recommendation	Eligibility Review > OverviewSub-tab

5. Table 6-19 lists attachments that are required for the project application. Project applications may be submitted in NEMIS HMGP without these items but these documents must be attached before FEMA's final approval in the eligibility determination process (Unit 7: Manage Eligibility Determination).

**Table 6-19: Required Project Application Attachments**

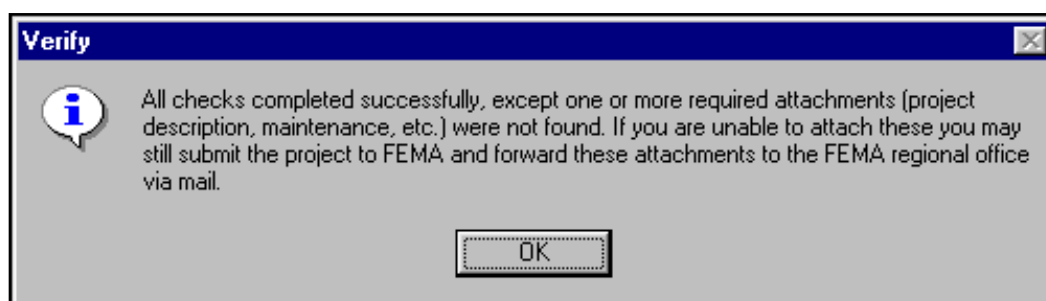
DOCUMENTS	TASK
History, Alternatives, Proposed Actions	Task 3: <a href="#">Attach Problem &amp; Risk Data</a>
Project Description	Task 4: <a href="#">Enter Project Information</a>
Maintenance Assurance	Task 9: <a href="#">Attach Maintenance Assurance Information</a>

- a. For any missing attachment, you will get the following warning message (Figure 6-121) when you click the VERIFY button:



**Figure 6-121: Missing Required Attachment Message**

6. Click the OK button. A message that all checks were completed successfully is displayed (Figure 6-122).



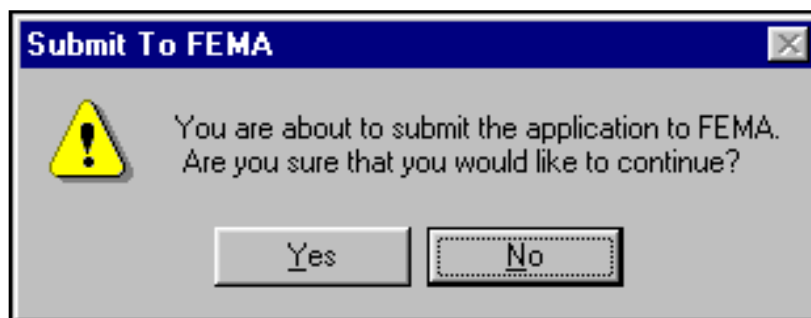
**Figure 6-122: Verification Complete Message**

7. Click the OK button.
8. On the bottom left part of the tab, click the SUBMIT button. The Final Submission dialog box is displayed (Figure 6-123).

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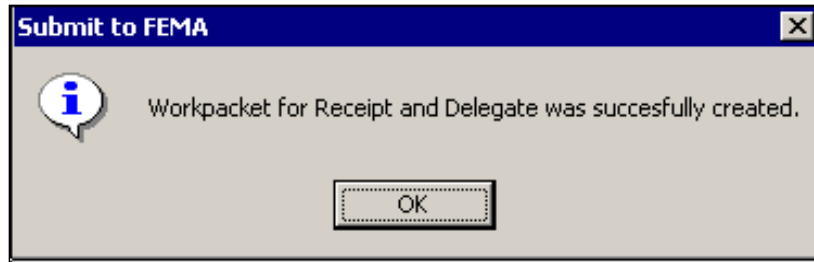
***NOTE: When you click the SUBMIT button, NEMIS HMGP will automatically verify the application before displaying the Final Submission dialog box.***

---



**Figure 6-123: Final Submission Dialog Box**

9. Click the YES button. The project application is submitted to FEMA. A message is displayed that the work packet for the Receipt and Delegate task in the Eligibility Determination process was created (Figure 6-124).



**Figure 6-124: Work Packet Created Message**

10. On the bottom right part of the tab, click the CLOSE button.

## Task 18: Zero Out a Project

1. Click the **Match Sources** tab (Figure 6-125). Read the warning and click OK.

HMGP APPLICATION: DISASTER #: 7519 FEMA PROJ #: 2-R APPLICATION ID: 5 AMENDMENT #: 0

Public Notice | Attachments | Eligibility Review | Property Site Inventory | Lat/Lon | Authorization |

Applicant Information | Problem & Risk Data | Project Info | Work Schedule | Cost Estimate | **Match Sources** | Cost Effectiveness | Maintenance Assurance |

Total Project Cost Estimate: \$5,500.00 Proposed Federal Share: \$4,125.00  
 \* Federal Share Percentage: 75.00 % Proposed Non-Federal Share: \$1,375.00

**Non-Federal Funding** 1 of 2

\* Source Agency: Local \* Funds Availability Date: 08/15/2011  
 + Source Name: City of Anna \*\* Funds Commitment Letter Date: 09/01/2011  
 + Funding Type: Cash  
 Other Funding Type Description:

* Item Name	* Unit Qty	Unit of Measure	* Unit Cost	Total Cost	% of Non-Fed Share
City funds to cover eligible expenses.	1	LS	\$1,000.00	\$1,000.00	72.72727273 %

\* Source Agency: Local \* Funds Availability Date: 08/15/2011  
 + Source Name: Adams County \*\* Funds Commitment Letter Date: 09/01/2011  
 + Funding Type: Administration  
 Other Funding Type Description:

* Item Name	* Unit Qty	Unit of Measure	* Unit Cost	Total Cost	% of Non-Fed Share
Staff time to complete administrative work	25	HR	\$15.00	\$375.00	27.27272727 %

Grand Total Cost: \$1,375.00 100.0000000000 %

New Delete

Save \* Required for Project Submission \*\* Required before Project Closeout. Amend Close

**Figure 6-125: Mitigation > Projects > Application Development > Match Sources Tab**

2. Select an item by clicking inside any of the Non-Federal funding fields. On the bottom left part of the tab, click the DELETE button.
3. Repeat Step 2 for additional items that you wish to delete.
4. Click the **Cost Estimate** tab and delete all line items.
5. On the bottom left part of the **Cost Estimate** tab, click the SAVE button.
6. Still in the **Cost Estimate** tab, click the NEW button. A new row for Cost Estimate information is displayed.
7. Enter a line item with a Unit Quantity of "1" and a Unit Cost of "0."
8. On the bottom left part of the tab, click the SAVE button.
9. The message "Data has been saved" is displayed. Click the OK button on the message box.
10. Click the **Match Sources** tab.

11. On the bottom left part of the tab, click the NEW button. A set of data fields for Non-Federal Funding information is displayed.
12. Enter the information in the required data fields (boxes are shaded green). In the Unit Cost column, you must enter "0."
13. On the bottom left part of the tab, click the SAVE button. The message "Data has been saved" is displayed.
14. Click the OK button on the message box.
15. On the bottom right part of the tab, click the CLOSE button.
16. Verify that the task has been done correctly by completing the following steps.
  - a. On the MITIGATION menu bar, click on Projects>Eligibility Determination > View All. The project list is displayed.
  - b. Select the project that has just been zeroed out. Click the OK button.
  - c. Click the Cost Review tab. The project dollar amounts should now be "\$0."

## Task 19: Copy an Un-submitted Project to a More Recent Disaster

FEMA personnel with the HMO position have the option of copying an un-submitted application from one disaster to a more recent disaster. This will reduce or eliminate the need to re-enter an application that was not funded in one disaster but can be submitted to a more recent disaster for federal eligibility.

Users who are not FEMA personnel with the HMO position can either re-enter the application in its entirety under the more recent disaster, or contact the FEMA regional office for assistance.

If the user chooses to copy a project from one disaster to a more recent disaster, the following prerequisites must be met:

- The status of the more recent disaster where the application shall be copied from is OPEN. If the disaster is CLOSED, the system will generate the following Project Copy message: ***You must select an open disaster to copy the project.***
- The status of the project that is to be copied must be OPEN. If the project selected is CLOSED, the system will generate the following Project Copy message: ***You must select an open project for the copy.***
- The project that is to be copied must NOT be obligated. If the project selected for copy is obligated for \$1 or more, the system will generate the following Project Copy message: ***There is already an accepted obligation for this project. This project cannot be copied.***
- The Recipient State or Tribe being used when copying for both the original disaster and the more recent disaster must be the same. If they are not the same, the system will generate the following ERROR message: ***You must use a disaster declared in the same state when copying an application.***
- The project must be copied to a disaster with a more recent declaration date than the declaration date of the original disaster. If this is not the case, the system will generate the following Project Copy message: ***You must select different disaster with later declaration date to copy the project.***

If every prerequisite above is met, the process to copy an application from one disaster to another is as follows.

1. On the MITIGATION menu, select Projects > Application Development. Make sure you are on the disaster where the original application is. When the Application Development screen appears, select or highlight the project to be copied, and then click on the COPY button (Figure 6-126).



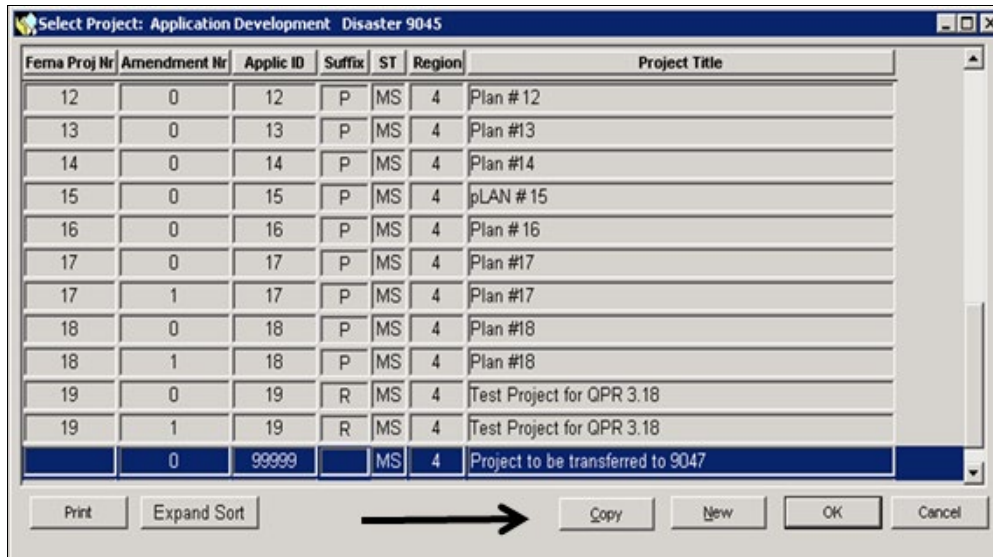


Figure 6-126: Mitigation > Projects > Application Development > Copy

- The Select Disaster screen will appear. Enter or select the new disaster number to which the project is to be copied and select OK (Figure 6-127).

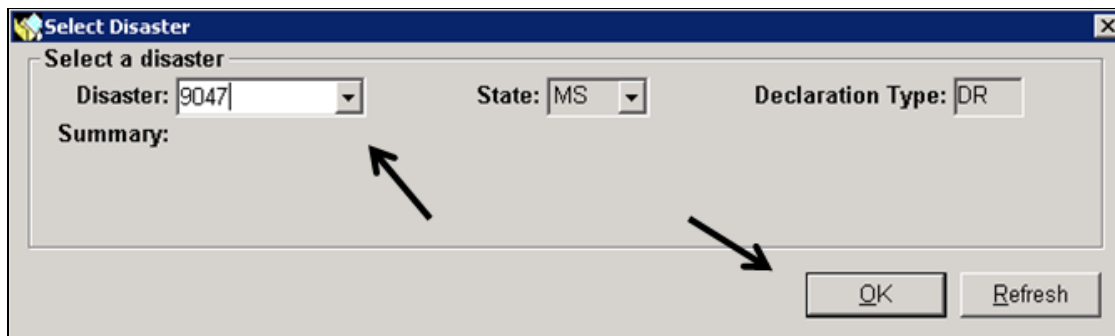
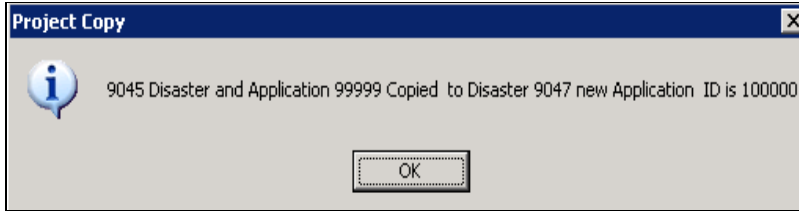


Figure 6-127: Mitigation > Projects > Application Development >

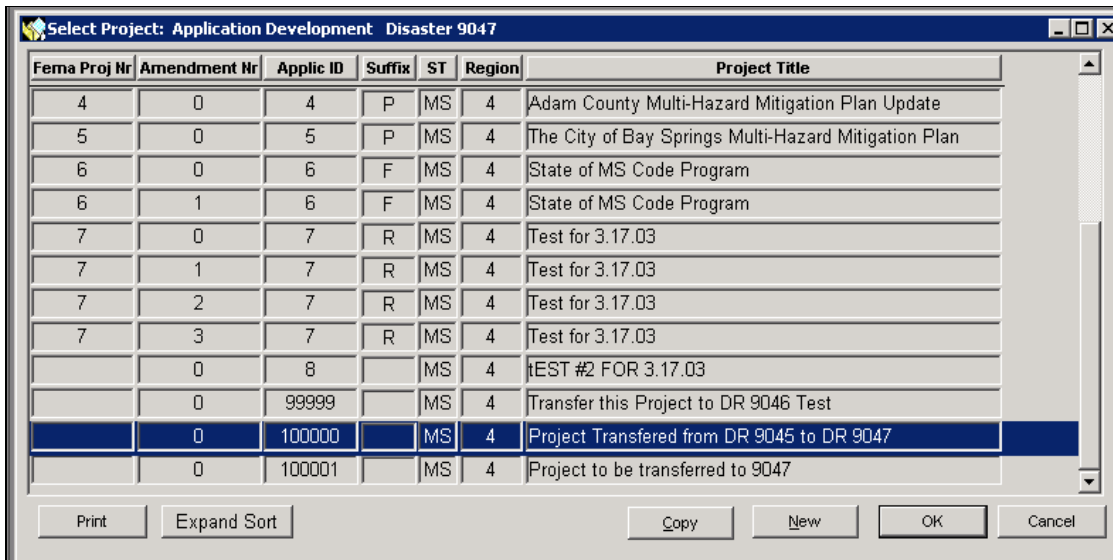
**Copy > Select Disaster Screen**

- The following Project Copy message will be displayed: ***Subrecipient Mitigation Plan Type, Subrecipient Mitigation Plan Title, Subrecipient Mitigation Plan Approval Date, Subrecipient Mitigation Plan Expiration Date and Eligibility Review – Overview tab information, will not be copied to the new application.***
- Select OK. If successful, a message will be displayed confirming that the project copied over to the new disaster with a new application ID (Figure 6-128).



**Figure 6-128: Confirmation of Project Copied to a New Disaster**

- The project will now appear in the Select Project: Application Development (Figure 6-129). Change the name of the project, add the Subrecipient plan information, complete the eligibility review and make any additional edits before submitting the project to federal eligibility.



**Figure 6-129: Select Project: Application Development Screen Showing Project Copied to the New Disaster**

## Task 20: Enter Management Cost

Users are now able to enter subrecipient management cost in the Management Cost tab at the time of project submission for disasters declared **on or after August 1, 2017** (projects with amendment zero), if no State Management Cost Project Types are selected for the project application. Users can still add subrecipient management cost as an amendment if they choose.

---

**NOTE: HMGP Post Fire subrecipient management costs are only eligible for events occurring on or after October 5, 2018.**

---

1. If Planning, Regular Project, or Initiative Project is selected (and no State Management Cost Project Types are selected), click on the **Management Cost** tab.
2. Enter an amount in the Subrecipient Management Cost field (Figure 6-130).
3. Add a comment (optional).

Amendment Number	Subrecipient Management Cost	Comments
0	\$500.00	
<b>Total</b>	<b>\$500.00</b>	

+ Required for Project Submission    ++ Required before Project Closeout.

**Figure 6-130: Management Cost Tab**

4. If a State Management Cost Project Type is selected during Application Development, the system will display the following message to inform the user that subrecipient management costs cannot be entered: “At least one State Management Cost Project Type was selected. You will not be able to add Subrecipient Management Cost to this project.” (Figure 6-131)



**Figure 6-131: State Management Cost Project Type Message**

---

***NOTE: There is no change in how HMGP users submit their project when users enter the subrecipient management cost in the Management Cost tab. When all the required application fields are filled out, the project is ready for submission.***

---

## References for Manage Project Application

[Flood Zone Codes](#)

[Project Type Codes](#)

[Property Site Inventory - Hazard Types](#)

[Property Site Inventory - Property Actions](#)

[Available Reports](#)

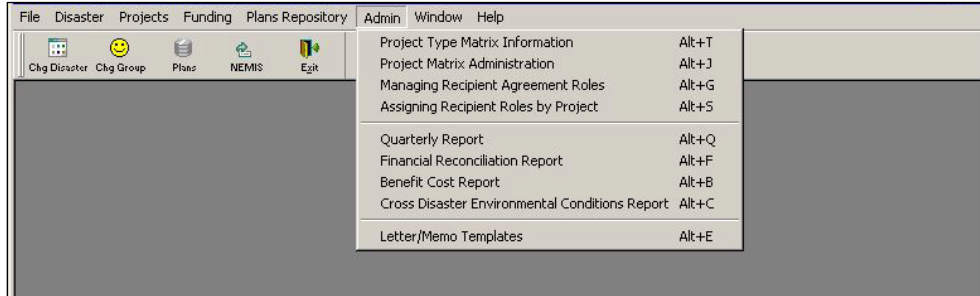
Table 6-20: Flood Zone Codes

CATEGORY CODE	DESCRIPTION
C, X	Area of minimal flood hazards
B, X	Area of moderate flood hazards
N	Area of moderate mudslide (i.e., mudflow) hazards
AR	Area of special flood hazard that results from the decertification of a previously accredited flood protection system that is determined to be in the process of being restored to provide a 100-year or greater level of flood protection
A99	Area of special flood hazard where enough progress has been made on a protective system, such as dikes, dams, and levees, to consider it complete for insurance rating purposes
A1-30, AE	Area of special flood hazard with water surface elevations determined
A	Area of special flood hazard without water surface elevations determined
A0	Area of special flood hazards having shallow water depths and/or unpredictable flow paths between one and three feet
V0	Area of special flood hazards having shallow water depths and/or unpredictable flow paths between one and three feet and with velocity
AH	Area of special flood hazard having shallow water depths and/or unpredictable flow paths between one and three feet, and with water surface elevations determined
V1-30, VE	Area of special flood hazards with water surface elevations determined, and with velocity, that is inundated by tidal floods (coast high hazard area)
V	Area of special flood hazards without water surface elevations determined, and with velocity, that is inundated by tidal floods (coast high hazard area)
E	Area of special flood-related erosion hazards
M	Area of special mudslide (i.e., mudflow) hazards
D	Area of undetermined but possible flood hazards
P	Area of undetermined, but possible mudslide hazards
Other	Specify in comments

## Project Type Codes

To see the list of Project Types available, complete the following steps:

1. On the Mitigation menu bar, click Admin > Project Type Matrix Information (Figure 6-130).



**Figure 6-130: Mitigation > Admin > Project Type Matrix Information**

2. A list of project types is displayed (Figure 6-131). You may use any that are checked under the HMGP column. Check this table often because the information is subject to change.

The table displays other pertinent information such as:

- Code descriptions
- Whether the code is a legacy code (i.e., a code use in pre-3.0 NEMIS HMGP version releases)
- Whether the code requires a PSI
- Whether the code is applicable to HMGP, FMA, or the HMGP Historical Database
- Predecessor code (for example, Code 90.1, Mitigation Plan –Local Multi-hazard Mitigation Plan, is the predecessor of Code 91.1, Local Multi-hazard Mitigation Plan)

MT Project Type Matrix													
NEMIS <input checked="" type="radio"/> eGrants <input type="radio"/> eGrants Grant Type: <input type="text"/>													
Project Type Matrix Information													
NEMIS													
Code	Description	Legacy	NEMIS PSI	EGRNT PSI	Plan	SMC	HMGP	FMA	HMGP HIST	PI	SLR	Active Date	Exp
201.1	Relocation of Private Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.2	Relocation of Private Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.3	Relocation of Public Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.4	Relocation of Public Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.5	Relocation of Private Structures - Erosion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.6	Relocation of Private Structures - Landslide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.7	Relocation of Private Structures - Snow Avalanche	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.8	Relocation of Public Structures - Erosion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.9	Relocation of Public Structures - Landslide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.10	Relocation of Public Structures - Snow Avalanche	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.1A	RETRO - Relocation of Private Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.2A	RETRO - Relocation of Private Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.3A	RETRO - Relocation of Public Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
201.4A	RETRO - Relocation of Public Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
202.1	Elevation of Private Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
202.2	Elevation of Private Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
202.3	Elevation of Public Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
202.4	Elevation of Public Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
202.5	Elevated Foundation System - Pilot (P205-080-01)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01.01.2010	
202.1A	RETRO - Elevation of Private Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
202.2A	RETRO - Elevation of Private Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
202.3A	RETRO - Elevation of Public Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
202.4A	RETRO - Elevation of Public Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
203.1	Wet Floodproofing Private Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
203.2	Wet Floodproofing Private Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
203.3	Wet Floodproofing Public Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
203.4	Wet Floodproofing Public Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
203.1A	RETRO - Wet Floodproofing Private Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
203.2A	RETRO - Wet Floodproofing Private Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
203.3A	RETRO - Wet Floodproofing Public Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
203.4A	RETRO - Wet Floodproofing Public Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
204.1	Dry Floodproofing Private Structures - Riverine (Commercial)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
204.2	Dry Floodproofing Private Structures - Coastal (Commercial)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
204.3	Dry Floodproofing Public Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
204.4	Dry Floodproofing Public Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
204.5	Dry Floodproofing Private Structures - Riverine (Residential-Historic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.2007	
204.6	Dry Floodproofing Private Structures - Coastal (Residential-Historic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01.01.2007	
204.1A	RETRO - Dry Floodproofing Private Structures - Riverine (Commercial)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
204.2A	RETRO - Dry Floodproofing Private Structures - Coastal (Commercial)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
204.3A	RETRO - Dry Floodproofing Public Structures - Riverine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
204.4A	RETRO - Dry Floodproofing Public Structures - Coastal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
204.5A	RETRO - Dry Floodproofing Private Structures - Riverine (Residential-Historic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.2007	
204.6A	RETRO - Dry Floodproofing Private Structures - Coastal (Residential-Historic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01.2007	
205.1	Retrofitting Private Structures - Wildfire	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	
205.2	Retrofitting Public Structures - Wildfire	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.01.1901	

Figure 6-131: Project Type Matrix



**Property Site Inventory - Hazard Types**

- Biological
- Chemical
- Civil Unrest
- Coastal Storm
- Crop Losses
- Dam/Levee Break
- Drought
- Earthquake
- Fire
- Fishing Losses
- Flood
- Freezing
- Human Cause
- Hurricane
- Land Subsidence
- Mud/Landslide
- Nuclear
- Severe Ice Storm
- Severe Storm(s)
- Snow
- Special events
- Terrorist
- Tornado
- Toxic Substances
- Tropical Cyclones
- Tsunami
- Typhoon
- Volcano
- Wind Storms
- Other (Specify in comments)

**Property Site Inventory - Property Actions**

- Acquisition of Vacant Land
- Acquisition/Démolition
- Acquisition/Relocation
- Elevation
- Flood-proofed
- Other (Specify in comments)
- Safe Room/Wind Shelter
- Seismic Retrofit
- Wildfire Retrofit
- Wind Retrofit

**Available Reports**

To track and document the process of Managing Project Applications, the following reports can be generated, as described in Unit 14 - Generate Standard HMGP Reports:

- Project Cost Line Item Report
- Non-Federal Share Fund Report
- Property Site Inventory Report
- Application Development Report

## Unit 7 – Manage Eligibility Determination

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Task 6: Execute Environmental Officer Review .....	7-40
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## Overview

The NEMIS HMGP Manage Eligibility Determination process allows FEMA staff to track the review and approval process for each HMGP project application submitted for FEMA approval.

Table 7-1 provides an overview of the Manage Eligibility Determination process.

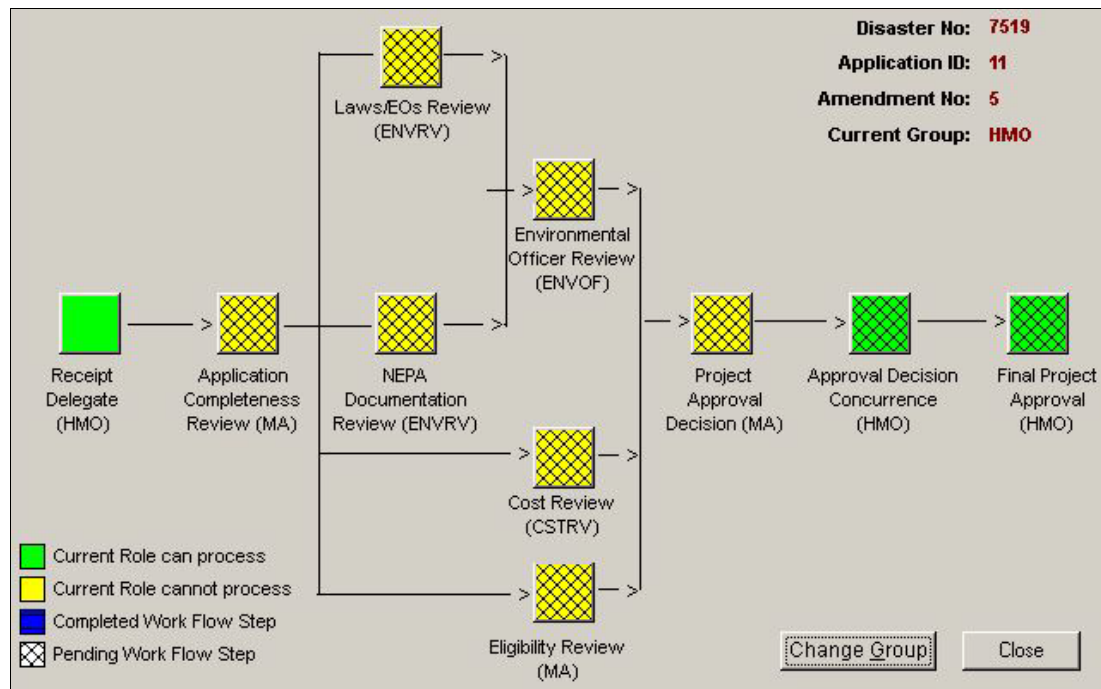
**Table 7-1: Manage Eligibility Determination Process**

ITEM	DESCRIPTION
Purpose	Review and determine project eligibility for HMGP funding
When does it start?	After the Recipient has submitted the project applications
Who does it?	<ul style="list-style-type: none"> <li>• FEMA Regional Hazard Mitigation Officers (HMO)</li> <li>• FEMA Mitigation Analysts (MA)</li> <li>• FEMA Headquarters Staff</li> <li>• FEMA Regional Environmental Officer</li> </ul>
How is it done?	Execute 13 tasks: Task 1: <a href="#">Access an Eligibility Determination Work Packet</a> Task 2: <a href="#">Execute Receipt and Delegate</a> Task 3A: <a href="#">Execute Application Completeness Review</a> Task 3B: <a href="#">Execute Withdraw or Void</a> Task 4: <a href="#">Execute Laws/Executive Orders Review</a> Task 5: <a href="#">Execute NEPA Documentation Review</a> Task 6: <a href="#">Execute Environmental Officer Review</a> Task 7A: <a href="#">Execute Cost Review</a> Task 7B: <a href="#">Execute Cost Review – Subrecipient Management Cost</a> Task 8: <a href="#">Execute Eligibility Review</a> Task 9: <a href="#">Execute Project Approval Decision</a> Task 10: <a href="#">Execute Approval Decision Concurrence</a> Task 11: <a href="#">Complete the Application Detail Tab</a> Task 12: <a href="#">Execute Final Project Approval Decision</a>

## Work Packets

To manage the Eligibility Determination process workflow, NEMIS HMGP provides system work packets. For each task in the Eligibility Determination process, there is a system work packet. While the task is ongoing, the work packet status starts out as "REVIEW." When the task gets completed, the work packet status changes to "COMPLETE." The system automatically creates the work packet for the next task. If concurrent tasks follow the completed task, a work packet is created concurrently for each of the tasks.

Work packets follow the workflow sequence of the HMGP Eligibility Determination process. The flow of the work packets can be bidirectional. If, at several key points, a reviewer determines that a task needs to be reworked, the direction of the workflow is reversed. The work packet is sent back to the assigned user for rework and the status changes to "REWORK."



**Figure 7-1: Eligibility Determination Work Packet Sequence**

Figure 7-1 illustrates the Eligibility Determination process workflow in the system. The diagram shows that after the Application Completeness Review task is completed, the following four tasks are executed concurrently. Thus, the system will generate the four work packets simultaneously:

- Laws/EOs Review
- NEPA Documentation Review
- Cost Review
- Eligibility Review

The Project Approval Decision work packet provides an example of a possible reverse flow. While completing that task, the reviewer may identify a need for rework. Depending on which review needs reworked, the work packet can be sent back to the Environmental Officer Review, the Cost Review, or the Eligibility Review.

After projects are submitted for Federal eligibility, any changes made to the project are verified to pass validation. If the steps taken do not pass validation, an appropriate message is displayed.

While attempting to “complete work step” during the Federal eligibility a notification of missing data may be received. It will be necessary to update the project to include missing data to proceed with the Federal eligibility process. Any attempts to improperly revise the application by removing required data will be prohibited.

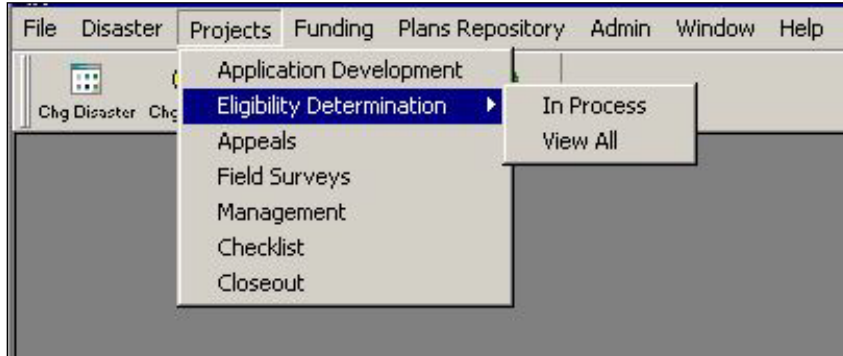
Table 7-2 lists the NEMIS HMGP Group ID and the workflow tasks that each group is responsible for.

**Table 7-2: Group ID - Work Packets Assignment Table**

GROUP ID
ASSIGNED WORKFLOW TASKS
<b>MT HMO</b> Receipt and Delegate Approval Decision Concurrence Final Project Approval
<b>MT Analyst (MA)</b> Application Completeness Review Eligibility Review Project Approval Decision
<b>MT Cost Reviewer (CSTRV)</b> Cost Review
<b>MT Environmental Reviewer (ENVRV)</b> Laws/EOs Review NEPA Documentation Review
<b>MT Environmental Officer (ENVOF)</b> Environmental Officer Review

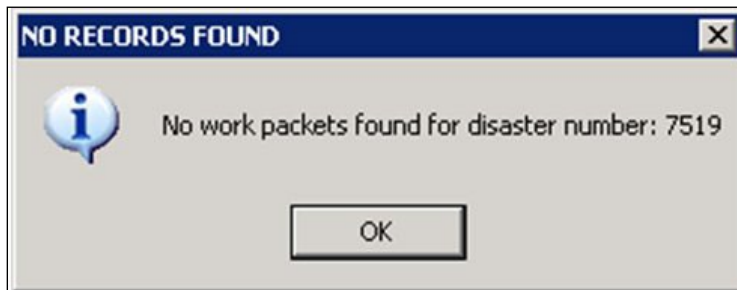
## Task 1: Access an Eligibility Determination Work Packet

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process (Figure 7-2).



**Figure 7-2: Mitigation > Projects > Eligibility Determination > In Process**

2. If you see this message, the project applications for the disaster have not yet been submitted (Figure 7-3).



**Figure 7-3: No Work Packets Found Message**

3. If project applications have been submitted, the Mitigation Work Packet List is displayed (Figures 7-4 and 7-5). Table 7-3 describes the information displayed on the screen.

---

***NOTE: The Group ID of the current user is displayed on the top left part of the screen.***

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Work Packets for: HMO

Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title	FEMA Reviewer
9	76	1	53	AZ	Receipt and Delegate	REVIEW	Tempe Courthouse Wind Retrofit	
9	11	1	5	AZ	Eligibility Review	REVIEW	7512-02 La Paz County Multi-Jurisdictio	
9	11	1	5	AZ	Environmental Officer Review	REVIEW	7512-02 La Paz County Multi-Jurisdictio	
9	11	1	5	AZ	Cost Review	REVIEW	7512-02 La Paz County Multi-Jurisdictio	
9	67	0	48	AZ	Application Completeness Review	REVIEW	Pima County Generator Phase III	
9	56	1	45	AZ	Final Project Approval Decision	REVIEW	Ridgeland School Creek at Fortuna Roa egarren	
9	64	2	44	AZ	Final Project Approval Decision	REVIEW	Ridgeland School Creek at Fortuna Roa ejordan	
9	10	1	4	AZ	Application Completeness Review	REVIEW	Pima County Generator Phase III	
9	57	0	38	AZ	Cost Review	REVIEW	Hancock County Community Shelters-1	
9	57	0	38	AZ	Environmental Officer Review	COMPLETE	Hancock County Community Shelters-1	
9	57	0	38	AZ	Eligibility Review	REVIEW	Hancock County Community Shelters-1	
9	55	1	33	AZ	Environmental Officer Review	REVIEW	Pima County Generator Project	
9	55	1	33	AZ	Cost Review	REVIEW	Pima County Generator Project	
9	55	1	33	AZ	Eligibility Review	REVIEW	Pima County Generator Project	
9	18	2	27	AZ	Receipt and Delegate	REVIEW	City of Bisbee Fire Station Wind Retrofit	

Figure 7-4: Mitigation Work Packet List - Left Side

Previous Reviewer Userid	Assigned Analyst	LOI Prompt Answer	PIO Notification	SF424 Notification	Application Submission Date	Application Receipt Date	Workflow Queue	Application Name
		0	0	0	06/22/2010		MTRECEDELQ	MT Receipt Delegate App
egarren		1	0	1	09/16/2013	09/16/2013	MTELGIRVW	MT Eligibility Review App
egarren		1	0	1	09/16/2013	09/16/2013	MTENVOFFCR	MT Env Officer App
egarren		1	0	1	09/16/2013	09/16/2013	MTCOSTRWV	MT Cost Review App
mbaranford		0	0	0	02/10/2010	01/16/2013	MTAPPLRVWQ	MT Application Review App
aacuna		1	0	1	02/11/2010	02/11/2010	MTFINAPRVQ	MT Final Project Aprv App
maceved2		1	0	1	02/11/2010	02/11/2010	MTFINAPRVQ	MT Final Project Aprv App
egarren		0	0	0	09/13/2013	09/13/2013	MTAPPLRVWQ	MT Application Review App
egarren		1	0	1	02/10/2010	07/16/2010	MTCOSTRWV	MT Cost Review App
egarren		1	0	1	02/10/2010	07/16/2010	MTENVOFFCR	MT Env Officer App
egarren		1	0	1	02/10/2010	07/16/2010	MTELGIRVW	MT Eligibility Review App
maceved2		1	0	1	02/11/2010	02/11/2010	MTENVOFFCR	MT Env Officer App
maceved2		1	0	1	02/11/2010	02/11/2010	MTCOSTRWV	MT Cost Review App
maceved2		1	0	1	02/11/2010	02/11/2010	MTELGIRVW	MT Eligibility Review App
		0	0	0	06/18/2013		MTRECEDELQ	MT Receipt Delegate App

Figure 7-5: Mitigation Work Packet List - Right Side

4. The box on the far left column of each row in the Mitigation Work Packet list indicates the following:

- A green solid box means you can execute that work packet now.
- A green patterned box means you can execute that work packet once other required workflow tasks are completed.
- A yellow solid box means that the work packet must be executed by a user logged in with a different Group ID. You can view the information however.



Table 7-3: Mitigation Work Packet List Data Fields

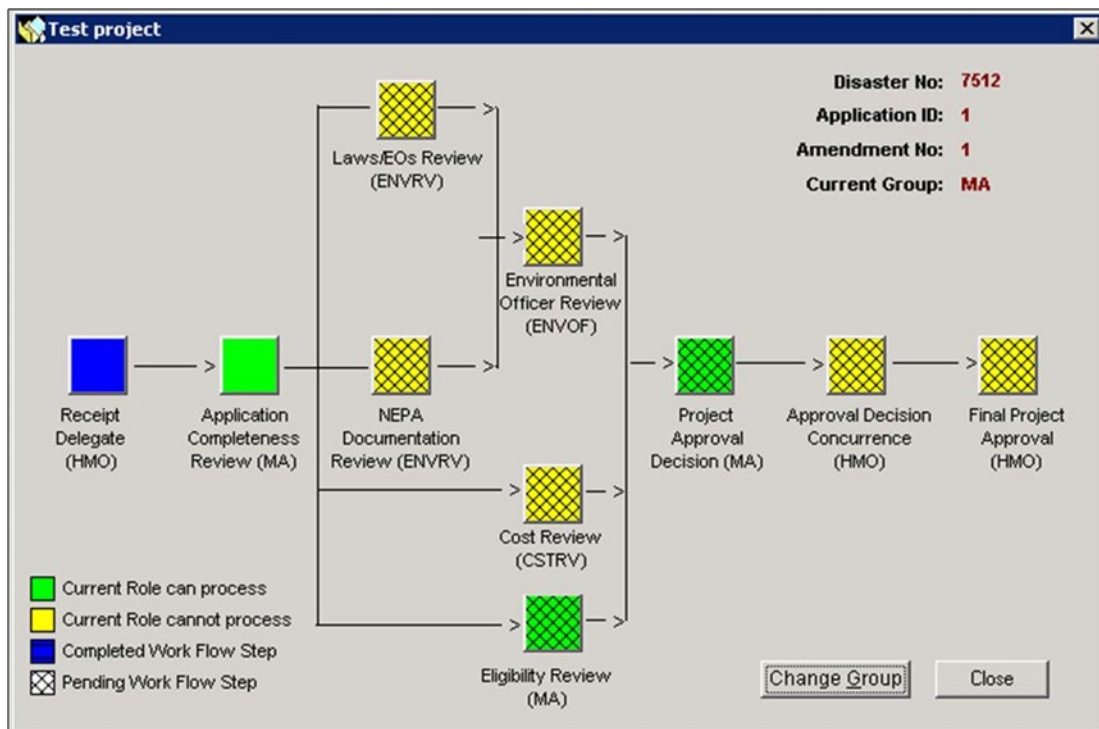
DATA FIELD	INFORMATION DISPLAYED
Region	FEMA Region where disaster occurred
Dstr No	FEMA disaster number
Applic ID	Recipient project application number
Amend Number	Project application Amendment Number
FEMA Proj No	System-generated FEMA project application number when project is submitted to FEMA
State	State where disaster occurred
Workflow Description	Current task in the Eligibility Determination process
Status	Work Packet status
Project Title	Project Title
FEMA Reviewer	For amendments, the person who executed the Project Approval Decision of the project application for which this is an amendment
Previous Reviewer User Id	For amendments, the NEMIS HMGP user identification of the MA who processed the original or previous project application
Assigned Analyst	The name of the MA designated to oversee the project application's eligibility review
Declaration Request Letter Prompt Answer	Was the Declaration Request Letter received? 0 - No or Unanswered 1 - Yes
Public Information Officer Notification	Was the Public Information Officer notified? 0 - No or Unanswered 1 - Yes
SF-424 Notification	Was the SF-424 received? 0 - No or Unanswered 1 - Yes
Application Submission Date	Date of project application submission in NEMIS HMGP
Application Receipt Date	If the project application was submitted in NEMIS HMGP, same as the Application Submission Date If the project application was submitted in hard copy, date received at the FEMA Regional Office
Workflow Queue Name	Internal system name for the workflow queue
Application Name	Work Packet name

- On the bottom part of the Mitigation Work Packet List screen, the following buttons are available (Figure 7-6).



**Figure 7-6: Mitigation Work Packet List Buttons**

- On the bottom left part of the screen, click the WORK FLOW MAP button. A graphic of the project application's work packets, their place in the eligibility determination workflow, and your current Group ID is displayed (Figure 7-7). 6a-6d describes the steps you can do on the Workflow Map Diagram screen.



**Figure 7-7: Workflow Map Diagram**

The squares in the diagram follow the legend below:

- Blue solid squares represent workflow tasks that have been completed.
- Green solid squares represent workflow tasks that are ready for you to execute.
- Yellow squares (solid or crisscrossed) represent workflow tasks that you cannot execute with your current Group ID. You can however view the work packet information.
- Squares with crisscrossed lines represent workflow tasks that cannot be completed until other reviews are completed first.

- a. On the bottom of the Workflow Map Diagram screen, click the CHANGE GROUP button. This allows you to change your Group ID without going back to the MT Login process.
  - b. After you select your new Group ID, the diagram is refreshed automatically.
  - c. From this diagram screen, you can choose to execute a work packet by clicking on a green solid square. Remember, green solid squares represent tasks that are ready for you to work on.
  - d. If you do not choose to execute or view any of the work packets in the diagram, click the CLOSE button. The Mitigation Work Packet List is displayed once again.
7. On the bottom right part of the Mitigation Work Packet List screen, the CHANGE GROUP button is available. Clicking that button and selecting another group will refresh the Work Packet List automatically.
  8. Clicking the REFRESH button will update the Work Packet List.
  9. You can choose to execute a work packet on the list by completing the following steps. Make sure there is a green solid box on the far left column.
    - a. Highlight the work packet row that you wish to access.
    - b. On the bottom right part of the screen, click the OK button. The selected work packet review screen is displayed.
  10. You can choose to view a work packet on the list by repeating Steps 9a - 9b. You have read-only access to work packet information if there is a yellow solid box on the far left column. The Work Packet review screen will be displayed but you will not be able to enter any information.
  11. When the work packet review screen is displayed, the Mitigation Work Packet List automatically gets minimized to the bottom left part of the screen. You can display the list again by clicking the Restore button (Figure 7-8).



**Figure 7-8: Minimized List Screen**

### Task 2: Execute Receipt and Delegate

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed (Figure 7-9).

Work Packets for: HMO										Previous Reviewer	Assigned Analyst	LOI Prompt Answer	PIO Notification	SF424 Notification
Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title	FEMA Reviewer		Userid	Analyst	Answer	Notification	Notification
9	25	1	26	AZ	Cost Review	REVIEW	Maricopa County Elevation oh Property-			maceved2		1	0	1
9	25	1	26	AZ	Eligibility Review	REVIEW	Maricopa County Elevation oh Property-			maceved2		1	0	1
9	25	1	26	AZ	Environmental Officer Review	REVIEW	Maricopa County Elevation oh Property-			maceved2		1	0	1
9	55	1	33	AZ	Cost Review	REVIEW	Pima County Generator Project			maceved2		1	0	1
9	55	1	33	AZ	Eligibility Review	REVIEW	Pima County Generator Project			maceved2		1	0	1
9	55	1	33	AZ	Environmental Officer Review	REVIEW	Pima County Generator Project			maceved2		1	0	1
9	56	1	45	AZ	Project Approval Decision	REWORK	Ridgeland School Creek at Fortuna Roa rwinning			aacuna		1	0	1
9	57	0	38	AZ	Cost Review	REVIEW	Hancock County Community Shelters-h			egarren		1	0	1
9	57	0	38	AZ	Eligibility Review	REVIEW	Hancock County Community Shelters-h			egarren		1	0	1
9	57	0	38	AZ	Environmental Officer Review	COMPLETE	Hancock County Community Shelters-h			egarren		1	0	1
9	64	2	44	AZ	Final Project Approval Decision	REVIEW	Ridgeland School Creek at Fortuna Roa ejordan			maceved2		1	0	1
9	67	0	48	AZ	Application Completeness Review	REVIEW	Pima County Generator Phase III			mianford		0	0	0
9	76	1	53	AZ	Receipt and Delegate	REVIEW	Tempe Courthouse Wind Retrofit					0	0	0

Figure 7-9: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the HMO Group ID.
3. Highlight the row of the project that says "Receipt and Delegate" under Workflow Description. Check that there is a solid green box on the far left column of the row.
4. Click the OK button. The Eligibility Determination screen is displayed with ten tabs. The **Overall Review** tab is displayed by default (Figure 7-10).

Cost Issues Comments | Application Detail

**Overall Review** | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

<p><b>Regulatory Criteria</b></p> <p><input type="checkbox"/> Project conforms with State Mitigation Plan.</p> <p><input type="checkbox"/> Project benefits the designated area.</p> <p><input type="checkbox"/> Project conforms with environmental regulations.</p> <p><input type="checkbox"/> Project solves the problem independently or is a functional portion of the solution.</p> <p><input type="checkbox"/> Project is cost effective. * The benefit cost ratio is: 1</p> <p><input type="checkbox"/> Project funds requested will not substitute for another federal funding authority.</p> <p><input type="checkbox"/> Project funds are not matched or intended to be matched with another federal authority.</p>	<p><b>Additional Criteria</b></p> <p><input type="checkbox"/> Codes/Standards Rvw</p> <p><input type="checkbox"/> PWV Review (DSR)</p> <p><input type="checkbox"/> Engineering Review</p> <p><input type="checkbox"/> NFIRA Review</p> <p><input type="checkbox"/> HS Review</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> CIS</p> <p><input type="checkbox"/> FMA</p> <p><input type="checkbox"/> NFIP</p> <p><input type="checkbox"/> State Admin Plan</p>	<p>CID Number: 179999</p> <p>Community Name: Statewide</p> <p><b>Disaster Declared Areas</b></p> <p>Place Code   Place Name</p> <p>99031   Cook (County)</p> <p>99177   Stephenson (County)</p> <p>99141   Ogle (County)</p> <p>99015   Carroll (County)</p> <p>99043   DuPage (County)</p> <p>99085   Jo Davieess (County)</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Amendment Info**

Application Status: **Pending**

Approval: 00:00:0000

Submission: 09/25/2013

Received: 09/25/2013

Release: 00:00:0000

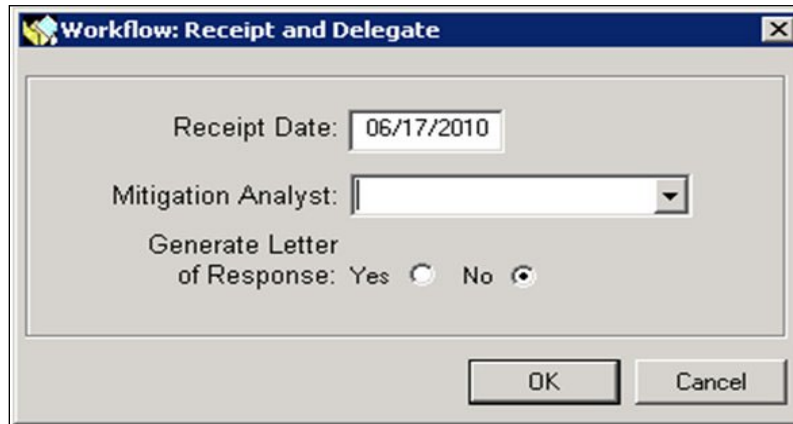
Withdraw | Void

Amendment Checklist \* This field is populated from the Cost Effectiveness tab.

Application Dev | Complete Work Step | Eligibility Review HMO | Close

Figure 7-10: Mitigation > Projects > Eligibility Determination > Overall Review Tab

- On the bottom left part of the Overall Review tab, click the COMPLETE WORK STEP button. The Workflow Receipt and Delegate dialog box is displayed (Figure 7-11).



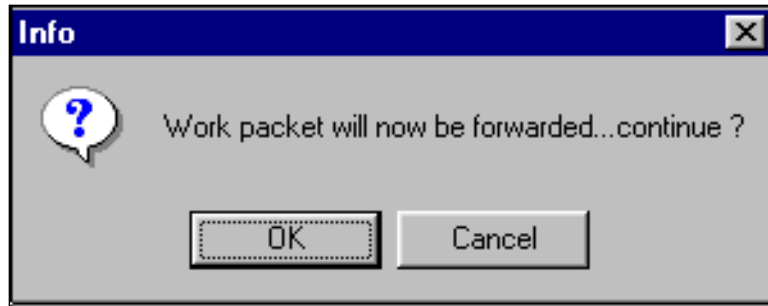
**Figure 7-11: Receipt and Delegate Dialog Box**

- Enter the information listed in Table 7-4.

**Table 7-4: Receipt and Delegate Dialog Box Data Fields**

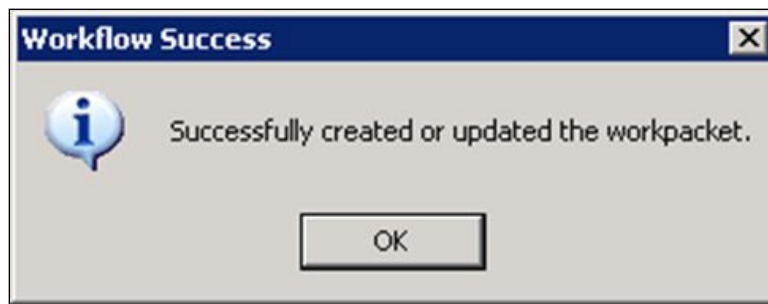
DATA FIELD	INFORMATION TO BE ENTERED
Receipt Date	Date the project application was submitted to FEMA. The system auto-fills the current date. Edit the date if necessary.  If the project application was submitted in NEMIS HMGP, enter the same date as the Application Submission Date in the Mitigation Work Packet List.  If the project application was submitted in hard copy, date received at the FEMA Regional Office.
Mitigation Analyst	Name of the FEMA Mitigation Analyst (MA) who will oversee the eligibility review of the project.  <i><b>NOTE: Other MAs will not be excluded from viewing this project application.</b></i>
Generate Letter of Response	Should the system launch MS Word to generate a letter of response to the Recipient? Click Yes or No.

- Click the OK button. The Forward Work Packet Dialog Box is displayed (Figure 7-12).



**Figure 7-12: Forward Work Packet Dialog Box**

8. Click the OK button. This will update the Receipt and Delegate work packet status to "COMPLETE." The next work packet in the workflow, Application Completeness Review, will be created by the system. A Workflow Success system message is displayed (Figure 7-13).



**Figure 7-13: Workflow Success Message**

9. If you selected "Yes" in the Generate a Letter of Response data field, MS Word is automatically launched with a form letter. The References section of this unit provides a Sample Letter of Response.
  - a. Type the project-specific data on the form letter. If your Region uses another form letter, open the file for that other form letter.
  - b. Address the letter to the State Director or State HMO, depending on Regional policy.
  - c. Save the document using the Save As feature, making sure to give the letter a different file name.
  - d. Print the document.
  - e. Exit out of MS Word.
10. Back on the bottom right of the **Overall Review** tab, click the CLOSE button.
11. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the MAXIMIZE button (the square icon). The screen is now maximized.

12. On the bottom right part of the screen, click the REFRESH button. Notice that the project application that just went through the Receipt and Delegate process now says "Application Completeness Review" under Workflow Description (Figure 7-14).

Work Packets for: MA										Previous Reviewer	Assigned Analyst	LOI Prompt	PIO Notification	SF-424 Notification
Region	Dstr No	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title	FEMA Reviewer	Userid	Analyst	Answer	Notification	Notification
9	7512	25	1	26	AZ	Cost Review	REVIEW	Maricopa County Elevation oh Property-		maceved2		1	0	1
9	7512	25	1	26	AZ	Eligibility Review	REVIEW	Maricopa County Elevation oh Property-		maceved2		1	0	1
9	7512	25	1	26	AZ	Environmental Officer Review	REVIEW	Maricopa County Elevation oh Property-		maceved2		1	0	1
9	7512	55	1	33	AZ	Cost Review	REVIEW	Pima County Generator Project		maceved2		1	0	1
9	7512	55	1	33	AZ	Eligibility Review	REVIEW	Pima County Generator Project		maceved2		1	0	1
9	7512	55	1	33	AZ	Environmental Officer Review	REVIEW	Pima County Generator Project		maceved2		1	0	1
9	7512	1	1	2	AZ	Project Approval Decision	REVIEW	Test project		jahlquis		1	0	1
9	7512	56	1	45	AZ	Cost Review	REVIEW	Ridgeland School Creek at Fortuna Roa		aacuna		1	0	1
9	7512	56	1	45	AZ	Eligibility Review	REVIEW	Ridgeland School Creek at Fortuna Roa		aacuna		1	0	1
9	7512	2	1	1	AZ	Final Project Approval Decision	REVIEW	V3MR11 Allocation test project	egarren	egarren		1	0	1
9	7512	67	0	48	AZ	Receipt and Delegate	REVIEW	Pima County Generator Phase II				0	0	0
9	7512	57	0	38	AZ	Application Completeness Review	REVIEW	Hancock County Community Shelters-I		egarren		0	0	0
9	7512	76	1	53	AZ	Receipt and Delegate	REVIEW	Tempe Courthouse Wind Retrofit				0	0	0
9	7512	56	1	45	AZ	Environmental Officer Review	REVIEW	Ridgeland School Creek at Fortuna Roa		aacuna		1	0	1
9	7512	64	2	44	AZ	Project Approval Decision	REVIEW	Ridgeland School Creek at Fortuna Roa		maceved2		1	0	1

Figure 7-14: Refreshed Mitigation Work Packet List



### Task 3A: Execute Application Completeness Review

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed (Figure 7-15).

Work Packets for: MA														
Region	Dstr No	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title	FEMA Reviewer	Previous Reviewer Userid	Assigned Analyst	LOI Prompt Answer	PIO Notification	SF424 Notification
9	7512	25	1	26	AZ	Cost Review	REVIEW	Maricopa County Elevation oh Property-		maceved2		1	0	1
9	7512	25	1	26	AZ	Eligibility Review	REVIEW	Maricopa County Elevation oh Property-		maceved2		1	0	1
9	7512	25	1	26	AZ	Environmental Officer Review	REVIEW	Maricopa County Elevation oh Property-		maceved2		1	0	1
9	7512	55	1	33	AZ	Cost Review	REVIEW	Pima County Generator Project		maceved2		1	0	1
9	7512	55	1	33	AZ	Eligibility Review	REVIEW	Pima County Generator Project		maceved2		1	0	1
9	7512	55	1	33	AZ	Environmental Officer Review	REVIEW	Pima County Generator Project		maceved2		1	0	1
9	7512	1	1	2	AZ	Project Approval Decision	REVIEW	Test project		jahlquis		1	0	1
9	7512	56	1	45	AZ	Cost Review	REVIEW	Ridgeland School Creek at Fortuna Roa		aacuna		1	0	1
9	7512	56	1	45	AZ	Eligibility Review	REVIEW	Ridgeland School Creek at Fortuna Roa		aacuna		1	0	1
9	7512	2	1	1	AZ	Final Project Approval Decision	REVIEW	V3MR11 Allocation test project	egarren	egarren		1	0	1
9	7512	67	0	48	AZ	Receipt and Delegate	REVIEW	Pima County Generator Phase II				0	0	0
9	7512	57	0	38	AZ	Application Completeness Review	REVIEW	Hancock County Community Shelters-I		egarren		0	0	0
9	7512	76	1	53	AZ	Receipt and Delegate	REVIEW	Tempe Courthouse Wind Retrofit				0	0	0

Figure 7-15: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the MA Group ID.
3. Highlight the row of the project that says "Application Completeness Review" under Workflow Description. Check that there is a solid green box on the far left column of the row.
4. Click the OK button. The Eligibility Determination screen is displayed with ten tabs. The **Overall Review** tab is displayed by default (Figure 7-16).

Cost Issues Comments | Application Detail

**Overall Review** | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

**Regulatory Criteria**

Project conforms with State Mitigation Plan.

Project benefits the designated area.

Project conforms with environmental regulations.

Project solves the problem independently or is a functional portion of the solution.

Project is cost effective. \* The benefit cost ratio is: 1

Project funds requested will not substitute for another federal funding authority.

Project funds are not matched or intended to be matched with another federal authority.

**Additional Criteria**

Codes/Standards Rvw

PWV Review (DSR)

Engineering Review

NFIRA Review

HS Review

Other

CIS

FMA

NFIP

State Admin Plan

CID Number: 179999

Community Name: Statewide

**Disaster Declared Areas**

Place Code	Place Name
99031	Cook (County)
99177	Stephenson (County)
99141	Ogle (County)
99015	Carroll (County)
99043	DuPage (County)
99085	Jo Daviess (County)

**Amendment Info**

Application Status: **Pending**

Approval: 00/00/0000

Submission: 09/25/2013

Received: 09/25/2013

Release: 00/00/0000

Amendment Checklist \* This field is populated from the Cost Effectiveness tab.

Application Dev | Complete Work Step
Eligibility Review MA

Figure 7-16: Mitigation > Projects > Eligibility Determination > Overall Review Tab



5. On the bottom left part of the tab, click the APPLICATION DEV button. The system displays the Mitigation > Projects > Application Development tabs for that project (Figure 7-17).

**Figure 7-17: Mitigation > Project > Application Development**

6. In the Application Development tabs, complete the following steps:
  - a. Review the information in all the tabs for consistency, completeness, and accuracy.
  - b. Click the **Project Info** tab.
    - i. On the bottom half of the tab, click the **Project Type** sub-tab.
    - ii. Note the Project Description(s) listed on the right-hand box. You will need this information in Step 12.
  - c. Click the **Cost Estimate** tab. On the bottom right part of the tab, note the answer to the question "Is the project part of the initiative?" You will need this information in Step 12.
  - d. On the bottom right part of the **Cost Estimate** tab, click the CLOSE button. The **Overall Review** tab of Eligibility Determination is displayed.
7. On the bottom left part of the **Overall Review** tab, click the COMPLETE WORK STEP button. The Application Completeness Review dialog box is displayed (Figure 7-18).

**Figure 7-18: Application Completeness Review Dialog Box**

8. To obtain the information for each of the questions in the dialog box, complete steps 9 - 12.

9. Question: Has the State HMGP Administrative Plan been Approved?

- a. On the MITIGATION menu bar, click Disaster > Overview > **Recipient Information** tab.
- b. In the middle section of the tab, the Recipient HMGP Administrative Plan details are displayed.
- c. If there is an Approval Date, the answer to the question is "Yes."

10. Question: Has a Letter of Intent been Received?

---

***HINT: You may also refer to the Governor's Letter of Request to check if HMGP assistance was requested. If yes, this is equivalent to receiving the State's Letter of Intent. If there is no Letter of Intent, AND, HMGP assistance was not requested, contact your Regional MT Help Desk for guidance.***

---

11. Question: Has a SF-424 been received?

- a. On the MITIGATION menu bar, click on Disaster > Overview. The eight tabs of Disaster Overview are displayed.
- b. Click the **SF424** tab.
- c. Locate the row of the correct Recipient/Subrecipient.

- d. If there is a number in the SF424 Number column, the answer to the question is "Yes."

---

***HINT: If the SF424 Number column is blank, indicating that the SF424 has not been received, contact your Regional MT Help Desk for guidance.***

---

12. Question: Suffix Type Code

**SELECT THE CORRECT SUFFIX TYPE CODE!**

---

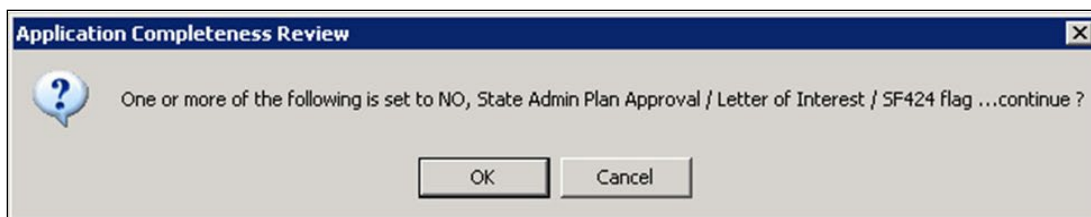
***CAUTION: If the Suffix Type Code is entered incorrectly, it cannot be changed in the Eligibility Determination tabs. The project application must first be voided by the HMO (Task 2: Execute Receipt and Delegate Review). Second, the Recipient must create a new project application and submit it.***

---

- a. The drop-down selection list of Suffix Type Codes includes:
- Project Planning (P)
  - Management (M)
  - Initiative (I)
  - Regular (R)
- b. In Step 6b you obtained the Project Descriptions(s) for this project application.
- i. If the project description refers to a plan, the Suffix Type Code is **Project Planning**.
  - ii. If the project description refers to management, the Suffix Type Code is **Management**.
- c. In Step 6c you obtained the answer to the question "Is the project part of the initiative?" If the answer was "Yes," the Suffix Type Code is **Initiative**.
- d. If none of the conditions listed in Steps 12b and 12c apply to the project, then the Suffix Type Code is **Regular**.

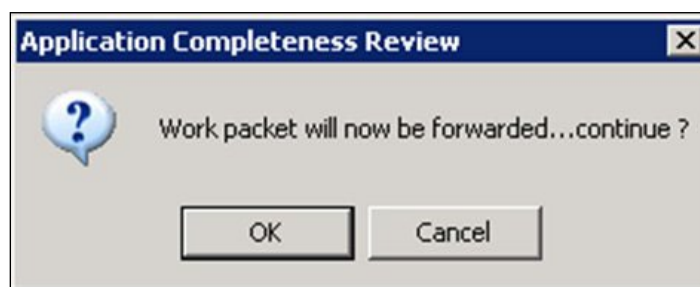
13. After you answer all the questions in the Application Completeness Review dialog box, click the OK button.

- a. If you selected "No" to any of the first three questions, the system confirms if it should continue completing the work step (Figure 7-19).



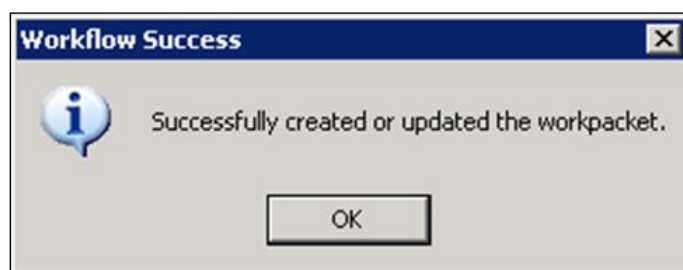
**Figure 7-19: Continue Completing Work Step Confirmation Message**

- i. Click the CANCEL button to return to the Eligibility Determination - **Overall Review** tab OR
  - ii. Click the OK button if you wish to continue. The Forward Work Packet dialog box is displayed (Figure 7-20).
- b. If you selected "Yes" for all the three questions in the Application Completeness Review dialog box, the Forward Work Packet dialog box is displayed (Figure 7-20).



**Figure 7-20: Forward Work Packet Dialog Box**

14. Click the OK button in the Forward Work Packet dialog box. The Workflow Success system message is displayed (Figure 7-21).



**Figure 7-21: Workflow Success Message**

15. Click the OK Button. The **Overall Review** tab is displayed.
16. On the bottom right part of the **Overall Review** tab, click the CLOSE button.
17. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.

18. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Application Completeness Review process now has four work packets displayed under the Workflow Description column (Figure 7-22):

- Laws/EOs Review
- NEPA Documentation Review
- Cost Review
- Eligibility Review

9	7512	57	0	38	AZ	Eligibility Review	REVIEW	Hancock County Commur
9	7512	67	0	48	AZ	Receipt and Delegate	REVIEW	Pima County Generator Pl
9	7512	57	0	38	AZ	Cost Review	REVIEW	Hancock County Commur
9	7512	57	0	38	AZ	Laws/EOs Review	REVIEW	Hancock County Commur
9	7512	57	0	38	AZ	NEPA Documentation Review	REVIEW	Hancock County Commur

**Figure 7-22: Work Packets after Application Completeness Review**

The project application is now ready to go through four work packets concurrently and can be completed in any order. Refer to the following tasks for each of the three processes:

- Task 4: [Execute Laws/EOs Review](#)
- Task 5: [Execute NEPA Documentation Review](#)
- Task 7: [Execute Cost Review](#)
- Task 8: [Execute Eligibility Review](#)

---

***NOTE: Once the Application Completeness Review is complete, the project amounts are added to the figures on the HMGP Budget Planning screen. For details on this tab, refer to Unit 5, Task 8: Review Budget Planning Information.***

---

Task 3B: Execute Withdraw or Void

**HINT: At any point during the Eligibility Determination process, the project application can be withdrawn or voided.**

1. Follow Steps 1 – 4 from Task 3A above. The Eligibility Determination screen is displayed with ten tabs. The **Overall Review** tab is displayed by default (Figure 7-23).

The screenshot shows the 'Overall Review' tab of the Eligibility Determination process. It features several sections:
 

- Regulatory Criteria:** A list of seven criteria, each with a dropdown menu set to 'N'. The criteria include conformance with State Mitigation Plan, benefits to designated areas, environmental regulations, independent problem solving, cost effectiveness (with a benefit cost ratio of 1), and funding requirements.
- Additional Criteria:** A list of seven criteria, each with a dropdown menu set to 'N'. These include Codes/Standards Rvw, PW Review (DSR), Engineering Review, NFIRA Review, HS Review, Other, and CIS.
- Disaster Declared Areas:** A table listing place codes and names: 99031 Cook (County), 99177 Stephenson (County), 99141 Ogle (County), 99015 Carroll (County), 99043 DuPage (County), and 99085 Jo Daviess (County).
- Amendment Info:** A section showing 'Application Status: Pending' and dates for Approval, Submission, Received, and Release, all set to 00/00/0000. It includes 'Withdraw' and 'Void' buttons.
- Eligibility Determination:** Three dropdown menus set to 'Applicant', 'Project Type', and 'Eligibility Criteria'.

 At the bottom, there are buttons for 'Application Dev', 'Complete Work Step', and 'Close', along with the text 'Eligibility Review MA'.

**Figure 7-23: Mitigation > Projects > Eligibility Determination > Overall Review Tab**

2. On the bottom left part of the tab, in the Amendment Info section, the WITHDRAW and VOID buttons are available (Figure 7-24).

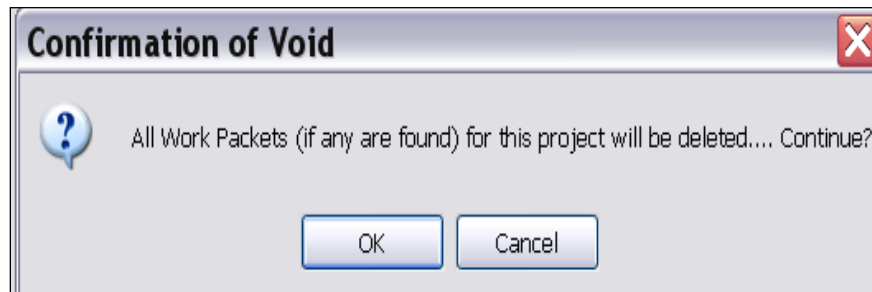
This close-up view of the 'Amendment Info' section shows:
 

- Buttons for 'Withdraw' and 'Void' on the left.
- 'Application Status: Pending' in red text.
- Approval: 00/00/0000
- Submission: 09/25/2013
- Received: 09/25/2013
- Release: 00/00/0000

**Figure 7-24: Withdraw and Void Buttons**

The WITHDRAW and VOID buttons both delete the project application from the Eligibility Determination process.

- a. Click the WITHDRAW button if the Recipient wishes to modify the project application and resubmit it as an amendment. The project's Application Status displays as "Withdrawn."
- b. Click the VOID button if the Recipient has decided to **permanently** withdraw the project application. The project's Application Status displays as "Voided."
- c. Whichever button is selected (Withdrawn or Void), the following warning message will appear. (Figure 7-25)



**Figure 7-25: Confirmation of Withdraw or Void warning**

3. Select OK to continue with the withdrawal or void process.

---

***NOTE: If the project being withdrawn or voided included a property site inventory (PSI), the question, "is this property included as part of the final project" will be set to NO for each property in the PSI. No properties in the PSI of a withdrawn or voided project will be considered to be missing required data during project closeout.***

---

### Task 4: Execute Laws/Executive Orders Review

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed (Figure 7-26).

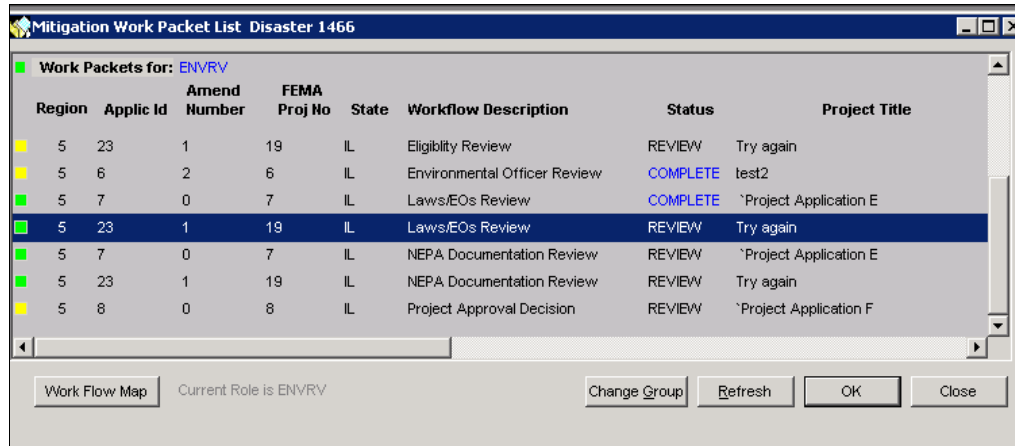


Figure 7-26: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the ENVRV Group ID.
3. Highlight the row of the project that says "Laws/EOs Review" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."
4. Click the OK button. The **Laws/EOs** tab is displayed by default (Figure 7-27).

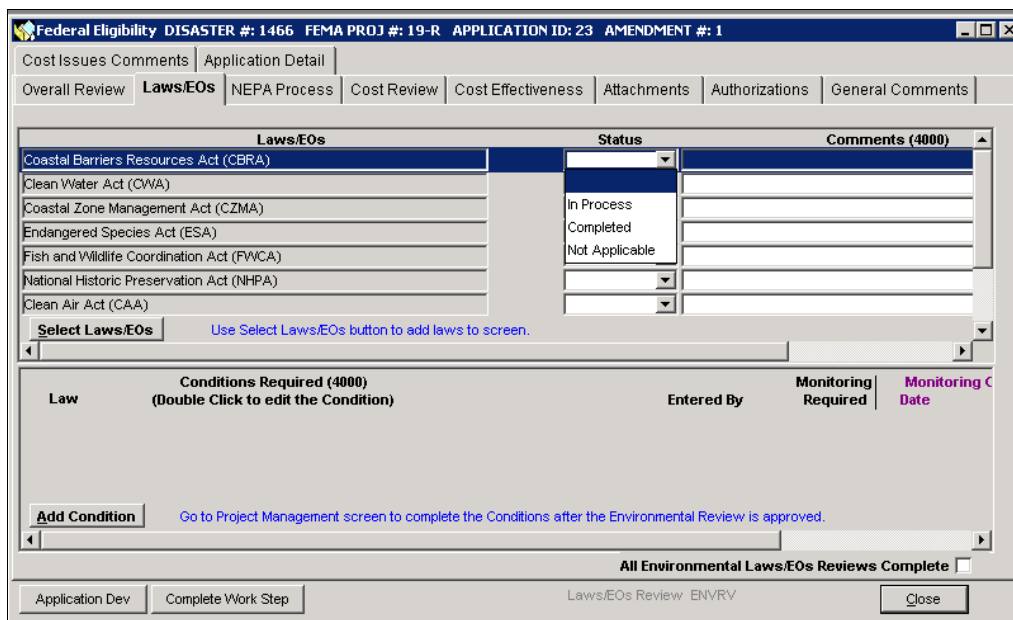
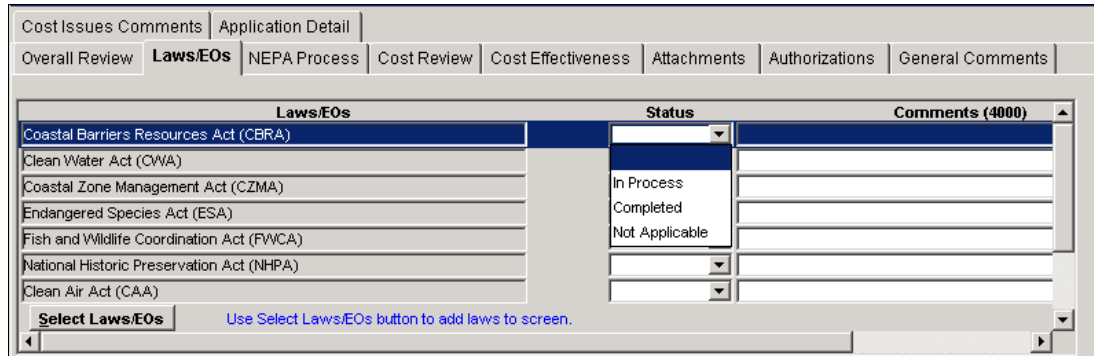


Figure 7-27: Mitigation > Projects > Eligibility Determination > Laws/EOs Tab

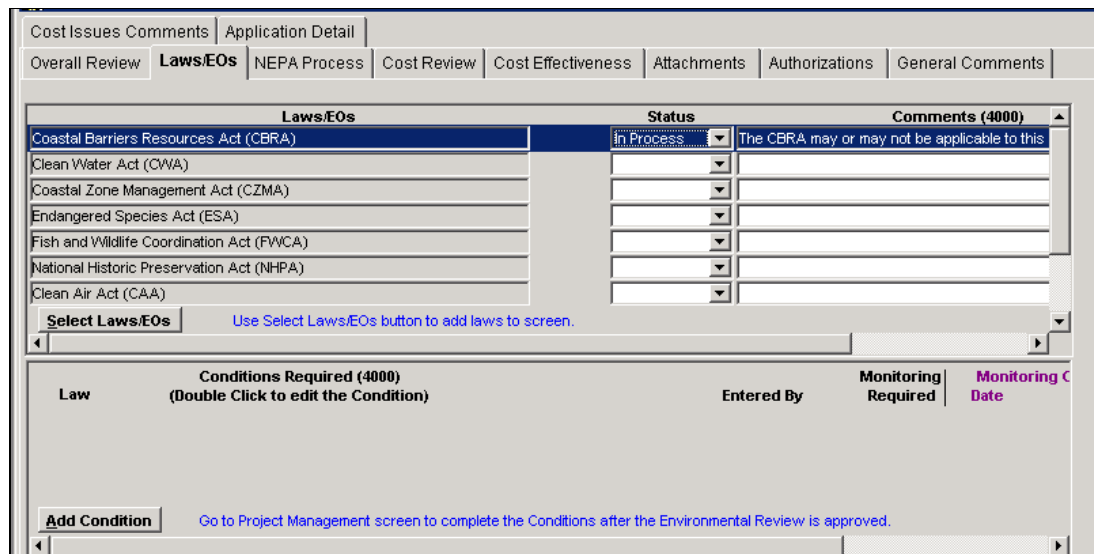


5. The top half of the **Laws/EOs** tab displays a list of Environmental Laws and Executive Orders. For each item in the list, complete Steps 5a - 5e.
  - a. Select the status of the project application with regards to the Environmental Law or Executive Order. Select "In Process," "Completed" or "Not Applicable" (Figure 7-28):



**Figure 7-28: Project Application Status of Laws/EOs**

- b. Double-click inside the Comments field to access the Comment Editor.
- c. In the Comment Editor text area, enter comments relevant to the project application and to the Law/EO.
- d. Click the OK button. The comments you entered are now displayed on that row. Your User Name, the date, and the time of entry are appended to the end of the text (Figure 7-29).



**Figure 7-29: Laws/EOs Tab with Comments Added**

- e. If you need to edit existing comments, click the EDIT button. The Comment Editor is displayed. Repeat Steps 5c-5d.

6. In the middle left part of the tab, click the SELECT LAWS/EOS button if you need to add Laws/EOs to the list (Figure 7-30). Complete Steps 6a-6d.

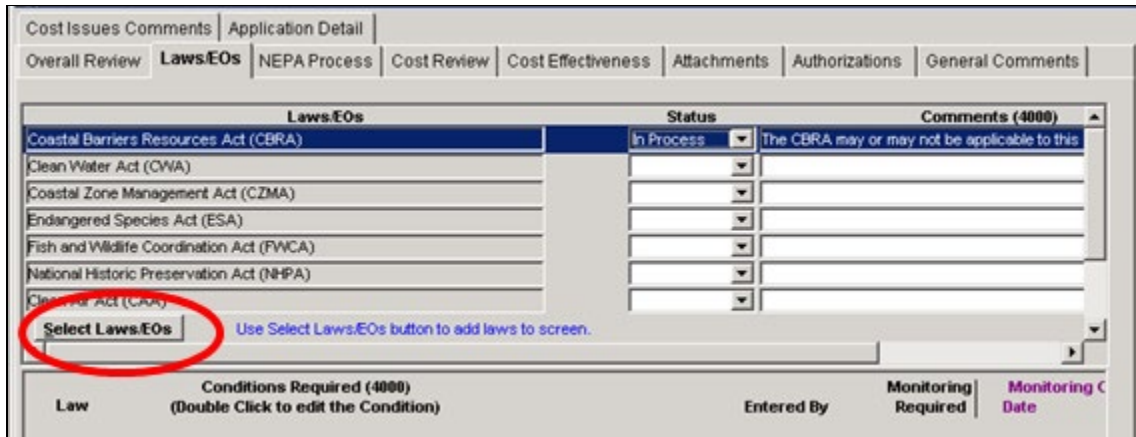


Figure 7-30: Select Laws/EOs Button

- a. The Laws Selection window is displayed (Figure 7-31).

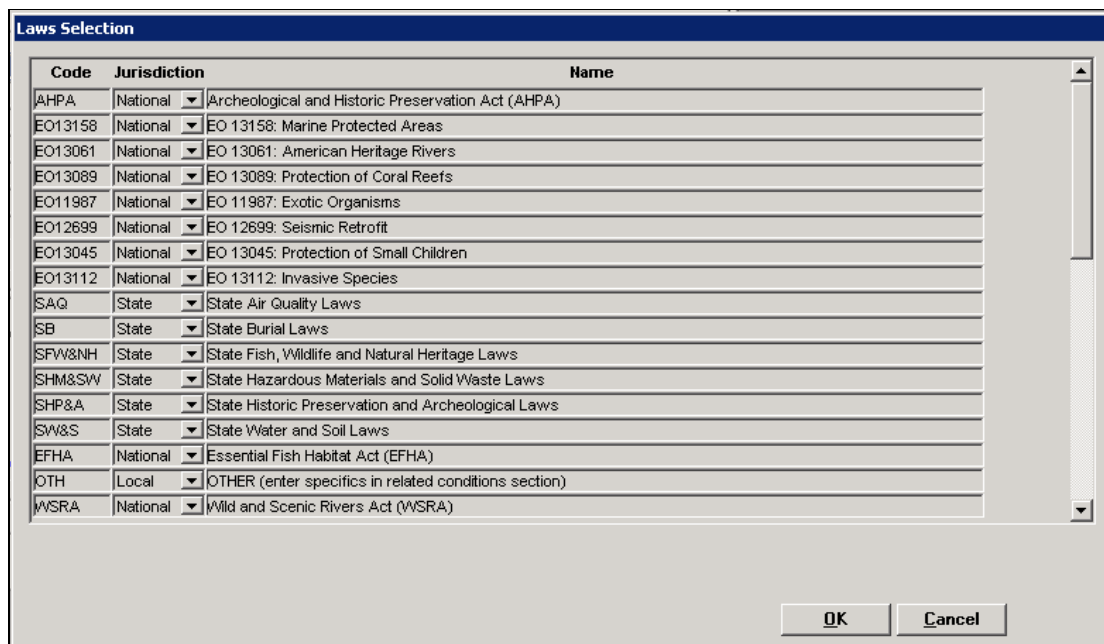


Figure 7-31: Laws Selection Window

- b. Highlight the Law/EO that you wish to add.
  - c. Click the OK button.
  - d. The Law/EO is now added to the list on the **Laws/EOs** tab. Repeat Steps 5a - 5e for each Law/EO that you added to the list.
7. The bottom half of the **Laws/EOs** tab displays the Conditions Required section (Figure 7-32). For each condition required, complete Steps 7a - 7g.

Cost Issues Comments | Application Detail

Overall Review **Laws/EOs** NEPA Process Cost Review Cost Effectiveness Attachments Authorizations General Comments

Laws/EOs	Status	Comments (4000)
Coastal Barriers Resources Act (CBRA)	In Process	The CBRA may or may not be applicable to this
Clean Water Act (CWA)		
Coastal Zone Management Act (CZMA)		
Endangered Species Act (ESA)		
Fish and Wildlife Coordination Act (FWCA)		
National Historic Preservation Act (NHPA)		
Clean Air Act (CAA)		

Select Laws/EOs Use Select Laws/EOs button to add laws to screen.

Law	Conditions Required (4000) (Double Click to edit the Condition)	Entered By	Monitoring Required	Monitoring Date
-----	--------------------------------------------------------------------	------------	---------------------	-----------------

Add Condition Go to Project Management screen to complete the Conditions after the Environmental Review is approved.

All Environmental Laws/EOs Reviews Complete

Figure 7-32: Conditions Required Section

- a. On the bottom left part of the **Laws/EOs** tab, click the ADD CONDITION button. A new row is added with your User Name displayed in the Entered By column (Figure 7-33).

Cost Issues Comments | Application Detail

Overall Review **Laws/EOs** NEPA Process Cost Review Cost Effectiveness Attachments Authorizations General Comments

Laws/EOs	Status	Comments (4000)
Coastal Barriers Resources Act (CBRA)	In Process	The CBRA may or may not be applicable to this
Clean Water Act (CWA)		
Coastal Zone Management Act (CZMA)		
Endangered Species Act (ESA)		
Fish and Wildlife Coordination Act (FWCA)		
National Historic Preservation Act (NHPA)		
Clean Air Act (CAA)		

Select Laws/EOs Use Select Laws/EOs button to add laws to screen.

Law	Conditions Required (4000) (Double Click to edit the Condition)	Entered By	Monitoring Required	Monitoring Date
		EGARREN	<input type="checkbox"/>	00/00/0000

Add Condition Go to Project Management screen to complete the Conditions after the Environmental Review is approved.

All Environmental Laws/EOs Reviews Complete

Application Dev Complete Work Step Laws/EOs Review ENRVV Close

Figure 7-33: New Row Added for Conditions Required

- b. In the Law column, click the triangle. A drop-down list of Environmental Laws is displayed (Figure 7-34).

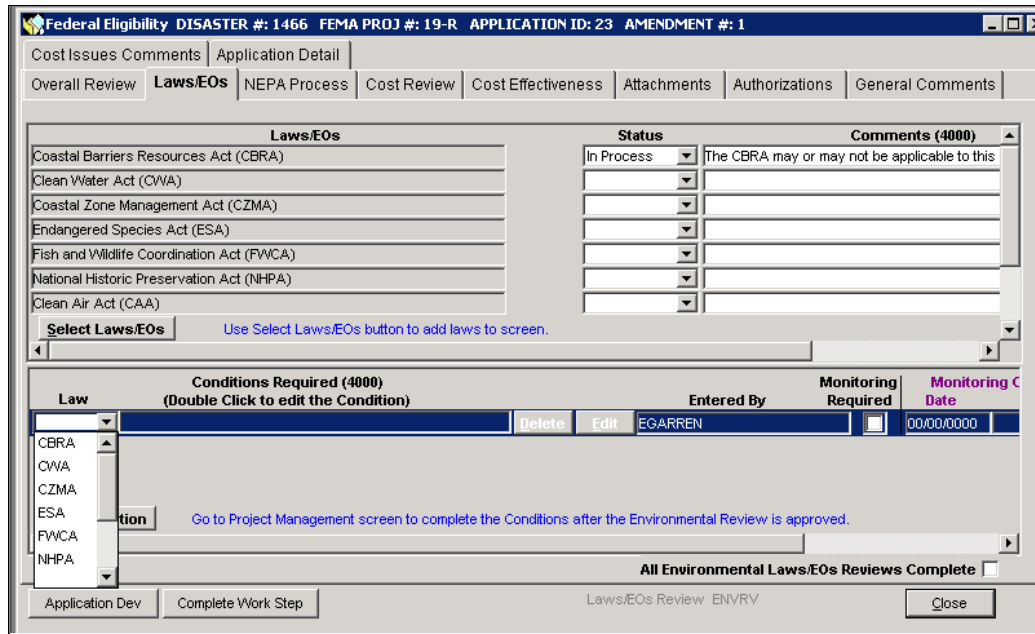


Figure 7-34: Environmental Laws Selection List

- c. Highlight the Environmental Law that you wish to add conditions to the project application for.
- d. In the new row, click the EDIT button. The Comment Editor is displayed.
- e. In the Comment Editor text area, enter the conditions required. Click the OK button.
- f. The newly-added required condition is displayed (Figure 7-35).

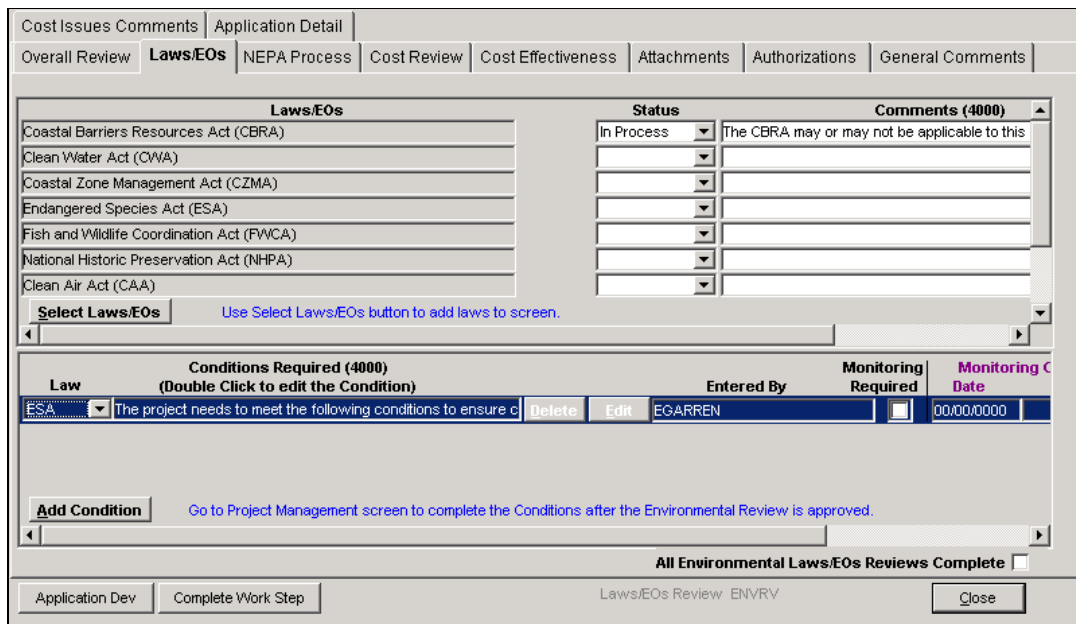


Figure 7-35: Laws/EOs Tab - Conditions Required - Left Side

- g. Scroll to the right to display the other Conditions Required data fields (Figure 7-36).

Laws/EOs	Status	Comments (4000)	Edit
CBRA)	In Process	The CBRA may or may not be applicable to this project application.-EC	Edit
			Edit
ZMA)			Edit
			Edit
(FWCA)			Edit
(NHPA)			Edit

Law	Entered By	Monitoring Required	Monitoring Completed Date
the following conditions to ensure c	EGARREN	<input type="checkbox"/>	00/00/0000

All Environmental Laws/EOs Reviews Complete

Figure 7-36: Laws/EOs Tab - Conditions Required - Right Side

- 8. The Laws/EOs Review process is considered complete if each Law/EO in the list has a Status of "Completed" or "Not Applicable." At that point, the system allows you to click inside the All Environmental Laws/EOs Reviews Complete checkbox located on the bottom right part of the tab (Figure 7-37).

Laws/EOs	Status	Comments (4000)	Edit
Coastal Barriers Resources Act (CBRA)	Completed	The CBRA may or may not be applicable to this	
Clean Water Act (CWA)	Completed		
Coastal Zone Management Act (CZMA)	Completed		
Endangered Species Act (ESA)	Completed		
Fish and Wildlife Coordination Act (FWCA)	Not Applicable		
National Historic Preservation Act (NHPA)	Completed		
Clean Air Act (CAA)	Completed		

Law	Entered By	Monitoring Required	Monitoring Completed Date
ESA	EGARREN	<input type="checkbox"/>	00/00/0000

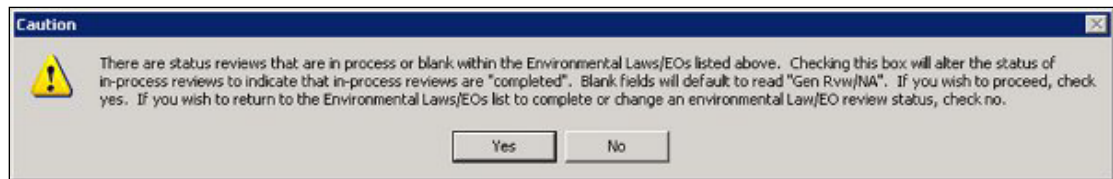
All Environmental Laws/EOs Reviews Complete

Figure 7-37: All Environmental Laws/EOs Reviews Complete Checkbox

---

**CAUTION:** *If at least one of the Laws/EOs in the list has a Status of blank or "In Process," the system does not allow you to click inside the All Environmental Laws/EOs Reviews Complete checkbox. The system also displays the Status Review dialog box (Figure 7-38).*

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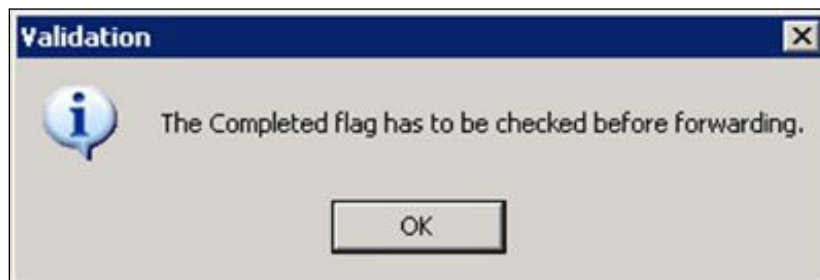
**Figure 7-38: Status Reviews Dialog Box**

9. On the bottom left part of the tab, click the COMPLETE WORK STEP button.

---

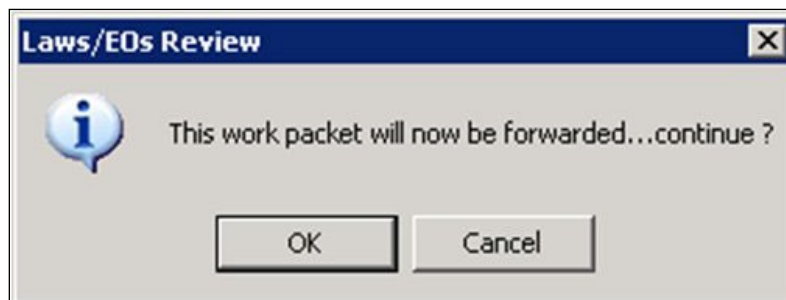
**CAUTION:** *If you click the COMPLETE WORK STEP button without clicking inside the All Environmental Laws/EOs Reviews Complete checkbox, the Completed Status validation message is displayed (Figure 7-39).*

---



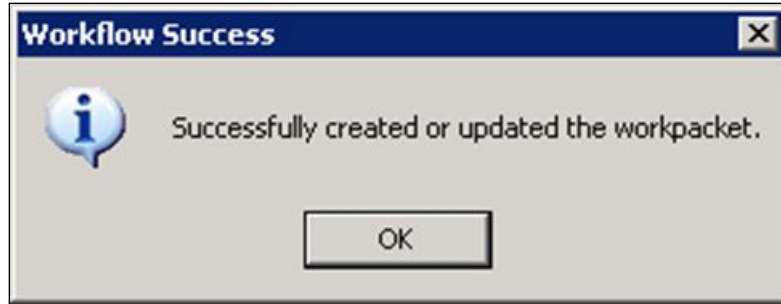
**Figure 7-39: Completed Flag Validation Message**

If the checkbox has been completed, the Forward Work Packet dialog box is displayed (Figure 7-40).



**Figure 7-40: Forward Work Packet Dialog Box**

10. Click the OK button. The Workflow Success Message is displayed (Figure 7-41).



**Figure 7-41: Workflow Success Message**

11. Click the OK button. The **Laws/EOs** tab is displayed.
12. On the bottom right part of the **Laws/EOs** tab, click the CLOSE button.
13. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
14. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Laws/EOs Review process now displays a status of COMPLETE (Figure 7-42).

Work Packets for: ENVRV									
Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title		
5	23	1	19	IL	Cost Review	REVIEW	Try again		
5	6	2	6	IL	Cost Review	COMPLETE	test2		
5	7	0	7	IL	Cost Review	REVIEW	`Project Application E		
5	7	0	7	IL	Eligibility Review	COMPLETE	`Project Application E		
5	6	2	6	IL	Eligibility Review	REVIEW	test2		
5	23	1	19	IL	Eligibility Review	REVIEW	Try again		
5	6	2	6	IL	Environmental Officer Review	COMPLETE	test2		
5	7	0	7	IL	Laws/EOs Review	COMPLETE	`Project Application E		
5	23	1	19	IL	Laws/EOs Review	COMPLETE	Try again		
5	7	0	7	IL	NEPA Documentation Review	REVIEW	`Project Application E		
5	23	1	19	IL	NEPA Documentation Review	REVIEW	Try again		
5	8	0	8	IL	Project Approval Decision	REVIEW	`Project Application F		

**Figure 7-42: Work Packets After Laws/EOs Review**

### Task 5: Execute NEPA Documentation Review

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed (Figure 7-43).

Region	Applicable Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title	FEMA Reviewer	Previous Reviewer Userid	Assigned Analyst
5	23	1	19	IL	Cost Review	REVIEW	Try again			egarren
5	6	2	6	IL	Cost Review	COMPLETE	test2			egarren
5	7	0	7	IL	Cost Review	REVIEW	'Project Application E			egarren
5	7	0	7	IL	Eligibility Review	COMPLETE	'Project Application E			egarren
5	6	2	6	IL	Eligibility Review	REVIEW	test2			egarren
5	23	1	19	IL	Eligibility Review	REVIEW	Try again			egarren
5	6	2	6	IL	Environmental Officer Review	COMPLETE	test2			egarren
5	7	0	7	IL	Laws/EOs Review	COMPLETE	'Project Application E			egarren
5	23	1	19	IL	Laws/EOs Review	COMPLETE	Try again			egarren
5	7	0	7	IL	NEPA Documentation Review	REVIEW	'Project Application E			egarren
5	23	1	19	IL	NEPA Documentation Review	REVIEW	Try again			egarren
5	8	0	8	IL	Project Approval Decision	REVIEW	'Project Application F			macedved2

Figure 7-43: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the ENVRV Group ID.
3. Highlight the row of the project that says "NEPA Documentation Review" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."
4. Click the OK button. The **NEPA Process** tab is displayed by default (Figure 7-44).

Cost Issues Comments | Application Detail

Overall Review | Laws/EOs | **NEPA Process** | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

Indicate Level of Review

FEMA Status:

*No NEPA determination: User must select a level of review and status.*

Conditions Required (4000)  
(Double Click to edit the Condition)

Entered By:  Monitoring Required:  Monitoring Completed Date:  By:

Add Condition [Go to Project Management screen to complete the Conditions after the Environmental Review is approved.](#)

Comment:

Append View

Application Dev Complete Work Step NEPA Documentation Review ENVRV Close

Figure 7-44: Mitigation > Projects > Eligibility Determination > NEPA Process Tab

5. The top portion of the tab is the Level of Review section. Select one of the following from the FEMA Status drop-down list. Depending on your selection, the top right section displays a different set of data fields and buttons.



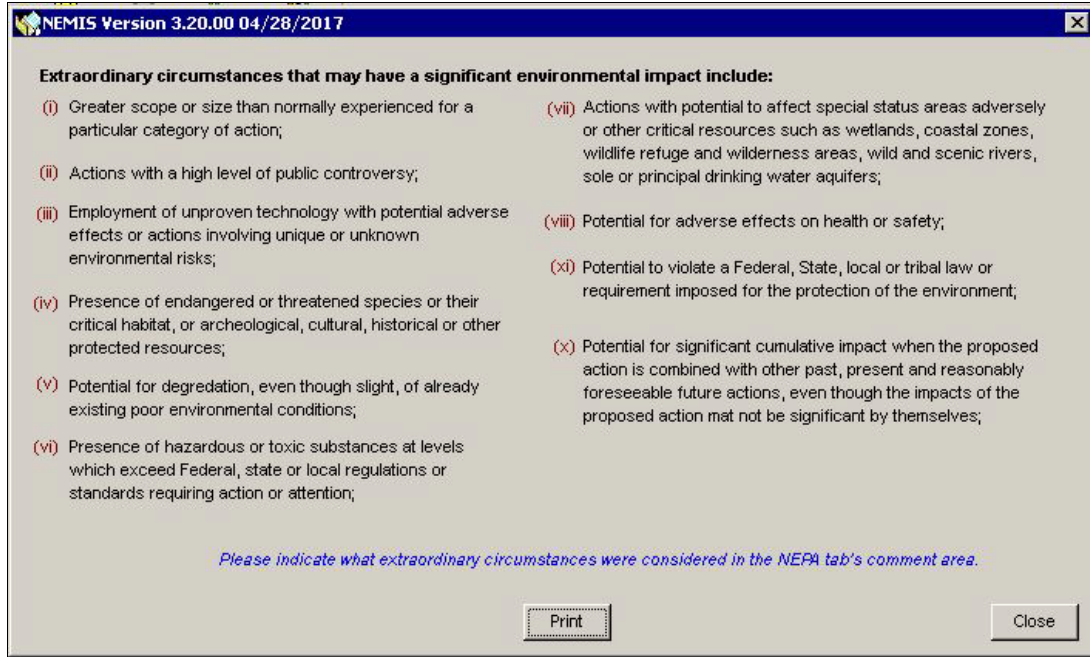
Proceed to the indicated Step Number for instructions specific to the selected FEMA Status.

- Catex Completed - Step 6
- Environmental Impact Statement - In Process - Step 7
- Environmental Impact Statement - Completed - Step 7
- Environmental Assessment - In Process - Step 8
- Environmental Assessment - Completed - Step 8

6. If you selected "Catex Completed" for FEMA Status, complete Steps 6a - 6i.
  - a. The top right part of the **NEPA Process** tab displays the following (Figure 7-45).

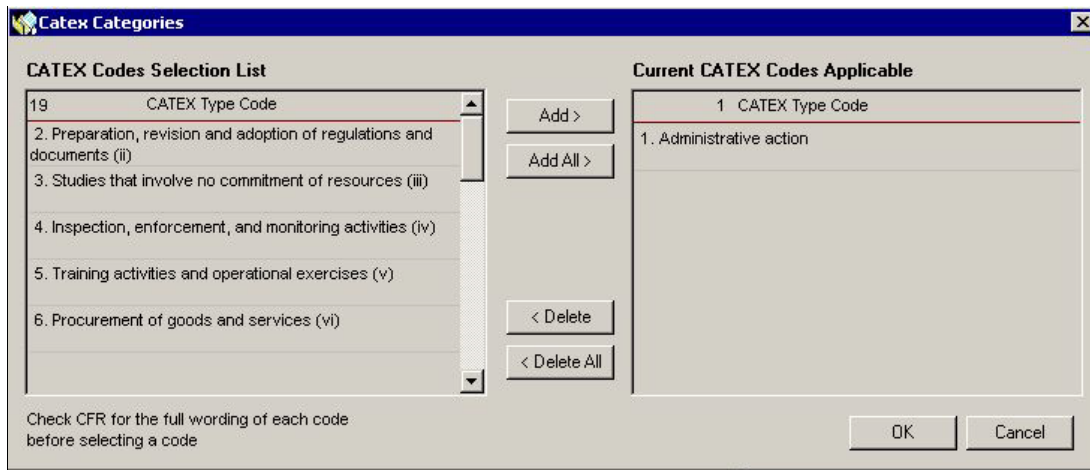
**Figure 7-45: FEMA Status - Catex Completed**

- b. Click the EXTRAORDINARY CIRCUMSTANCE REF button. The description of ten extraordinary circumstances is displayed (Figure 7-46). Note the instruction to use the **NEPA Process** tab's Comment area.



**Figure 7-46: FEMA Status - Catex Completed: Extraordinary Circumstances Reference**

- c. Click the CLOSE button.
- d. Click the SELECT APPLICABLE 10.89(d) CATEX(s) button. The Catex Categories window is displayed (Figure 7-47).



**Figure 7-47: CATEX Categories**

- e. On the left side of the window, select the CATEX Type Codes you wish to add. Click the ADD button.
- f. The CATEX Type Codes are now displayed on the right side (Figure 7-48).

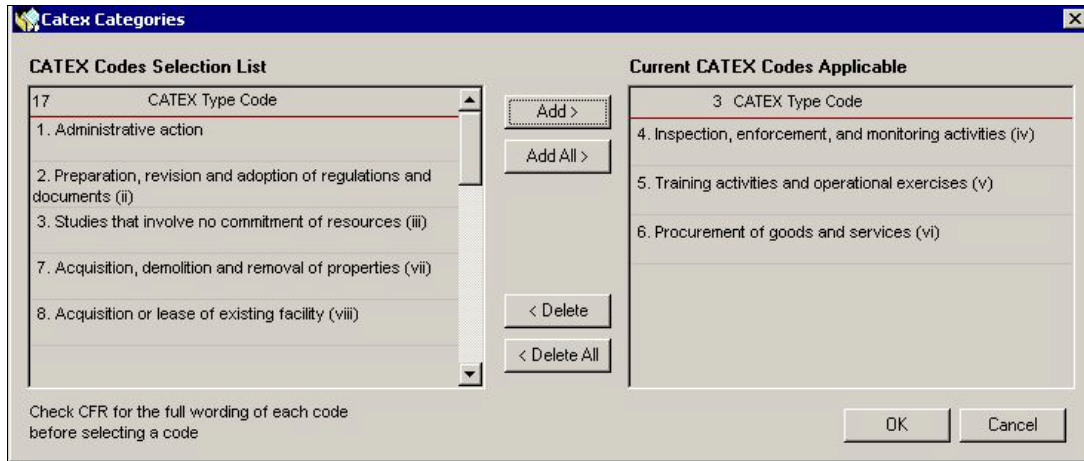


Figure 7-48: CATEX Categories Added

- g. Click the OK button. The added CATEX Categories are displayed on the **NEPA Process** tab.
- h. If applicable, click inside the No Extraordinary Circumstances Requiring an EA checkbox.
- i. Enter the Documentation Complete date. Clicking the triangle displays a calendar where you can select the date to auto-fill the field (Figure 7-49).

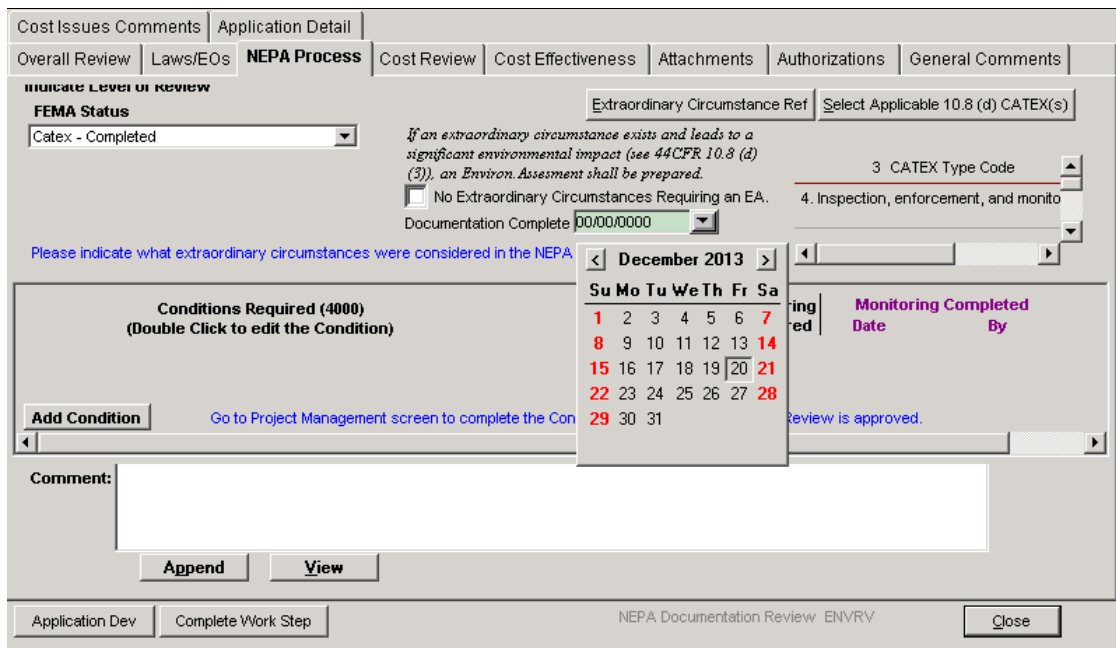


Figure 7-49: Calendar for Documentation Complete Date Field

- 7. If you selected "Environmental Impact Statement - In Process" or "Environmental Impact Statement - Completed" for FEMA Status, complete Steps 7a - 7c.
  - a. The top right part of the **NEPA Process** tab displays the following (Figure 7-50).

Cost Issues	Comments	Application Detail					
Overall Review	Laws/EOs	<b>NEPA Process</b>	Cost Review	Cost Effectiveness	Attachments	Authorizations	General Comments
<b>Indicate Level of Review</b>							
<b>FEMA Status</b>							
Environmental Impact Statement - In Process		Publication of Notice of Intent to Prepare EIS		00/00/0000			
		Record of Decision (ROD)		00/00/0000			
Conditions Required (4000) (Double Click to edit the Condition)				Entered By	Monitoring Required	Monitoring Completed Date	By

**Figure 7-50: FEMA Status - Environmental Impact Statement**

- b. Enter the date for Publication of Notice of Intent to Prepare EIS. Clicking the triangle displays a calendar where you can select the date to auto-fill the field.
  - c. Enter the date for Record of Decision.
8. If you selected "Environmental Assessment - In Process" or "Environmental Assessment - Completed" for FEMA Status, complete Steps 8a - 8e.
- a. The top right part of the **NEPA Process** tab displays the following (Figure 7-51).

Cost Issues	Comments	Application Detail					
Overall Review	Laws/EOs	<b>NEPA Process</b>	Cost Review	Cost Effectiveness	Attachments	Authorizations	General Comments
<b>Indicate Level of Review</b>							
<b>FEMA Status</b>							
Environmental Assessment - In Process		Draft EA Date		00/00/0000		Final EA Date	
		Final Public Notice Publication Date		00/00/0000		Finding of No Significant Impact (FONSI)	
		(Initiating Public Comment of EA)					
Conditions Required (4000) (Double Click to edit the Condition)				Entered By	Monitoring Required	Monitoring Completed Date	By

**Figure 7-51: FEMA Status - Environmental Assessment**

- b. Enter the Draft EA Date. Clicking the triangle displays a calendar where you can select the date to auto-fill the field.
- c. Enter the Final EA Date.
- d. Enter the Final Public Notice Publication Date.
- e. Enter the Finding of No Significant Impact (FONSI) date.

9. The middle portion of the **NEPA Process** tab is the Conditions Required section (Figure 7-52).

The screenshot displays the 'NEPA PROCESS' tab in a software application. At the top, there are several sub-tabs: 'Overall Review', 'Laws/EOs', 'NEPA PROCESS' (selected), 'Cost Review', 'Cost Effectiveness', 'Attachments', 'Authorizations', and 'General Comments'. Below these, the 'Indicate Level of Review' section contains a 'FEMA Status' dropdown menu currently showing 'CateX - Completed'. To the right, there is an 'Extraordinary Circumstance Ref' field and a 'Select Applicable 10.8 (d) CATEX(s)' dropdown menu. A note states: 'If an extraordinary circumstance exists and leads to a significant environmental impact (see 44CFR 10.8 (d) (3)), an Environ. Assessment shall be prepared.' Below this note is a checkbox for 'No Extraordinary Circumstances Requiring an EA.' and a 'Documentation Complete' field with the value '000000000'. A '3 CATEX Type Code' dropdown is also visible. A blue instruction reads: 'Please indicate what extraordinary circumstances were considered in the NEPA tab's comment area.' Below this is a table titled 'Conditions Required (4000) (Double Click to edit the Condition)'. The table has columns for 'Entered By', 'Monitoring Required', and 'Monitoring Completed'. Below the table is an 'Add Condition' button and a blue link: 'Go to Project Management screen to complete the Conditions after the Environmental Review is approved.' A 'Comment:' text area is present with 'Append' and 'View' buttons. At the bottom, there are buttons for 'Application Dev', 'Complete Work Step', 'NEPA Documentation Review ENVRV', and a 'Close' button.

**Figure 7-52: NEPA Process Tab - Conditions Required Section**

To add a condition, complete Steps 9a - 9g.

- Click the ADD CONDITION button. A new row is added to the Conditions Required section with your User Name displayed in the Entered By column.
- Double-click inside the Conditions Required field. The Comment Editor is displayed.
- In the Comment Editor text area, enter the description of the conditions required. Click the OK button.
- The conditions are displayed on the **NEPA Process** tab.
- If applicable, click inside the Monitoring Required checkbox.
- If applicable, complete the Monitoring Completed Date and Monitoring Completed By data fields.
- Figure 7-53 shows a condition required that has been added to the **NEPA Process** tab.

**Figure 7-53: NEPA Process Tab - Conditions Required Added**

10. The bottom portion of the **NEPA Process** tab is the Comment section. To add, view or append comments, complete Steps 10a - 10g.
  - a. Double-click inside the Comment field to access the Comment Editor.
  - b. In the Comment Editor text area, enter your review comments. Click the OK button.
  - c. The comments are displayed on the **NEPA Process** tab. The system adds your User Name, the Date, and the Time of the entry at the end of the comments.
  - d. To view comments previously entered that are not displayed in full, click the VIEW button.
  - e. To append to the original comments, click the APPEND button. The Comment Editor is displayed.
  - f. In the Comment Editor text area, enter additional comments. Click the OK button.
  - g. Both comments are now displayed on the NEPA Process tab (Figure 7-54).

Figure 7-54: NEPA Process Tab - Comments Added

11. If you wish to attach any NEPA Process documentation, click the **Attachments** tab. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents. The Attachments are now displayed in the **Attachments** tab (Figure 7-55).

Document Type	Document Title	Document Status
Appeal	test	File extraction to O/S directory pending

Figure 7-55: Attachments Tab - Document List

12. When you are done attaching documents, click the CLOSE button on the bottom right part of the **Attachments** tab.

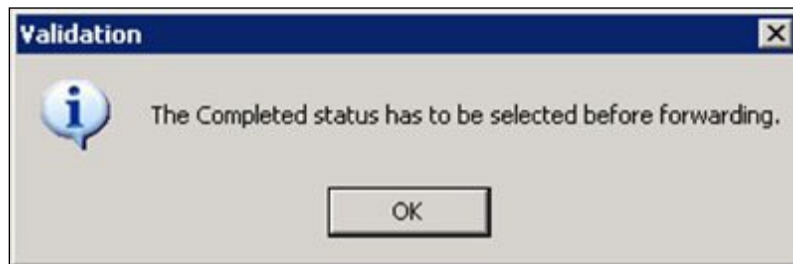


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***NOTE: Allow up to one hour to retrieve and view newly attached documents.***

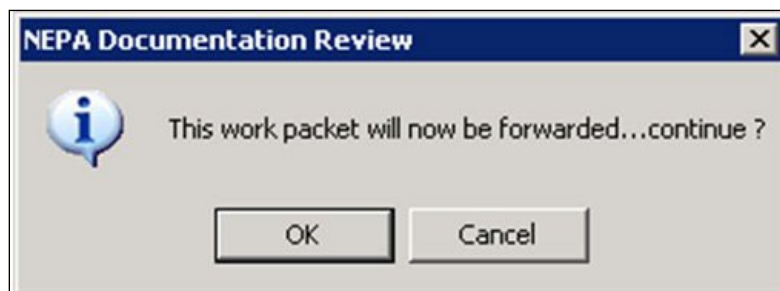
---

13. Click the **NEPA Process** tab.
14. The NEPA Documentation Review process is considered complete if the FEMA Status field on the top left part of the **NEPA Process** tab has one of the following values. All fields to the right of FEMA Status must also be completed.
  - "Statex-Completed"
  - "Catex-Completed"
  - "Environmental Assessment-Completed"
  - "Environmental Impact Statement-Completed"
15. On the bottom left part of the tab, click the COMPLETE WORK STEP button. If the NEPA Documentation Review process is not complete, the Completed Status validation message is displayed (Figure 7-56).



**Figure 7-56: Completed Status Validation Message**

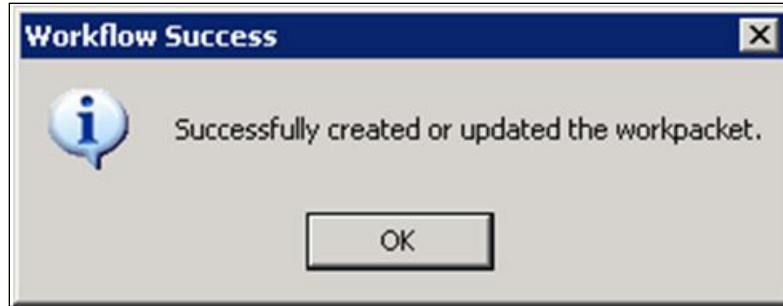
16. If the NEPA Documentation Review process is complete, the Forward Work Packet dialog box is displayed (Figure 7-57).



**Figure 7-57: Forward Work Packet Dialog Box**

17. Click the OK button. The Workflow Success Message is displayed (Figure 7-58).





**Figure 7-58: Workflow Success Message**

18. Click the OK button. The **NEPA Process** tab is displayed.
19. On the bottom right part of the **NEPA Process** tab, click the CLOSE button.
20. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
21. On the bottom right part of the screen, click the REFRESH button. The project application that just went through both the Laws/EOs Review and the NEPA Documentation Review process now displays "Environmental Officer Review" under Workflow Description (Figure 7-59).

Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
5	23	1	19	IL	Eligibility Review	REVIEW	Try again
5	7	0	7	IL	Eligibility Review	COMPLETE	`Project Application E
5	23	1	19	IL	Environmental Officer Review	REVIEW	Try again
5	6	2	6	IL	Environmental Officer Review	COMPLETE	test2
5	7	0	7	IL	Laws/EOs Review	COMPLETE	`Project Application E
5	7	0	7	IL	NEPA Documentation Review	REVIEW	`Project Application E
5	8	0	8	IL	Project Approval Decision	REVIEW	`Project Application F

**Figure 7-59: Work Packets After NEPA Documentation Review**

### Task 6: Execute Environmental Officer Review

Executing the Environmental Officer Review requires that two tabs be reviewed: **Laws/EOs** and **NEPA Process**.

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed (Figure 7-60).

Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
5	23	1	19	IL	Eligibility Review	REVIEW	Try again
5	7	0	7	IL	Eligibility Review	COMPLETE	`Project Application E
5	23	1	19	IL	Environmental Officer Review	REVIEW	Try again
5	6	2	6	IL	Environmental Officer Review	COMPLETE	test2
5	7	0	7	IL	Laws/EOs Review	COMPLETE	`Project Application E
5	7	0	7	IL	NEPA Documentation Review	REVIEW	`Project Application E
5	8	0	8	IL	Project Approval Decision	REVIEW	`Project Application F

Figure 7-60: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the ENVOF Group ID.
3. Highlight the row of the project that says "Environmental Officer Review" under Workflow Description. Check that there is a solid green box on the far left column of the row.
4. Click the OK button. The **Laws/EOs** tab is displayed by default (Figure 7-61).

Laws/EOs	Status	Comments (4000)
Coastal Barriers Resources Act (CBRA)	Completed	The CBRA may or may not be applicable to this
Clean Water Act (CWA)	Completed	
Coastal Zone Management Act (CZMA)	Completed	
Endangered Species Act (ESA)	Completed	
Fish and Wildlife Coordination Act (FWCA)	Not Applicable	
National Historic Preservation Act (NHPA)	Completed	
Clean Air Act (CAA)	Completed	

Figure 7-61: Mitigation > Projects > Eligibility Determination > Laws/EOs Tab

5. The top half of the **Laws/EOs** tab displays a list of Environmental Laws and Executive Orders. Steps 5a - 5d describe this section.

- a. For each Environmental Law/EO, the review status of the project application is displayed. The Status could be "Completed," "Not Applicable" or "Gen Revw/NA."
- b. The Comments box is displayed next to Status. To enter comments, click the EDIT button (Figure 7-62).

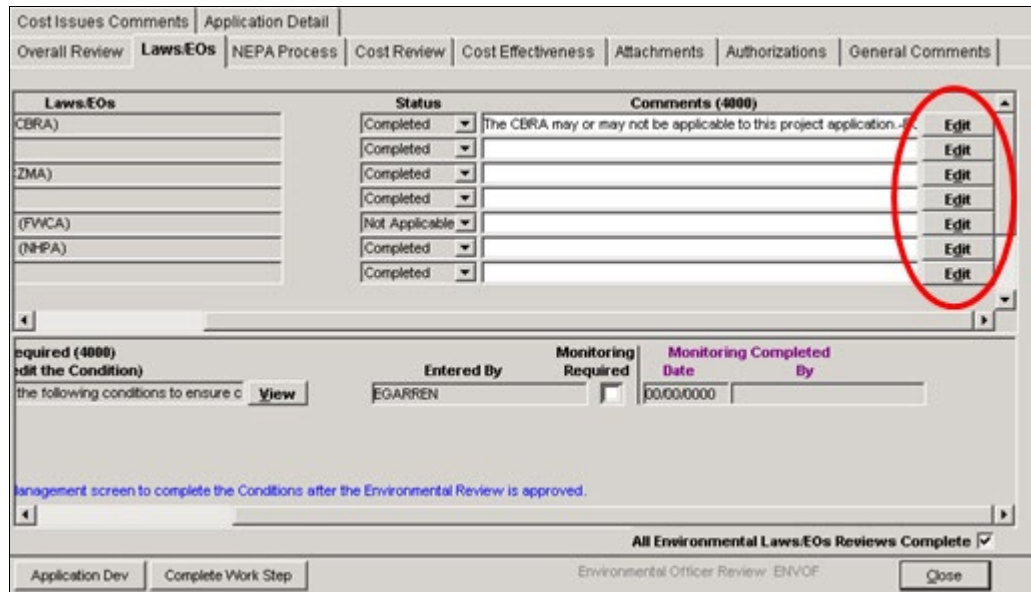


Figure 7-62: Laws/EOs Tab - Right Side

- c. The Comment Editor is displayed. Enter your comments in the Comment Editor text area.
  - d. Click the OK button. Your comments are now displayed in the Comments column. Your User Name, the date, and the time are appended to the end of the text.
6. The lower half of the **Laws/EOs** tab displays the Conditions Required data fields. Review the information.
  7. Click the **NEPA Process** tab (Figure 7-63).

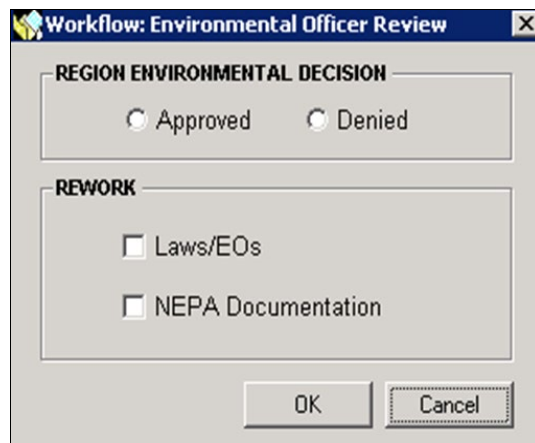
**Figure 7-63: Mitigation > Projects > Eligibility Determination > NEPA Process Tab**

8. The top portion of the **NEPA Process** tab is the Level of Review Section. Review the information.
9. The middle portion of the **NEPA Process** tab is the Conditions Required section. To add a condition, complete Steps 9a - 9d.
  - a. Click the ADD CONDITION button. A new row is added to the Conditions Required section with your User Name displayed in the Entered By column. (Figure 7-64).

**Figure 7-64: NEPA Process - Conditions Required**

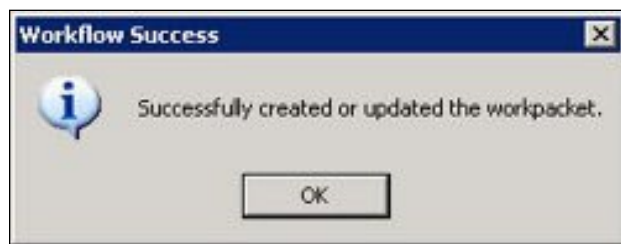
- b. Click the EDIT button in the new row. The Comment Editor is displayed.
- c. Enter the conditions in the Comment Editor text area. Click the OK button.

- d. The newly-added required condition is displayed.
10. The bottom portion of the **NEPA Process** tab is the Comment section.
    - a. To view comments that are not displayed in full, click the VIEW button.
    - b. To add comments, complete the following steps.
      - i. Click the APPEND button. The Comment Editor is displayed.
      - ii. Enter your comments in the text area. Click the OK button.
      - iii. The text you entered is now displayed on the bottom section of the **NEPA Process** tab. Your User Name, the date, and the time are added to the end of the text.
  11. If you wish to attach any NEPA Process documentation, click the **Attachments** tab. You are strongly urged to follow the instructions in Appendix A: Attach Documents.
  12. On the bottom left part of the NEPA Process tab, click the COMPLETE WORK STEP button. The Environmental Officer Review dialog box is displayed (Figure 7-65).



**Figure 7-65: Environmental Officer Review Dialog Box**

13. If no rework is required, and you are ready to select your Region Environmental Decision, complete Steps 13a - 13g.
  - a. Click inside the Approved or Denied radio button. Click the OK button.
  - b. The Forward Work Packet dialog box is displayed. Click the OK button.
  - c. The Workflow Success message is displayed (Figure 7-66).



**Figure 7-66: Workflow Success Message**

- d. Click the OK button. The **NEPA Process** tab is displayed.
- e. On the bottom right part of the **NEPA Process** tab, click the CLOSE button.
- f. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the MAXIMIZE button (the square icon). The screen is now maximized.
- g. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Environmental Officer Review process now displays a status of COMPLETE (Figure 7-67).

Work Packets for: ENVOF								
Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title	FEMA Reviewer
5	23	1	19	IL	Cost Review	REVIEW	Try again	
5	6	2	6	IL	Cost Review	COMPLETE	test2	
5	7	0	7	IL	Cost Review	REVIEW	'Project Application E	
5	6	2	6	IL	Eligibility Review	REVIEW	test2	
5	23	1	19	IL	Eligibility Review	REVIEW	Try again	
5	7	0	7	IL	Eligibility Review	COMPLETE	'Project Application E	
5	23	1	19	IL	Environmental Officer Review	COMPLETE	Try again	
5	6	2	6	IL	Environmental Officer Review	COMPLETE	test2	
5	7	0	7	IL	Laws/EOs Review	COMPLETE	'Project Application E	

**Figure 7-67: Work Packets After Environmental Officer Review**

14. If rework is required, click inside the checkbox(es) that require rework. Click the OK button.

---

***NOTE: Rework of Laws/EOs and NEPA Documentation Reviews are executed by the ENVRV Group ID. Once the Environmental Officer completes the review in their queue, it is necessary for the person delegated to the project to return to the Overall Review tab as the MA and answer the question of "Project conforms to environmental regulations?"***

---

***For instructions, proceed to the tasks below:***

***Task 4: [Execute Laws/EOs Review](#)***

***Task 5: [Execute NEPA Documentation Review](#)***

---

## Task 7A: Execute Cost Review

Executing the Cost Review requires that two tabs be reviewed: **Cost Review** and **Cost Effectiveness**. To review Subrecipient Management Cost, see Task 7B.

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed (Figure 7-68).

Work Packets for: CSTRV								
Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title	
■	5	23	1	19	IL	Cost Review	REVIEW	Try again
■	5	6	2	6	IL	Cost Review	COMPLETE	test2
■	5	7	0	7	IL	Cost Review	REVIEW	`Project Application E
■	5	6	2	6	IL	Eligibility Review	REVIEW	test2
■	5	23	1	19	IL	Eligibility Review	REVIEW	Try again
■	5	7	0	7	IL	Eligibility Review	COMPLETE	`Project Application E
■	5	23	1	19	IL	Environmental Officer Review	COMPLETE	Try again
■	5	6	2	6	IL	Environmental Officer Review	COMPLETE	test2
■	5	7	0	7	IL	Laws/EOs Review	COMPLETE	`Project Application E
■	5	7	0	7	IL	NEPA Documentation Review	REVIEW	`Project Application E
■	5	8	0	8	IL	Project Approval Decision	REVIEW	`Project Application F

**Figure 7-68: Mitigation Work Packet List**

2. On the top left corner of the screen, check that you are logged in with the CSTRV Group ID.
3. Highlight the row of the project that says "Cost Review" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."

---

**NOTE: If the Status says "REWORK," click the Cost Issues Comments tab before editing the information in the Cost Review tab (Steps 5-20). The comments will provide the questions, issues and comments regarding the rework required. These comments may have been entered by the MA and HMO reviewers during the Project Approval Decision, Approval Decision Concurrence, and Final Project Approval phases.**

---

4. Click the OK button. The **Cost Review** tab is displayed by default.

---

**HINT: To use the IS (Infrastructure Support) or HS (Human Services) Reference Cost Code lists for costing items, click inside the IS or HS radio button on the bottom left part of the Cost Review tab. Click the DISPLAY COST CODES button. These values have not been updated recently and are seldom used as a basis for approving costs.**

---

5. On the **Cost Review** tab, the cost item information for the project application is displayed (Figure 7-69).

Item Name	Unit Qty	Unit Meas	Unit Cost	Total Amt	Elig	Approved Cost	Comments
test	1	EA	\$800,000.00	\$800,000	<input checked="" type="checkbox"/>	\$800,000	
test	1	EA	\$800,000.00	\$800,000	<input checked="" type="checkbox"/>	\$800,000	

Proposed Fed Share %:	75.00000000	Total Approved Project Cost:	\$1,600,000
Total Project Cost Estimate:	\$1,600,000	Total Ineligible Project Amt:	\$0
Proposed Project Federal:	\$1,200,000	Approved Fed Share:	\$1,200,000
Proposed Project Non-Fed:	\$400,000	Approved Non-Fed Share:	\$400,000

Reference Cost Codes: IS  HS

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.

Application Dev Complete Work Step Cost Review CSTRV

**Figure 7-69: Mitigation > Projects > Eligibility Determination > Cost Review Tab**

***NOTE: When applicable, processing of a particular application may be halted until the user reduces the approved Federal share for the application and/or other previously approved applications for the project type so that the total Federal share of all of the project applications that have passed application completeness and review, for the applicable project type is at or below the projected Federal share amount available for that project type.***

***It may also be necessary to review the status of all project amendments to ensure that projects which are not intended to be funded have had all amendments voided or withdrawn. This action will ensure the budget planning tab of the Funding Estimate screen reflects the true amount available for project approval.***

6. For each cost item, complete the following steps. You might need to scroll down to see the other cost items.
  - a. Click inside the Elig checkbox if the item is eligible.
  - b. In the Approved Cost field, enter the amount of the approved cost.
  - c. In the Comments field, enter any comments about the cost item or the approved cost. Cost Reviewers will be able to delete comments entered.
7. In the lower half of the screen, review the Total Approved Net Eligible Project Cost dollar amount calculated by the system. Edit the amount if necessary.



8. In the Cost Approval field, select Y or N to approve or disapprove the cost.

**HINT: A selection in the Cost Approval field is required in order to complete the Execute Cost Review task. Once Y is selected and the cost review for the project is complete it is either necessary to rework the cost review back and select N, or to wait until the review is complete and amend the application to edit the Cost Estimate tab of the application.**

9. Click the **Cost Effectiveness** tab (Figure 7-70).

Amend #	Community	Net Present Value of Project Benefits ( A )	Total Project Cost Estimate ( B )	Benefit-Cost Ratio ( A / B )	Analysis Type	Exempt Type
1	Statewide	\$1,000	\$1,000	1.000	Flood	
<b>Amendment # 1 Totals:</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>1.000</b>		
0	Statewide	\$1,000	\$1,000	1.000	Flood	
<b>Amendment # 0 Totals:</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>1.000</b>		

**You must enter all required fields in the Cost Effectiveness tab. Complete A or B below, whichever applies.**

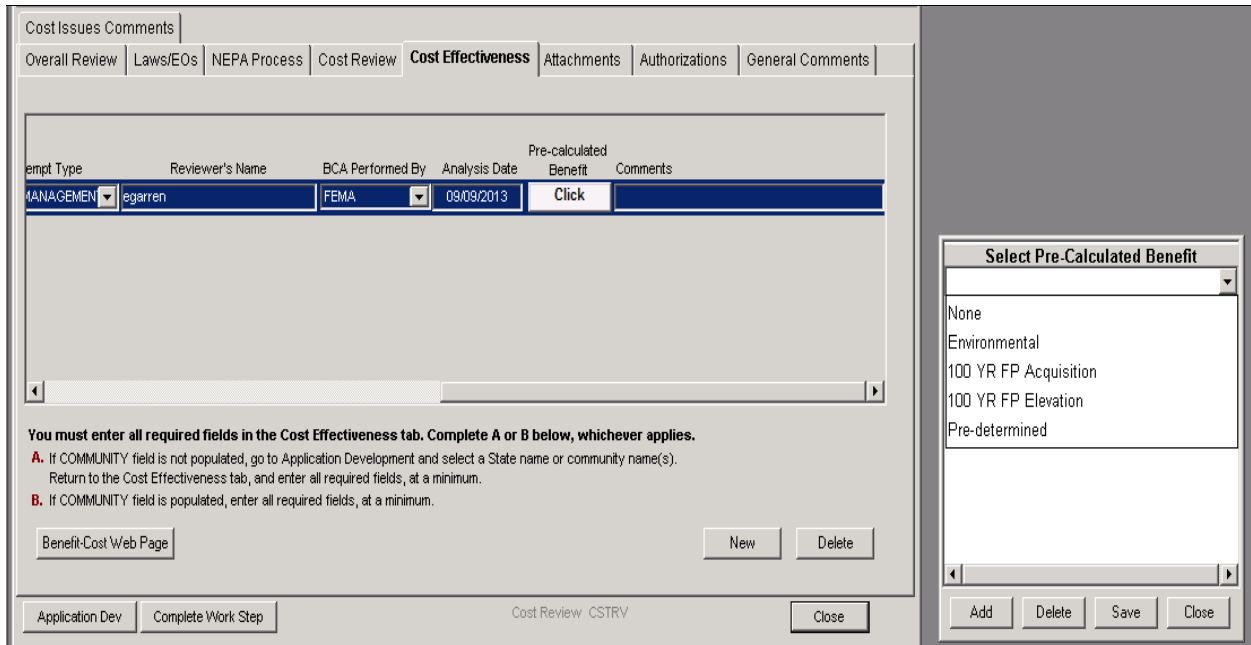
**A.** If COMMUNITY field is not populated, go to Application Development and select a State name or community name(s). Return to the Cost Effectiveness tab, and enter all required fields, at a minimum.

**B.** If COMMUNITY field is populated, enter all required fields, at a minimum.

Benefit-Cost Web Page      New      Delete

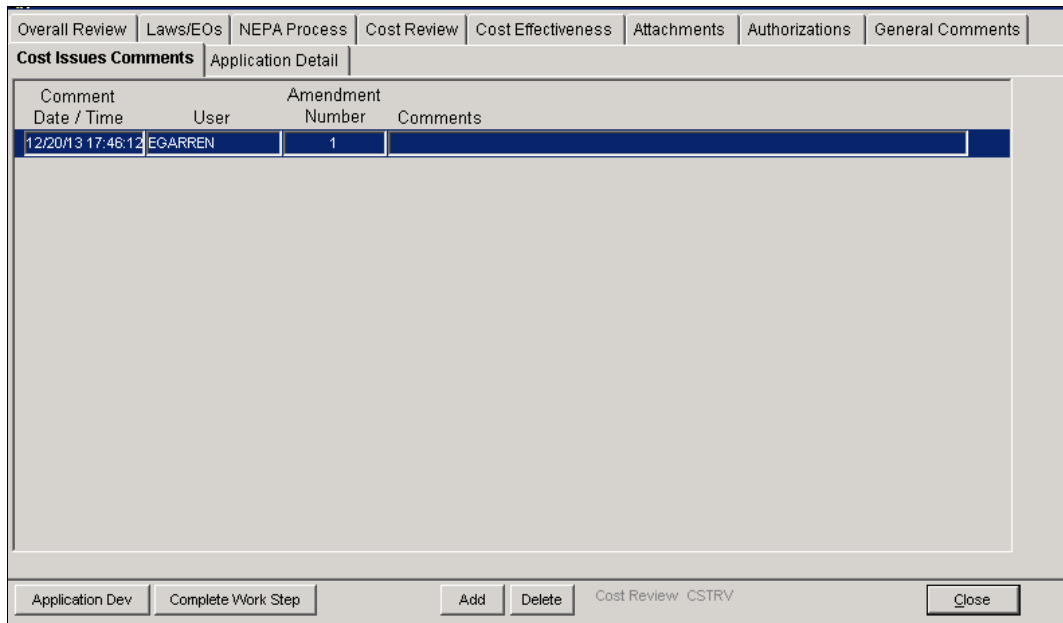
**Figure 7-70: Mitigation > Projects > Eligibility Determination > Cost Effectiveness Tab - Left Side**

10. Scroll to the right to see the remaining data fields (Figure 7-71).



**Figure 7-71: Mitigation > Projects > Eligibility Determination > Cost Effectiveness Tab - Right Side**

11. Review the information in the **Cost Effectiveness** tab.
12. Click the **Cost Issues Comments** tab.
13. On the bottom middle part of the **Cost Issues Comments** tab, click the **ADD** button. A new row for comments is added, with your User Name and the Comment Date/Time displayed (Figure 7-72).



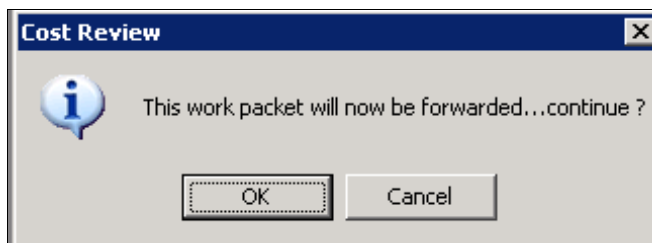
**Figure 7-72: Mitigation > Projects > Eligibility Determination > Cost Issues Tab**

14. Double-click inside the Comments box. The Comment Editor is displayed.
15. In the text area, enter any comments, questions or issues that pertain to the information in the **Cost Review** and **Cost Effectiveness** tabs.
16. Click the OK button. The comments are now displayed in the **Cost Issues Comments** tab (Figure 7-73).

Overall Review	Laws/EOs	NEPA Process	Cost Review	Cost Effectiveness	Attachments	Authorizations	General Comments
<b>Cost Issues Comments</b>   Application Detail							
Comment	Date / Time	User	Amendment Number	Comments			
12/20/13 17:46:12	EGARREN	1	This is a new cost issue comment.-EGARREN-12/20/2013 17:47 GMT				

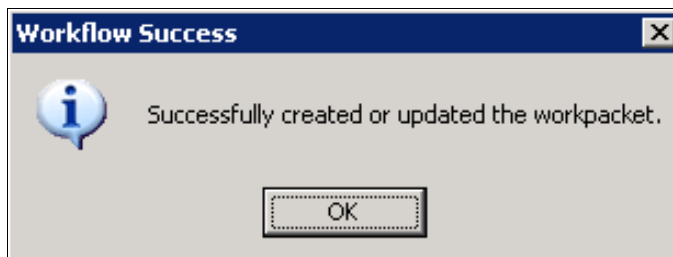
**Figure 7-73: Cost Issues Comments Tab with Comments Added**

17. Click the **Cost Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. The Forward Work Packet dialog box is displayed (Figure 7-74).



**Figure 7-74: Forward Work Packet Dialog Box**

18. Click the OK button. The Workflow Success dialog box is displayed (Figure 7-75).



**Figure 7-75: Workflow Success Message**

19. Click the OK button.
20. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.

21. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Cost Review process now displays "Eligibility Review" under the Workflow Description column. This is the next step in the Eligibility Determination process (Figure 7-76).

Work Packets for: CSTRV							
Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
5	23	1	19	IL	Cost Review	COMPLETE	Try again
5	6	2	6	IL	Cost Review	COMPLETE	test2
5	7	0	7	IL	Cost Review	REVIEW	`Project Application E
5	6	2	6	IL	Eligibility Review	REVIEW	test2
5	23	1	19	IL	Eligibility Review	REVIEW	Try again
5	7	0	7	IL	Eligibility Review	COMPLETE	`Project Application E
5	23	1	19	IL	Environmental Officer Review	COMPLETE	Try again
5	6	2	6	IL	Environmental Officer Review	COMPLETE	test2
5	7	0	7	IL	Laws/EOs Review	COMPLETE	`Project Application E
5	7	0	7	IL	NEPA Documentation Review	REVIEW	`Project Application E
5	8	0	8	IL	Project Approval Decision	REVIEW	`Project Application F

Figure 7-76: Mitigation Work Packet List

### Task 7B: Execute Cost Review – Subrecipient Management Cost

- A. To APPROVE the subrecipient management cost, the Elig field must be checked for the subrecipient management cost item (that is greater than \$0) in the Subrecipient Management Cost review tab of the eligibility review process.
  1. In the Cost Review tab (Figure 7-77), click on the Elig checkbox for the Subrecipient Management Cost item.
  2. Select the Yes option from the Cost Approval (Y/N) dropdown field.
  3. Click the Complete Work Step button.

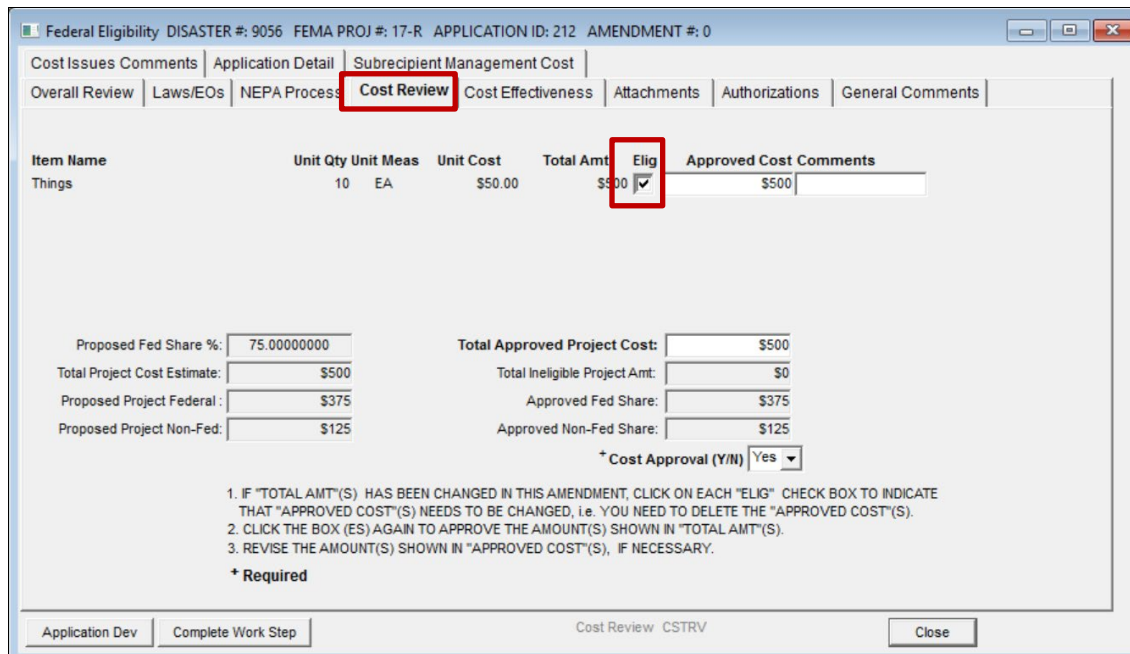


Figure 7-77: Mitigation > Projects > Eligibility Determination > Cost Review Tab

4. A validation message is displayed: *“STOP! The Elig field is not checked on Subrecipient Management Cost tab. If you do not want to approve the subrecipient management cost, then change the subrecipient management cost to 0 and do not check the Elig field.”* (Figure 7-78)

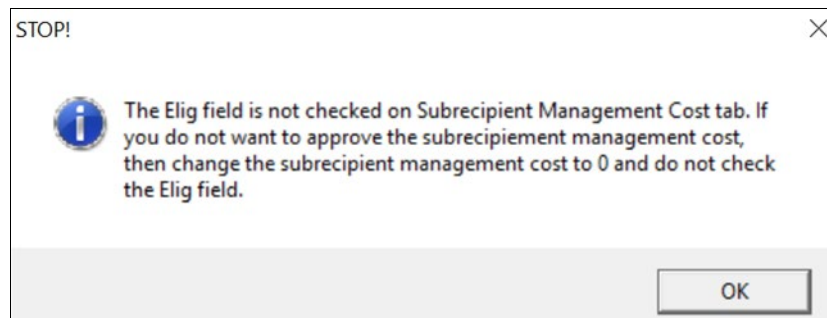


Figure 7-78: Subrecipient Management Cost Validation Message

- Click the **OK** button on the validation message. The system will automatically navigate the user to the **Subrecipient Management Cost** tab. (Figure 7-79). The Cost Review work step is not yet complete.

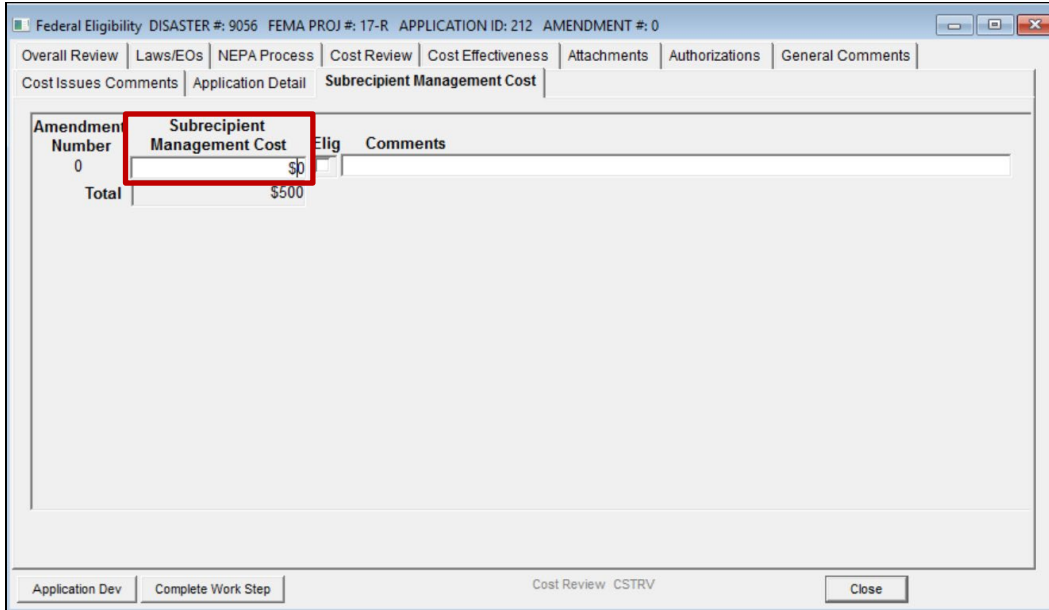
Amendment Number	Subrecipient Management Cost	Elig	Comments
0	\$500	<input checked="" type="checkbox"/>	
Total	\$500		

**Figure 7-79: Mitigation > Projects > Eligibility Determination > Subrecipient Management Cost Tab (Approve)**

- Click the Elig checkbox for the subrecipient management cost.
- Click the **Complete Work Step** button.
- Complete the eligibility determination for the rest of the workflow.

#### B. To DENY the subrecipient management cost:

- In the eligibility review process, the system will display the following information message: *“STOP! The Elig field is not checked on Subrecipient Management Cost tab. If you do not want to approve the Subrecipient Management Cost, then change the Subrecipient Management Cost to 0 and do not check the Elig field.”*
- To DENY the subrecipient management cost, whether it was submitted at the time of project submission (at amendment 0) or as an amendment, the subrecipient management cost must be changed to 0 in the **Subrecipient Management Cost** tab and the **Elig** checkbox must be unchecked. (Figure 7-80)



**Figure 7-80: Mitigation > Projects > Eligibility Determination > Subrecipient Management Cost Tab (Deny)**

3. Click on the **Complete Work Step** button.

### Task 8: Execute Eligibility Review

- A. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed.
- B. On the top left corner of the screen, check that you are logged in with the MA Group ID.
- C. Highlight the row of the project that says "Eligibility Review" under Workflow Description (Figure 7-81). Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."

Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
5	23	1	19	IL	Cost Review	COMPLETE	Try again
5	6	2	6	IL	Cost Review	COMPLETE	test2
5	7	0	7	IL	Cost Review	REVIEW	Project Application E
5	6	2	6	IL	Eligibility Review	REVIEW	test2
5	23	1	19	IL	Eligibility Review	REVIEW	Try again
5	7	0	7	IL	Eligibility Review	COMPLETE	Project Application E
5	23	1	19	IL	Environmental Officer Review	COMPLETE	Try again

**Figure 7-81: Mitigation Work Packet List**

***NOTE: If the Status says "REWORK," click the General Comments tab before editing the information in the Overall Review tab (Step 5). The comments will provide the questions, issues and comments that may have been entered by the MA and HMO reviewers during the Project Approval Decision, Approval Decision Concurrence, and Final Project Approval phases.***

- D. Click the OK button. The **Overall Review** tab is displayed by default (Figure 7-82).



**Figure 7-82: Mitigation > Projects > Eligibility Determination > Overall Review Tab**

E. On the **Overall Review** tab, complete the following three sections by selecting Y, N, or N/A in each of the fields. Each field and its reference document (if any) are described in the table number listed below.

- Regulatory Criteria Section Data Fields - Table 7-5
- Additional Criteria Section Data Fields - Table 7-6
- Eligibility Determination Section Data Fields - Table 7-7

**Table 7-5: Regulatory Criteria Section Data Fields**

DATA FIELD	INFORMATION SOURCE
Project conforms with State Mitigation Plan.	Multihazard Mitigation Plan
Project benefits the designated area.	FEMA/State Agreement
Project conforms with environmental regulations.	Environmental Checklist
Project solves the problem independently or is a functional portion of the solution.	Project description attached to project application
Project is cost-effective.	Benefit-Cost Analysis
The benefit-cost ratio is (Fill in the blank).	Benefit-Cost Analysis Worksheet
Project funds requested will not substitute for another Federal funding authority.	Assurances document attached to project application
Project funds are not matched or intended to be matched with another Federal authority.	Assurances document attached to project application

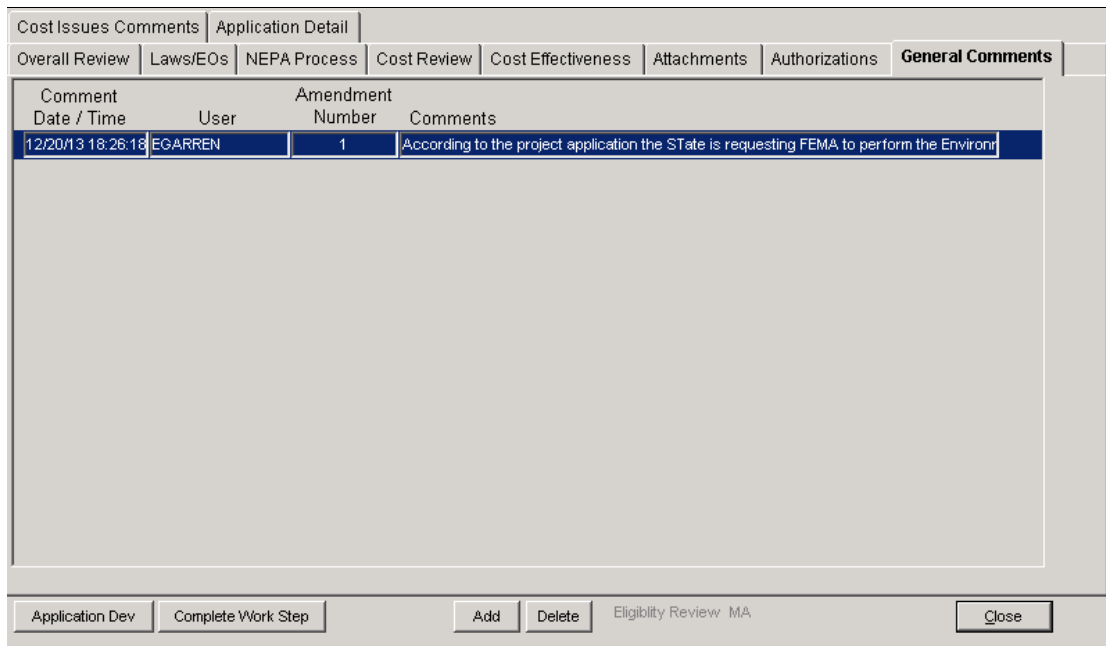
Table 7-6: Additional Criteria Section Data Fields

DATA FIELD	INFORMATION SOURCE
Codes/Standards Review	Assurances document attached to project application
PW Review (DSR) <i>Project Worksheets have been reviewed for coordinating this project with projects funded by §406 funds.</i>	<ul style="list-style-type: none"> <li>• Damage Survey Report (D-1) (NEMIS-Wide &gt; Management Reporting &gt; Management Reporting &gt; Infrastructure Support (IS) &gt; Project Worksheet Report)</li> </ul>
Engineering Review	Engineer's Report
National Flood Insurance Reform Act (NFIRA) Review <i>Project complies with NFIRA and local regulations.</i>	Contact Flood Insurance section
HS Review <i>Human Services review has been conducted and Duplication of Benefit (DOB) elements have been identified.</i>	Duplication of Benefits
Other	Document depends on what the additional criteria is
CIS Review <i>Community Information System review has been conducted.</i>	Check the CIS data base at <a href="https://portal.fema.net/famsRuWeb/home">https://portal.fema.net/famsRuWeb/home</a>
FMA Review <i>Flood Mitigation Assistance review has been conducted.</i>	Data warehouse report
NFIP Review <i>National Flood Insurance Program review has been conducted.</i>	Contact Flood Insurance section.
State Admin Plan <i>Is there a FEMA-approved State Administrative Plan?</i>	Disaster Overview - Recipient Information

**Table 7-7: Eligibility Determination Section Data Fields**

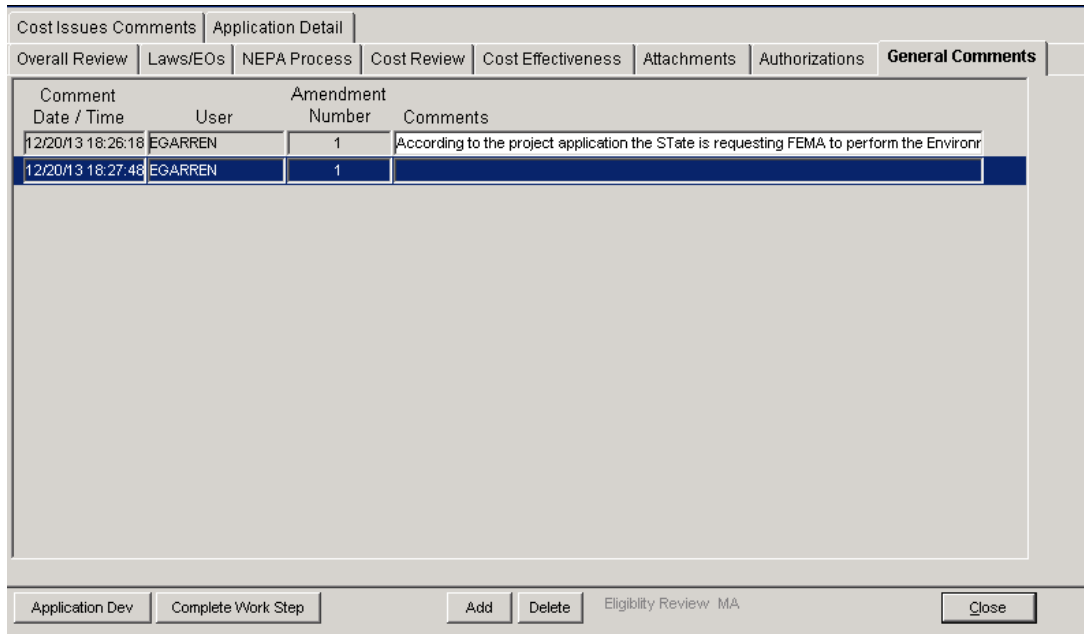
DATA FIELD	INFORMATION SOURCE
Applicant <i>Applicant is eligible.</i>	44 CFR 206.434(a)
Project Type <i>Project Type is eligible.</i>	44 CFR 206.434(c)
Eligibility Criteria <i>Eligibility Criteria has been met.</i>	44 CFR 206.434(b)

F. Click the **General Comments** tab (Figure 7-83).



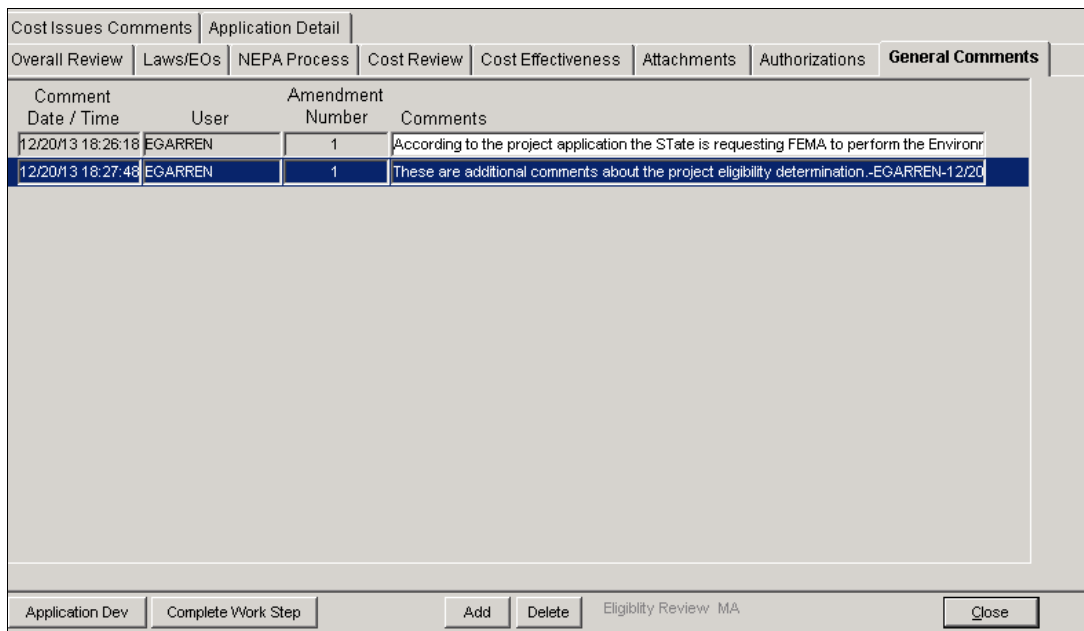
**Figure 7-83: Mitigation > Projects > Eligibility Determination > General Comments Tab**

G. On the bottom middle part of the tab, click the ADD button. A new row for comments is added, with your User Name and the Comment Date/Time displayed (Figure 7-84).



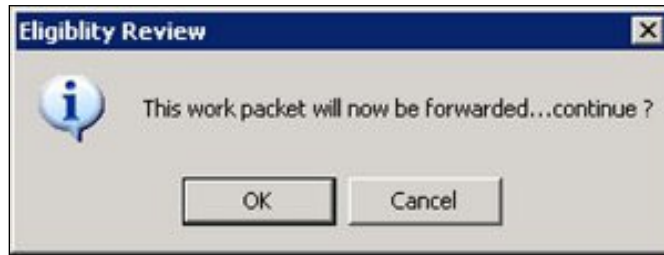
**Figure 7-84: General Comments Tab with New Row**

- H. Double-click inside the Comments box. The Comment Editor is displayed.
- I. In the text area, enter any comments, questions or issues that pertain to eligibility information.
- J. Click the OK button. The comments are now displayed in the **General Comments** tab (Figure 7-85).



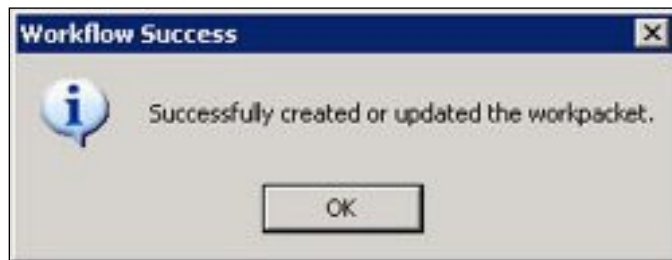
**Figure 7-85: General Comments Tab with Comments Added**

- K. Click the **Overall Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. The Forward Work Packet dialog box is displayed (Figure 7-86).



**Figure 7-86: Eligibility Review Forward Work Packet Dialog Box**

- L. Click the OK button. The Workflow Success dialog box is displayed (Figure 7-87).



**Figure 7-87: Workflow Success Message**

- M. Click the OK button.
- N. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the MAXIMIZE button (the square icon). The screen is now maximized.
- O. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Eligibility Review process now displays "Project Approval Decision" under the Workflow Description column. Project Approval Decision is the next step in the workflow (Figure 7-88).

■ Work Packets for: MA

Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
■	5	7	0	7	IL	Cost Review	REVIEW `Project Application E
■	5	6	2	6	IL	Cost Review	COMPLETE test2
■	5	6	2	6	IL	Eligibility Review	REVIEW test2
■	5	7	0	7	IL	Eligibility Review	COMPLETE `Project Application E
■	5	6	2	6	IL	Environmental Officer Review	COMPLETE test2
■	5	7	0	7	IL	Laws/EOs Review	COMPLETE `Project Application E
■	5	7	0	7	IL	NEPA Documentation Review	REVIEW `Project Application E
■	5	8	0	8	IL	Project Approval Decision	REVIEW `Project Application F
■	5	23	1	19	IL	Project Approval Decision	REVIEW Try again

Figure 7-88: Work Packet after Eligibility Review

### Task 9: Execute Project Approval Decision

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed (Figure 7-89).

Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title	FEMA Reviewer	Previous Reviewer Userid	Assigned Analyst
5	7	0	7	IL	Cost Review	REVIEW	'Project Application E			egarren
5	6	2	6	IL	Cost Review	COMPLETE	test2			egarren
5	6	2	6	IL	Eligibility Review	REVIEW	test2			egarren
5	7	0	7	IL	Eligibility Review	COMPLETE	'Project Application E			egarren
5	6	2	6	IL	Environmental Officer Review	COMPLETE	test2			egarren
5	7	0	7	IL	Laws/EOs Review	COMPLETE	'Project Application E			egarren
5	7	0	7	IL	NEPA Documentation Review	REVIEW	'Project Application E			egarren
5	8	0	8	IL	Project Approval Decision	REVIEW	'Project Application F			maceved2
5	23	1	19	IL	Project Approval Decision	REVIEW	Try again			egarren

**Figure 7-89: Mitigation Work Packet List**

2. On the top left corner of the screen, check that you are logged in with the MA Group ID.
3. Highlight the row of the project that says "Project Approval Decision" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."

---

**NOTE: If the Status says "REWORK," click the General Comments and Cost Review tabs before editing any eligibility information (Steps 5-19). The comments will provide the questions, issues and comments regarding the rework required. These comments may have been entered by the HMO reviewers during the Approval Decision Concurrence and Final Project Approval phases.**

---



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**NOTE: If you encounter a "Validation Error For Planning Cost to be Allocated," it will be necessary to adjust the funding allocation or project in a manner that brings the allocated totals for the project type down to a level equal to or less than the amount identified as available for the project type in the Financial Activity tab of the Funding Estimate.**

---

4. Click the OK button. The **Overall Review** tab is displayed by default (Figure 7-90).

The screenshot displays the 'Overall Review' tab of the NEMIS HMGP application system. The interface is organized into several sections:

- Regulatory Criteria:** A list of seven criteria, each with a dropdown menu. The first three are 'Project conforms with State Mitigation Plan.', 'Project benefits the designated area.', and 'Project conforms with environmental regulations.' The fourth is 'Project solves the problem independently or is a functional portion of the solution.' The fifth is 'Project is cost effective. \* The benefit cost ratio is: 1'. The sixth is 'Project funds requested will not substitute for another federal funding authority.' The seventh is 'Project funds are not matched or intended to be matched with another federal authority.'
- Additional Criteria:** A list of seven criteria, each with a dropdown menu. The first is 'Codes/Standards Rvw'. The second is 'PW Review (DSR)'. The third is 'Engineering Review'. The fourth is 'NFIRA Review'. The fifth is 'HS Review'. The sixth is 'Other'. The seventh is 'CIS'.
- Eligibility Determination:** A list of three criteria, each with a dropdown menu. The first is 'Applicant'. The second is 'Project Type'. The third is 'Eligibility Criteria'.
- Disaster Declared Areas:** A table with two columns: 'Place Code' and 'Place Name'. The data rows are:
 

Place Code	Place Name
99031	Cook (County)
99177	Stephenson (County)
99141	Ogle (County)
99015	Carroll (County)
99043	DuPage (County)
99085	Jo Daviess (County)
- Amendment Info:** A box containing the following information:
  - Application Status: **Pending**
  - Approval: 00/00/0000
  - Submission: 09/25/2013
  - Received: 09/25/2013
  - Release: 00/00/0000
- Buttons:** 'Withdraw', 'Void', 'Amendment Checklist', 'Application Dev', 'Complete Work Step', and 'Close'.

**Figure 7-90: Mitigation > Projects > Eligibility Determination > Overall Review Tab**

5. On the bottom left part of the Overall Review tab, click the APPLICATION DEV button. The Application Development tabs are displayed.
6. Review the project application information in the Application Development tabs.
7. On the bottom right part of the tab, click the CLOSE button. The Eligibility Determination tabs are displayed with the **Overall Review** tab displayed by default.
8. In the title bar of the Eligibility Determination tabs, ensure that the Suffix Type Code in the FEMA Project Number is correct.
9. In the Regulatory Criteria section, the third field from the top is "Project conforms with environmental regulations." Before selecting Y, N or NA, check with the Regional Environmental Officer (REO) if all environmental criteria have been met. Once the Environmental Officer completes the review in their queue, it is necessary for the person delegated to the project to return to the Overall Review tab as the MA and answer this question.
10. Review all the information in the Eligibility Determination tabs.
11. If you wish to add Cost Issues Comments, complete Steps 11a - 11e.



**HINT: If you have questions about the Cost Review and plan to send the project application back for Cost Review rework, use the Cost Issues Comments tab for your questions or to describe the required rework. The CSTRV Group ID user will use the information in this tab once he or she receives the Cost Review REWORK task in the Mitigation Work Packet List.**

- a. Click the **Cost Issues Comments** tab (Figure 7-91).

Comment Date / Time	User	Amendment Number	Comments
12/20/13 17:52:49	EGARREN	1	
12/20/13 17:48:28	EGARREN	1	This is a new cost issue comment.-EGARREN-12/20/2013 17:47 GMT
12/20/13 18:35:13	EGARREN	1	

Application Dev    Complete Work Step    Add    Delete    Project Approval Decision MA    Close

**Figure 7-91: Mitigation > Projects > Eligibility Determination > Cost Issues Comments Tab**

- b. On the bottom middle part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.
- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **Cost Issues Comments** tab is displayed with the newly-added comments (Figure 7-92).

Overall Review	Laws/EOs	NEPA Process	Cost Review	Cost Effectiveness	Attachments	Authorizations	General Comments
<b>Cost Issues Comments</b>							
Application Detail							
Comment Date / Time	User	Amendment Number	Comments				
12/20/13 17:52:49	EGARREN	1					
12/20/13 17:48:28	EGARREN	1	This is a new cost issue comment.-EGARREN-12/20/2013 17:47 GMT				
12/20/13 18:35:13	EGARREN	1	This is another cost issue comment.-EGARREN-12/20/2013 18:36 GMT				

**Figure 7-92: Cost Issues Comments Tab with New Comments Added**

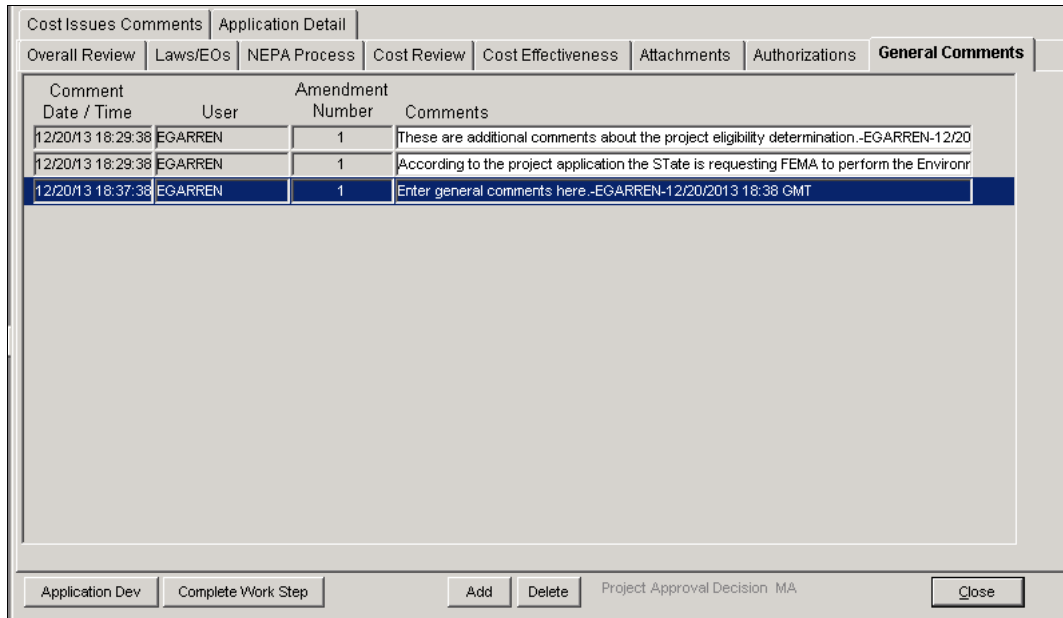
12. If you wish to add General Comments, complete the following steps.

---

***HINT: If you have questions about the Eligibility Review and plan to send the project application back for Eligibility Review rework, use the General Comments tab for your questions or to describe the required rework. The MA Group ID user will use the information in this tab once the user receives the Eligibility Review REWORK task in the Mitigation Work Packet List.***

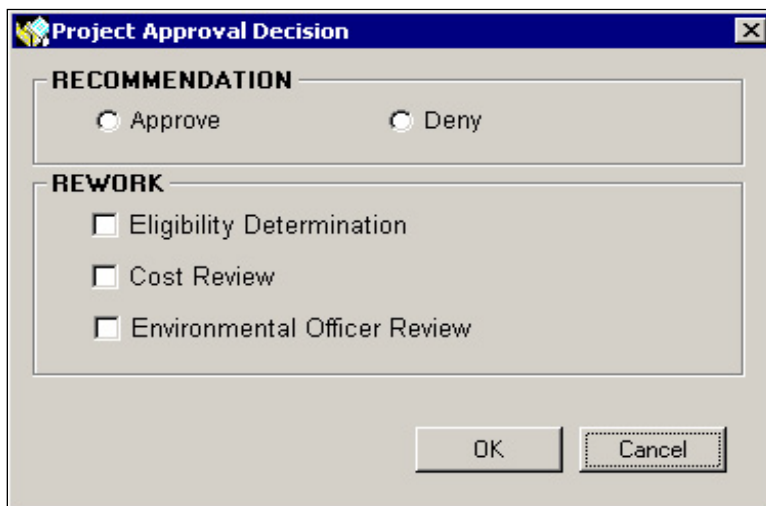
---

- a. Click the **General Comments** tab.
- b. On the center bottom part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.
- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **General Comments** tab is displayed with the newly-added comments (Figure 7-93).



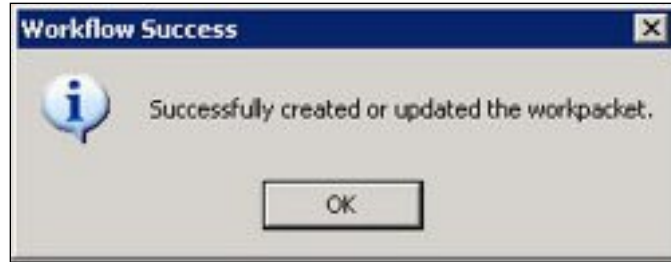
**Figure 7-93: General Comments Tab with New Comments Added**

13. Click back on the **Overall Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. The Project Approval Decision dialog box is displayed (Figure 7-94).



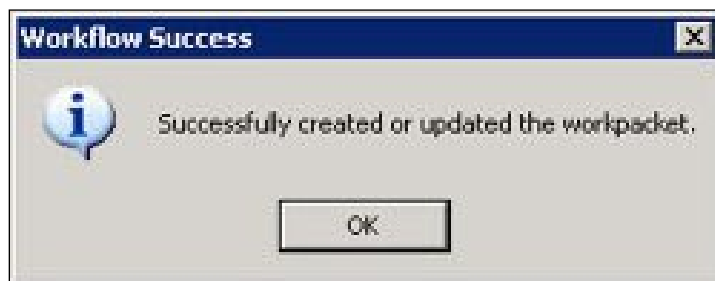
**Figure 7-94: Project Approval Decision Dialog Box**

14. If no rework is required, and you are ready to select a Project Approval Recommendation, complete Steps 14a - 14f.
  - a. In the Recommendation section, click inside the Approve or Deny radio button.
  - b. Click the OK button. The Workflow Success message is displayed (Figure 7-95).



**Figure 7-95: Workflow Success Message**

- c. Click the OK button. The **Overall Review** tab is displayed.
  - d. On the bottom right part of the **Overall Review** tab, click the CLOSE button.
  - e. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
  - f. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Project Approval Decision process now displays "Approval Decision Concurrence" under Workflow Description.
15. If rework is required, complete Steps 15a - 15f.
- a. In the Rework section, click inside the checkbox(es) of the tasks that require rework.
  - b. Click the OK button. The Workflow Success message is displayed (Figure 7-96).



**Figure 7-96: Workflow Success Message**

- c. Click the OK button. The **Overall Review** tab is displayed.
- d. On the bottom right part of the Overall Review tab, click the CLOSE button.

- e. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the MAXIMIZE button (the square icon). The screen is now maximized.
- f. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Project Approval Decision process now displays the workflow process that needs to be reworked under Workflow Description. The Status now says "REWORK" (Figures 7-97 and 7-98).

Region	Dstr No	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
9	7512	55	1	33	AZ	Eligibility Review	REVIEW	Pima County Generator Pr
9	7512	55	1	33	AZ	Environmental Officer Review	REVIEW	Pima County Generator Pr
9	7512	64	2	44	AZ	Environmental Officer Review	COMPLETE	Ridgeland School Creek at
9	7512	18	1	27	AZ	Eligibility Review	REWORK	City of Bisbee Fire Station
9	7512	18	1	27	AZ	Cost Review	REWORK	City of Bisbee Fire Station
9	7512	30	0	9	AZ	Receipt and Delegate	REVIEW	1604-0011 Golden Triangle
9	7512	18	1	27	AZ	Environmental Officer Review	COMPLETE	City of Bisbee Fire Station

Figure 7-97: Mitigation Work Packet List - Eligibility Review Rework

Region	Dstr No	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
9	7512	55	1	33	AZ	Environmental Officer Review	REVIEW	Pima County Generator Pr
9	7512	64	2	44	AZ	Environmental Officer Review	COMPLETE	Ridgeland School Creek at
9	7512	18	1	27	AZ	Eligibility Review	REWORK	City of Bisbee Fire Station
9	7512	18	1	27	AZ	Cost Review	REWORK	City of Bisbee Fire Station
9	7512	30	0	9	AZ	Receipt and Delegate	REVIEW	1604-0011 Golden Triangle
9	7512	18	1	27	AZ	Environmental Officer Review	COMPLETE	City of Bisbee Fire Station
9	7512	1	1	2	AZ	Cost Review	REVIEW	Test project

Figure 7-98: Mitigation Work Packet List - Cost Review Rework

### Task 10: Execute Approval Decision Concurrence

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed (Figure 7-99).

Region	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
5	23	1	19	IL	Approval Decision Concurrence	PRJ_APPRV	Try again
5	7	0	7	IL	Cost Review	REVIEW	`Project Application E
5	6	2	6	IL	Cost Review	COMPLETE	test2
5	6	2	6	IL	Eligibility Review	REVIEW	test2
5	7	0	7	IL	Eligibility Review	COMPLETE	`Project Application E
5	6	2	6	IL	Environmental Officer Review	COMPLETE	test2
5	7	0	7	IL	Laws/EOs Review	COMPLETE	`Project Application E
5	7	0	7	IL	NEPA Documentation Review	REVIEW	`Project Application E
5	8	0	8	IL	Project Approval Decision	REVIEW	`Project Application F

Figure 7-99: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the HMO Group ID.
3. Highlight the row of the project that says "Approval Decision Concurrence" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "PRJ\_APPRV."
4. Click the OK button. The **Overall Review** tab is displayed by default (Figure 7-100).

**Overall Review** | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

**Regulatory Criteria**

- Project conforms with State Mitigation Plan.
- Project benefits the designated area.
- Project conforms with environmental regulations.
- Project solves the problem independently or is a functional portion of the solution.
- Project is cost effective. \* The benefit cost ratio is: 1
- Project funds requested will not substitute for another federal funding authority.
- Project funds are not matched or intended to be matched with another federal authority.

**Additional Criteria**

- Codes/Standards Rvw
- PWV Review (DSR)
- Engineering Review
- NFIRA Review
- HS Review
- Other
- CIS
- FMA
- NFIP
- State Admin Plan

**Eligibility Determination**

- Applicant
- Project Type
- Eligibility Criteria

**Disaster Declared Areas**

Place Code	Place Name
99031	Cook (County)
99177	Stephenson (County)
99141	Ogle (County)
99015	Carroll (County)
99043	DuPage (County)
99085	Jo Daviess (County)

**Amendment Info**  
 Application Status: **Pending**  
 Approval: 00/00/0000  
 Submission: 09/25/2013  
 Received: 09/25/2013  
 Release: 00/00/0000

Amendment Checklist \* This field is populated from the Cost Effectiveness tab.

Application Dev | Complete Work Step | Approval Decision Concurrence - HMO | Close

Figure 7-100: Mitigation > Projects > Eligibility Determination > Overall Review Tab

5. On the bottom left part of the Overall Review tab, click the APPLICATION DEV button. The Application Development tabs are displayed.
6. Review the information in the Application Development tabs.
7. On the bottom right part of the tab, click the CLOSE button. The Eligibility Determination tabs are displayed with the **Overall Review** tab displayed by default.
8. Review the information in the Eligibility Determination tabs.
9. If you wish to add Cost Issues Comments, complete the following steps.

---

***HINT: If you have questions about the Cost Review and plan to send the project application back for Cost Review rework, use the Cost Issues Comments tab for your questions or to describe the required rework. The MA and the CSTRV Group ID users will use the information in this tab once he or she receives the REWORK task in the Mitigation Work Packet List.***

---

- a. Click the **Cost Issues Comments** tab (Figure 7-101).

Comment Date / Time	User	Amendment Number	Comments
12/20/13 17:48:28	EGARREN	1	This is a new cost issue comment.-EGARREN-12/20/2013 17:47 GMT
12/20/13 18:36:54	EGARREN	1	This is another cost issue comment.-EGARREN-12/20/2013 18:36 GMT
12/20/13 18:47:28	EGARREN	1	

**Figure 7-101: Mitigation > Projects > Eligibility Determination > Cost Issues Comments Tab**

- b. On the center bottom part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.

- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **Cost Issues Comments** tab is displayed with the newly-added comments (Figure 7-102).

Overall Review				Laws/EOs	NEPA Process	Cost Review	Cost Effectiveness	Attachments	Authorizations	General Comments	
Cost Issues Comments				Application Detail							
Comment Date / Time	User	Amendment Number	Comments								
12/20/13 17:48:28	EGARREN	1	This is a new cost issue comment.-EGARREN-12/20/2013 17:47 GMT								
12/20/13 18:36:54	EGARREN	1	This is another cost issue comment.-EGARREN-12/20/2013 18:36 GMT								
12/20/13 18:47:26	EGARREN	1	This is a cost issues comment at the Approval Decision Concurrence task.-EGARREN-12								

Application Dev    Complete Work Step    Add    Delete    Approval Decision Concurrence HMO    Close

**Figure 7-102: Cost Issues Comments Tab with New Comments Added**

10. If you wish to add General Comments, complete the following steps.

---

***HINT: If you have questions about the project application and plan to send it back for rework, use the General Comments tab for your questions or to describe the required rework. The MA and the other reviewers will use the information in this tab once he or she receives the REWORK task in the Mitigation Work Packet List.***

---

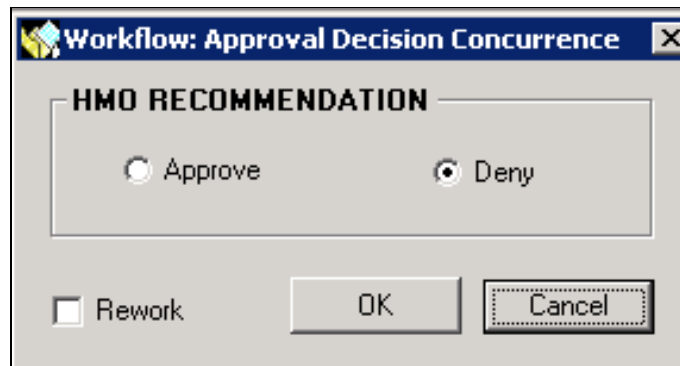
- a. Click the **General Comments** tab.
- b. On the center bottom part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.
- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **General Comments** tab is displayed with the newly-added comments (Figure 7-103).



Comment		Amendment	
Date / Time	User	Number	Comments
12/20/13 18:41:16	EGARREN	1	Enter general comments here.-EGARREN-12/20/2013 18:38 GMT
12/20/13 18:29:38	EGARREN	1	These are additional comments about the project eligibility determination.-EGARREN-12/20
12/20/13 18:29:38	EGARREN	1	According to the project application the State is requesting FEMA to perform the Environr
12/20/13 18:50:17	EGARREN	1	General comment from Approval Decision Concurrence.-EGARREN-12/20/2013 18:51 GM

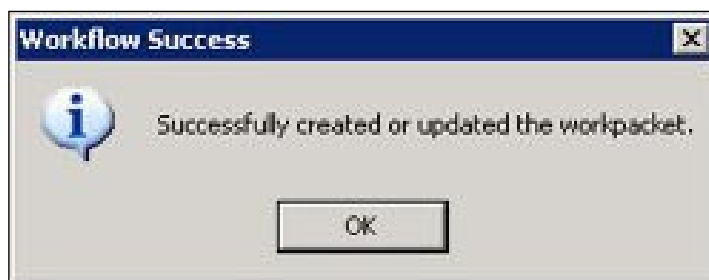
**Figure 7-103: General Comments Tab with New Comments Added**

11. Click back on the **Overall Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. The Approval Decision Concurrence dialog box is displayed (Figure 7-104).



**Figure 7-104: Approval Decision Concurrence Dialog Box**

12. If no rework is required, and you are ready to select a HMO Recommendation, complete Steps 12a - 12j.
  - a. In the HMO Recommendation section, click inside the Approve or Deny radio button.
  - b. Click the OK button. The Workflow Success message is displayed (Figure 7-105).



**Figure 7-105: Workflow Success Message**

- c. Click the OK button. MS Word is launched to generate a form letter for the project approval or decision.

- d. Enter the project-specific data on the form letter or open a different file if your Region has another form letter or additional documents to send.
  - e. Address the letter to the Recipient Point of Contact(s). Be sure to follow your Regional/Recipient procedures.
  - f. Save the letter (using the Save As feature, giving the letter a different file name) and print it.
  - g. Exit from MS Word.
  - h. On the bottom right part of the **Overall Review** tab, click the CLOSE button.
  - i. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
  - j. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Approval Decision Concurrence process now displays "Final Project Approval" under Workflow Description. The Status says "REVIEW."
13. If rework is required, complete the following steps in the Approval Decision Concurrence dialog box.
- a. Click inside the Rework checkbox.
  - b. Click the OK button. The Workflow Success message is displayed.
  - c. Click the OK button. The **Overall Review** tab is displayed.
  - d. On the bottom right part of the Overall Review tab, click the CLOSE button.
  - e. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
  - f. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Approval Decision Concurrence process now displays "Project Approval Decision" under Workflow Description. The Status now says "REWORK" (Figure 7-106).

Mitigation Work Packet List

Work Packets for: HMO

Region	Dstr No	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
9	7512	55	1	33	AZ	Environmental Officer Review	REVIEW	Pima County Generator Pri
9	7512	64	2	44	AZ	Environmental Officer Review	COMPLETE	Ridgeland School Creek at
9	7512	30	0	9	AZ	Receipt and Delegate	REVIEW	1604-0011 Golden Triangl
9	7512	18	1	27	AZ	Project Approval Decision	REWORK	City of Bisbee Fire Station
9	7512	1	1	2	AZ	Project Approval Decision	REVIEW	Test project
9	7512	56	1	45	AZ	Cost Review	REVIEW	Ridgeland School Creek at
9	7512	56	1	45	AZ	Eligibility Review	REVIEW	Ridgeland School Creek at

Work Flow Map

Change Group Refresh OK Close

HMO

Figure 7-106: Project Approval Decision Rework

## Task 11: Complete the Application Detail Tab

For disasters with a declaration on or after October 30, 2012, the **Application Detail** tab (Figure 7-107) must be completed prior to executing Task 12. This tab captures 23 data elements via 14 separate questions to be used for tracking metrics and the initiatives of the Sandy Recovery Improvement Act (SRIA).

**Figure 7-107: Application Detail tab**

Any projects approved prior to the release of these requirements will have two options:

- Amend the project, which will require the completion of the new tab, or
- The Application Details data will not be available for the project unless it is amended in the future.

---

***NOTE: Data entry on the tab is limited to the HMO role. All other roles may view but may not alter or enter data.***

---

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed.
2. On the top left corner of the screen, check that you are logged in with the HMO Group ID.
3. Highlight the row of the project that says "Approval Decision Concurrence" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "PRJ\_APPRV."

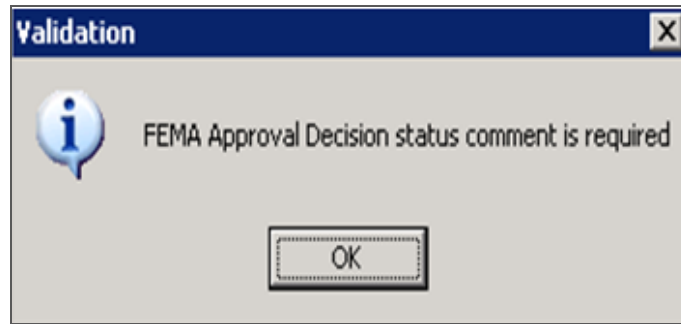
4. Click the OK button. The **Overall Review** tab is displayed by default.
5. Click on the **Application Detail** tab. The applicability of some questions depends upon the user's response to a preceding item in sequence (Table 7-8).

**Table 7-8: Eligibility Determination Section Data Fields**

DATA FIELD	INFORMATION TO BE ENTERED
1. Enter date Application submitted to FEMA by Recipient	Enter a valid date between the date of the declaration and today's date.
2. Did initial Application meet minimum requirement for acceptance?	Enter a YES or NO response. If NO is selected the date field for denial will be editable if necessary and applicable. A YES response will render the date field null.
3. Was Application discussed with Recipient?	Enter a YES or NO response. If YES is selected the date field for when the discussion took place will be editable. A NO response will render the date field null.
4. Was a complete Application submitted (an RFI was not required)? 4a. If no, enter date of initial RFI: 4b. If answer to 4=N, enter date Application considered complete:	Enter a YES or NO response. A YES response will render questions 4a and 4b moot. A NO response will require valid dates be entered under question 4a and 4b.
5. Was FEMA's approval decision completed within 30 days of receipt of a complete Application?	Enter a YES or NO response. A NO response will require the entry of comments in the section provided.
6. Does this Project use data or resources provided by advance assistance initiative?	Enter a YES or NO response.
7. Is this a phased project? 7a. Is this amendment for phase 2 of a phased project?	Enter a YES or NO response. A NO response will render question 7a, 8, and 8a, moot. A YES response will require a YES or NO response to question 7a. If applicable based on a YES response to question 7, enter a YES or NO response. A NO response will render questions 8 and 8a moot.

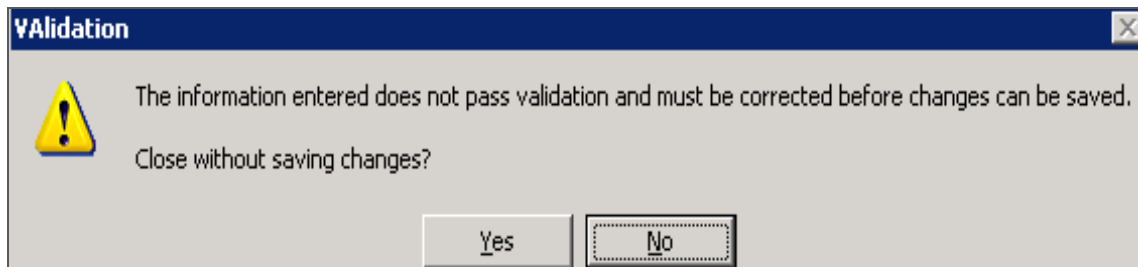
DATA FIELD	INFORMATION TO BE ENTERED
<p>8. If phase 2, was FEMA decision completed within 30 days of receipt of amendment?</p> <p>8a. If phase 2, was a complete Application submitted?</p>	<p>If answers to questions 7 and 7a are YES, provide a YES or NO response.</p> <p>If the answer to question 7 is YES, the Application Details tab will remain editable for questions 7a, 8, and 8a until question 7a is also marked YES and Questions 8 and 8a have been completed.</p>
<p>9. Were national or local cost estimates used in the Application?</p>	<p>Enter a YES or NO response unless the nature of the project application is such that national or local cost estimates are not applicable. If cost estimates are not applicable to the project type, enter a response of N/A.</p>
<p>10. Is Project designed to be completed in accordance with national standards?</p>	<p>Enter a YES or NO response.</p>
<p>11. Were pre-calculated benefits used?</p>	<p>Enter a YES or NO response unless the nature of the project application is such that pre-calculated benefits are not applicable. If pre-calculated benefits are not applicable to the project type, enter a response of N/A. If a BCA was required for the project, enter the date the BCA was approved.</p>
<p>12. Was this Project reviewed for strategic fund management suitability?</p>	<p>Enter a YES or NO response.</p>
<p>13. Is strategic fund management implemented for the Project?</p>	<p>Enter a YES or NO response.</p>
<p>14. Is the Recipient managing any portion of HMGP for this DR under the Program Administration by State (PAS) pilot?</p>	<p>Enter a YES or NO response. If YES is selected, comments on the extent of PSA activities are required to be entered.</p>

6. As the tab is completed, save data by tabbing off and back to Application Detail tab or by selecting Close. When tabbing off, if any data entered does not pass validation a validation message such as the example shown below will appear (Figure 7-108). The user will not be able to tab off until the data is corrected to pass validation.



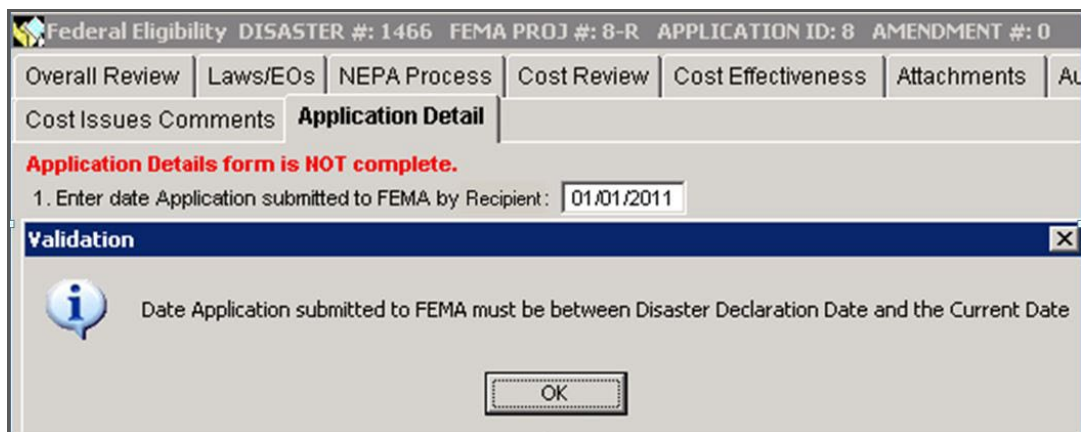
**Figure 7-108: Validation message example – Information required**

7. If close is selected and data does not pass validation a validation message will appear. Selecting OK will cause a second validation message to appear asking if you wish to close the tab without saving the invalidated entries. This second message is shown below (Figure 7-109).



**Figure 7-109: Validation error message – Information does not pass validation**

8. Date entries are validated. The date entered must occur after the date of the disaster declaration and prior to or on the date of the data entry. If an inappropriate date is entered, the user receives the Validation message shown above when attempting to save or close the tab and the Application Detail tab will not be considered complete (Figure 7-110).



**Figure 7-110: Validation error message – Incorrect date**

9. After the tab is completed and the project is approved, the tab can no longer be edited by any amendment, with one exception. The exception is that if the

answer to question 7 is YES and the answer to question 7a is NO, Questions 7a, 8, and 8a will remain editable until question 7a is also marked YES and Questions 8 and 8a have been completed.

10. Once the Application Details tab shows Application Detail form is complete, (see Figure 7-111), the user is ready to proceed to the Final Project Approval Decision work step.

Overall Review	Laws/EOs	NEPA Process	Cost Review	Cost Effectiveness	Attachments	Authorizations	General Comments
Cost Issues Comments		<b>Application Detail</b>					
<b>Application Detail form is complete.</b>							
1. Enter date Application submitted to FEMA by Recipient: <input type="text" value="08/12/2013"/>							
2. Did initial Application meet minimum requirement for acceptance? <input checked="" type="radio"/> YES <input type="radio"/> NO							
If applicable, enter date Application was denied: <input type="text" value="00/00/0000"/>							
3. Was Application discussed with Recipient? <input type="radio"/> YES <input type="radio"/> NO      Date: <input type="text" value="00/00/0000"/>							
4. Was a complete Application submitted (an RFI was not required)? <input type="radio"/> YES <input checked="" type="radio"/> NO							
4a. If no, enter date of initial RFI: <input type="text" value="08/13/2013"/>							

**Figure 7-111: Application Detail form is complete message**



### Task 12: Execute Final Project Approval Decision

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > In Process. The Mitigation Work Packet List is displayed (Figure 7-112).

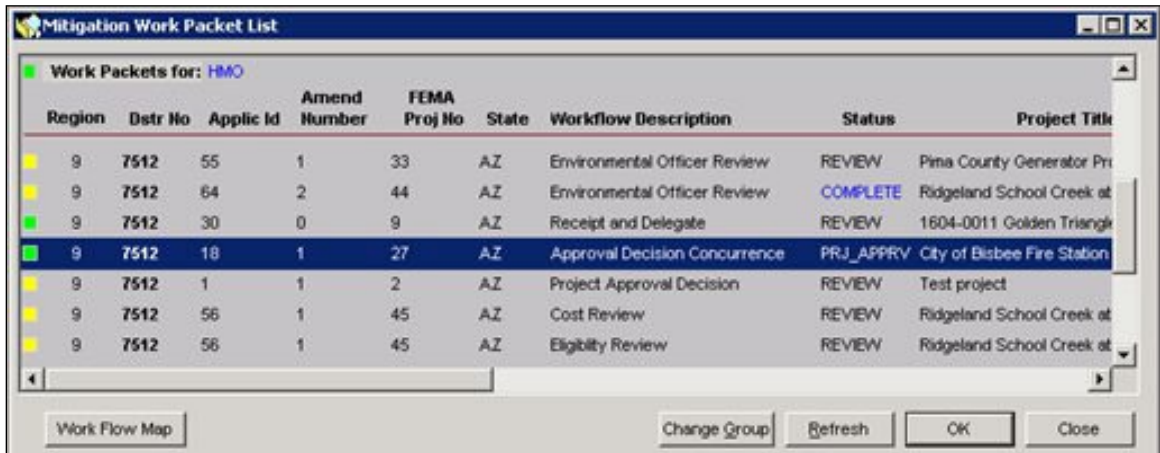


Figure 7-112: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the HMO Group ID.
3. Highlight the row of the project that says "Approval Decision Concurrence" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "PRJ\_APPRV."
4. Click the OK button. The **Overall Review** tab is displayed by default (Figure 7-113).

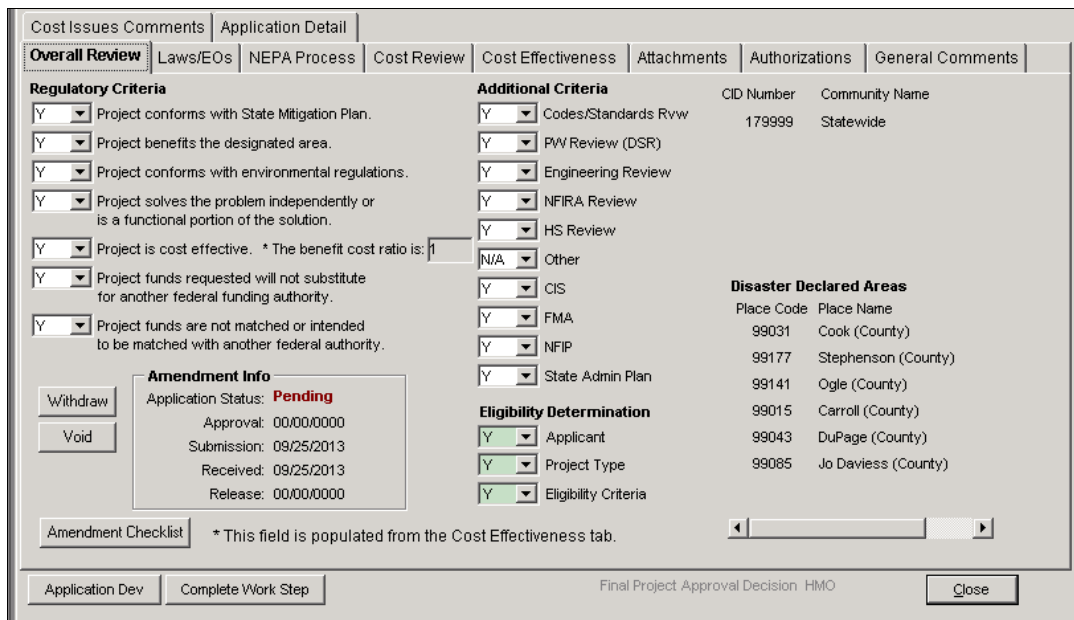


Figure 7-113: Mitigation > Projects > Eligibility Determination > Overall Review Tab

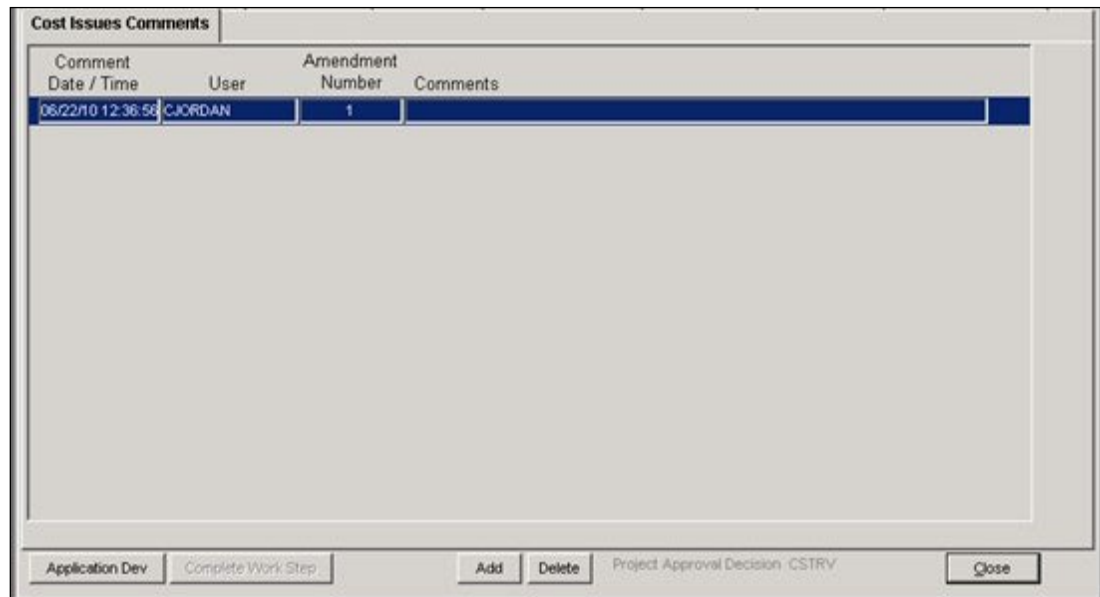
5. On the bottom left part of the Overall Review tab, click the APPLICATION DEV button. The Application Development tabs are displayed.
6. Review the information in the Application Development tabs.
7. On the bottom right part of the tab, click the CLOSE button. The Eligibility Determination tabs are displayed with the **Overall Review** tab displayed by default.
8. Review the information in the Eligibility Determination tabs.
9. If you wish to add Cost Issues Comments, complete the following steps.

---

***HINT: If you have questions about the Cost Review and plan to send the project application back for Cost Review rework, use the Cost Issues Comments tab for your questions or to describe the required rework. The MA and the CSTRV Group ID users will use the information in this tab once he or she receives the REWORK task in the Mitigation Work Packet List.***

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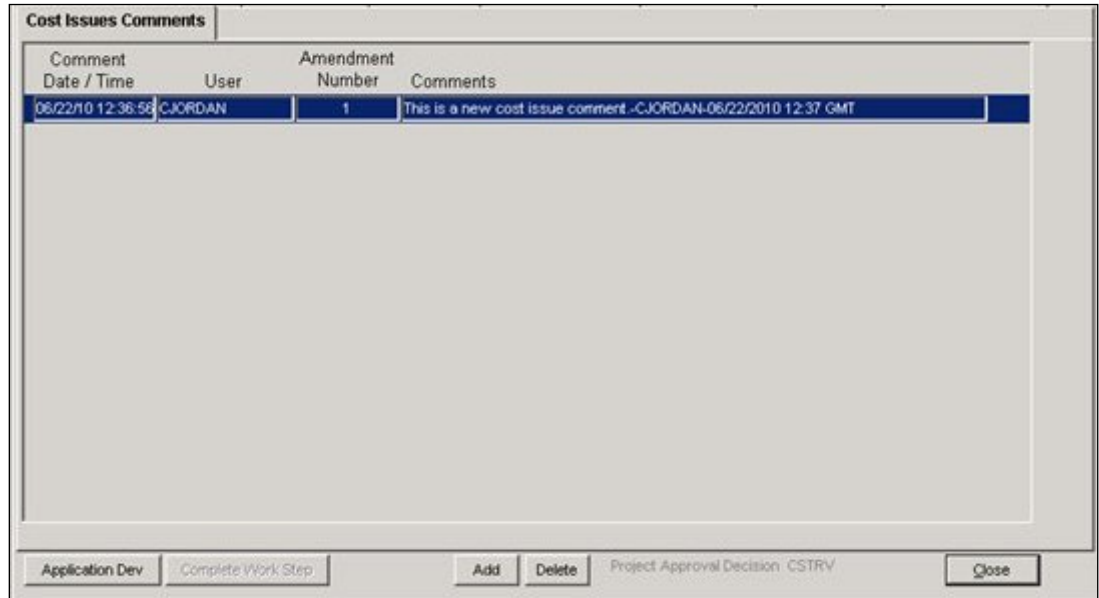
- a. Click the **Cost Issues Comments** tab (Figure 7-114).



**Figure 7-114: Mitigation > Projects > Eligibility Determination > Cost Issues Comments Tab**

- b. On the center bottom part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.

- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **Cost Issues Comments** tab is displayed with the newly-added comments (Figure 7-115).



**Figure 7-115: Cost Issues Comments Tab with New Comments Added**

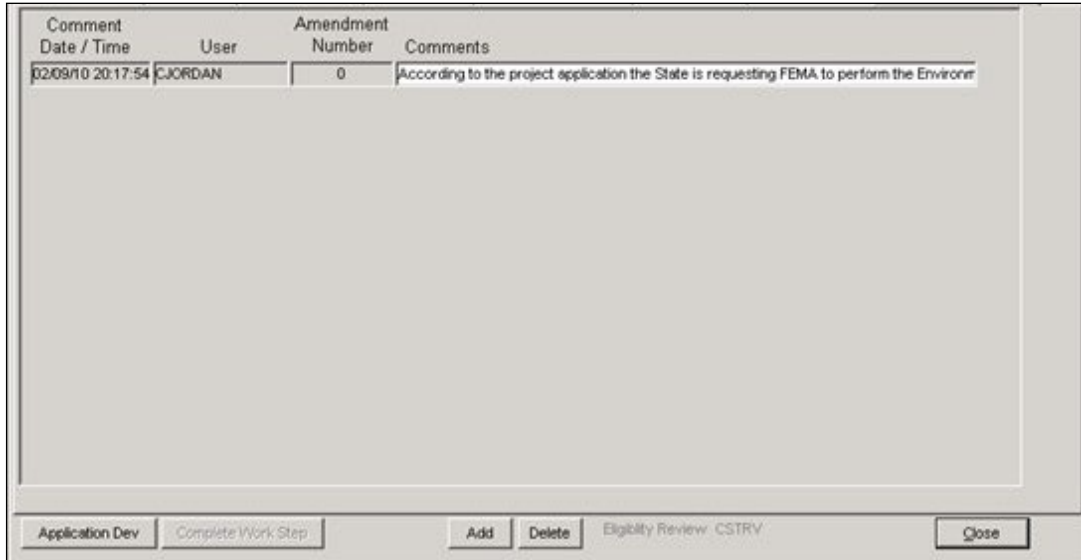
10. If you wish to add General Comments, complete the following steps.

---

***HINT: If you have questions about the project application and plan to send it back for rework, use the General Comments tab for your questions or to describe the required rework. The MA and the other reviewers will use the information in this tab once he or she receives the REWORK task in the Mitigation Work Packet List.***

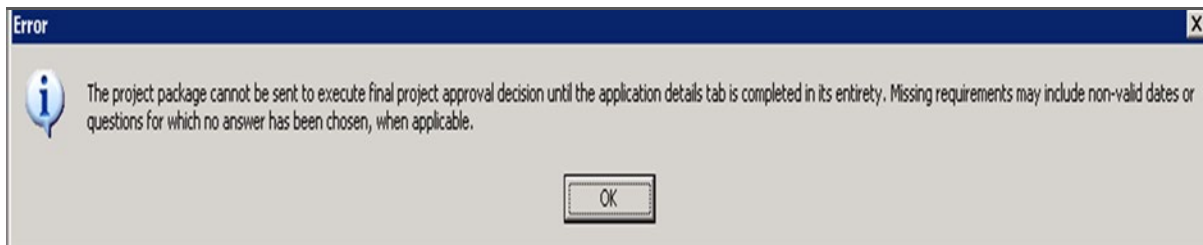
---

- a. Click the **General Comments** tab.
- b. On the center bottom part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.
- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **General Comments** tab is displayed with the newly-added comments (Figure 7-116).



**Figure 7-116: General Comments Tab with New Comments Added**

11. Click back on the **Overall Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. Any attempt to approve a project without an accurately complete Application Details tab will receive an error message that says “The project package cannot be sent to execute final project approval decision until the application tab is completed in its entirety. Missing requirements may include non-valid dates or questions for which no answer has been chosen, when applicable.” (Figure 7-117):



**Figure 7-117: Error message**

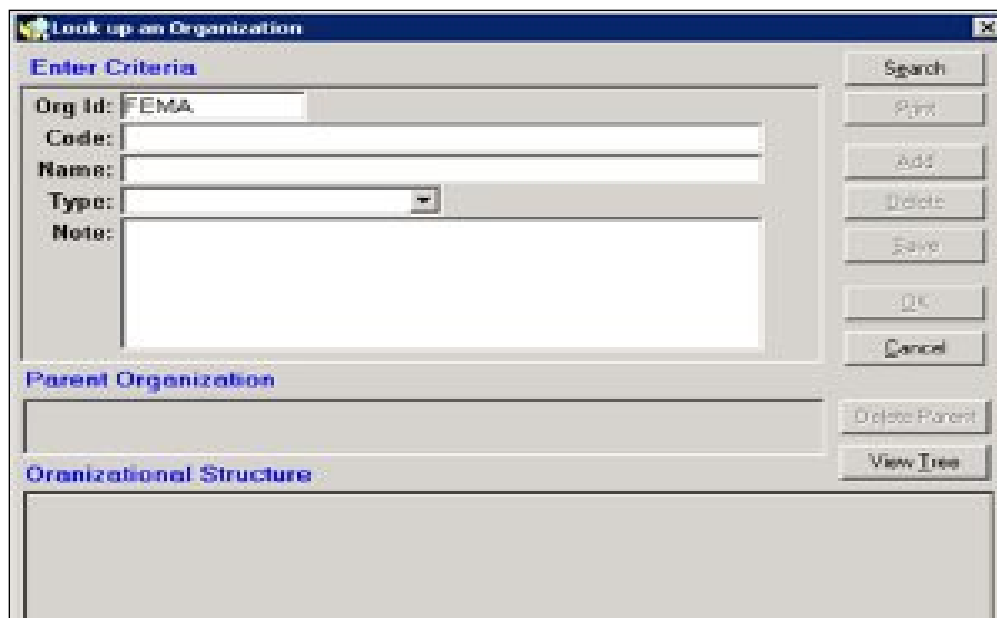
- a. If the **Application Details** tab is complete, the Final Project Approval Decision dialog box is displayed (Figure 7-118):

**Figure 7-118: Final Project Approval Decision Dialog Box**

- b. If the Application Detail form is not complete, you will receive an error message (Figure 7-117). Complete the application details tab and return to step 11.
12. To enter the information in the Regional Administrator or DRM Authority Name data field, complete Steps 12a - 12p. This is the name of the FEMA official who is making the Final Project Approval Decision.
    - a. Click the REGIONAL ADMINISTRATOR button. The Look up a Staff Member window is displayed (Figure 7-119).

**Figure 7-119: Look up a Staff Member Window**

- b. Enter information in as many of the fields as you can to limit the number of records to be searched.
- c. If you wish to search for the name of an Organization, click the ellipsis button  to the right of the Organization data field. The Look Up an Organization window is displayed (Figure 7-120).



**Figure 7-120: Look Up an Organization Window**

- d. Enter information in any of the Organization fields to limit the number of records to be searched.
- e. On the top right part of the Look Up an Organization window, click the SEARCH button. The Organization search results are displayed.
- f. Scroll down to the Organization name you wish to use. Click the OK button.
- g. The Organization name is displayed in the Look Up a Staff Member window.
- h. If you wish to search for the name of an Office, click the ellipsis button to the right of the Office data field. The Look Up an Office window is displayed (Figure 7-121).

The screenshot shows a software window titled "Look up an Office". The window contains a form with the following fields:

- Office ID: [text box]
- Name: [text box]
- Organization: [text box]
- Address 1: [text box]
- Address 2: [text box]
- Street Num: [text box] Street Name: [text box]
- Unit Type: [text box] Unit Num: [text box]
- City: [text box] State: [dropdown] ZIP: [text box]
- County Cd: [text box]
- Note: [text box]
- Carrier Code: [text box] Location Code: [text box]
- E-Mail: [text box]
- Main Office  Office Shared Office Type: [dropdown]
- Facility Type: [dropdown] Hours: [text box]
- Office Dates: [text box]
- Narrative: [text box]

On the right side of the form, there are buttons: Search, First, Add, Delete, Save, OK, and Cancel.

At the bottom of the window, there is a table with the following columns: Area, Phone, EXT, PIN. Below the table are buttons: Add Phone and Delete Phone.

**Figure 7-121: Look Up an Office Window**

- i. Enter information in any of the Office fields to limit the number of records to be searched.
- j. On the top right part of the Look Up an Office window, click the SEARCH button. The Office search results are displayed.
- k. Scroll down to the Office name you wish to use. Click the OK button.
- l. The Office Name is displayed in the Look Up a Staff Member window.
- m. On the top right part of the Look Up a Staff Member window, click the SEARCH button.
- n. The Staff Member search results are displayed.
- o. Scroll down to the Regional Administrator name you wish to use. Click the OK button.
- p. The selected name is displayed in the Final Project Approval Decision dialog box (Figure 7-122).

**Figure 7-122: Regional Administrator Field**

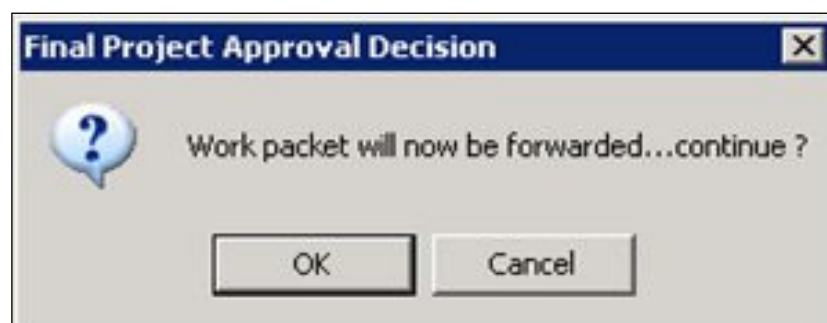
13. In the Signature Date data field, enter the date of project approval or denial if it differs from the current date that was auto-filled by the system.
14. In the Public News Release Date data field, enter the date of the publication of the project approval or denial.
15. If no rework is required, and you are ready to select your Final Project Determination, complete Steps 15a - 15k.
  - a. In the Final Project Determination section, click inside the Approved or Denied radio button.
  - b. In the Regional PIO Notified data field, click inside the Yes or No radio button to indicate if the Public Information Officer (PIO) was notified.

---

***NOTE: When the PIO is notified, the Congressional Liaison should also be notified.***

---

- c. Click the OK button. The Final Project Approval Decision Forward Work Packet dialog box is displayed (Figure 7-123).



**Figure 7-123: Final Project Approval Decision Forward Work Packet Dialog Box**



d. The Workflow Success message is displayed (Figure 7-124).

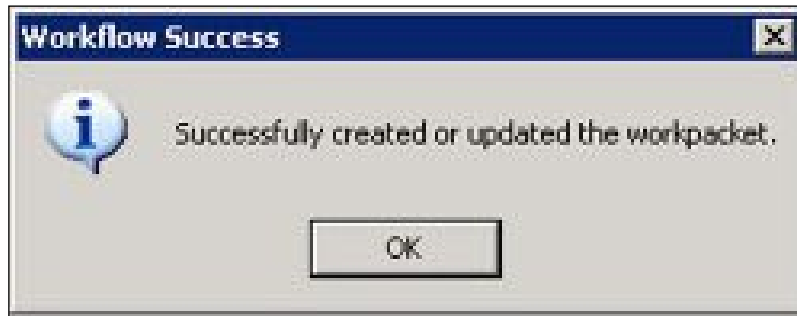


Figure 7-124: Workflow Success Message

e. Click the OK button. The **Overall Review** tab is displayed.

f. In the Amendment Info section, view the project's Application Status (Figures 7-125 to 7-128).

 A screenshot of a software application window showing the "Overall Review" tab. The window has several tabs at the top: "Cost Issues Comments", "Application Detail", "Overall Review", "Laws/EOs", "NEPA Process", "Cost Review", "Cost Effectiveness", "Attachments", "Authorizations", and "General Comments". The "Overall Review" tab is active.
   
 The main content area is divided into several sections:
 

- Regulatory Criteria:** A list of seven criteria, each with a dropdown menu set to "Y".
  - Project conforms with State Mitigation Plan.
  - Project benefits the designated area.
  - Project conforms with environmental regulations.
  - Project solves the problem independently or is a functional portion of the solution.
  - Project is cost effective. \* The benefit cost ratio is: 1
  - Project funds requested will not substitute for another federal funding authority.
  - Project funds are not matched or intended to be matched with another federal authority.
- Amendment Info:** A box containing:
  - Application Status: **Approved**
  - Approval: 01/08/2014
  - Submission: 09/25/2013
  - Received: 09/25/2013
  - Release: 00/00/0000
- Additional Criteria:** A list of criteria with dropdown menus.
  - Codes/Standards Rvw: Y
  - PW Review (DSR): Y
  - Engineering Review: Y
  - NFIRA Review: Y
  - HS Review: Y
  - Other: N/A
  - CIS: Y
  - FMA: Y
  - NFIP: Y
  - State Admin Plan: Y
- Eligibility Determination:** A list of criteria with dropdown menus.
  - Applicant: Y
  - Project Type: Y
  - Eligibility Criteria: Y
- Disaster Declared Areas:** A table with columns "Place Code" and "Place Name".
 

Place Code	Place Name
179999	Statewide
99031	Cook (County)
99177	Stephenson (County)
99141	Ogle (County)
99015	Carroll (County)
99043	DuPage (County)
99085	Jo Daviess (County)

 At the bottom of the window, there are buttons for "Withdraw" and "Void" on the left, and "Application Dev", "Complete Work Step", "Final Project Approval Decision HMO", and "Close" on the right.

Figure 7-125: Application Status - Approved

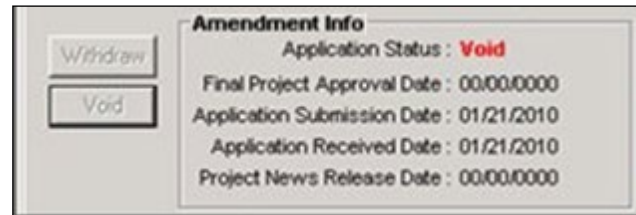
 A dialog box titled "Amendment Info" with a "Withdraw" button and a "Void" button on the left. The main text area contains:
 

- Application Status: **Not Approved**
- Final Project Approval Date: 02/10/2010
- Application Submission Date: 02/09/2010
- Application Received Date: 02/09/2010
- Project News Release Date: 00/00/0000

Figure 7-126: Application Status - Not Approved



**Figure 7-127: Application Status - Withdrawn**



**Figure 7-128: Application Status - Void**

- g. On the bottom right part of the **Overall Review** tab, click the CLOSE button.
  - h. On the bottom left part of the screen, the Mitigation Work Packet List window remains minimized. Click the Maximize button (the square icon) to restore the window. The screen is now maximized.
  - i. On the bottom right part of the screen, click the REFRESH button.
  - j. If the project application is approved, the project is cleared from the Mitigation Work Packet List. It is now available for allocating funds and appears in the Allocation List when adding projects to an allocation worksheet (Unit 10: Manage Allocations and Obligations).
  - k. If the project application is not approved, it can be amended by the Recipient to meet the deficiencies cited by FEMA (Unit 8: Manage Amendments) or the Recipient can file an appeal (Unit 9: Manage Appeals).
16. If the project application requires rework, complete Steps 14a - 14e in the Final Project Approval Decision dialog box.
- a. Click inside the Rework checkbox.
  - b. Click the OK button. The Workflow Success message is displayed.
  - c. Click the OK button. The **Overall Review** tab is displayed.
  - d. In the Amendment Info section, the project's Application Status displays as "Pending" (Figure 7-129).

**Overall Review** | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

**Regulatory Criteria**

- Project conforms with State Mitigation Plan.
- Project benefits the designated area.
- Project conforms with environmental regulations.
- Project solves the problem independently or is a functional portion of the solution.
- Project is cost effective. \* The benefit cost ratio is: 1
- Project funds requested will not substitute for another federal funding authority.
- Project funds are not matched or intended to be matched with another federal authority.

**Additional Criteria**

- Codes/Standards Rvw
- PWV Review (DSR)
- Engineering Review
- NFIRA Review
- HS Review
- Other
- CIS
- FMA
- NFIP
- State Admin Plan

**Eligibility Determination**

- Applicant
- Project Type
- Eligibility Criteria

**Disaster Declared Areas**

Place Code	Place Name
99031	Cook (County)
99177	Stephenson (County)
99141	Ogle (County)
99015	Carroll (County)
99043	DuPage (County)
99085	Jo Daviess (County)

**Amendment Info**

Application Status: **Pending**

Approval: 00/00/0000

Submission: 09/25/2013

Received: 09/25/2013

Release: 00/00/0000

Buttons: Withdraw, Void, Amendment Checklist

\* This field is populated from the Cost Effectiveness tab.

Application Dev | Complete Work Step | Final Project Approval Decision HMO | Close

Figure 7-129: Application Status - Pending

- On the bottom right part of the Overall Review tab, click the CLOSE button.
- On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Click the Maximize button (the square icon) to restore the window. The screen is now maximized.
- On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Final Project Approval process now displays "Project Approval Decision" under Workflow Description. The Status now says "REWORK" (Figure 7-130).

Mitigation Work Packet List

Work Packets for: HMO

Region	Dstr No	Applic Id	Amend Number	FEMA Proj No	State	Workflow Description	Status	Project Title
9	7512	55	1	33	AZ	Environmental Officer Review	REVIEW	Pima County Generator Pri
9	7512	64	2	44	AZ	Environmental Officer Review	COMPLETE	Ridgeland School Creek at
9	7512	30	0	9	AZ	Receipt and Delegate	REVIEW	1604-0011 Golden Triangle
9	7512	18	1	27	AZ	Project Approval Decision	REWORK	City of Bisbee Fire Station
9	7512	1	1	2	AZ	Project Approval Decision	REVIEW	Test project
9	7512	56	1	45	AZ	Cost Review	REVIEW	Ridgeland School Creek at
9	7512	56	1	45	AZ	Eligibility Review	REVIEW	Ridgeland School Creek at

Buttons: Work Flow Map, Change Group, Refresh, OK, Close

Figure 7-130: Mitigation Work Packet List - Project Approval Decision Rework

## References for Manage Eligibility Determination

### Available Reports

To track and document the process of Managing Eligibility Determination, the following reports can be generated, as described in Unit 14 - Generate Standard HMGP Reports:

- Federal Eligibility Work Packet Report
- Project Cost Line Item Report
- Project Eligibility Report

### Form Letters

**Table 7-9: Sample Form Letters**

<b>FORM LETTER</b>	<b>PAGE NUMBER</b>
Acknowledge Receipt of Project Application	7-88
Project Approval	7-89
Project Denial or Withdrawal	7-90

**Form Letter for Project Application Acknowledgement Receipt**

ADDRESS

SUBJECT: ACKNOWLEDGEMENT OF APPLICATION

FEMA- XXXX -DR-(State)

Hazard Mitigation Grant Program

Applicant: NAME OF APPLICANT

Project Title: TITLE

Dear \_\_\_\_\_:

This is to acknowledge official receipt on \_\_\_\_\_ (date) of a FEMA, Section 404, Hazard Mitigation Grant Program (HMGP) project application from \_\_\_\_\_ . It has been assigned FEMA project number \_\_\_\_\_ .

A State Mitigation plan for FEMA-XXXX-DR- (State) has [not] been received [as of this date]. [When preparing this plan, please include the above reference project as an identified measure].

This project is currently being reviewed in the FEMA Regional Office. You will be notified of all HMGP actions concerning this application. For information on the review and other actions, please contact \_\_\_\_\_ (name) at \_\_\_\_\_ (telephone number).

Sincerely,

Hazard Mitigation Officer

## Form Letter for Project Approval

ADDRESS

SUBJECT: PROJECT APPROVAL  
FEMA-XXXX-DR- (State)  
Hazard Mitigation Grant Program  
Subrecipient: NAME OF SUBRECIPIENT  
Project #: FEMA ASSIGNED NUMBER

Dear \_\_\_\_\_:

The above referenced Hazard Mitigation Grant Program (HMGP) project has been approved and is eligible for funding. The estimated Federal share of the eligible project cost is \$ \_\_\_\_\_ and has been submitted to Headquarters for funding in that amount. You will be notified when the obligated funds are in Smartlink and available for drawdown, a minimum of 15 days after the date of public notice. Recipient and Subrecipient management costs will be included in the funding obligation.

Please refer the Subrecipient to the State HMGP administrative plan for project cost overrun regulations. If project costs exceed the approved Federal share, the Subrecipient must contact the Governor's Authorized Representative (GAR). The GAR will evaluate requests for cost overruns. Written determination of cost overrun eligibility shall be submitted by the GAR to the Regional Administrator. Cost overruns shall meet Federal regulations set forth in 44 CFR 206.438(b).

The State HMGP administrative plan defines the procedure whereby the GAR may advance portions of the approved Federal share to the Subrecipient. Upon completion of the HMGP project, the Subrecipient's closeout reimbursement for the final Federal share of eligible project costs must be submitted to the Regional Administrator for review and determination.

Quarterly progress reports for HMGP projects are required. Please include this HMGP project in your future quarterly reports.

The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a HMGP Subrecipient statement of work (SOW) shall be reviewed by all State and Federal agencies participating in the NEPA process. NEPA sign-off for all SOW additions or amendments is essential before the revised SOW can be approved by FEMA or implemented by the HMGP Subrecipient.

If you have any questions concerning this action or the information on the enclosed report, please contact \_\_\_\_\_ (name) at \_\_\_\_\_ (telephone number).

Sincerely,

Regional Administrator or  
Mitigation, Disaster Recovery Manager

**Form Letter for Project Denial or Withdrawal**

Governor's Authorized Representative

ADDRESS

SUBJECT: CLOSEOUT OF DENIED [OR WITHDRAWN] PROJECT  
FEMA- XXXX -DR-(State)  
Hazard Mitigation Grant Program  
Applicant: NAME OF APPLICANT  
Project #: FEMA ASSIGNED NUMBER

Dear \_\_\_\_\_:

According to our records, the above project was [denied or withdrawn] on \_\_\_\_\_  
[date]. To finalize our records, this project is being officially closed in NEMIS HMGP.  
If you have any questions, please contact me at \_\_\_\_\_ (telephone  
number).

Sincerely,

Hazard Mitigation Officer  
Enclosure

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## Unit 8 – Manage Amendments

Overview .....	8-2
Task 1: Determine Status of the Project Application.....	8-3
Task 2: Select Project to Amend.....	8-6
Task 3: Create Amendment and Enter New Information .....	8-7
Task 4: Verify and Submit Amended Project Applications .....	8-13

## Overview

The NEMIS HMGP Manage Amendments process allows Recipient Mitigation staff to amend a project application once it has been submitted and either “Approved” or “Denied” by FEMA staff. NEMIS HMGP creates another record for the project application with an incremental amendment number while the Application ID stays the same. The Recipient enters the new information and submits the amendment to FEMA.

---

***CAUTION: Data from most screens are copied from the original application, except for the Eligibility Review and Authorization screens, which are blank. Data must be re-entered for those screens. NEPA or other environmental review revisions must be reflected in the amendment.***

---

Table 8-1 provides an overview of the Manage Amendments process.

**Table 8-1: Manage Amendments Process**

ITEM	DESCRIPTION
Purpose	Make changes to a project application that has been approved or denied by FEMA
When does it start?	After FEMA staff has completed the eligibility review process described in Unit 7: Manage Eligibility Determination and determined the status of the project application
Who does it?	Recipient Mitigation staff
How is it done?	Execute four tasks: Task 1: <a href="#">Determine Status of the Project Application</a> Task 2: <a href="#">Select Project to Amend</a> Task 3: <a href="#">Create Amendment and Enter New Information</a> Task 4: <a href="#">Verify and Submit Amended Project Applications</a>

---

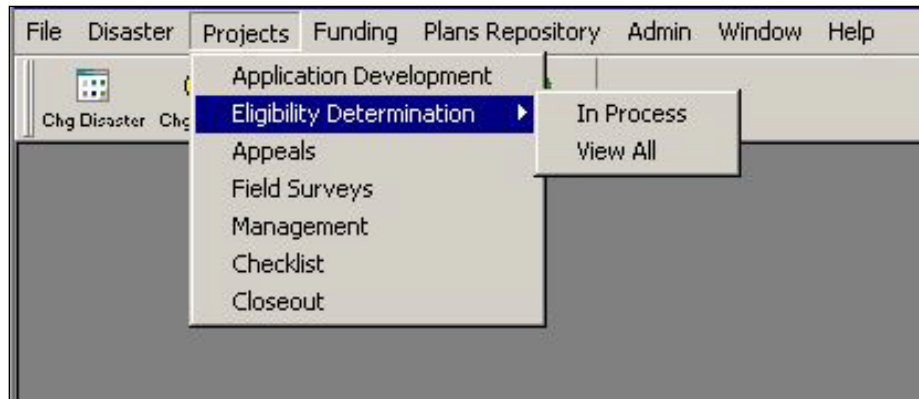
***CAUTION: For Amendments, Laws/EOs and NEPA Process reviews are optional if no environmental information has been changed. The Environmental Officer Review must be completed, however, whether or not environmental information was changed.***

---

### Task 1: Determine Status of the Project Application

**NOTE: This task determines whether the project application has gone through FEMA’s eligibility review process and has been designated as “Approved,” “Denied,” or “Withdrawn.”**

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > View All (Figure 8-1).



**Figure 8-1: Mitigation > Projects > Eligibility Determination > View All**

2. A table listing project applications submitted to FEMA for this disaster is displayed (Figure 8-2). Table 8-2 describes the Project Application List data fields.

FEMA Proj Nr	Amendment Nr	Applic ID	Suffix	ST	Region	Project Title
1	0	2	R	AZ	9	V3MR11 Allocation test project
1	1	2	R	AZ	9	V3MR11 Allocation test project
2	0	1	R	AZ	9	Test project
2	1	1	R	AZ	9	Test project
3	0	6	P	AZ	9	Conchise County Multi-Hazard Mit Plan
3	1	6	P	AZ	9	Conchise County Multi-Hazard Mit Plan
4	0	10	F	AZ	9	Pima County Generator Phase III
5	0	11	P	AZ	9	7512-02 La Paz County Multi-Jurisdictional HMP Application
6	0	14	P	AZ	9	Golden Triangle PDD Multi-Jurisdictional Hazard Mitigation Plan
7	0	12	R	AZ	9	BISBEE FIRE STATION-WIND RETROFIT
8	0	22	F	AZ	9	Pima County Generator Phase III
9	0	30		AZ	9	1604-0011 Golden Triangle PDD Multi-Jurisdictional HMP

**Figure 8-2: Project Application List**

**HINT: If the project application is not listed in the table, it has not yet been submitted to FEMA.**

Table 8-2: Project Application List Data Fields

DATA FIELD	INFORMATION DISPLAYED
Disaster Nr	FEMA disaster number
FEMA Proj Nr	System-generated FEMA project application number when project is submitted to FEMA
Amendment Nr	Project application Amendment Number
Applic ID	Recipient project application number
Suffix	Type of funding requested. Suffix codes are R (Regular project funding), M (Management costs), P (Planning projects), and F (Initiative projects).
ST	State where disaster occurred
Region	FEMA Region where disaster occurred
Project Title	Project Title

3. Select the project you wish to display. Click the OK button.
4. The **Overall Review** tab is displayed (Figure 8-3).

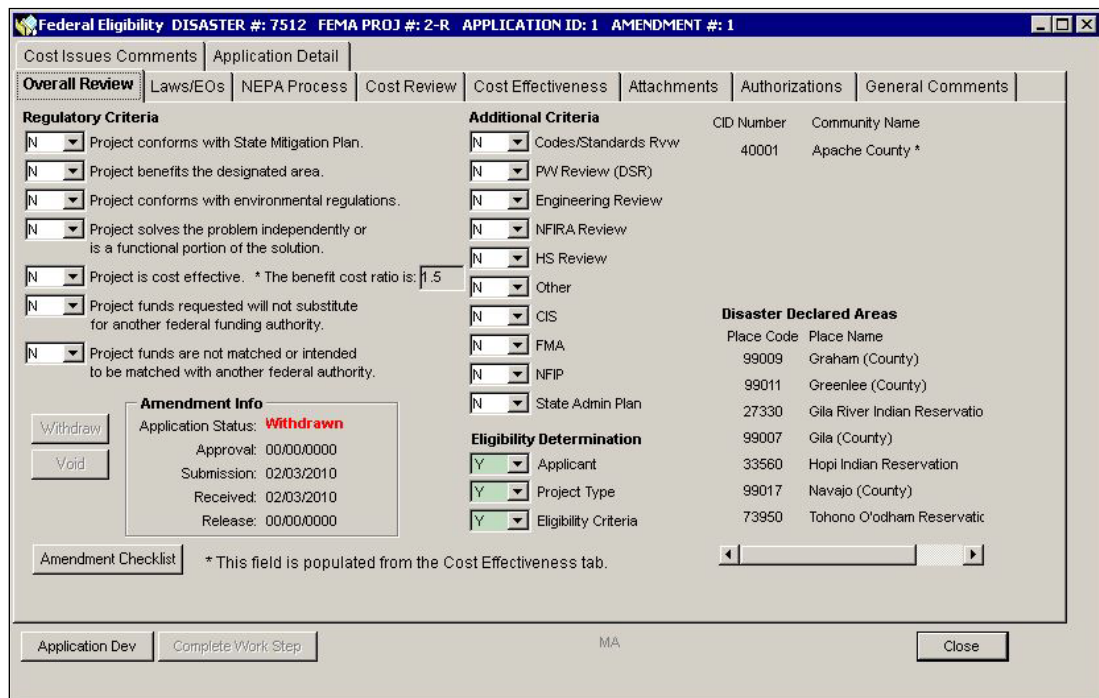


Figure 8-3: Overall Review Tab

***NOTE: In the Application Info section, the Application Status field indicates one of the following:***

***If the status is “Approved,” “Denied,” or “Withdrawn,” the project application can be amended.***

***If the status is “Pending,” the Eligibility Review process is incomplete, and the application cannot be amended. However, it may be possible to edit certain parts of the current amendment provided the work step approving the component in need of amendment has not been completed. See the Application Development process (Unit 6: Manage Project Application).***

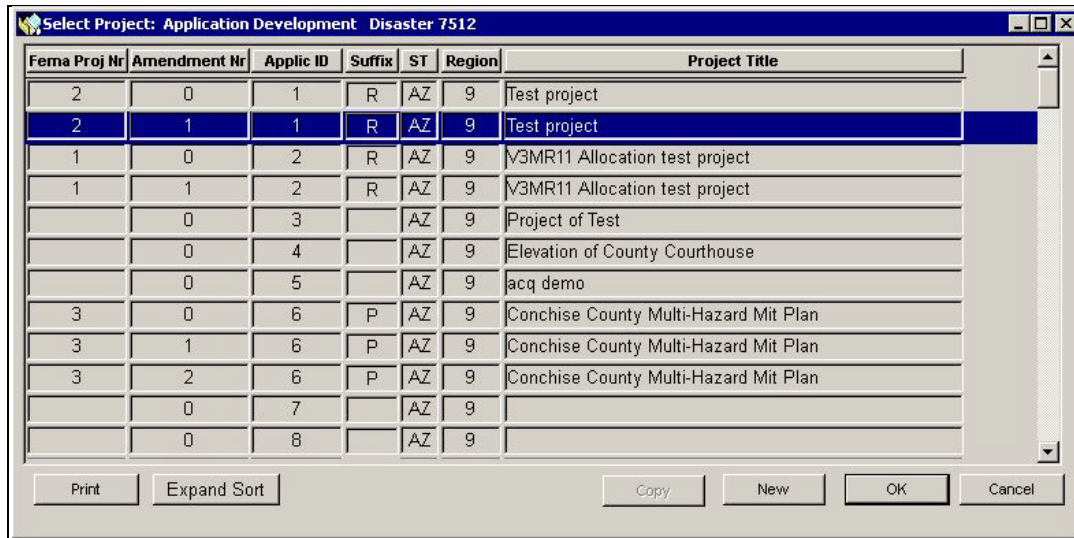
***If the status is “Void,” the project could be amended; however, Void indicates the intent was to permanently remove the project application from consideration, so a new project should be submitted.***

---

5. Click the CLOSE button.

## Task 2: Select Project to Amend

1. On the MITIGATION menu bar, click on Projects >Application Development. A table listing project applications for the selected disaster is displayed.
2. Highlight the highest amendment number for the project to be amended. Click the OK button (Figure 8-4).



Fema Proj Nr	Amendment Nr	Applic ID	Suffix	ST	Region	Project Title
2	0	1	R	AZ	9	Test project
2	1	1	R	AZ	9	Test project
1	0	2	R	AZ	9	V3MR11 Allocation test project
1	1	2	R	AZ	9	V3MR11 Allocation test project
	0	3		AZ	9	Project of Test
	0	4		AZ	9	Elevation of County Courthouse
	0	5		AZ	9	acq demo
3	0	6	P	AZ	9	Conchise County Multi-Hazard Mit Plan
3	1	6	P	AZ	9	Conchise County Multi-Hazard Mit Plan
3	2	6	P	AZ	9	Conchise County Multi-Hazard Mit Plan
	0	7		AZ	9	
	0	8		AZ	9	

**Figure 8-4: Application Development Project List**

3. The Project Eligibility Completed message is displayed (Figure 8-5).



**Figure 8-5: Project Eligibility Completed**

4. Click the OK button. Proceed immediately to Task 3: [Create Amendment and Enter New Information](#).

---

**NOTE:** Before you amend a project, it is advisable to print out the “Funding Estimate” to ensure the necessary funds are available. In addition, performing a print screen of the cost estimate tab and match sources tab screens is also advisable for use as a reference. The project Management report will provide a record of the total approved cost, total approved federal and non-federal share, and a record of the financial transactions to date.

---

### Task 3: Create Amendment and Enter New Information

1. After you click the OK button, the **Applicant Information** tab is displayed. (Figure 8-6).

The screenshot shows a software window titled "HMGP APPLICATION: DISASTER #: 7519 FEMA PROJ #: 1-R APPLICATION ID: 6 AMENDMENT #: 1". The window has a menu bar with the following items: Public Notice, Attachments, Eligibility Review, Property Site Inventory, Lat/Lon, Authorization, Checklist, Applicant Information (selected), Problem & Risk Data, Project Info, Work Schedule, Cost Estimate, Match Sources, Cost Effectiveness, and Maintenance Assurance. The main content area is divided into several sections:

- Recipient:** Includes fields for Statewide, State Code (MS), County Code (0), and Statewide. Fips Place Code is 0 and Statewide.
- Sub-Recipient:** Includes fields for Statewide, State Code (MS), County Code (0), and Statewide. Fips Place Code is 0 and Statewide. Public Entity is empty. NFIP Participation is a dropdown menu. Last CAV Date is 00/00/0000.
- Sub-Recipient Mitigation Plan:** Includes a checkbox for "Enable Manual Entry of Plan Data". Plan Type is empty. Aprvl Dt is 00/00/0000. Expire Dt is empty. A note states: "When Sub-Recipient is the Recipient, no Sub-Recipient Mitigation Plan is necessary."
- Sub-Recipient Application Preparer:** Includes a text field with the name "ROYCE, CASSANDRA S".

At the bottom of the window, there is a "Save" button, a legend: "\* Required for Project Submission \*\* Required before Project Closeout.", and "Amend" and "Close" buttons. A note at the bottom states: "Manually entered plans information will not be reflected in the Plan Report".

**Figure 8-6: Applicant Information Tab**

2. Click the AMEND button. The Amendment Checklist is displayed. (Figure 8-7).

Amendment Checklist: Disaster #: 7519 Application ID: 6 Project Amendment #: 2

Please indicate as appropriate the items which are to be modified as part of this amendment:

- Change in the Recipient Approval Status for the Project
- Changes to the Scope of work ( also check all applicable )
  - Type of Project
  - Location of Project
  - Changes in Materials and/or Methods Used
  - Additional Work/Expanded Scope
  - Change to the Maintenance Assurance
- Changes to the Budget Supporting the Project ( also check all applicable subcategories below )
  - Changes in the Amount of Federal Funds Requested
  - Changes in the Amount of Non-Federal Funds Ascribed to the Project
  - Changes in the Type of Non-Federal Funding or Source of Non-Federal Funding
  - Changes in the Timeframe for Completion of the Project
- Changes to Property Site Inventory
- Changes to Stormwater Management and "Other" Inventories
- Changes to Environmental/Historic Compliance Reviews
- Subrecipient Management Cost
- Other/Misc. Changes not Specified Above

OK Cancel

\* Required for Project Submission \*\* Required before Project Closeout. Amend Close

**Figure 8-7: Amendment Checklist**

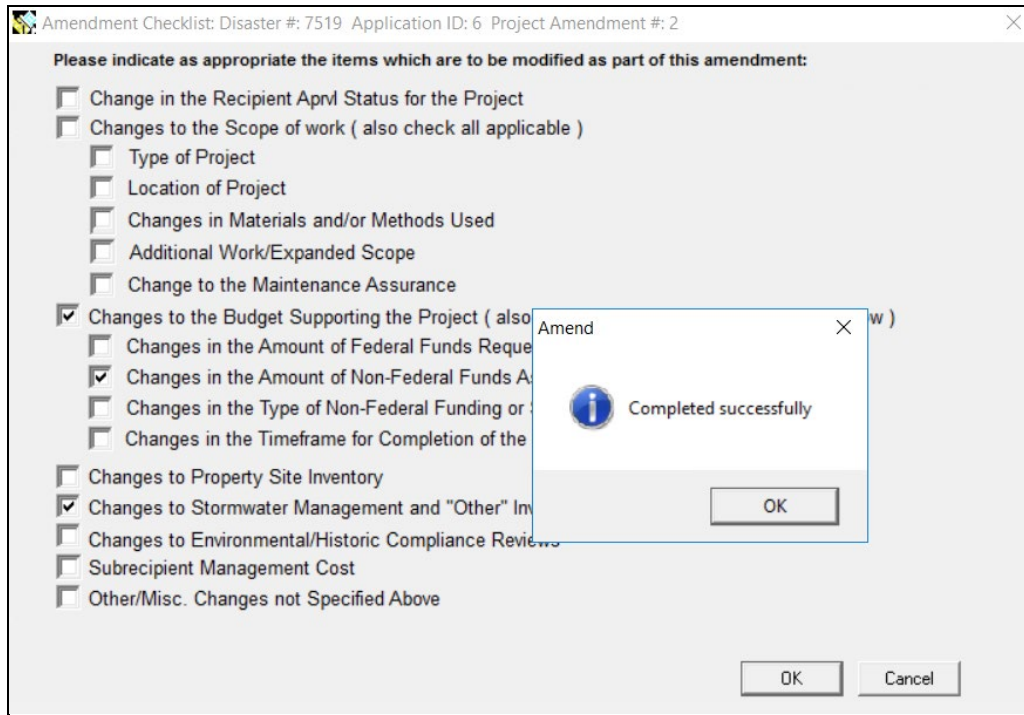
---

***NOTE: The Amendment Checklist identifies the changes to the project application that are being made with the amendment.***

---

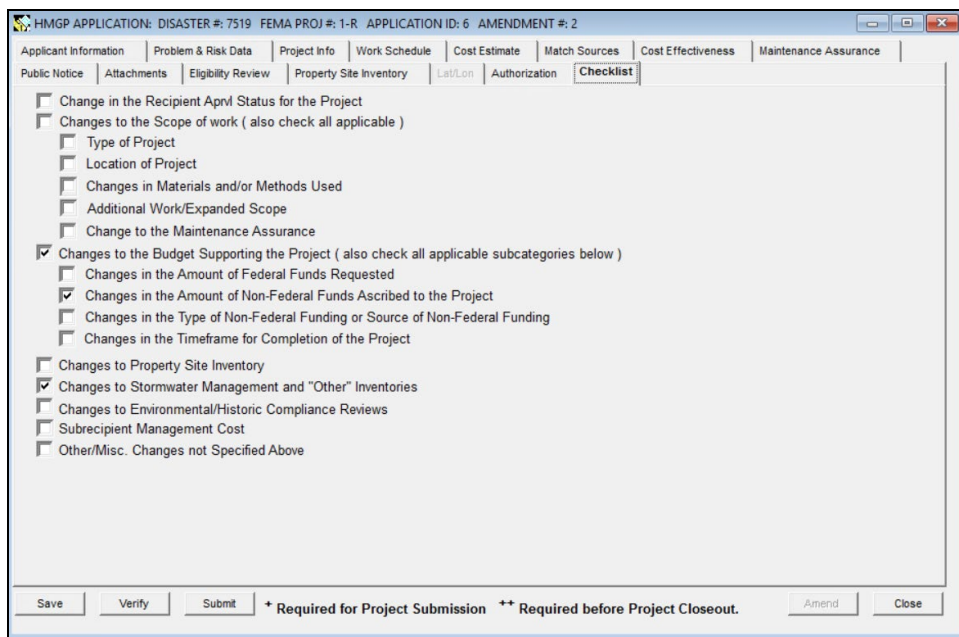
3. Click inside the checkboxes of the items you will be revising. Click the OK button.
4. The Amend Completed Successfully message is displayed (Figure 8-8).





**Figure 8-8: Completed Successfully Message**

5. Click the OK button.
6. A **Checklist** tab becomes available. Click the tab to view the Amendment items (Figure 8-9).



**Figure 8-9: Mitigation > Projects > Application Development > Checklist Tab**

7. Table 8-3 lists the checklist items and where to make the changes in NEMIS HMGP.

---

***CAUTION: Some data fields cannot be changed in an amendment. These include the Subrecipient and the Project Type Codes, such as Initiative, Planning or Regular. If these fields have been incorrectly entered, the project application must be Withdrawn or Voided by FEMA, and a new project application must be created by the Recipient. If withdrawn or voided, the project must be zeroed out in the cost estimate and then closed out.***

---

**Table 8-3: Location of Checklist Items in NEMIS HMGP**

CHECKLIST ITEM	LOCATION IN NEMIS HMGP
Change in the Recipient Approval Status for the Project	Mitigation > Projects > Application Development > <b>Eligibility Review</b> tab
Changes to the Scope of Work	Mitigation > Projects > Application Development > Various tabs, i.e., <b>Property Site Inventory</b> tab
Type of Project	Mitigation > Projects > Application Development > <b>Project Info</b> tab
Location of Project	Mitigation > Projects > Application Development > <b>Property Site Inventory and Lat/Lon</b> tabs
Changes in Materials and/or Methods Used	Mitigation > Projects > Application Development > <b>Attachments</b> tab; Mitigation > Projects > Application Development > <b>Project Info</b> tab > Project Description
Additional Work/Expanded Scope	Mitigation > Projects > Application Development > Various tabs, i.e., <b>Property Site Inventory</b> tab
Change to the Maintenance Assurance	Mitigation > Projects > Application Development > <b>Maintenance Assurance</b> tab
Changes to the Budget supporting the project (see caution below)	Mitigation > Projects > Application Development > <b>Cost Estimate</b> and <b>Match Sources</b> tabs
Changes in the Amount of Federal Funds requested	Mitigation > Projects > Application Development > <b>Cost Estimate</b> tab

CHECKLIST ITEM	LOCATION IN NEMIS HMGP
Changes in the Amount of Non-Federal Funds ascribed to the project	Mitigation > Projects > Application Development > <b>Match Sources</b> tab
Changes in the type of non-Federal funding or source of non-Federal funding	Mitigation > Projects > Application Development > <b>Match Sources</b> tab
Changes in the time frame for completion of the project	Mitigation > Projects > Application Development > <b>Work Schedule</b> tab
Changes to Property Site Inventory (see the note below)	Mitigation > Projects > Application Development > <b>Property Site Inventory</b> tab
Changes to Stormwater Management and "Other" Inventories	Mitigation > Projects > Application Development > <b>Project Type</b> tab; Mitigation > Projects > Application Development > <b>Lat/Lon</b> tab
Changes to Environmental/Historic Compliance Reviews	Mitigation > Projects > Application Development > <b>Eligibility Review</b> tab > <b>Env Checklist</b> sub-tab
Changes to the Subrecipient Management Cost	Mitigation > Projects > Application Development > <b>Management Cost</b> tab

---

***CAUTION: If you are revising or amending your cost estimate, it is imperative that the instructions displayed when selecting the Cost Estimate and Match Sources Funds screens be followed. Failure to do so may prevent project approval or allocation/obligation.***

***Once the Cost Review portion of an application has been completed and cost approval is marked as Y, it will be necessary to change the Y to an N to edit the Cost Estimate screen.***

---



---

***CAUTION: If the Cost Review work step has been completed, it will no longer be possible to edit the Cost Estimate screen. Once the application is approved, it will be necessary to amend the application to revise the Cost Estimate.***

***Individual line items cannot be modified for quantity, unit of measure, or unit cost. Each line item that is to be revised must be deleted in its entirety and reentered using the new desired values.***

---

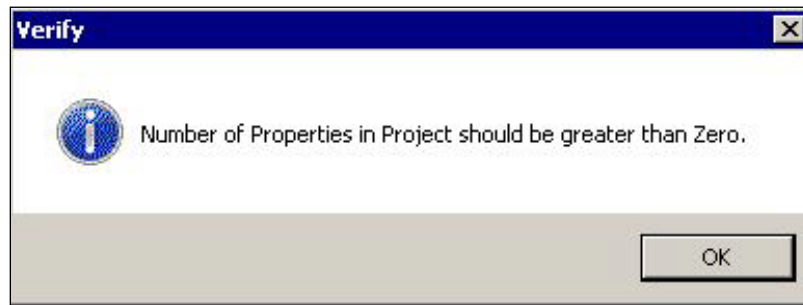
---

***NOTE: If the project was originally submitted prior to the addition of the Number of Properties in Project field and if a PSI is required, it will be required that a number greater than 0 be entered in the field to submit the amendment.***

---

## Task 4: Verify and Submit Amended Project Applications

1. Click the **Authorization** tab. On the bottom left part of the tab, click the VERIFY button.
2. If any required fields are empty, error messages will be displayed indicating the missing field and the Application Development tab where you can enter the missing information (Figure 8-10).



**Figure 8-10: Verification Error Warning Message**

3. Make the necessary corrections and click the VERIFY button again.
4. Table 8-4 provides a list of required fields and their location in Mitigation > HMGP > Application Development.

**Table 8-4: Required Fields and System Location**

REQUIRED INFORMATION	APPLICATION DEVELOPMENT TAB
Recipient/Subrecipient	Applicant Information
Project Type	Project Info
Project Title	Project Info
Counties	Project Info
Congressional Districts	Project Info
Community Name	Project Info
Hazard Type	Project Info
At least one Work Schedule Item	Work Schedule
At least one Cost Estimate Item	Cost Estimate
At least one non-Federal share Line Item	Match Sources
Cost Effectiveness Information for each Community	Cost Effectiveness

REQUIRED INFORMATION	APPLICATION DEVELOPMENT TAB
At least one Property Inventory: Owner, Structure Type, Property Damage Category, Foundation Type	Property Site Inventory
NFIP Info: Flood Source, Repetitive Loss Flag, Flood Zone Code, Repetitive Loss Category	Property Site Inventory > NFIP Info sub-tab
Environmental Checklist for at least one Alternative	Eligibility Review > Env Checklist sub-tab
Authorized Applicant Agent and Authorized Recipient Official Names, Titles and signatures on file	Authorization
Project Reviewer	Eligibility Review > Overview sub-tab
Eligibility Determination Criteria - Applicant, Project type, Project Criteria	Eligibility Review > Overview sub-tab
Other Reviews - C/E Review, Code Compliance, Mt Plan Conformance	Eligibility Review > Overview sub-tab
Approval Recommendation	Eligibility Review > Overview sub-tab

5. Table 8-5 lists attachments that are required for the project application. Project applications may be submitted in NEMIS HMGP without these items, but these documents must be attached before FEMA's final approval in the eligibility determination process (Unit 7: Manage Eligibility Determination).

**Table 8-5: Required Project Application Attachments**

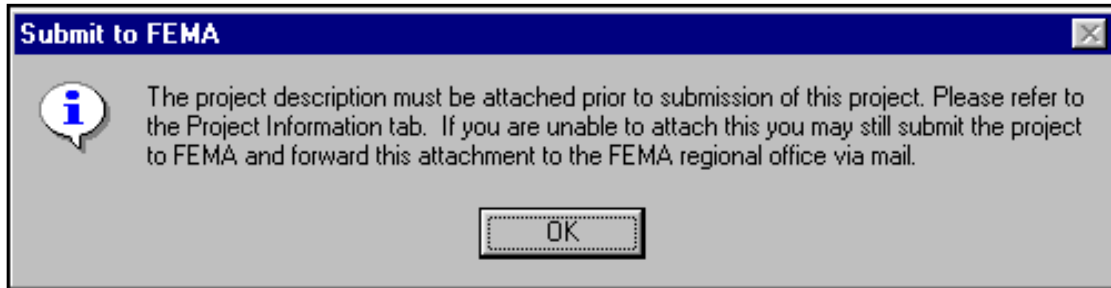
DOCUMENTS	LOCATION IN NEMIS
History, Alternatives, Proposed Actions	Mitigation > Projects > Application Development > <b>Problem and Risk Data</b> tab
Project Description	Mitigation > Projects > Application Development > <b>Project Info</b> tab
Maintenance Assurance	Mitigation > Projects > Application Development > <b>Maintenance Assurance</b> tab

---

**CAUTION:** Please make every effort to limit the file attachment size to less than 1 GB. Allow up to one hour to retrieve and view newly attached documents.

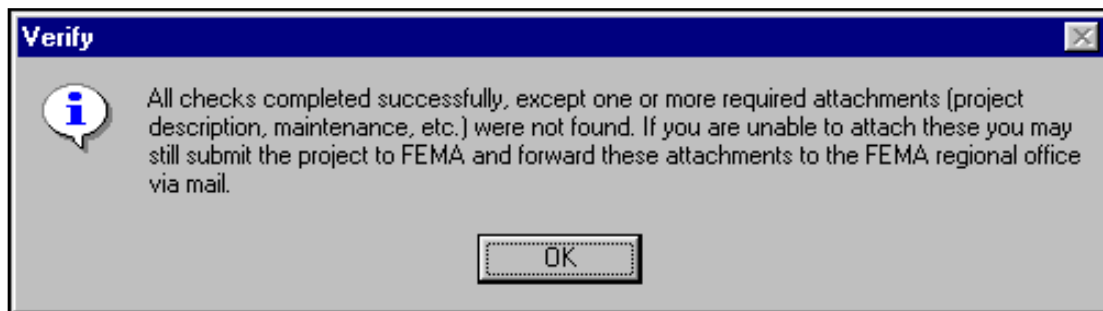
---

6. For any missing attachment, you will get the following warning message (Figure 8-11) when you click the VERIFY button:



**Figure 8-11: Missing Required Attachment Message**

7. Click the OK button. A message that all checks were completed successfully is displayed (Figure 8-12).



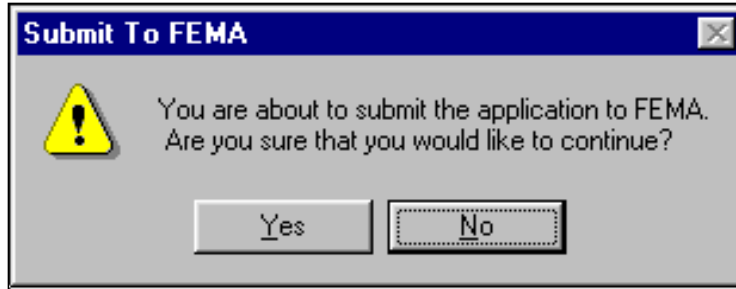
**Figure 8-12: Verification Complete Message**

8. Click the OK button.
9. On the bottom left part of the tab, click the SUBMIT button. The Final Submission dialog box is displayed (Figure 8-13).

---

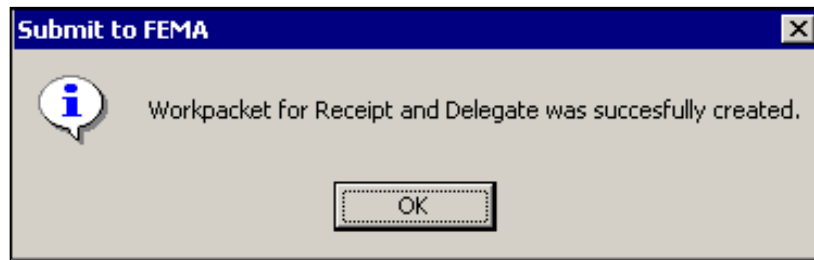
**NOTE:** When you click the SUBMIT button, NEMIS HMGP will automatically verify the application before displaying the Final Submission dialog box.

---



**Figure 8-13: Final Submission Dialog Box**

10. Click the YES button. The project application is submitted to FEMA. A message is displayed that the work packet for the Receipt and Delegate task in the Eligibility Determination process was created (Figure 8-14).



**Figure 8-14: Work Packet Created Message**

11. On the bottom right part of the tab, click the CLOSE button.

---

***NOTE: The amended project application gets added to the HMGP project lists.***

---



## Unit 9 – Manage Appeals

Overview .....9-2

## Overview

The Manage Appeals functionality is not available in NEMIS HMGP.

- For the manual Appeals process for disasters declared on or after March 23, 2023, please refer to the [Hazard Mitigation Assistance Program and Policy Guide](https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance) available at <https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance>.
- For the manual Appeals process for disasters declared on or after February 27, 2015, and prior to March 23, 2023, please refer to the FY15 [Hazard Mitigation Assistance Guidance](https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance/archive), available at <https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance/archive> (search for “FY15”).
- For disasters declared on or after July 12, 2013, and prior to February 26, 2015, please refer to the FY13 Hazard Mitigation Assistance Unified Guidance.
- For disasters declared on or after June 1, 2010, and prior to July 11, 2013, please refer to the FY11 Hazard Mitigation Assistance Unified Guidance.
- For disasters declared on or after June 1, 2009, and prior to May 31, 2010, please refer to the FY10 Hazard Mitigation Assistance Unified Guidance.
- For disasters declared prior to June 1, 2009, please refer to the HMGP Desk Reference.

For the documents that are not available online, you may request guidance from your Regional Mitigation office.

## PUBLICATION OF THE HAZARD MITIGATION GRANT PROGRAM APPEALS DATABASE

An eligible applicant may appeal any FEMA determination regarding applications submitted for funding under the HMGP. The appeal process allows applicants to request a reconsideration of the decision in conformity with program requirements. There are two levels of appeals. The Regional Administrator decides first appeals. If FEMA denies the appeal at the Regional Administrator’s level, the applicant may submit a second appeal to the Deputy Associate Administrator for Mitigation at FEMA Headquarters. If FEMA approves an appeal, FEMA will take the appropriate action to implement the decision. If the second appeal is denied, the decision is final.

To provide an effective means to research and track appeals, FEMA developed a web-based database. This [Appeals Database](https://www.fema.gov/grants/mitigation/appeals-database), available at <https://www.fema.gov/grants/mitigation/appeals-database>, is a searchable database containing FEMA responses to applicant appeals for assistance. The database houses HMGP second appeal records since 1988 and first level appeals since the release of the FY2011 Hazard Mitigation Assistance guidance. In 2011, FEMA started monitoring first appeals made in the regions. The purpose of the database is to inform the public on how program requirements are applied.

For more information on the terms used in the appeals database and a brief summary of the basic program elements, users can reference the [Hazard Mitigation Assistance Program Digest](https://www.fema.gov/sites/default/files/2020-07/fema_hazard-mitigation-assistance-program_digest_2015.pdf), available at [https://www.fema.gov/sites/default/files/2020-07/fema\\_hazard-mitigation-assistance-program\\_digest\\_2015.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_hazard-mitigation-assistance-program_digest_2015.pdf).

FEMA Hazard Mitigation Assistance datasets are also available through [OpenFEMA](https://www.fema.gov/about/reports-and-data/openfema), available at <https://www.fema.gov/about/reports-and-data/openfema>.

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## Unit 10 – Manage Allocations and Obligations

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## Overview

The NEMIS HMGP Manage Allocations and Obligations process allows FEMA Regional and Headquarters staff members to:

- Allocate funds for approved HMGP projects
- Obligate HMGP funds for approved HMGP projects

Table 10-1 provides an overview of the Manage Allocations and Obligations process.

**Table 10-1: Manage Allocations and Obligations**

ITEM	DESCRIPTION
Purpose	Allocate and obligate funds for approved HMGP project applications
When does it start?	After project applications have been approved by FEMA staff in the Eligibility Determination process
Who does it?	FEMA Regional Mitigation Staff <ul style="list-style-type: none"> <li>• Mitigation Analyst (MA) Role</li> <li>• Hazard Mitigation Officer (HMO) Role</li> <li>• Division Chief Role</li> </ul> <p><b>CAUTION: The same user may not perform both the MA and HMO tasks.</b></p>
How is it done?	Execute two processes: <p><b>Part 1: Allocation</b></p> Task 1A: <a href="#">Create Allocation and Submit to HMO</a> Task 1B: <a href="#">Submit Allocation to Emergency Support (ES)</a> <p><b>Part 2: Obligation</b></p> Task 2A: <a href="#">Create Obligation and Submit to HMO</a> Task 2B: <a href="#">Submit Obligation to SAO Financial Services (SFS)</a> Task 2C: <a href="#">Verify Obligation</a> Task 2D: <a href="#">Notify Recipient of Obligation</a>

ITEM	DESCRIPTION
	<p><b>Part 3: Deobligation</b></p> <p><b>Execute only in the following situations:</b></p> <ul style="list-style-type: none"><li>• Project has a cost under-run</li><li>• Recipient withdraws a project after funds have been obligated</li><li>• Audit results determine that certain project costs are not allowed or were miscalculated previously</li></ul> <p>Task 3A: <a href="#">Create Deobligation and Submit to HMO</a></p> <p>Task 3B: <a href="#">Submit Deobligation to SAO Financial Services (SFS)</a></p> <p><b>Part 4: <a href="#">Deallocation</a></b></p> <p><i><b>CAUTION: Execute only if deobligation will be processed in the current fiscal year. Deobligations from previous fiscal years will be automatically deallocated.</b></i></p>

Part 1: Allocation

An allocation does not have to be created in the system for each individual project. Multiple projects can be part of one “Batch” allocation.

After the allocation is processed, an obligation for each individual project **MUST** be created in the system. Another allocation cannot be processed until all projects allocated in the batch allocation are fully obligated.

Figure 10-1 illustrates the Allocation Workflow in NEMIS HMGP.

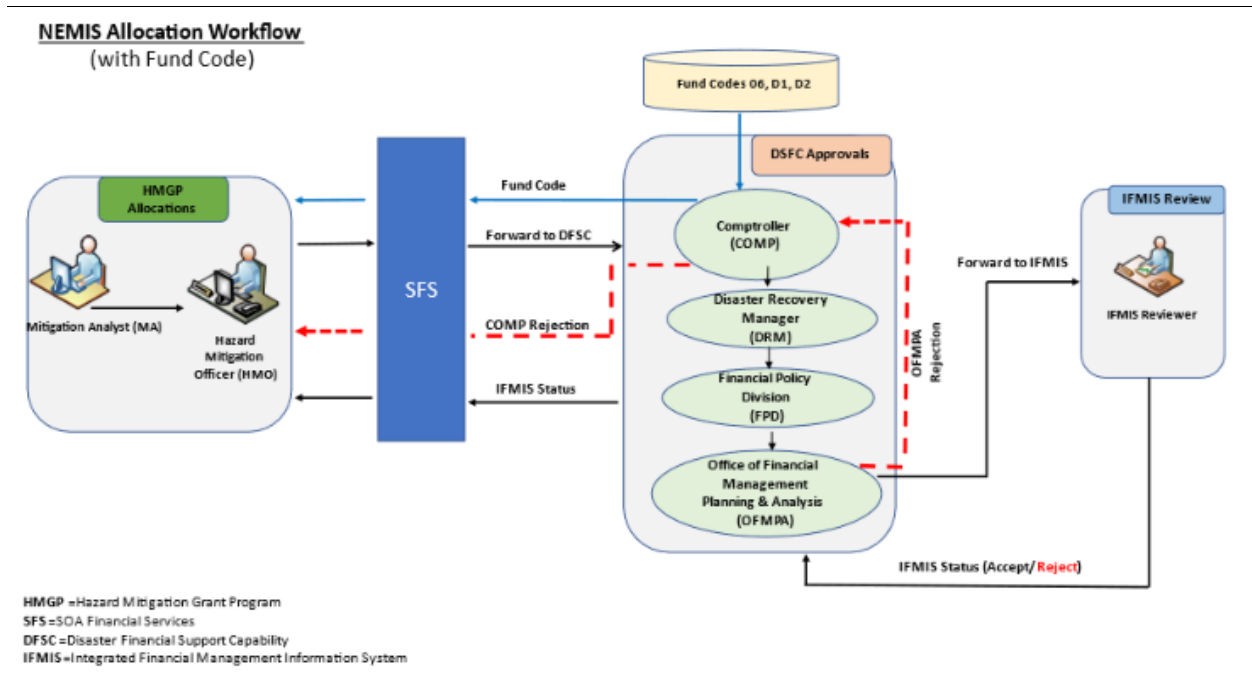
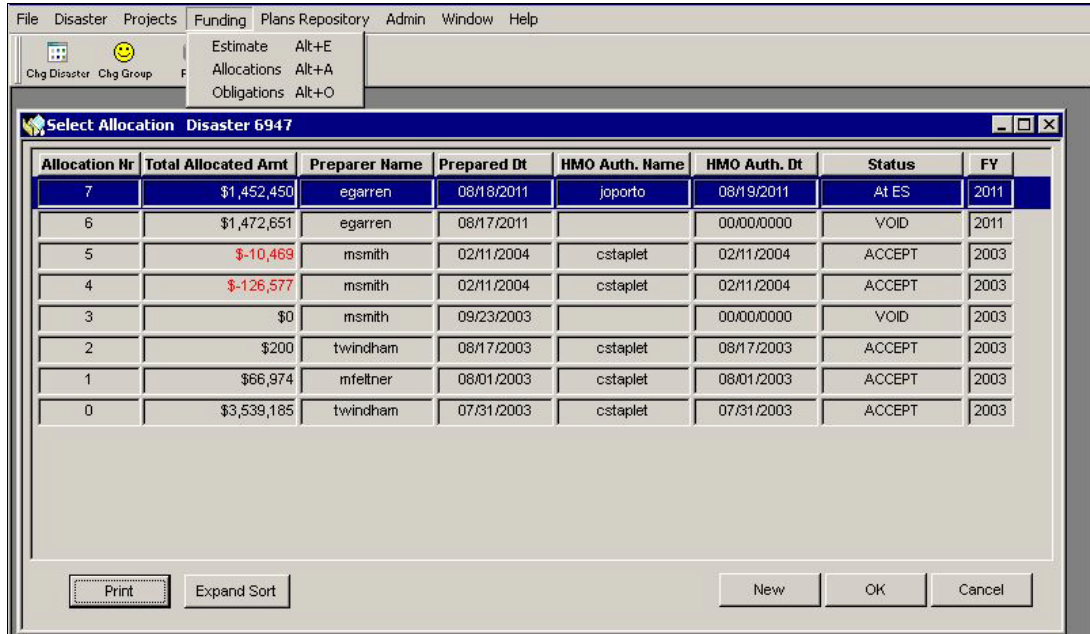


Figure 10-1: NEMIS Allocation Workflow



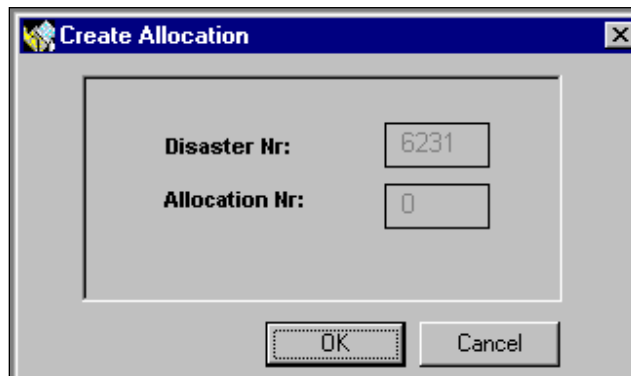
**Task 1A: Create Allocation and Submit to HMO**

1. On the NEMIS menu bar, click the Mitigation icon. If prompted, select Group ID and Disaster. On the MITIGATION menu, click Funding > Allocations > New (Figure 10-2).



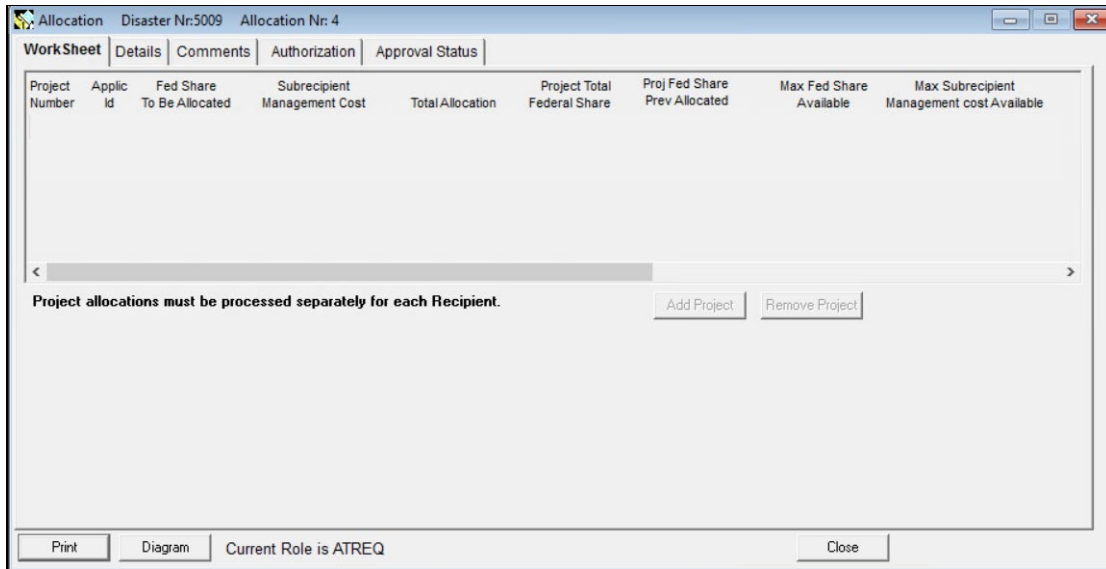
**Figure 10-2: Mitigation > Funding > Allocations > New**

2. The Create Allocation dialog box is displayed with a system-generated Allocation Nr (Figure 10-3).



**Figure 10-3: Create Allocation Dialog Box**

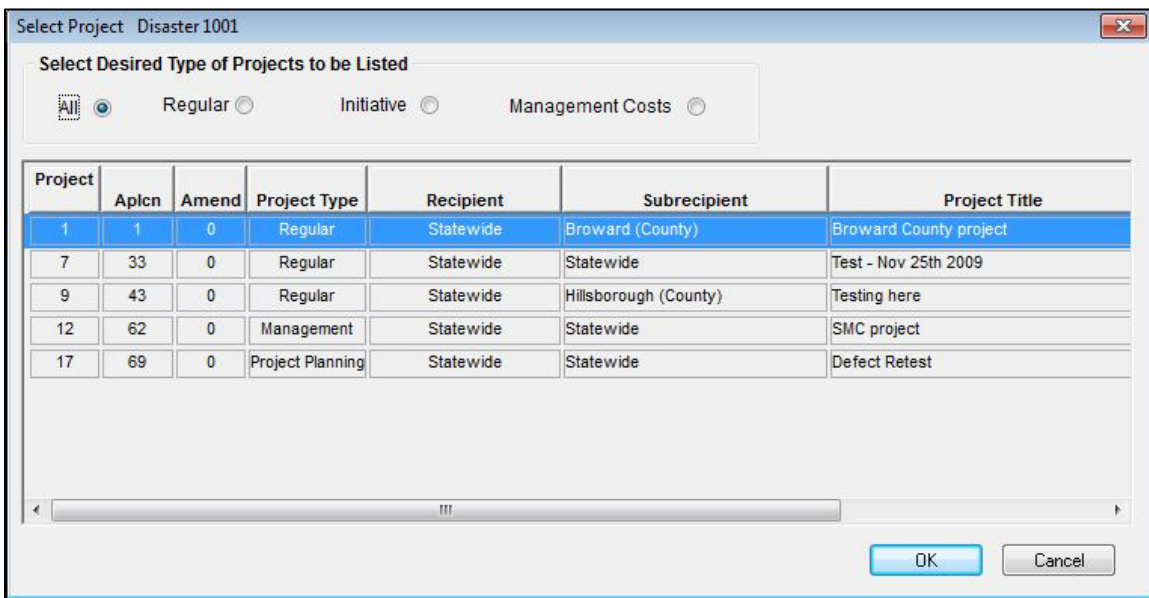
3. Click the OK button. Five tabs with Allocation information are displayed. The **Worksheet** tab is displayed by default (Figure 10-4).



**Figure 10-4: Mitigation > Funding > Allocations > Worksheet Tab**

**NOTE: Administrative cost calculation will not appear for disasters declared after November 13, 2007.**

4. On the bottom part of the tab, check that your current role is MA.
5. Click the ADD PROJECT button. The Allocations Project List is displayed (Figure 10-5).



**Figure 10-5: Allocations Project List - Left Side**

6. Scroll to the right to see the other Allocations Project List data fields (Figure 10-6).

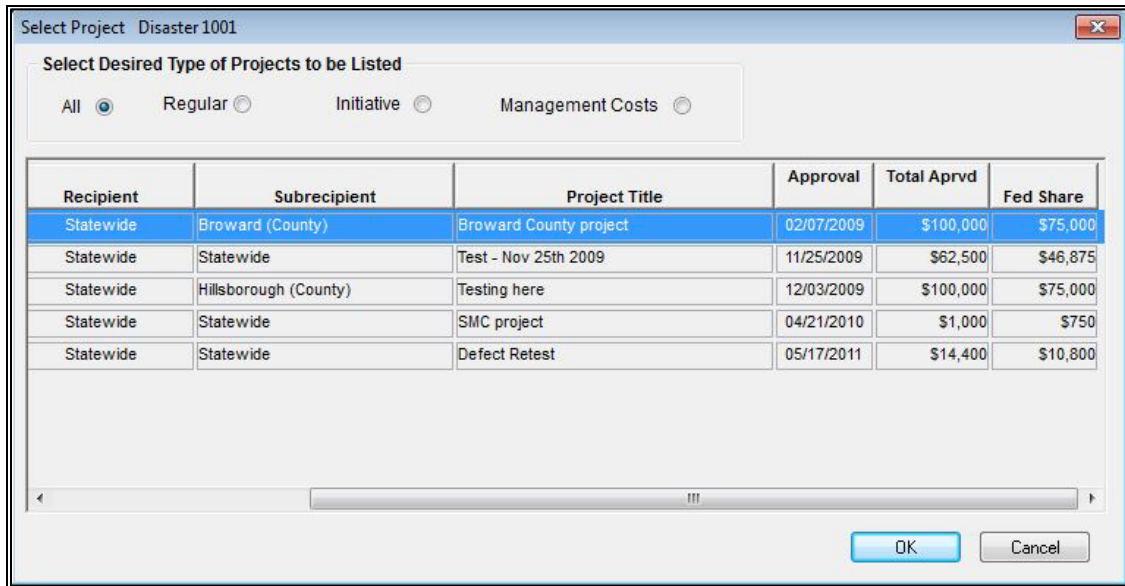


Figure 10-6: Allocations Project List - Right Side

**NOTE:** The list displays the approved projects associated with the current disaster number. The list may also include projects for which funds have already been partially allocated.

7. Table 10-2 describes the Allocations Project List data fields.

Table 10-2: Allocations Project List Data

DATA FIELD	INFORMATION TO BE REVIEWED/ENTERED
Project Type (Select)	Desired Type of Projects to be Listed. Select one of the following: <ul style="list-style-type: none"> <li>• All</li> <li>• Regular</li> <li>• Initiative</li> <li>• Management Costs</li> <li>• For Planning Projects, select All</li> </ul>
Project	Number assigned by the system to the project application during the Eligibility Determination process; also referred to as FEMA Project Number
Aplcn	System-generated Recipient Application ID number for the project- Number can be overwritten during application development.
Amend	System-generated number of the amendment (0 is assigned to the initial project application submission, 1 to the first amendment, and so on)

DATA FIELD	INFORMATION TO BE REVIEWED/ENTERED
Project Type	Funding Type for the project. Possible values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Initiative</li> <li>• Management Costs</li> <li>• Planning Project</li> </ul>
Recipient	Name of Recipient
Subrecipient	Name of Subrecipient
Project Title	Name given to the project during the application development process
Approval	Date the project application was approved by FEMA
Total Aprvd	Total project cost approved during the Cost Review in the Eligibility Determination process
Federal Share	Portion of the total project cost that will be funded by FEMA

8. Select the project you wish to add to the Allocation. Either double click or click the OK button.
9. The **Worksheet** tab is displayed with the following data fields auto-filled by the system (Figure 10-7).
  - Project Total Federal Share
  - Max Fed Share Available

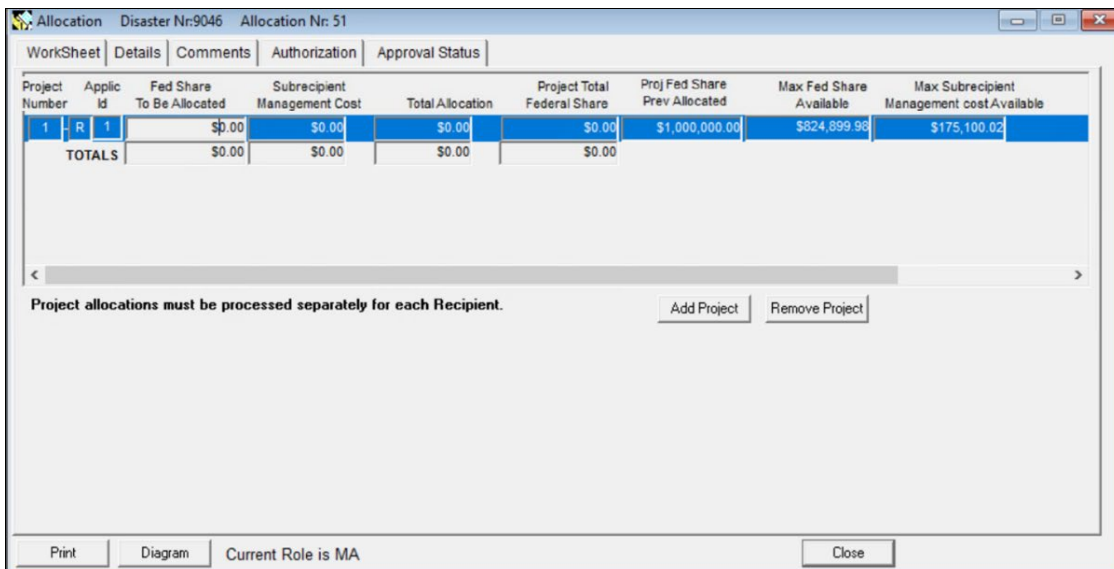


Figure 10-7: Allocations Worksheet Tab - Auto-filled Data Fields

10. If applicable, note the dollar amount in the Proj Fed Share Prev Allocated data field.
11. In the Federal Share To Be Allocated data field, enter the amount to be allocated. The amount entered must be less than, or equal to, the Max Fed Share Available (Figure 10-8). Be sure to account for the leading zero in the field. It must be deleted or made part of your allocation amount.

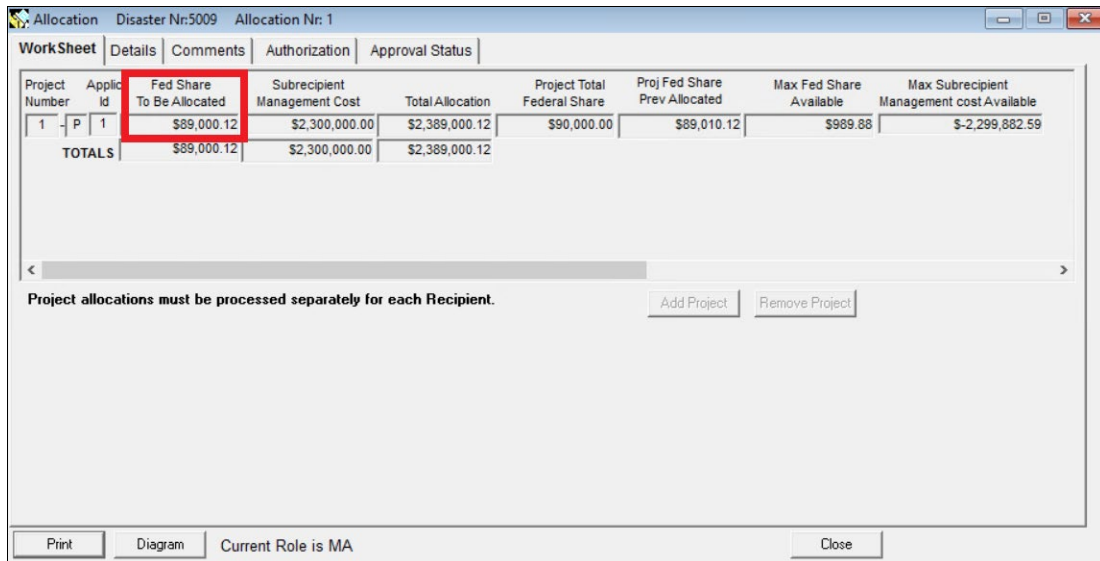


Figure 10-8: Federal Share to be Allocated Data Field

12. Press the Tab key to move to the next field, and the Admin Est and Total Allocation dollar amounts will auto-fill (Figure 10-9).

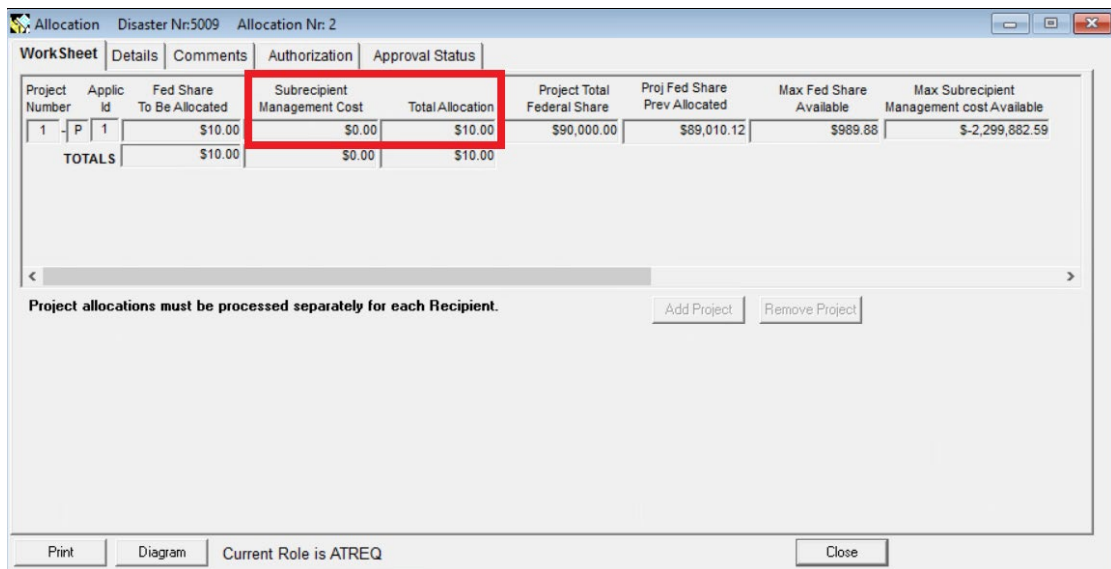


Figure 10-9: Subrecipient Management Cost and Total Allocation Data Fields

13. When allocating project funds as well as Recipient and Subrecipient Administrative funds for pre-2007 disasters, always use the sliding scale radio

button to ensure the Recipient and Subrecipient Administrative funds are calculated correctly by the system and included in the Total Allocation field along with the Project Amount to be allocated (Figure 10-10).

Category	Amount	Rate	Value
up to	\$100,000	3%	(0.03)
up to	\$1,000,000	2%	(0.02)
up to	\$5,000,000	1%	(0.01)
Excess	\$5,000,001	.5%	(0.005)

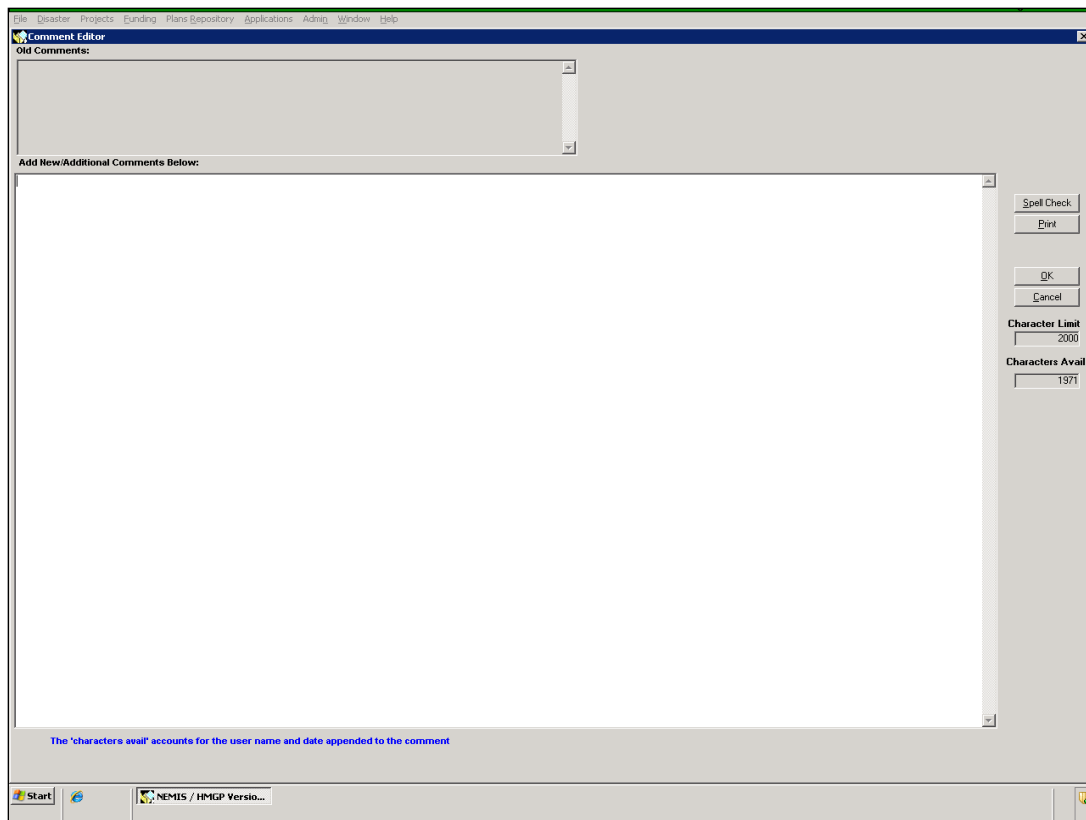
**Figure 10-10: Allocation using the Sliding Scale radio button to ensure proper allocation**

---

***NOTE: When encountering the “Project Allocation Amount – You cannot allocate an amount exceeding the current maximum available for this allocation” information message, it will be necessary to adjust the Fed Share To Be Allocated in a manner that brings the allocated total for the project down to a level equal to or less than the amount approved for the project.***

---

14. If necessary to override the Recipient or Subrecipient Administrative amounts generated by the system, the user will be prompted to acknowledge the continuation of the override.
15. Selecting No will return the amount overridden to the previous amount calculated by the system. Selecting Yes will automatically open the Comment Editor, which requires that a comment be entered justifying the calculation override. This will allow the override, and the user will be able to continue with the allocation.
16. Close the Comment Editor after entering your comment (Figure 10-11).



**Figure 10-11: The Comment Editor Screen**

17. To add more projects to the Allocation request, maximize the Allocations Project List window. Repeat Steps 5–11.
18. Click the **Details** tab. The cumulative Allocations requested thus far are displayed (Figure 10-12).

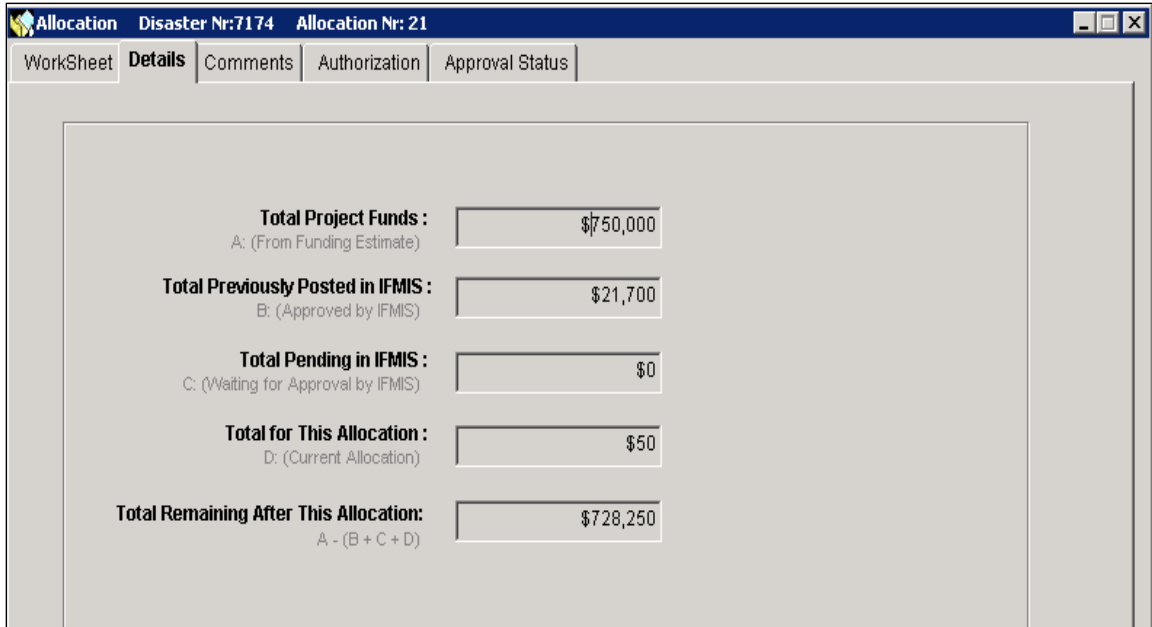


Figure 10-12: Mitigation > Funding > Allocations > Details Tab

19. Click the **Comments** tab (Figure 10-13).

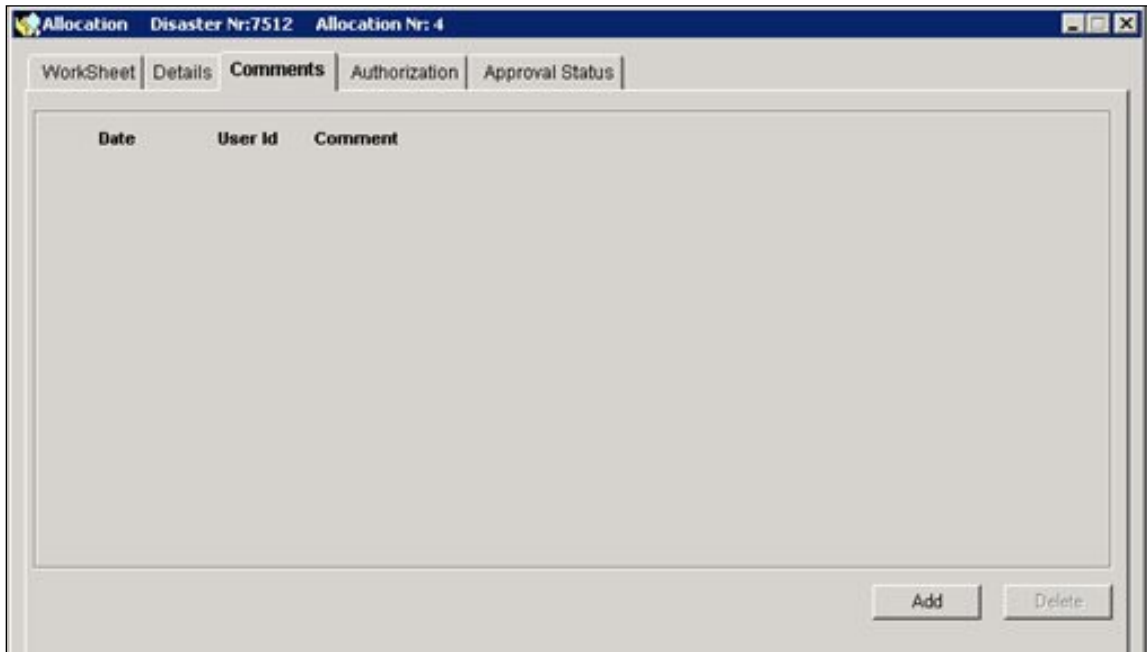
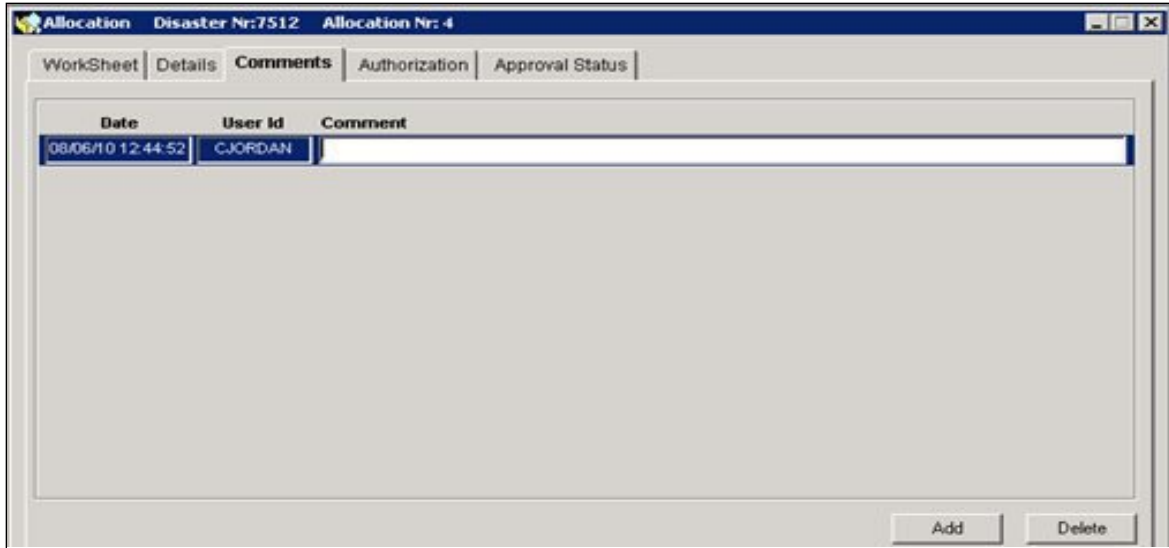


Figure 10-13: Mitigation > Funding > Allocations > Comments Tab

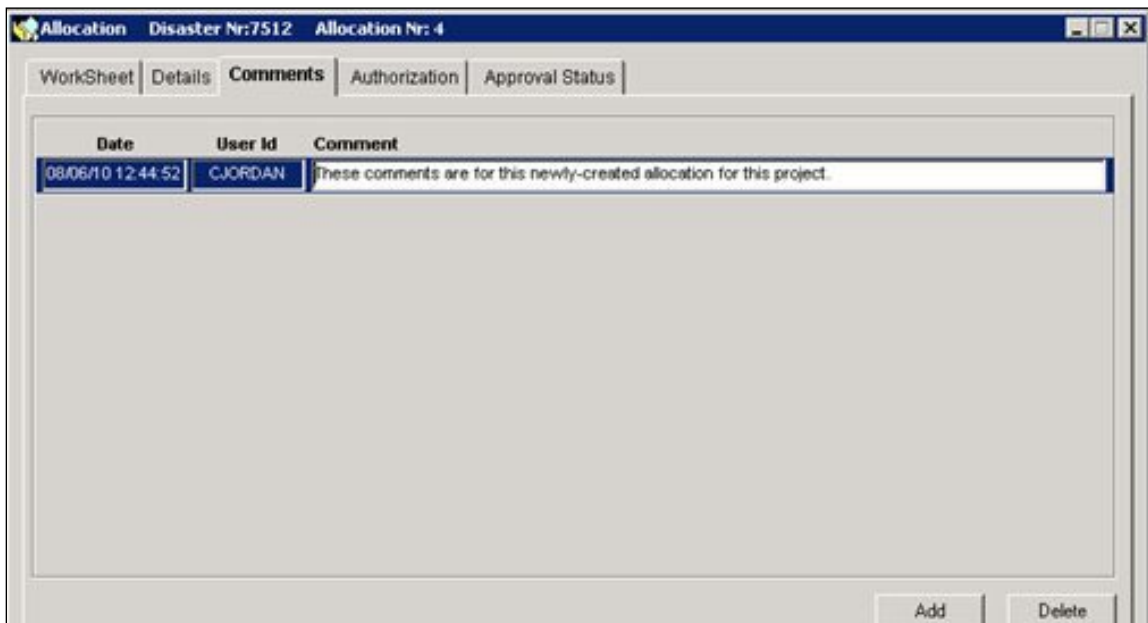
20. Click the ADD button. A new row for adding comments is displayed. The system auto-fills the User Name, the Date, and the Time of the entry (Figure 10-14).





**Figure 10-14: Comments Tab with New Row Added**

21. Double-click inside the Comment field. The Comment Editor is displayed.
22. In the Comment Editor text area, enter the justification for allocating this project or any additional comments that may help the reviewers and approvers.
23. Click the OK button. The comments you entered are now displayed in the **Comments** tab (Figure 10-15).



**Figure 10-15: Comments Added**

24. Click the **Authorization** tab (Figure 10-16).

The screenshot shows a web application window titled "Allocation" with a subtitle "Disaster Nr:7512 Allocation Nr: 4". The window has several tabs: "WorkSheet", "Details", "Comments", "Authorization" (which is selected), and "Approval Status". The "Authorization" tab contains two main sections: "Preparer" and "HMO Approval".

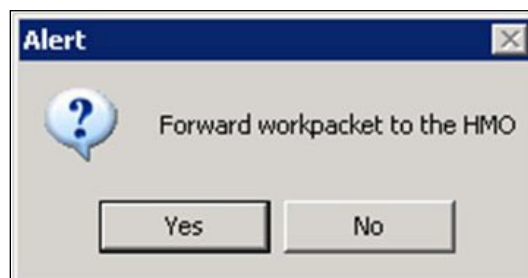
The "Preparer" section includes a "Preparer Name" text box and a "Preparation Date" date-time picker set to "00/00/0000 00:00:00". A "Submit for HMO Approval" button is located at the bottom right of this section.

The "HMO Approval" section includes an "HMO Authorization Name" text box and an "HMO Authorization Date" date-time picker set to "00/00/0000 00:00:00".

At the bottom of the window, there are three buttons: "Void Allocation", "Rework to Preparer", and "Submit to ES".

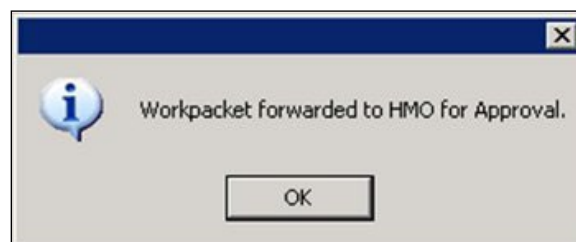
**Figure 10-16: Mitigation > Funding > Allocations > Authorization Tab**

25. Click the SUBMIT FOR HMO APPROVAL button. The Forward Work Packet to HMO dialog box is displayed (Figure 10-17).



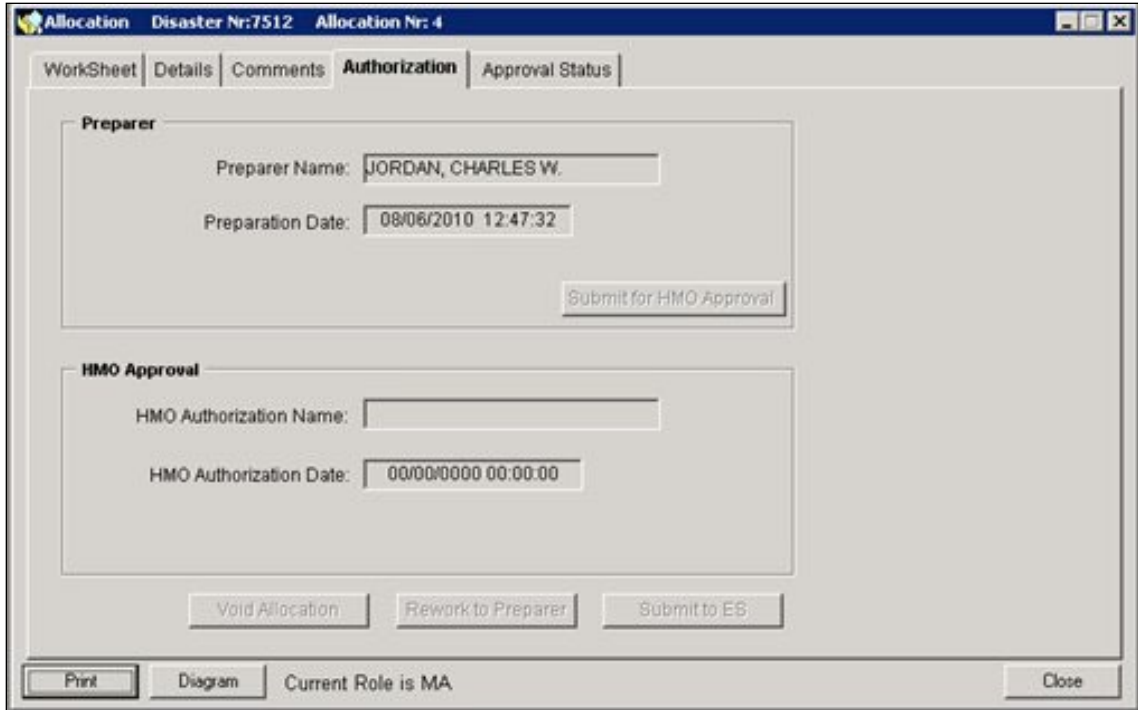
**Figure 10-17: Forward Work Packet to HMO Dialog Box**

26. Click the YES button. The Work Packet Forwarded to HMO message is displayed (Figure 10-18).



**Figure 10-18: Work Packet Forwarded to HMO**

27. Click the OK button. The **Authorization** tab now displays the Preparer Name and Preparation Date (Figure 10- 19).

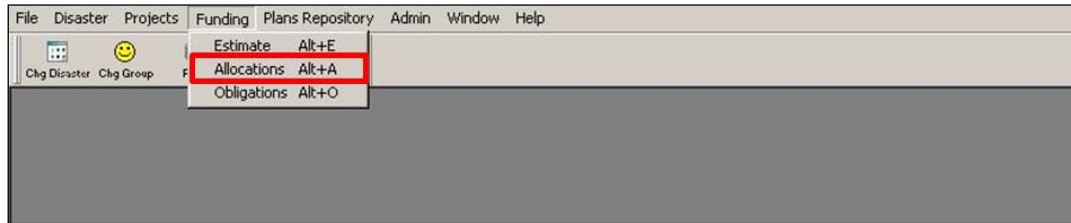


**Figure 10-19: Preparer Information Displayed**

28. On the bottom right part of the tab, click the CLOSE button.

### Task 1B: Submit Allocation to Emergency Support (ES)

1. On the MITIGATION menu, click on Funding > Allocations (Figure 10-20).



**Figure 10-20: Mitigation > Funding > Allocations**

2. The Select Allocation list is displayed (Figure 10-21). Highlight the desired allocation and click OK. The selected allocation is displayed. You should not be the same User who completed Task 1A: [Create Allocation and Submit to HMO](#).

The screenshot shows a dialog box titled 'Select Allocation Disaster 6120'. It contains a table with the following data:

Allocation Nr	Total Allocated Amt	Preparer Name	Prepared Dt	HMO Auth. Name	HMO Auth. Dt	Status	FY
26	\$289,213	egarren	05/09/2013		00/00/0000	At HMO	2013
25	\$8,973	egarren	01/03/2013		00/00/0000	VOID	2013
24	-\$14,300	ejordan	12/31/2012	egarren	12/31/2012	ACCEPT	2011
23	\$40	egarren	12/27/2012	joporto	12/27/2012	ACCEPT	2013
22	\$0	egarren	08/07/2012		00/00/0000	VOID	2012
21	\$0	egarren	03/29/2012		00/00/0000	VOID	2012
20	\$0	egarren	03/29/2012		00/00/0000	VOID	2012
19	\$0	egarren	01/13/2012		00/00/0000	VOID	2012
18	\$0	egarren	01/12/2012		00/00/0000	VOID	2012
17	-\$14,300	egarren	12/27/2011	ejordan	12/27/2011	ACCEPT	2011
16	\$0	egarren	12/27/2011		00/00/0000	VOID	2012
15	\$0	egarren	11/30/2011		00/00/0000	VOID	2012

Buttons at the bottom include 'Print', 'Expand Sort', 'New', 'OK', and 'Cancel'.

**Figure 10-21: Select Allocation list**

3. Table 10-3 describes the Allocation Work Packet List data fields.

**Table 10-3: Allocation Work Packet List Data Fields**

DATA FIELD	INFORMATION DISPLAYED
Allocation Nr	Number assigned by the system when the Allocation request was created
Total Allocated Amt	Total of all project amounts and administrative estimates
Preparer Name	NEMIS HMGP User Name of the person who created the allocation

DATA FIELD	INFORMATION DISPLAYED
Prepared Dt	Date the allocation was created or the most recent date it was edited
HMO Auth. Name	NEMIS HMGP User Name of the person who authorized the allocation
HMO Auth. Dt	Date the allocation was authorized by the HMO
Status	System-generated indicator of the status of the workflow in the ES Review: At MA = awaiting transmittal to HMO; At HMO = awaiting transmittal to ES module; At ES = awaiting approval in ES module; Accept = accepted by IFMIS; Void = Allocation was voided
FY	Fiscal year for this allocation

4. The Allocation work packet is ready for HMO approval if it displays the following information:
  - Status is At HMO
5. Highlight the work packet. Click the OK button.
6. Five tabs with Allocation information are displayed. The **Worksheet** tab is displayed by default (Figure 10-22).

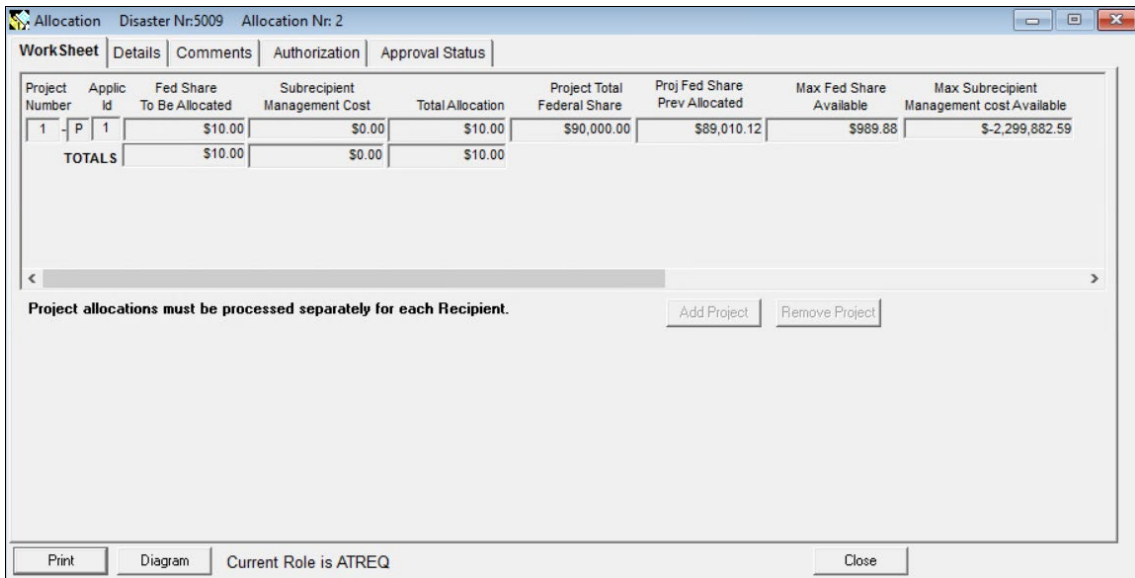
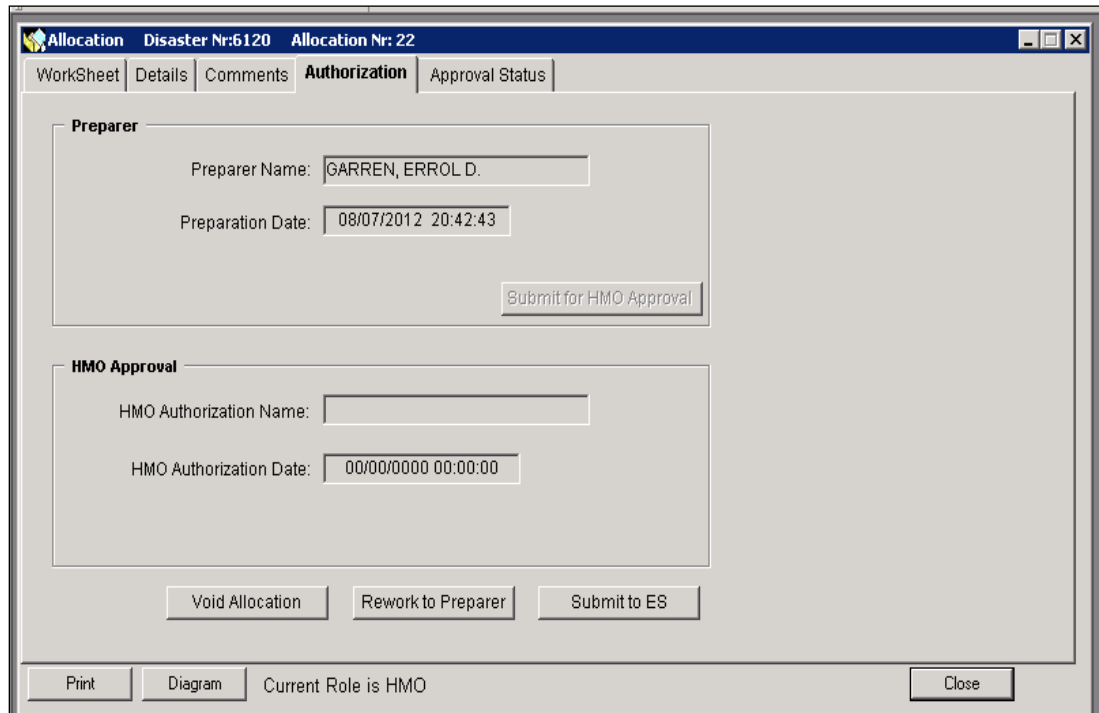


Figure 10-22: Mitigation > Funding > Allocations > Worksheet Tab

7. Review the read-only information in the **Worksheet**, **Details**, and **Comments** tabs.

8. Click the **Authorization** tab (Figure 10-23).



The screenshot shows a software window titled "Allocation" with a subtitle "Disaster Nr:6120 Allocation Nr: 22". The window has several tabs: "WorkSheet", "Details", "Comments", "Authorization" (which is selected), and "Approval Status". The "Authorization" tab is divided into two main sections: "Preparer" and "HMO Approval".

**Preparer Section:**

- Preparer Name: GARREN, ERROL D.
- Preparation Date: 08/07/2012 20:42:43
- Submit for HMO Approval button

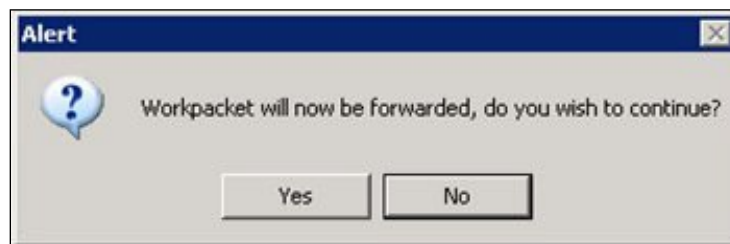
**HMO Approval Section:**

- HMO Authorization Name: (empty field)
- HMO Authorization Date: 00/00/0000 00:00:00

At the bottom of the window, there are three buttons: "Void Allocation", "Rework to Preparer", and "Submit to ES". At the very bottom, there are "Print", "Diagram", "Current Role is HMO", and "Close" buttons.

**Figure 10-23: Mitigation > Funding > Allocations > Authorization Tab**

9. In the bottom half of the tab, the HMO Approval section is displayed.
  - a. Click the VOID ALLOCATION button to void the allocation request.
  - b. Click the REWORK TO PREPARER button to send the allocation request back to the Mitigation Analyst for rework.
  - c. Return to the Comments tab to make any desired comments. If no comments are required proceed to item d. below.
  - d. Click the SUBMIT TO ES button if you wish to continue processing the allocation request.
10. If you clicked the SUBMIT TO ES button, the Forward Work Packet dialog box is displayed (Figure 10-24).



**Figure 10-24: Forward Work Packet Dialog Box**

- Click the YES button. The Request for Allocation Advice Worksheet (RAAWS) is displayed with nine tabs. The Salaries tab is displayed by default (Figure 10-25).

		Sum of Prior IFMIS Approval	This Action	Revised Allocation
<b>OBJECT CLASS 110x</b>				
1101	Full-time, non-wage board, permanent appointments in US and its possessions	\$0	\$0	\$0
1102	Full-time, permanent appointments in foreign countries, paid at US rates	\$0	\$0	\$0
1103	Full-time, permanent appointments in foreign countries, paid at local rates	\$0	\$0	\$0
1104	Full-time, wage board, permanent appointments in US and its possessions	\$0	\$0	\$0
1105	Employee indebtedness	\$0	\$0	\$0
1106	Lump sum credit hours	\$0	\$0	\$0
1107	Quick service wire	\$0	\$0	\$0
1109	Time-off awards in FEMA	\$0	\$0	\$0
	<b>110x Total</b>	\$0	\$0	\$0
<b>OBJECT CLASS 112x</b>				
1121	Full-time, non-wage board, temporary appointments in US and its possessions	\$0	\$0	\$0
1122	Full-time, temporary appointments in foreign countries, paid at US rates	\$0	\$0	\$0
1123	Full-time, temporary appointments in foreign countries, paid at local rates	\$0	\$0	\$0
1124	Full-time, wage board, temporary appointments in US and its possessions	\$0	\$0	\$0

Figure 10-25: Request for Allocation Advice Worksheet (RAAWS)

- At the top of the worksheet, in the Program/Office section, check that the MT radio button is selected.
- Note that User Role has changed to PO (Project Officer).
- Click the **Grants** tab (Figure 10-26).



AMENDED Request for Allocation Advice Worksheet

Disaster/Incident: 7512DR AZ: AZ STORM-FLOOD V3MR11 TES Program/Office: HS MT OPS IS Admin LTRD User Role: PO

Accounting Code: 2010-06-7512DR-9092-0000-????-D

Salaries Travel Transportation Misc Equip/Bldg/Land Grants Ins Claims Other Cumulative Totals

	Sum of Prior IFMIS Approval	This Action	Revised Allocation
<b>OBJECT CLASS 41xx</b>			
4101 Grants, Subsidies, and Contributions (cooperative agreements)	\$0	\$0	\$0
4102 Other grants (not cooperative agreements)	\$0	\$0	\$0
4103 Urban Search and Rescue - Disaster Related	\$0	\$0	\$0
4112 Superfund - Subsistence payments	\$0	\$0	\$0
4113 Superfund - Storage payments	\$0	\$0	\$0
4114 Superfund - Utility subsidy or connection payments	\$0	\$0	\$0
4115 Superfund - Purchase of contaminated personal property	\$0	\$0	\$0
4116 Superfund - Owner/lease payment for temporary relocation	\$0	\$0	\$0
4117 Superfund - Miscellaneous payments	\$0	\$0	\$0
411x Superfund Program Grants Only	\$0	\$0	\$0
4120 Grants Under the PPA or the EMPG (FY 2000 and beyond)	\$0	\$0	\$0
4130 Educational Stipend	\$0	\$0	\$0
<b>Temporary Housing Grants</b>			
4141 DH - Direct payment for rent	\$0	\$0	\$0
4142 DH - Transient accommodations	\$0	\$0	\$0
4143 DH - Minimal repair	\$0	\$0	\$0

Figure 10-26: RAAWS > Grants Tab - Top

15. Scroll to the bottom of the tab. In the Object Class 4173 – Hazard Mitigation Grant row, under the This Action column, verify that the dollar amount is equal to the Allocation amount requested (Figure 10-27).

AMENDED Request for Allocation Advice Worksheet

Disaster/Incident: 7512DR AZ: AZ STORM-FLOOD V3MR11 TES Program/Office: HS MT OPS IS Admin LTRD User Role: PO

Accounting Code: 2010-06-7512DR-9092-0000-????-D

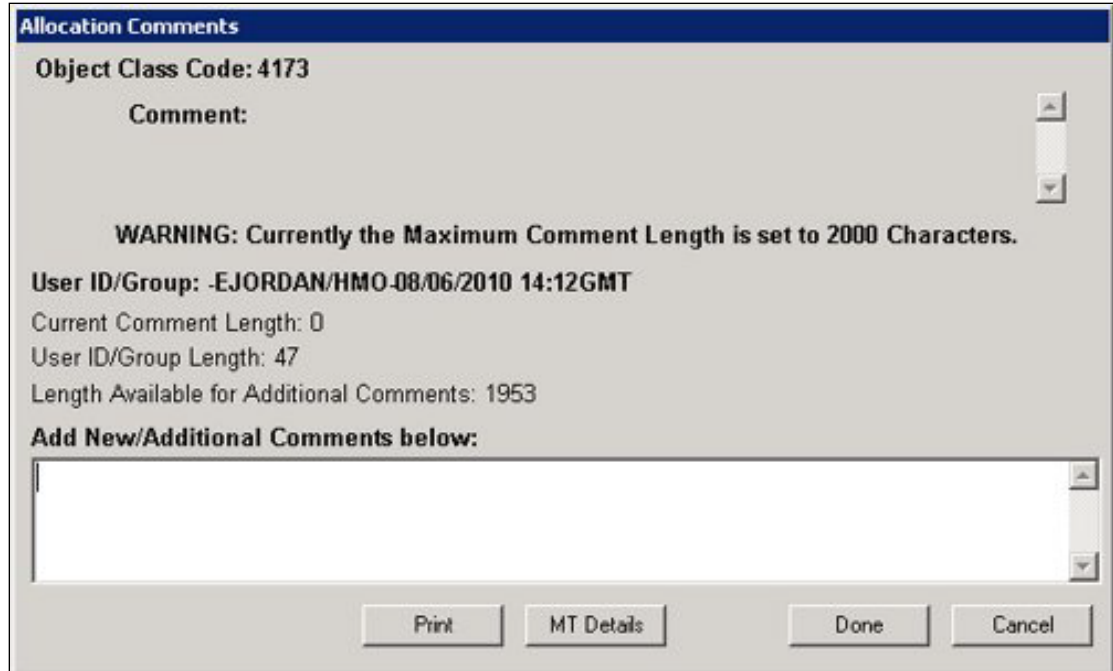
Salaries Travel Transportation Misc Equip/Bldg/Land Grants Ins Claims Other Cumulative Totals

	Sum of Prior IFMIS Approval	This Action	Revised Allocation
<b>OBJECT CLASS 41xx</b>			
<b>Individual Assistance Grants</b>			
415x Human Services (HS) Grants	\$0	\$0	\$0
<b>Infrastructure Grants</b>			
4160 Infrastructure (IF) Grants	\$0	\$0	\$0
416x Infrastructure Grants	\$0	\$0	\$0
<b>Other Disaster Assistance Grants</b>			
4173 Hazard Mitigation Grant	\$450,001	\$9,975	\$459,976 <input checked="" type="checkbox"/>
4174 Disaster Preparedness Improvement Grant (DPiG)	\$0	\$0	\$0
4175 Purchase of property (Disaster Relief Fund)	\$0	\$0	\$0
417x Other Disaster Assistance Grants	\$0	\$0	\$0
41xx Grants, Subsidies, and Contributions	\$0	\$0	\$0
<b>41xx Total</b>	<b>\$450,001</b>	<b>\$9,975</b>	<b>\$459,976</b>
<b>TOTAL</b>	<b>\$450,001</b>	<b>\$9,975</b>	<b>\$459,976</b>

Figure 10-27: RAAWS > Grants Tab - Hazard Mitigation Grant Row

16. On the far right column of the Object Class 4173 – Hazard Mitigation Grant row, click inside the checkbox. The Allocation Comments window is displayed (Figure 10-28).





**Figure 10-28: Allocation Comments**

17. Click the MT DETAILS button. The Mitigation Details window displays the projects to be allocated (Figure 10-29).

Project Number	Application Id	Project Amount	Recipient Admin Est	Subrecipient Admin Est	Total Allocation	Project Total Federal Share	Proj Fed Share Prev Allocated	Max Available for Current Allocation
12	-R 21	\$451		\$0	\$451	\$7,500	\$0	\$7,500
<b>TOTALS</b>		\$451	\$0	\$0	\$451			

**Figure 10-29: Mitigation Details**

18. Click the DONE button. The Allocation Comments window is displayed again.

19. On the Allocation Comments window, enter your comments indicating approval (Figure 10-30).

---

***HINT: Include the Disaster Number, projects, and allocation amount in the text. Add the text "Approved by DC."***

---

**Allocation Comments**

Object Class Code: 4173

Comment:

**WARNING: Currently the Maximum Comment Length is set to 2000 Characters.**

User ID/Group: -EJORDAN/HMO-08/06/2010 14:12GMT

Current Comment Length: 0

User ID/Group Length: 47

Length Available for Additional Comments: 1953

**Add New/Additional Comments below:**

Allocation for Planning Project for DR-7512 with Fed Share of \$9,975.00 approved by DC.

Print    MT Details    Done    Cancel

Figure 10-30: Allocation Comments with Approval Text

20. Click the DONE button. The **Grants** tab is displayed. The checkbox on the far right column of the Object Class 4173 – Hazard Mitigation Grant row now has an "X" to indicate that Comments are attached (Figure 10-31).

**AMENDED Request for Allocation Advice Worksheet**

Disaster/Incident: 7512DR    AZ: AZ STORM-FLOOD V3MR11 TES    Program/Office: HSC    MT    DPS    IS    Admin    LTRD    User Role: PO

Accounting Code: 2010-06-7512DR-9092-0000-7777-D

Salaries    Travel    Transportation    Misc    Equip/Bldg/Land    **Grants**    Ins Claims    Other    Cumulative Totals

	Sum of Prior IFMIS Approval	This Action	Revised Allocation
<b>OBJECT CLASS 41xx</b>			
<b>Individual Assistance Grants</b>			
415x Human Services (HS) Grants	\$0	\$0	\$0
<b>Infrastructure Grants</b>			
4160 Infrastructure (IF) Grants	\$0	\$0	\$0
416x Infrastructure Grants	\$0	\$0	\$0
<b>Other Disaster Assistance Grants</b>			
4173 Hazard Mitigation Grant	\$450,001	\$9,975	\$459,976 <input checked="" type="checkbox"/>
4174 Disaster Preparedness Improvement Grant (DPIG)	\$0	\$0	\$0
4175 Purchase of property (Disaster Relief Fund)	\$0	\$0	\$0
417x Other Disaster Assistance Grants	\$0	\$0	\$0
41xx Grants, Subsidies, and Contributions	\$0	\$0	\$0
<b>41xx Total</b>	<b>\$450,001</b>	<b>\$9,975</b>	<b>\$459,976</b>
<b>TOTAL</b>	<b>\$450,001</b>	<b>\$9,975</b>	<b>\$459,976</b>

Figure 10-31: Hazard Mitigation Grant Row with X in Checkbox

21. At the bottom of the Grants worksheet, click the ACCEPT button (Figure 10-32).

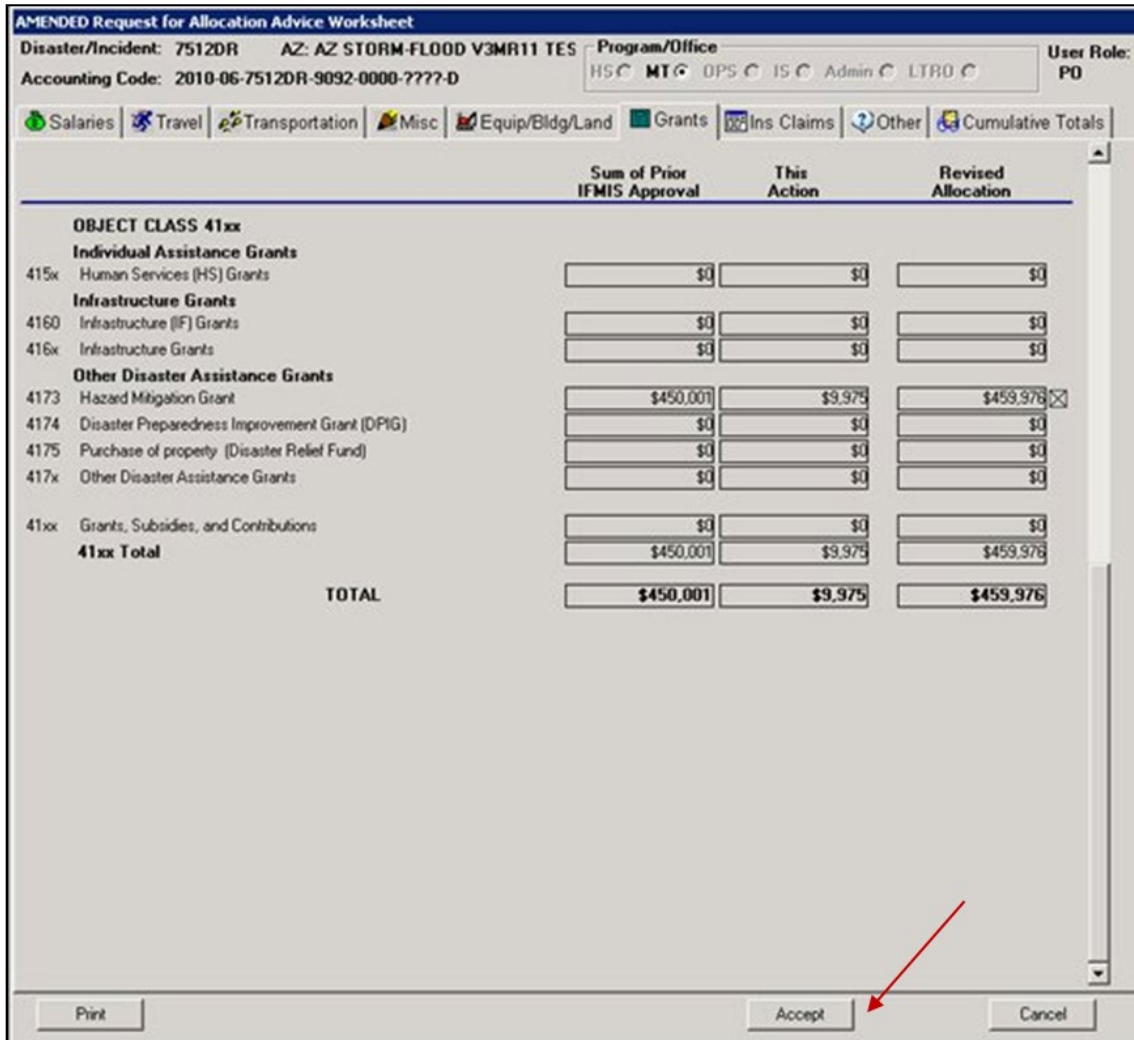


Figure 10-32: RAAWS > Grants Tab - Accept Button

*NOTE: If the user does not click on "Accept," the user will need to go to the ES module and open the allocation and click on "Accept."*

22. The Print Worksheet dialog box is displayed (Figure 10-33).

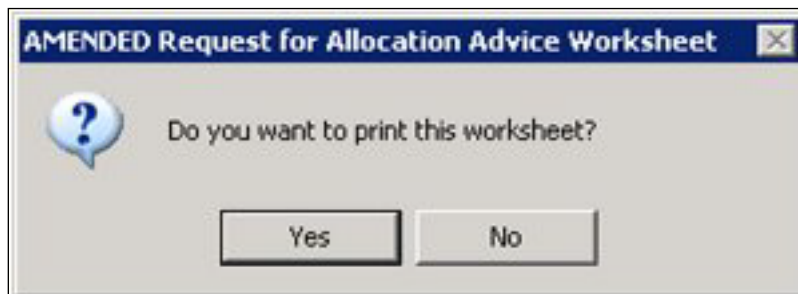


Figure 10-33: Print RAAWS Dialog Box

23. Click the YES button.

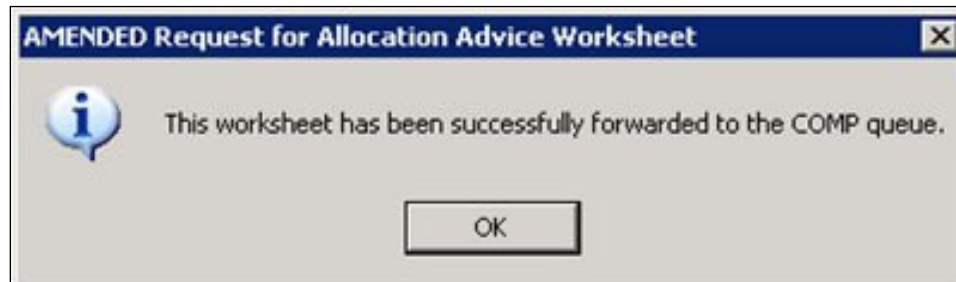
---

***CAUTION: Allocation Worksheets should be printed and placed in project files.  
This is useful for any future audits of the project.***

---

24. The Print Completed message is displayed. Click the OK button.

25. The Worksheet Forwarded to the COMP Queue message is displayed (Figure 10-34).



**Figure 10-34: Forward RAAWS to COMP Dialog Box**

26. Click the OK button.

### Processing the Allocation Request

The COMP referred to in Step 25 above is the Comptroller. After the Comptroller, the allocation request goes through the following approval levels.

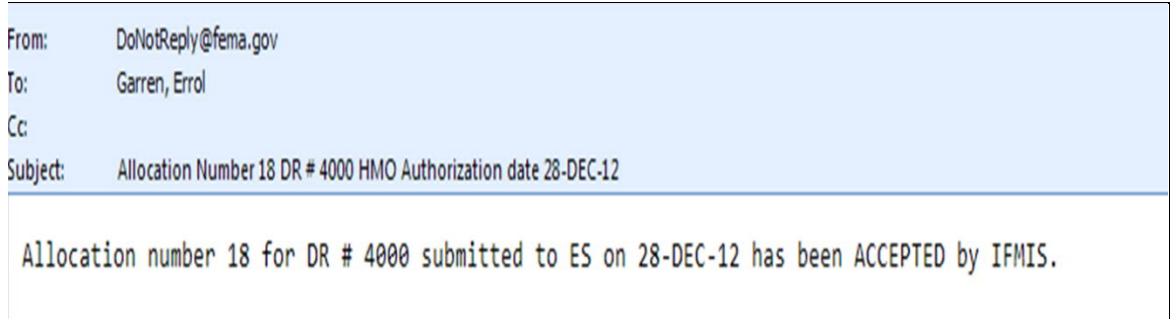
- Disaster Recovery Manager (DRM)
- Financial Policy Division (FPD)
- Office of Financial Management Planning and Analysis (OFMPA)

After the request is approved by OFMPA, the allocation is entered automatically into the Integrated Financial Management Information System (IFMIS).

The allocation request can be rejected at any time during the approval process. If the request is rejected at the HQ Level, it will be rejected back to the Comptroller, who will reject it back to the MT DC. The MT DC then deletes the Allocation work packet and rejects it back to the HMO. The work packet will then display a "REJECT" status in Mitigation > Projects > Management.

### Allocation Status

Once the allocation shows "ACCEPT" or "REJECTED" on the Select Allocation screen, an email will be sent to the HMO who submitted the allocation request (Figure 10-35).



**Figure 10-35: Email notification to the HMO**

On the bottom right part of the Select Allocation screen (Figure 10-36), click the CANCEL button. The funds are now available for the [Obligation](#) process.

Allocation Nr	Total Allocated Amt	Preparer Name	Prepared Dt	HMO Auth. Name	HMO Auth. Dt	Status	FY
6	\$508,978	egarren	07/23/2014	joporto	07/23/2014	ACCEPT	2014
5	\$-2,000	egarren	10/12/2011	ejordan	10/12/2011	ACCEPT	2010
4	\$9,975	cjordan	08/06/2010	ejordan	08/06/2010	At ES	2010
3	\$-9,975	cjordan	08/04/2010	ejordan	08/04/2010	ACCEPT	2010
2	\$9,975	ejordan	02/26/2010	cjordan	02/26/2010	ACCEPT	2010
1	\$150,001	egarren	01/19/2010	ejordan	01/19/2010	ACCEPT	2010
0	\$300,000	ejordan	12/17/2009	cjordan	12/17/2009	ACCEPT	2010

Buttons: Print, Expand Sort, New, OK, Cancel

**Figure 10-36: Mitigation > Funding > Allocations**

## Part 2: Obligation

Unlike the allocation process, in which several projects can be grouped together in one allocation request, a single obligation for each individual project **MUST** be created in the system.

All projects included in the batch allocation must be fully obligated before another allocation can be processed.

For disasters declared on or after March 1, 2015, all obligations and deobligations will be made on a project-based basis. This change will add transparency to the drawdown process for both FEMA and the Recipient; will provide controls to prevent overdrawing of projects; and will allow FEMA to provide the Recipient with reports on a daily, weekly, monthly or quarterly basis by disaster, by project. While the process remains similar to the old process, there is a new look and feel to the obligation screens.

Some of the benefits of this change include:

- **Enhanced controls for both FEMA and the Recipient.** Because funds will be obligated and disbursed at the project level, drawdowns for each individual project cannot exceed the amount obligated for that project, therefore eliminating the possibility of overdrawing funds on an individual project.
- **Simplification of data analytics.** Analyzing data to perform payment reviews and other audit sampling will be selected using information contained in FEMA's systems. This new process will provide greater transparency on a nationwide basis, reducing the burden on Recipients and FEMA.
- **Streamlined reporting process.** Reports will provide both obligations and draws by project for quarterly reports that Recipients can use as the basis of the quarterly reports or as a reconciliation control for their reporting process.

The change will be effective for disasters occurring after the implementation date and will not be applied retroactively to prior disasters. The change was implemented March 1, 2015. For disasters declared after March 1, 2015, the Recipient will be required to request funding on a project by project basis. Funds already in the Recipient's account will remain in a lump sum until they are fully drawn down, but new project obligations will begin to display on a project by project basis.

### Task 2A: Create Obligation and Submit to HMO

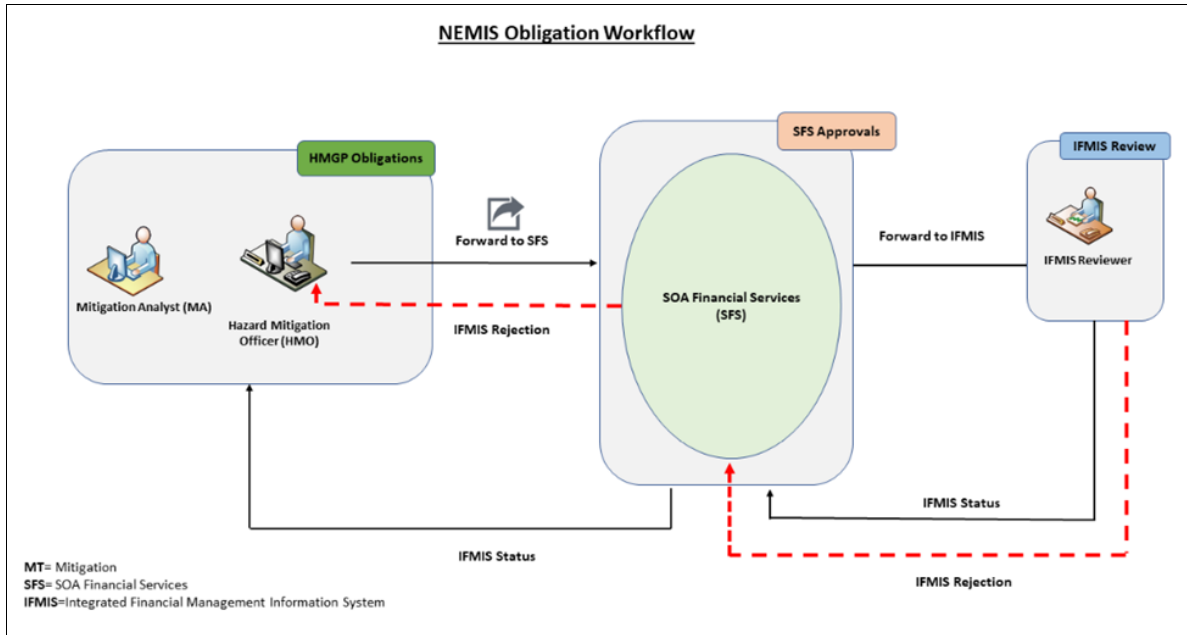


Figure 37: Obligation Workflow in NEMIS HMGP

1. On the MITIGATION menu, click Funding > Obligations > New (Figure 10-38).

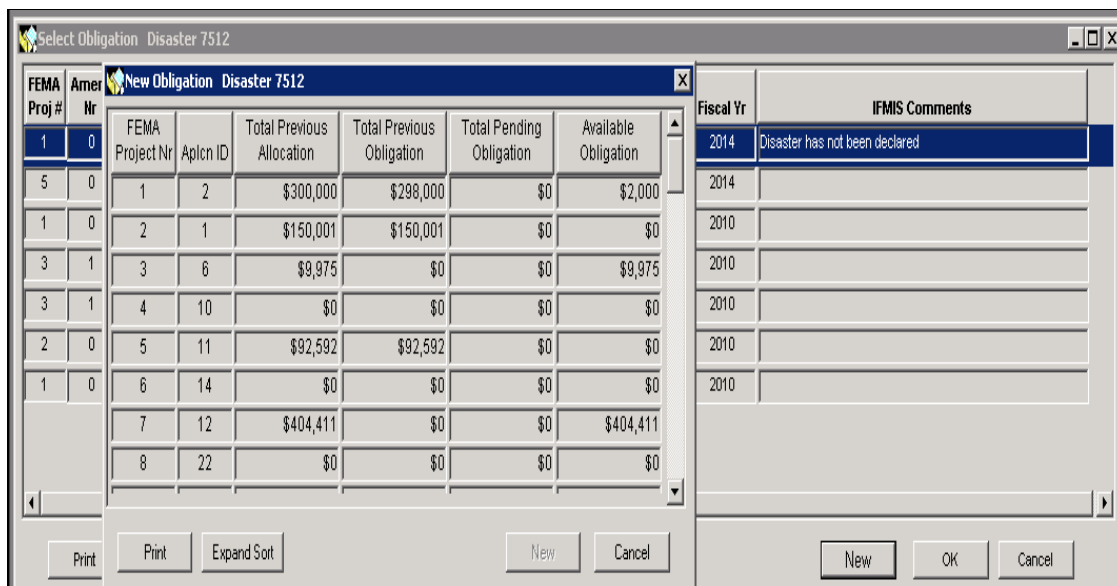
FEMA Proj #	Amend Nr	Aplcn ID	Action Nr	Total Obligated Amt	Suppl Nr	Preparer	Prepare Date	Status	Fiscal Yr	IFMIS Comments
1	0	2	3	\$2,000	6	egarren	07/23/2014 18:28:36	REJECT	2014	Disaster has not been declared
5	0	11	1	\$92,592	5	egarren	07/23/2014 18:29:07	ACCEPT	2014	
1	0	2	2	\$-2,000	4	egarren	10/05/2011 18:17:52	ACCEPT	2010	
3	1	6	2	\$-9,975	3	cjordan	07/13/2010 18:44:53	ACCEPT	2010	
3	1	6	1	\$9,975	2	ejordan	06/30/2010 12:41:59	ACCEPT	2010	
2	0	1	1	\$150,001	1	cjordan	02/09/2010 21:05:37	ACCEPT	2010	
1	0	2	1	\$300,000	0	ejordan	12/17/2009 19:25:46	ACCEPT	2010	

Buttons: Print, Expand/Sort, **New**, OK, Cancel

Figure 10-38: Mitigation > Funding > Obligations > NEW

2. The Project List for New Obligation is displayed (Figure 10-39).





**Figure 10-39: Mitigation > Funding > New Obligation**

**NOTE:** The list displays projects that have allocated funds and are associated with the current disaster number. The list also includes projects that have been obligated previously. Obligations are initially sorted by FEMA project number. Each Data Field can be sorted from highest to lowest or vice versa. Disaster Number is now displayed on the blue banner.

3. Table 10-4 describes the Project List for Obligation data fields.

**Table 10-4: Project List for Obligation Data Fields**

DATA FIELD	INFORMATION DISPLAYED
FEMA Project Nr	Number assigned to the project application during the Eligibility Determination process; also referred to as FEMA Project number
Aplcn ID	System-generated Recipient Application ID number for the project
Total Previous Allocation	Project amount <b>Amount does not include administrative costs that were included in the total amount of the allocation submitted and approved by ES</b>
Total Previous Obligation	Amount previously obligated
Total Pending Obligation	Amount that has been obligated but not yet approved by SFS



DATA FIELD	INFORMATION DISPLAYED
Available Obligation	Amount that has yet to be obligated for the project

- Highlight the project for which you wish to obligate funds (Figure 10-40).

FEMA Project Nr	Aplcn ID	Total Previous Allocation	Total Previous Obligation	Total Pending Obligation	Available Obligation
1	2	\$300,000	\$298,000	\$0	\$2,000
2	1	\$150,001	\$150,001	\$0	\$0
3	6	\$9,975	\$0	\$0	\$9,975
4	10	\$0	\$0	\$0	\$0
5	11	\$92,592	\$92,592	\$0	\$0
6	14	\$0	\$0	\$0	\$0
7	12	\$404,411	\$0	\$0	\$404,411
8	22	\$0	\$0	\$0	\$0

**Figure 10-40: Mitigation > Funding > Project List for Obligation**

- On the bottom right part of the Project List, click the NEW button. Three tabs with Obligation information are displayed. The **Worksheet** tab is displayed by default (Figure 10-41).

---

**NOTE:** *The New Obligation section fields are read only.*

---

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Available for New Obligation
\$89,010.12	\$89,000.12	\$10.00

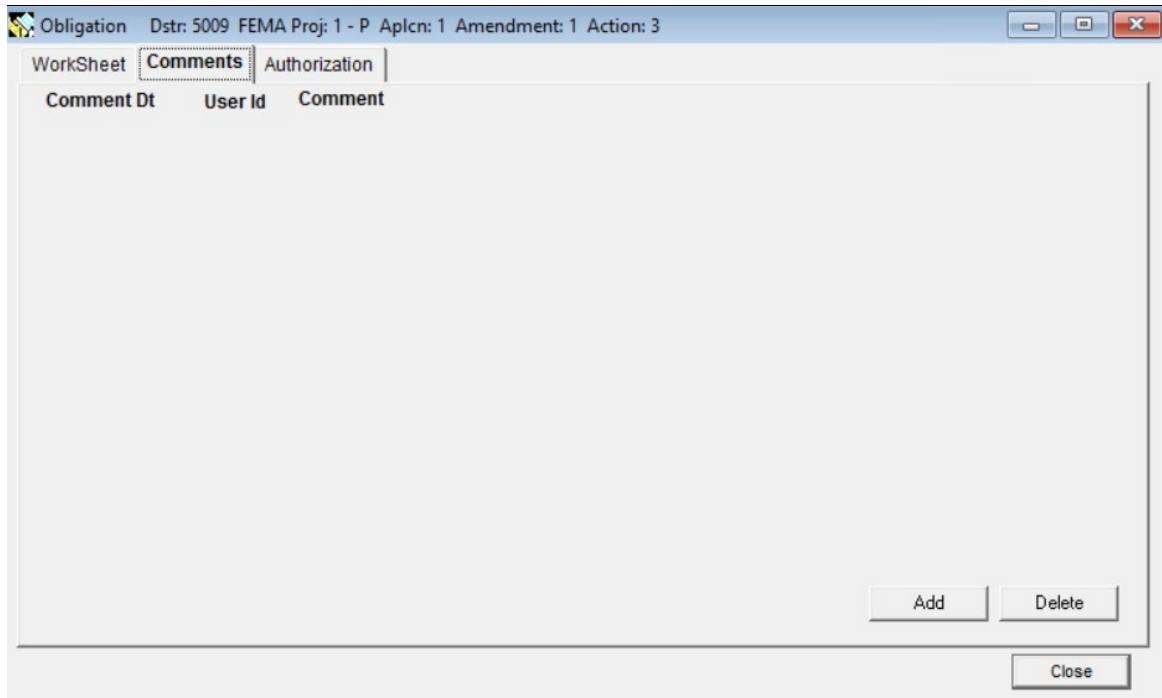
  

New Obligation		
Project Amount To Be Obligated	Subrecipient Management Cost	Total Obligation
\$-10.00	\$-10.00	\$-20.00

Note: The project obligation amount and/or subrecipient management cost amount cannot be greater than the maximum available obligation amount.

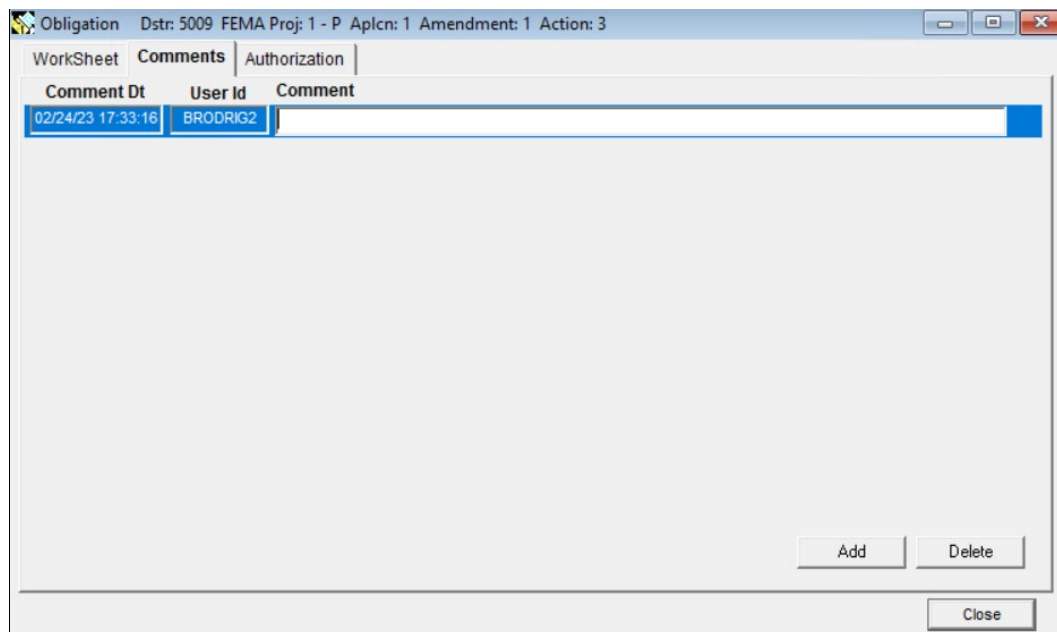
**Figure 10-41: Mitigation > Funding > Obligations > Worksheet Tab**

6. In the top right part of the Title Bar, note the Action Nr. This is a system-generated sequential number assigned to this obligation unique to the project being obligated.
7. The system auto-fills the Total Obligation dollar amount.
8. Click the **Comments** tab (Figure 10-42).



**Figure 10-42: Mitigation > Funding > Obligations > Comments Tab**

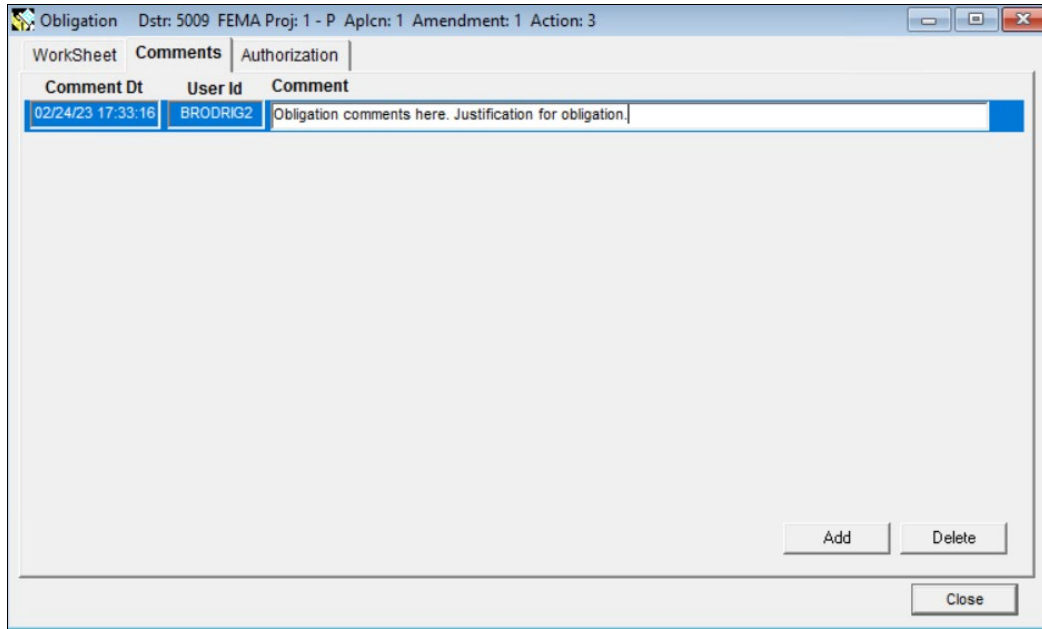
9. Click the ADD button. A new row for adding comments is displayed. The system auto-fills the User Name, the Date, and the Time of the entry (Figure 10-43).



**Figure 10-43: Comments Tab with New Row**

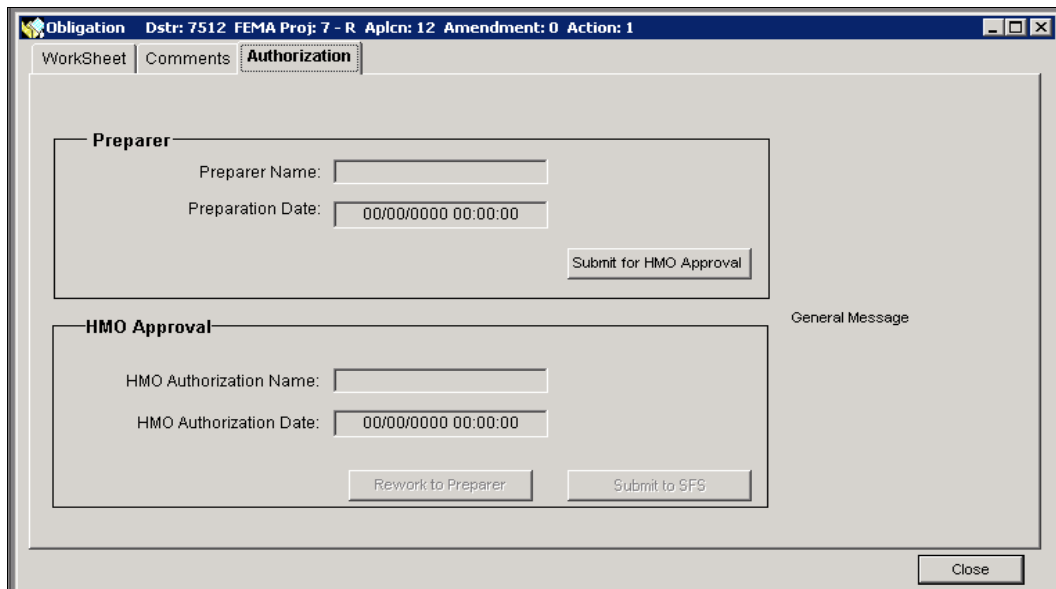
10. Double-click inside the Comment box. The Comment Editor is displayed.

11. In the Comment Editor text area, enter the justification for obligating this project or any comments that may help the reviewers and approvers.
12. Click the OK button. The comments you entered are now displayed on the **Comments** tab (Figure 10-44).



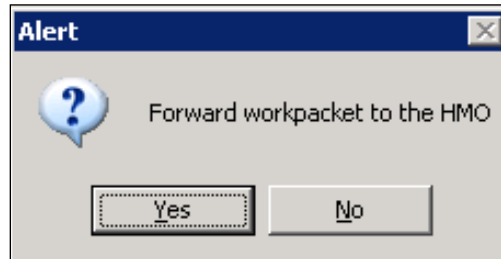
**Figure 10-44: Comments Tab with Comments Added**

13. Click the **Authorization** tab (Figure 10-45).



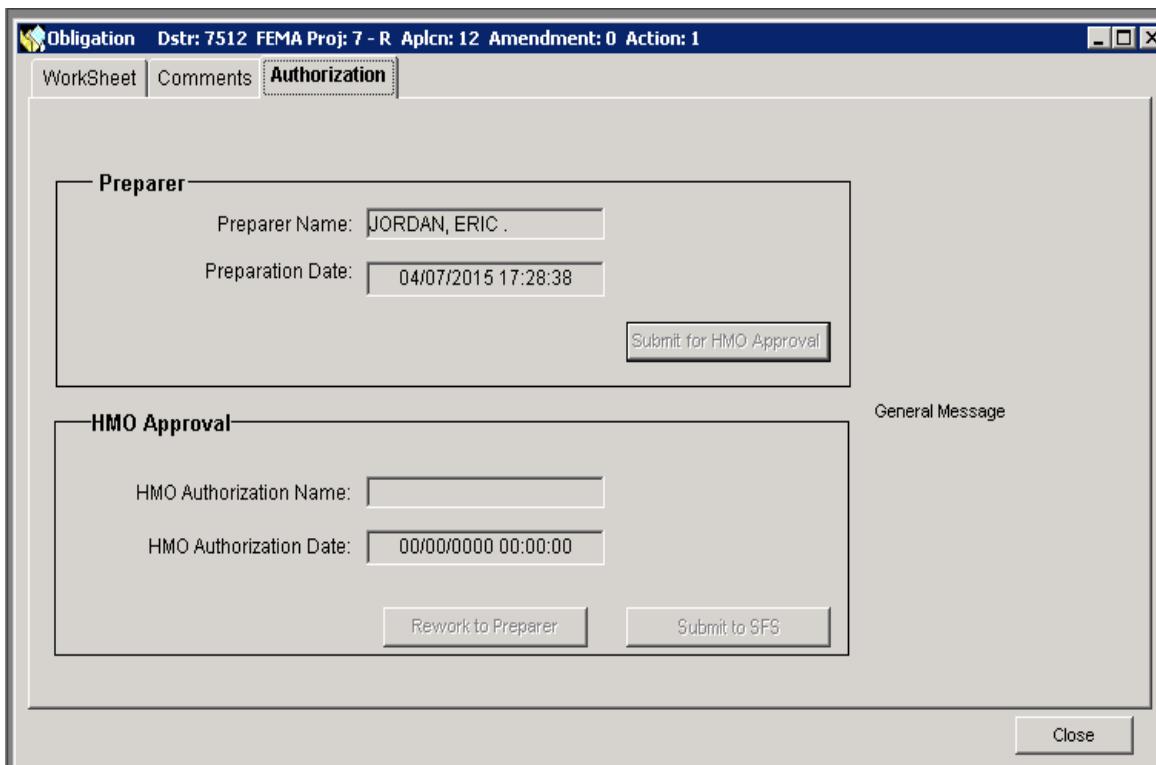
**Figure 10-45: Mitigation > Funding > Obligations > Authorization Tab**

14. Click the SUBMIT FOR HMO APPROVAL button. The Forward Work Packet dialog box is displayed (Figure 10-46).



**Figure 10-46: Forward Work Packet Dialog Box**

15. Click the YES button. The **Authorization** tab now displays the Preparer Name and Preparation Date. These data fields are auto-filled by the system (Figure 10-47).

A screenshot of a software application window. The title bar reads "Obligation Dstr: 7512 FEMA Proj: 7 - R Aplcn: 12 Amendment: 0 Action: 1". There are three tabs: "WorkSheet", "Comments", and "Authorization". The "Authorization" tab is selected. The main area is divided into two sections. The top section is titled "Preparer" and contains two text boxes: "Preparer Name: JORDAN, ERIC ." and "Preparation Date: 04/07/2015 17:28:38". To the right of these boxes is a button labeled "Submit for HMO Approval". The bottom section is titled "HMO Approval" and contains two text boxes: "HMO Authorization Name:" and "HMO Authorization Date: 00/00/0000 00:00:00". Below these are two buttons: "Rework to Preparer" and "Submit to SFS". To the right of the "HMO Approval" section is a "General Message" area. At the bottom right of the window is a "Close" button.

**Figure 10-47: Authorization Tab with Preparer Information Added**

16. On the bottom right part of the Authorization tab, click the **CLOSE** button.
17. If during the process you wish to delete the obligation without submitting to the HMO, select the Delete button on the Worksheet tab.

### Task 2B: Submit Obligation to SAO Financial Services (SFS)

1. On the MITIGATION menu, click on Funding > Obligations (Figure 10-48).

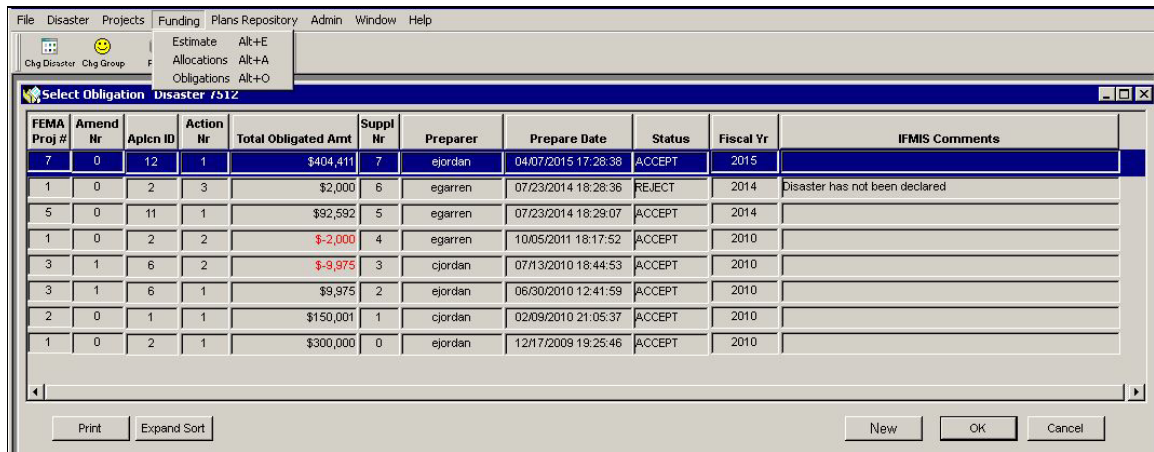


Figure 10-48: Mitigation > Funding > Obligations

2. The list of Obligations for the disaster is displayed. Check that you are logged in with the HMO Group ID. You should not be the same User who completed Task 2A: [Create Obligation and Submit to HMO](#).
3. Table 10-5 describes the Obligation Work Packet List data fields.

Table 10-5: Obligation Work Screen List Data

DATA FIELD	INFORMATION DISPLAYED
FEMA Proj #	Number assigned to the project application during the Eligibility Determination process; also referred to as FEMA Project number
Amend Nr	System-generated number of the amendment (0 is assigned to the initial project application submission, 1 to the first amendment, and so on)
Aplcn ID	System-generated Recipient Application ID number for the project
Action Nr	System generated obligation number assigned sequentially and unique to the project being obligated
Total Obligated Amt	Total amount of project funds + Recipient and subrecipient amount
Suppl Nr	System generated supplement number for tracking purposes
Preparer	NEMIS HMGP User Name of the person who created the obligation
Prepare Date	Date the obligation was created or the most recent date it was edited

DATA FIELD	INFORMATION DISPLAYED
Status	System-generated indicator of the status of the workflow in the ES Review: At MA = awaiting transmittal to HMO; At HMO = awaiting transmittal to SFS module; At SFS = awaiting approval in SFS Module; Accept = accepted by IFMIS; Void = Obligation was voided.
Fiscal Yr	Fiscal year for this obligation
IFMIS Comments	Should the Obligation be REJECTED, comments are provided to explain the cause of the rejection

4. The Obligation work packet is ready for HMO approval if it displays the following information:
  - At HMO
5. Highlight the appropriate obligation. Click the OK button.
6. Three tabs with Obligation information are displayed. The **Worksheet** tab is displayed by default.
7. Review the read-only information in the **Worksheet** and **Comments** tabs.
8. Click the **Authorization** tab. Click the SUBMIT TO SFS button (Figure 10-49).

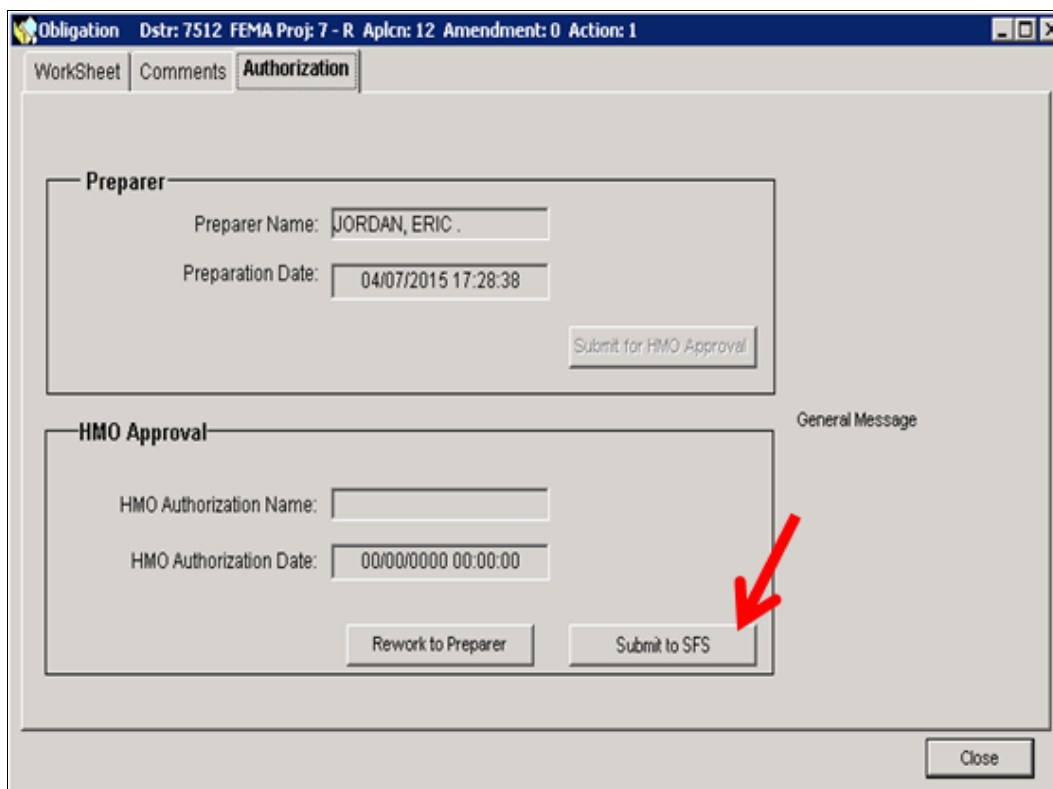
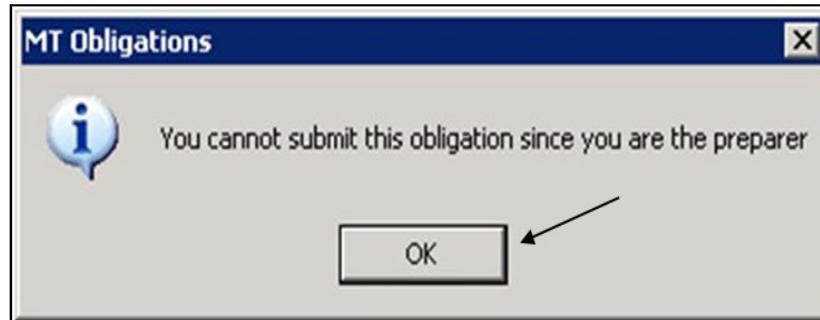


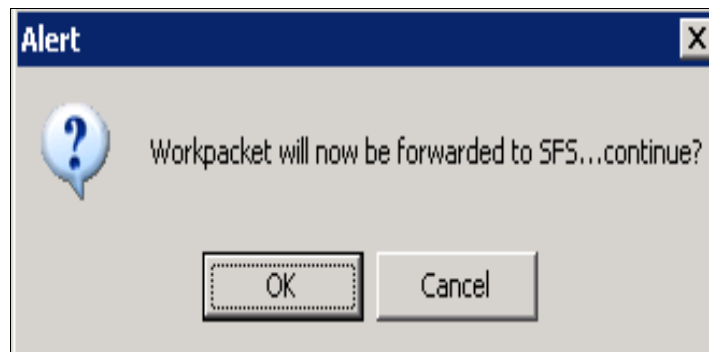
Figure 10-49: Mitigation > Funding > Obligations

**HINT:** If you created the Obligation request and you are now submitting the request to SFS, the following system error message will be displayed (Figure 10-50). Click the OK button on the error message and exit out of NEMIS. Another user with the HMO role will need to log in and submit the Obligation request to SFS.



**Figure 10-50: Preparer Cannot Submit Obligation Message**

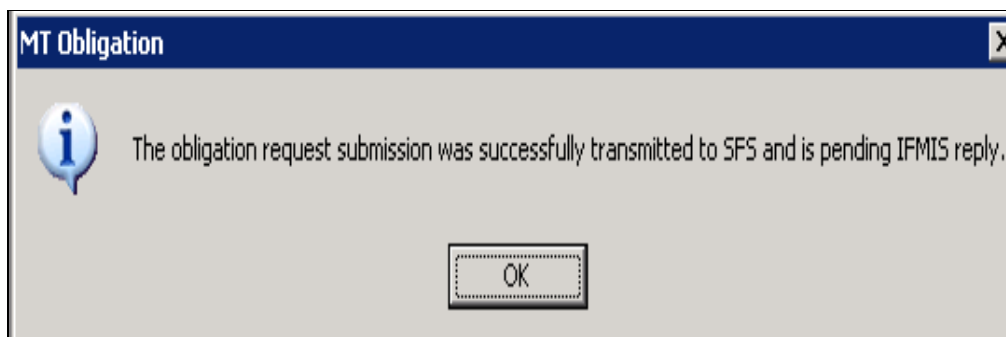
9. The Forward Work Packet to SFS dialog box is displayed (Figure 10-51).



**Figure 10-51: Forward Work Packet to SFS Dialog Box**

10. Click the OK button.

11. The "Obligation request submission was successfully transmitted to SFS and is pending IFMIS reply" message is displayed (Figure 10-52).

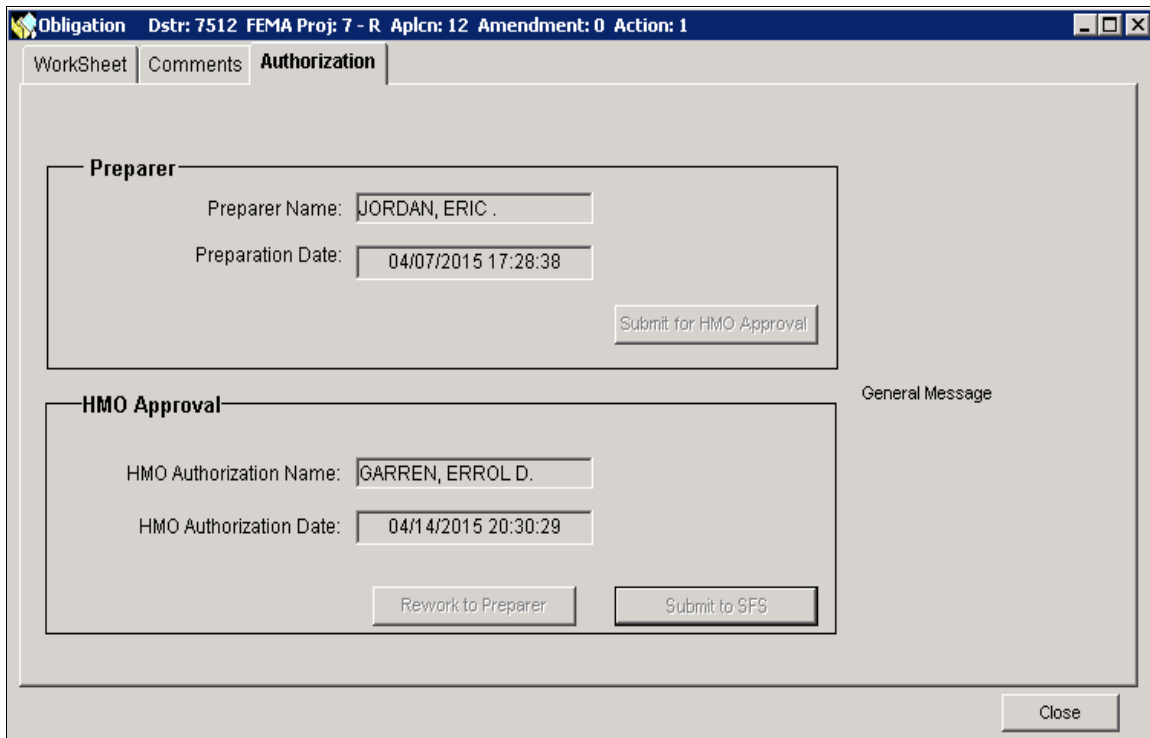


**Figure 10-52: Obligation Submitted Message**



**CAUTION: Do not submit more than one obligation at a time. Wait until the first obligation is processed before submitting another obligation. This process could take from a few minutes to up to an hour but could take longer. In every disaster, the first obligation of a new fiscal year is required to be accepted in IFMIS before another obligation can be submitted.**

- Click the OK button. On the **Authorization** tab, note that the system auto-filled the HMO Approval data fields with your User Name and the current date (Figure 10-53).



The screenshot shows a software window titled "Obligation" with a subtitle "Dstr: 7512 FEMA Proj: 7 - R Aplcn: 12 Amendment: 0 Action: 1". The window has three tabs: "WorkSheet", "Comments", and "Authorization", with "Authorization" selected. The main area is divided into two sections: "Preparer" and "HMO Approval".

**Preparer**

Preparer Name: JORDAN, ERIC .  
Preparation Date: 04/07/2015 17:28:38  
Submit for HMO Approval

**HMO Approval**

HMO Authorization Name: GARREN, ERROL D.  
HMO Authorization Date: 04/14/2015 20:30:29  
Rework to Preparer Submit to SFS

General Message

Close

**Figure 10-53: Authorization Tab with HMO Approval Information**

### Task 2C: Verify Obligation

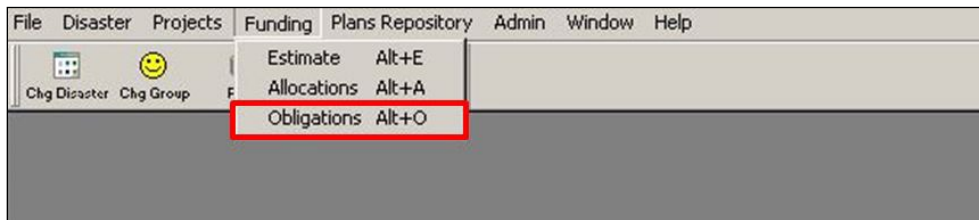
Obligations submitted in Task 2B are normally processed once an hour. An hour after submission, the MA or the HMO should verify that the obligation was processed. If the obligation is still not processed at the end of a reasonable amount of time, a help desk ticket should be submitted to the FEMA Enterprise Service Desk at [FEMA-Enterprise-Service-Desk@DHS.GOV](mailto:FEMA-Enterprise-Service-Desk@DHS.GOV).

This task provides steps on how to verify the obligation in the following NEMIS HMGP functional areas:

- Obligations
- Project Management7512
- Funding Estimate

1. To verify that the obligation has been approved in Obligations, complete Steps 1a–1h.

a. On the MITIGATION menu, click on Funding > Obligations (Figure 10-54).



**Figure 10-54: Mitigation > Funding > Obligations**

2. The Obligation Project List is displayed (Figure 10-55).

The screenshot shows a window titled 'Select Obligation Disaster 7512'. It contains a table with the following columns: FEMA Proj #, Amend Nr, Aplen ID, Action Nr, Total Obligated Amt, Suppl Nr, Preparer, Prepare Date, Status, Fiscal Yr, and IFMIS Comments. The table lists several obligation projects with their respective amounts and statuses.

FEMA Proj #	Amend Nr	Aplen ID	Action Nr	Total Obligated Amt	Suppl Nr	Preparer	Prepare Date	Status	Fiscal Yr	IFMIS Comments
7	0	12	1	\$404,411	7	ejordan	04/07/2015 17:28:38	ACCEPT	2015	
1	0	2	3	\$2,000	6	egarren	07/23/2014 18:28:36	REJECT	2014	Disaster has not been declared
5	0	11	1	\$92,592	5	egarren	07/23/2014 18:29:07	ACCEPT	2014	
1	0	2	2	-\$2,000	4	egarren	10/05/2011 18:17:52	ACCEPT	2010	
3	1	6	2	-\$9,975	3	cjordan	07/13/2010 18:44:53	ACCEPT	2010	
3	1	6	1	\$9,975	2	ejordan	06/30/2010 12:41:59	ACCEPT	2010	
2	0	1	1	\$150,001	1	cjordan	02/09/2010 21:05:37	ACCEPT	2010	
1	0	2	1	\$300,000	0	ejordan	12/17/2009 19:25:46	ACCEPT	2010	

**Figure 10-55: Obligation Project List**

a. Table 10-6 describes the information displayed in the Obligation Project List.

Table 10-6: Obligation Project List Data Fields

DATA FIELD	INFORMATION DISPLAYED
FEMA Proj #	Number assigned to the project application during the Eligibility Determination process; also referred to as FEMA Project number
Amend Nr	System-generated number of the amendment (0 is assigned to the initial project application submission, 1 to the first amendment, and so on)
Aplcn ID	System-generated Recipient Application ID number for the project
Action Nr	System-generated obligation number assigned sequentially
Total Obligated Amt	Total amount of project funds + Recipient and Subrecipient amount
Suppl Nr	System-generated supplement number for tracking purposes
Preparer	NEMIS HMGP User Name of the person who created the obligation
Prepare Date	Date the obligation was created or the most recent date it was edited
Status	System-generated indicator of the status of the workflow in the SFS Review: At MA = awaiting transmittal to HMO; At HMO = awaiting transmittal to SFS module; At SFS = awaiting transmission to SFS Module; Accept = accepted by IFMIS; Void = Obligation was voided
Fiscal Yr	Fiscal year for this obligation
IFMIS Comments	Should the Obligation be REJECTED, comments are provided to explain the cause of the rejection

- b. Highlight the row of the obligation you wish to verify.
- c. If the status of the obligation is AT SFS you may need to wait for a few minutes—depending on volume—to have the obligation move to the IFMIS module. (Figure 10-56).

FEMA Proj #	Amend Nr	Aplcn ID	Action Nr	Total Obligated Amt	Suppl Nr	Preparer	Prepare Date	Status	Fiscal Yr	IFMIS Comments
6	0	6	1	\$1,500,000		joporto	07/09/2014 11:34:31	At HMO	2014	
7	0	7	1	\$87,500	6	joporto	07/09/2014 11:34:43	At SFS	2014	
5	0	5	1	\$500,000	5	joporto	07/09/2014 11:34:17	At IFMIS	2014	
4	0	4	1	\$40,000	4	joporto	07/09/2014 11:34:03	ACCEPT	2014	
3	0	3	1	\$100,000	3	joporto	07/09/2014 11:33:48	ACCEPT	2014	
2	0	2	1	\$70,000	2	joporto	07/09/2014 11:33:35	ACCEPT	2014	
1	0	1	2	\$44,188	1	joporto	07/09/2014 11:33:14	ACCEPT	2014	
1	0	1	1	\$255,812	0	egarren	07/01/2014 14:57:23	ACCEPT	2014	

Figure 10-56: Obligation Status at SFS

- d. It is required that a previously-submitted obligation be status at IFMIS before a subsequent Obligation can be submitted. Any attempt to submit another obligation prior to the previous obligation being moved from AT SFS to AT IFMIS will result in a message similar or identical to the one below. It is anticipated this process will take up to 3 minutes on average but may take longer in certain extraordinary circumstances, such as high volume or server issues. (Figure 10-57).

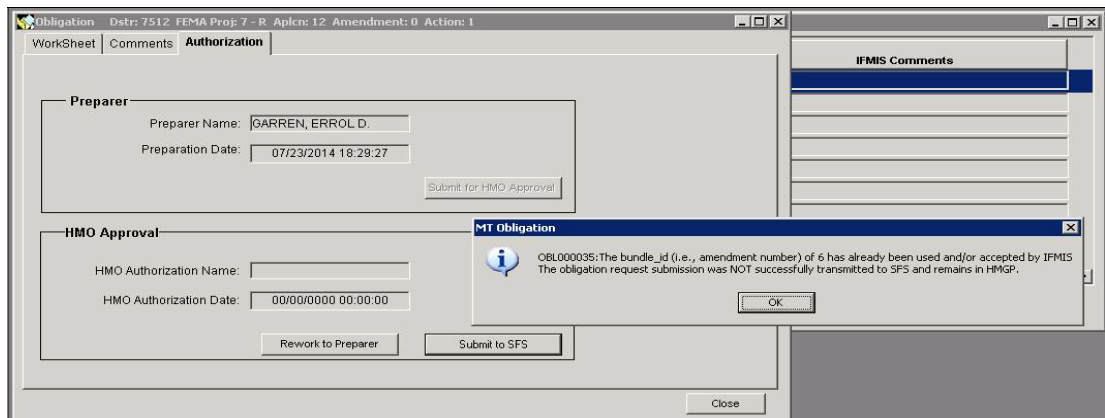


Figure 10-57: Obligation not submitted message due to previous obligation Status at SFS

- e. If the IFMIS Status for that project is "ACCEPT," the obligation has been approved.

**NOTE:** If the IFMIS status is "REJECT," discuss the message in the IFMIS Comments with the system sustainment staff. After resolving any issues, submit a new obligation as described in Task 2A: [Create Obligation and Submit to HMO](#). Be sure to incorporate the changes recommended by the system sustainment staff. A remedy ticket may be required.

3. To verify that the obligation has been approved in Project Management, complete steps 3a–3e.
  - a. On the MITIGATION menu, click on Projects > Management (Figure 10-58).

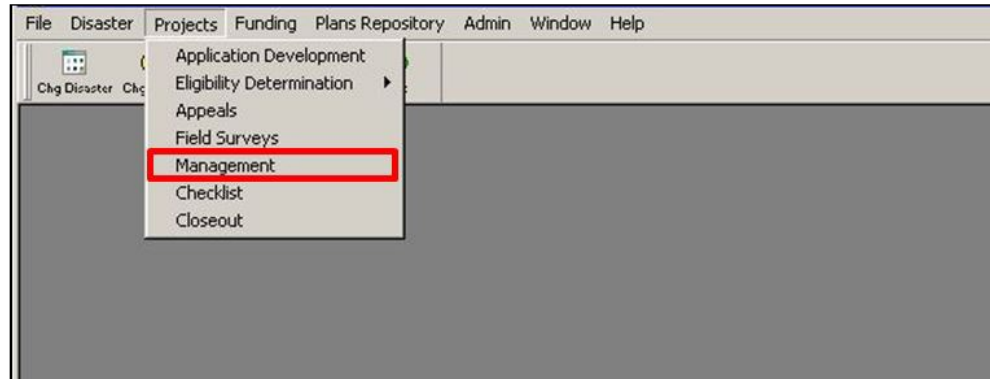


Figure 10-58: Mitigation > Projects > Management

- b. The Project Management Project List is displayed (Figure 10-59).

The screenshot shows a dialog box titled 'Select Project: Approved Proj Disaster 7512'. It contains a table with the following columns: 'Fema Proj Nr', 'Amend Nr', 'Applic ID', 'Suffix', 'ST', 'Region', and 'Project Title'. The table lists 12 projects, with the 7th row selected. Below the table are buttons for 'Print', 'Expand Sort', 'OK', and 'Cancel'.

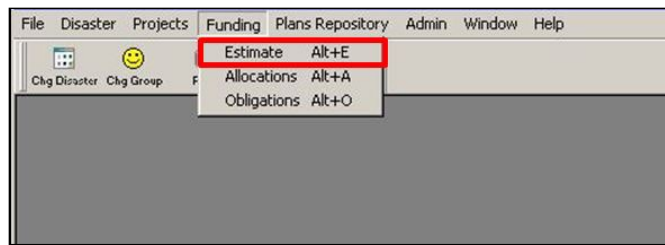
Fema Proj Nr	Amend Nr	Applic ID	Suffix	ST	Region	Project Title
5	1	11	P	AZ	9	7512-02 La Paz County Multi-Jurisdictional HMP Application
5	0	11	P	AZ	9	7512-02 La Paz County Multi-Jurisdictional HMP Application
6	0	14	P	AZ	9	Golden Triangle PDD Multi-Jurisdictional Hazard Mitigation PI
7	0	12	R	AZ	9	BISBEE FIRE STATION-WIND RETROFIT
7	1	12	R	AZ	9	BISBEE FIRE STATION-WIND RETROFIT
8	0	22	F	AZ	9	Pima County Generator Phase III
9	0	30		AZ	9	1604-0011 Golden Triangle PDD Multi-Jurisdictional HMP
10	0	21	R	AZ	9	Phoenix, City of, Shelter Application
10	1	21	R	AZ	9	Phoenix, City of, Shelter Application
11	1	32	R	AZ	9	Gila County Shelters - Necaise 7512-01
11	0	32	R	AZ	9	Gila County Shelters - Necaise 7512-01
12	0	33	R	AZ	9	GILA COUNTY SHELTERS-NECAISE

Figure 10-59: Project Management Project List

- c. Select the Project whose obligation you wish to verify. If the project has several rows, select the row with the highest amendment number. Click the OK button.
  - d. Two tabs with Project Management information are displayed. The **HMGP Project Management** tab is displayed by default (Figure 10-60).



4. To verify the obligation in Funding Estimate, complete Steps 4a–4e.
  - a. On the MITIGATION menu, click on Funding > Estimate (Figure 10-62).



**Figure 10-62: Mitigation > Funding > Estimate**

- b. The **HMGP Financial Activity** tab is displayed by default.
- c. At the top left part of the tab, select the Recipient from the drop-down list.
- d. The tab displays five columns of data for various funding amounts:
  - Projected A
  - Total Allocated in NEMIS B
  - Available C (A-B)
  - Total Obligated in NEMIS D
  - Available E (amount obligated minus the current estimate or A - D)
- e. Note the Obligated dollar amount in Column D (Figure 10-63). This amount should now include your latest accepted obligation.

The screenshot shows the 'HMGP Financial Activity' tab with a dropdown menu set to 'Statewide'. The table below displays financial data for various project categories.

	Projected A	Total Allocated in NEMIS B	Available C (A - B)	Total Obligated in NEMIS D	Available E (A - D)
<b>HMGP Project Funds:</b>	\$80,000,000	\$956,979	\$79,043,021	\$945,004	\$79,054,996
Regular Projects:	\$70,400,000	\$854,412	\$69,545,588	\$852,412	\$69,547,588
Initiative Projects:	\$4,000,000	\$0	\$4,000,000	\$0	\$4,000,000
Planning Projects:	\$5,600,000	\$102,567	\$5,497,433	\$92,592	\$5,507,408
<b>Subtotal:</b>	\$80,000,000	\$956,979	\$79,043,021	\$945,004	\$79,054,996
State Management Cost:	\$3,000,000	\$0	\$3,000,000	\$0	\$3,000,000
<b>Total:</b>	\$83,000,000	\$956,979	\$82,043,021	\$945,004	\$82,054,996

For disasters declared on or after 11/13/2007: HMGP Project Funds = Regular Projects + Initiative Projects + Planning Projects.  
State Management Cost is separate from HMGP Project Funds.

**Figure 10-63: Obligated Amount Displayed in HMGP Financial Activity**

## Task 2D: Notify Recipient of Obligation

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***NOTE: This task is executed outside of NEMIS HMGP. It is included in this User Manual because it completes the Manage Allocations and Obligations process.***

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Send a letter to the Governor's Authorized Representative (GAR) indicating that the funds are available and have been transferred to the Smartlink account, if applicable.

A copy of this [form letter](#) is provided in the References Section of this unit. Regions may use a Regional specific format, as long as all necessary information is included. Enter the project-specific information in the form letter.

---

***HINT: Save the letter using the "Save As" feature, giving the letter a different file name.***

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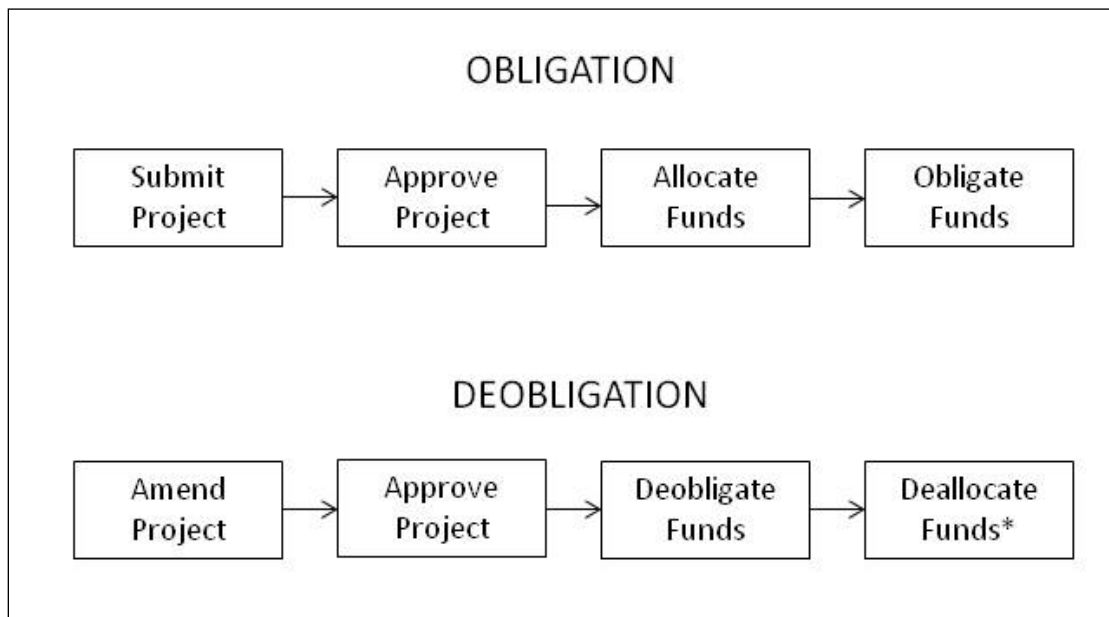


### Part 3: Deobligation

Execute the Deobligation process in NEMIS HMGP if any of the following conditions are true:

- A project has a cost under-run during Project Closeout
- Recipient chooses to withdraw a project after funds have been obligated
- The Recipient or Subrecipient are returning unearned or unwanted administrative funds

The Deobligation process is almost exactly the reverse of the Obligation process. Figure 10-64 compares the processes of Obligation and Deobligation.

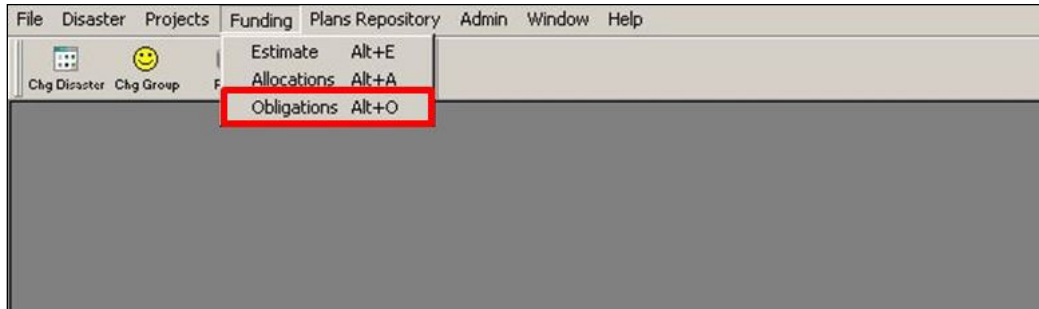


**Figure 10-64: Obligation and Deobligation Processes**

\*if needed – see Unit 10 Part 4, Deallocation

### Task 3A: Create Deobligation and Submit to HMO

1. If deobligating Federal funds, after the project has been amended and approved, on the MITIGATION menu, click on Funding > Obligations (Figure 10-65).



**Figure 10-65: Mitigation > Funding > Obligations**

2. The Select Obligation List is displayed. Click the NEW button.
3. The New Obligation list is displayed (Figure 10-66). Highlight the project for which you wish to de-obligate funds. Click the NEW button.

The screenshot shows a window titled 'New Obligation Disaster 9056'. It contains a table with the following data:

FEMA Project Nr	Aplcn ID	Total Previous Allocation	Total Previous Obligation	Total Pending Obligation	Available Obligation	Total Previous subrecipient mgmt cost Allocation	Total Previous subrecipient mgmt cost Ob
7	9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8	12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11	206	3,301,143,333.43	3,302,254,543.44	\$0.00	(\$1,111,210.01)	\$100.00	
12	208	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
13	209	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
14	210	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
15	211	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
16	205	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	
22	221	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

At the bottom of the window, there are buttons for 'Print', 'Expand Sort', 'New', and 'Cancel'. The row for FEMA Project Nr 16 is highlighted in blue.

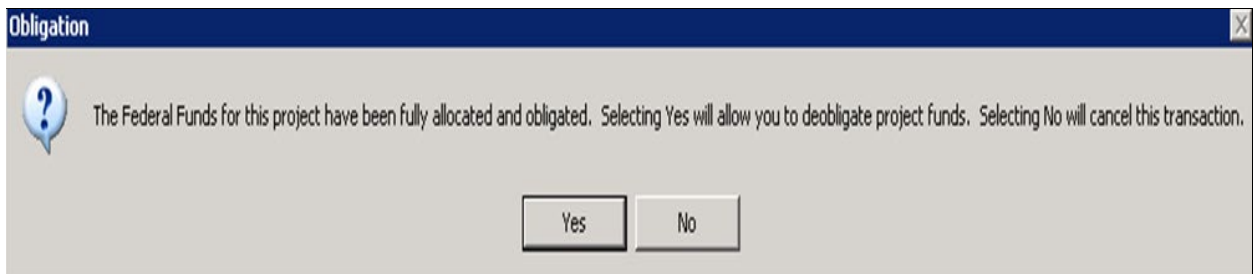
**Figure 10-66: Obligation Project List**

4. Table 10-7 describes the information in the Obligation Project List.

**Table 10-7: Obligation Project List Data Fields**

DATA FIELD	INFORMATION DISPLAYED
FEMA Project Nr	Number assigned to the project application during the Eligibility Determination process; also referred to as FEMA Project number.
Applcn ID	System-generated Recipient Application ID number for the project
Total Previous Allocation	Project amount allocated <b>NOTE: Amount does not include administrative costs that were included in the total amount of the allocation submitted and approved by ES.</b>
Total Previous Obligation	Amount previously obligated
Total Pending Obligation	Amount that has been obligated but not yet approved by SFS
Available Obligation	Amount that has yet to be obligated for the project

5. The Deobligate Funds dialog box is displayed (Figure 10-67). Click the YES button to continue.



**Figure 10-67: Deobligate Funds Dialog Box**

---

**CAUTION:** After federal share is de-obligated for a project, user cannot de-obligate subrecipient management cost (SRMC).

---

6. Three tabs with Obligation information are displayed. On the right side of the Obligation title bar, note that Action Nr is now "2," referring to the deobligation request. The original obligation created in Task 2A was Action Nr "1."

7. The **Worksheet** tab is displayed by default (Figure 10-68).

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Available for New Obligation
\$89,010.12	\$89,000.12	\$10.00

New Obligation		
Project Amount To Be Obligated	Subrecipient Management Cost	Total Obligation
\$89,000.12	\$2,300,000.00	\$2,389,000.12

Note: The project obligation amount and/or subrecipient management cost amount cannot be greater than the maximum available obligation amount.

**Figure 10-68: Worksheet tab showing total amounts previously Allocated and Obligated**

8. In the Project Amount to Be Obligated field, enter the minus sign "-" followed by the dollar amount to be deobligated.
9. Press the Tab key. The amount is displayed in the Total Obligation field. Notice the minus sign before the amount and the red font (Figure 10-69).
10. When deobligating project funds as well as Recipient and Subrecipient Administrative funds, always use the sliding scale radio button to ensure the Recipient and Subrecipient Administrative funds are calculated correctly by the system and included in the Total Obligation field along with the Project Amount to be deobligated (Figure 10-69).

Obligation Dstr: 6120 FEMA Proj: 10 - F Aplcn: 33 Amendment: 0 Action: 2

WorkSheet | Comments | Authorization

**Past Transactions**

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Available for New Obligation
\$12,000	\$12,000	\$0

**New Obligation**

Project Amount To Be Obligated	Recipient Admin Est	Sub-Recipient Admin Est	Total Obligation
-\$10,000	-\$52	-\$400	-\$10,452

Note: Project Amount Cannot Exceed Total Amount Available for New Obligation

**Administrative Cost Calculation**

Percent

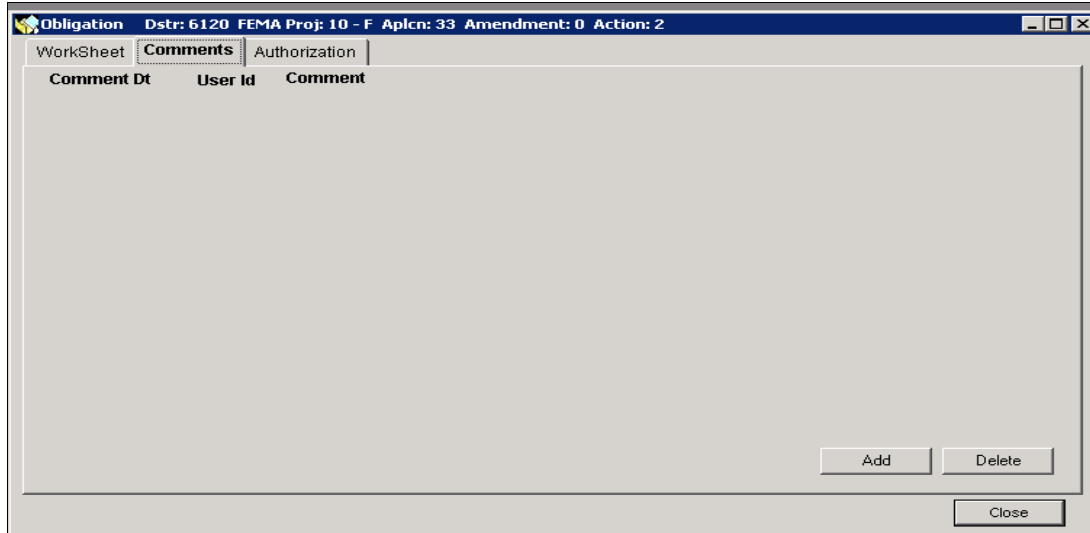
Sliding Scale

up to	\$100,000	3%	(0.03)
up to	\$1,000,000	2%	(0.02)
up to	\$5,000,000	1%	(0.01)
Excess	\$5,000,001	.5%	(0.005)

Print Delete Close

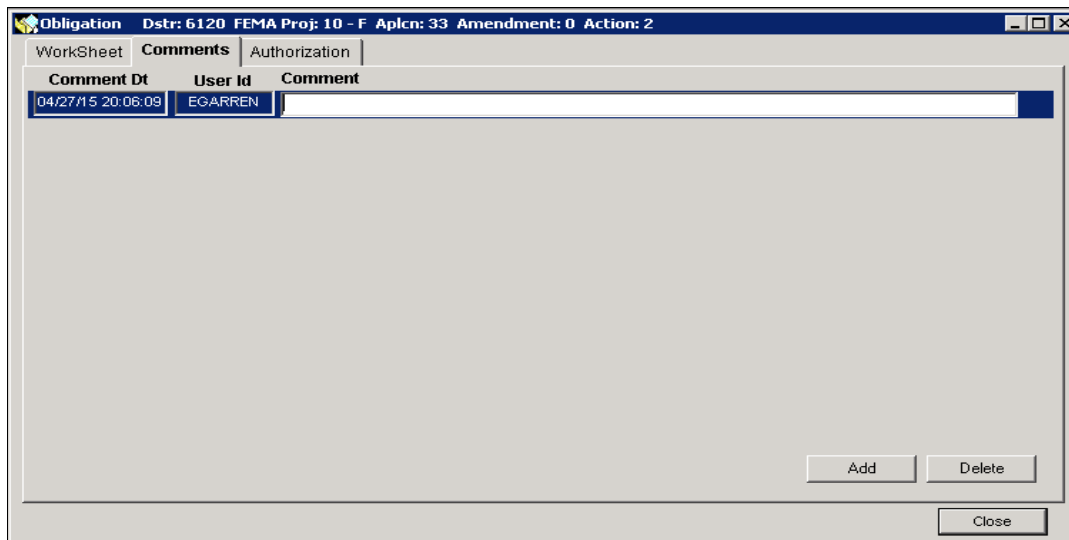
**Figure 10-69: Deobligation using the Sliding Scale Radio Button to ensure proper calculation**

11. If necessary to override the Recipient or Subrecipient Management amounts generated by the system, the user will be prompted to acknowledge the continuation of the override.
12. Selecting No will return the amount overridden to the previous amount calculated by the system. Selecting yes will prompt a second acknowledgement confirmation and selecting yes again will open the Comment Editor which will require that a comment be entered justifying the calculation override. This will allow the override, and the user will be able to continue with the Obligation/Deobligation process.
13. Click the **Comments** tab (Figure 10-70).



**Figure 10-70: Mitigation > Funding > Obligations > Comments Tab**

14. On the bottom right part of the tab, click the ADD button. A new row for adding comments is displayed. The system auto-fills the Date and the Time of the entry and the User ID (Figure 10-71).



**Figure 10-71: New Row for Comments**

15. Double-click inside the Comment field to access the Comment Editor.
16. In the Comment Editor text area, enter a justification for the deobligation request.
17. Click the OK button. The comments are now displayed on the **Comments** tab (Figure 10-72).

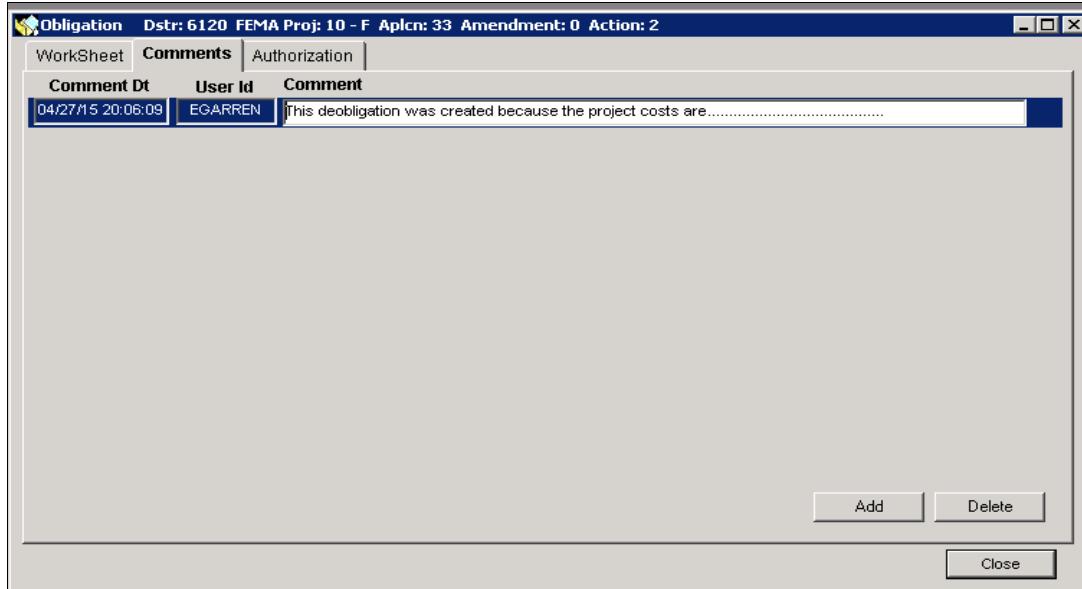


Figure 10-72: Deobligation Comments Added

18. Click the **Authorization** tab (Figure 10-73).

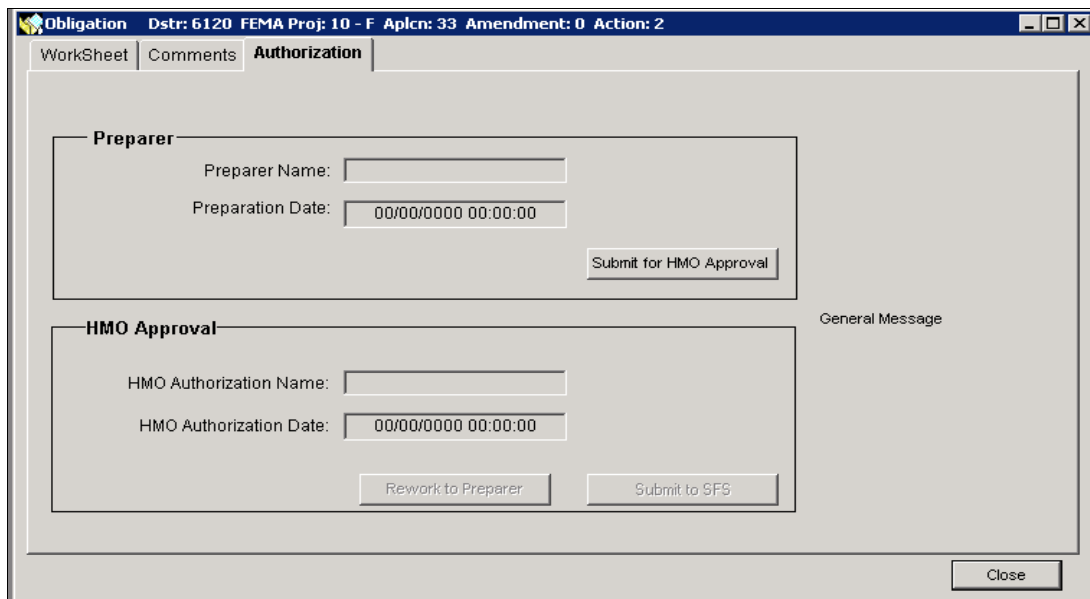


Figure 10-73: Mitigation > Funding > Obligations > Authorization Tab

19. Click the **SUBMIT FOR HMO APPROVAL** button. The Forward Work Packet dialog box is displayed (Figure 10-74).

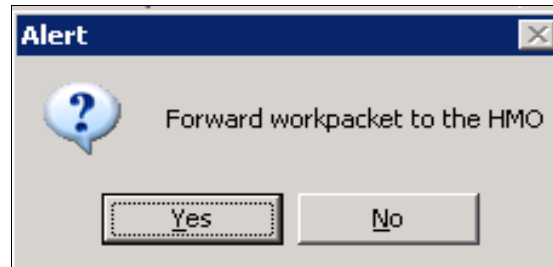


Figure 10-74: Forward Work Packet Dialog Box

20. Click the YES button.

21. The system will notify that the deobligation was successfully submitted to the HMO and for what fiscal year it was submitted. (Figure 10-75)

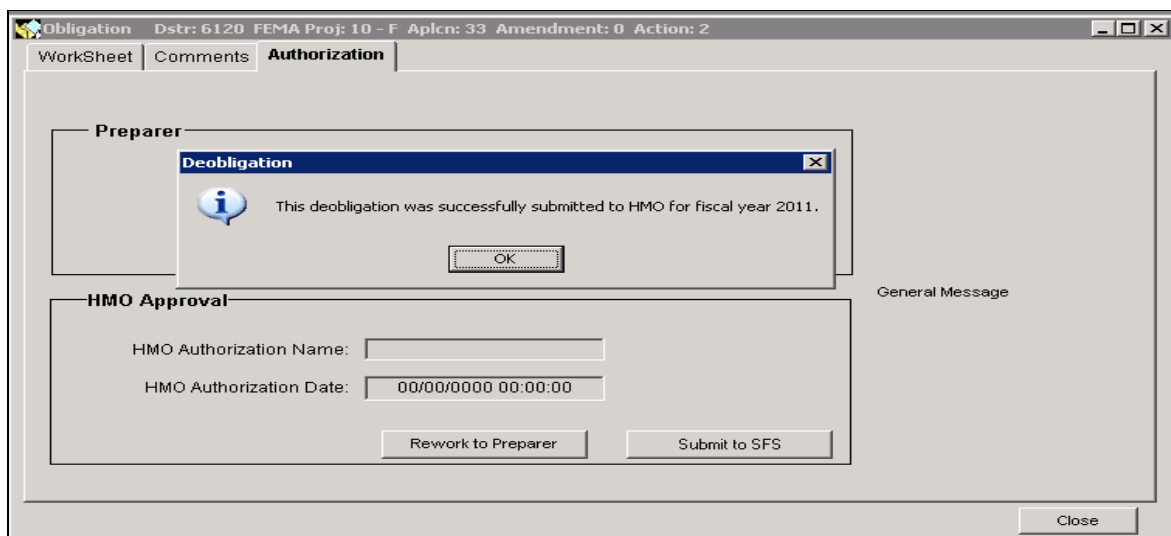


Figure 10-75: Deobligation submitted to HMO for FY notification

22. Click the OK button. The **Authorization** tab now displays the Preparer Name and Preparation Date (Figure 10-76).



The screenshot shows a software window titled "Obligation Dstr: 6120 FEMA Proj: 10 - F Aplcn: 33 Amendment: 0 Action: 2". It has three tabs: "WorkSheet", "Comments", and "Authorization". The "Authorization" tab is selected and contains the following elements:

- Preparer section:**
  - Preparer Name:
  - Preparation Date:
  - Submit for HMO Approval button
- HMO Approval section:**
  - HMO Authorization Name:
  - HMO Authorization Date:
  - Rework to Preparer button
  - Submit to SFS button
- General Message:** A text area on the right side of the form.
- Close button:** Located at the bottom right of the window.

**Figure 10-76: Authorization Tab with Preparer Information Added**

23. On the bottom right part of the Authorization tab, click the CLOSE button.

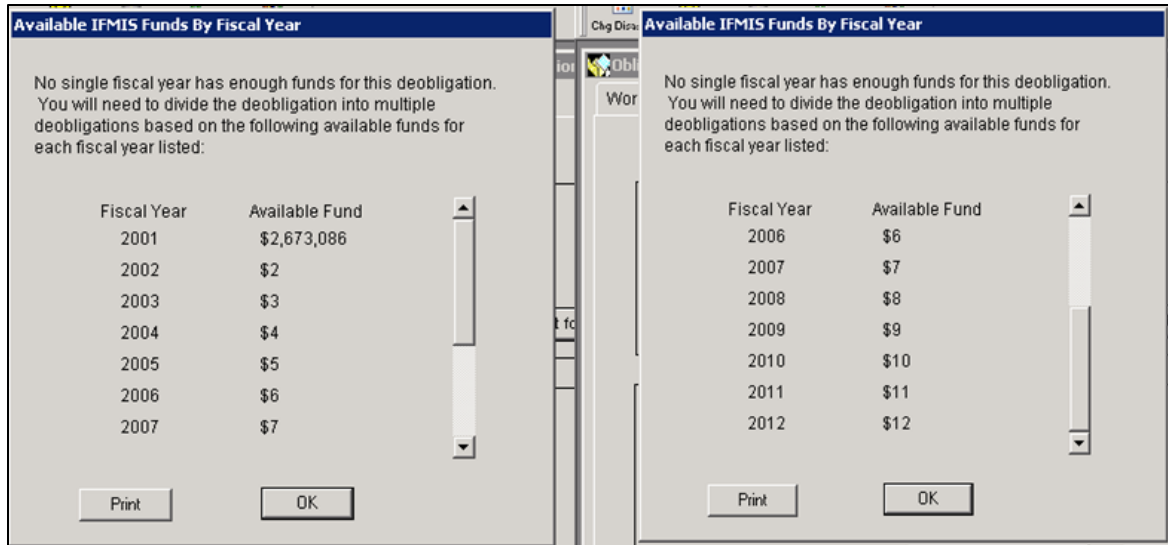
---

**HINT:** *The system will check IFMIS for availability of funds by Fiscal Year, beginning from the oldest Fiscal Year in which funds were obligated for this disaster. If the disaster was declared after the implementation of the SFS process, the system will only check the applicable project for the availability of funds. The system will keep checking until it finds a Fiscal Year with sufficient funds to deobligate.*

*If there are not sufficient funds in any one fiscal year, the user will receive a message outlining the totals available in different fiscal years. See the mocked up screen shot below as an example of the message outlining the totals available in different years. (Figure 10-77)*

*It may be necessary to create more than one deobligation if there are insufficient funds in any one fiscal year. If this is the case, delete the deobligation on the Worksheet tab and start over.*

---

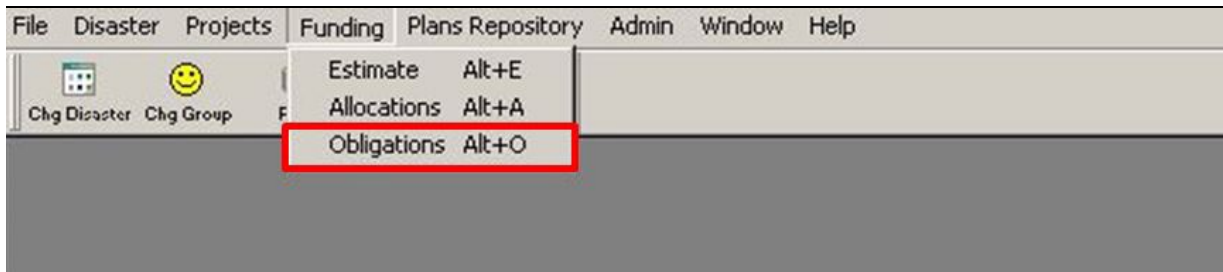


**Figure 10-77: Screen shot showing amounts available for deobligation in different years**

**Addendum:** *The figures shown on the available funds by FY screen are potentially rounded either up or down as determined by the exact amount remaining in the indicated fiscal year. Should your deobligation be rejected and the IFMIS comment read “Credit status only valid for expends or invoices,” the likely cause is that the figure shown as available for the applicable FY has been rounded up. Deobligating \$1 less than shown available should rectify the reject and allow you to deobligate the project successfully.*

### Task 3B: Submit Deobligation to SAO Financial Services (SFS)

1. On the MITIGATION menu, click on Funding > Obligations (Figure 10-78).



**Figure 10-78: Mitigation > Funding > Obligations**

2. The Select Obligation List is displayed. Check that you are logged in with the HMO Group ID. You should not be the same User who completed Task 3A: [Create Deobligation and Submit to HMO](#). Select the deobligation with the status of At HMO and double click or select OK. (Figure 10-79).

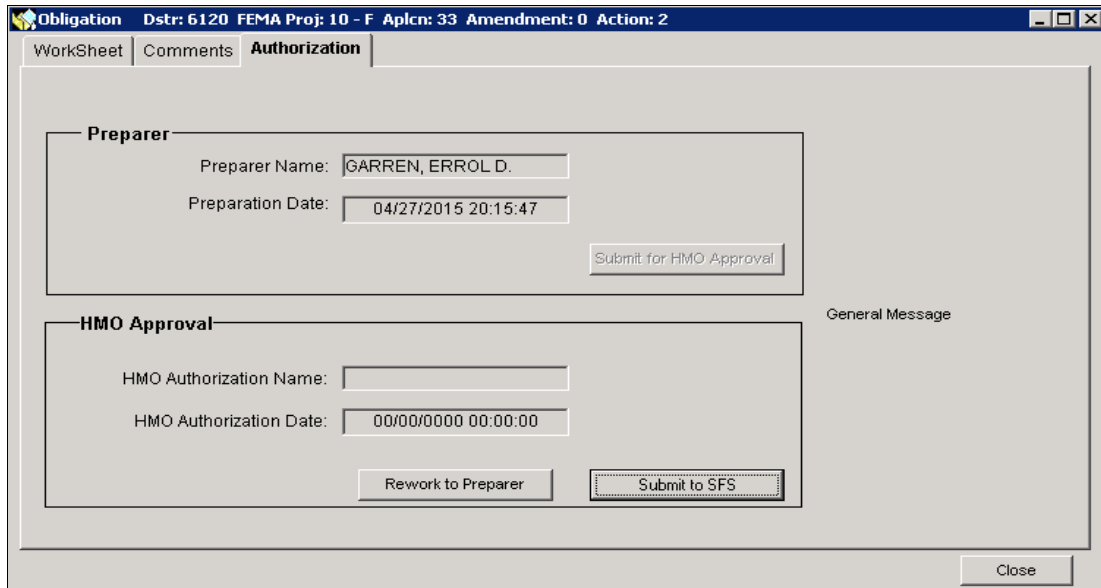
The screenshot shows a window titled 'Select Obligation Disaster 6120'. It contains a table with the following columns: FEMA Proj #, Amend Nr, Aplcn ID, Action Nr, Total Obligated Amt, Suppl Nr, Preparer, Prepare Date, Status, Fiscal Yr, and IFMIS Comments. The first row is highlighted in blue.

FEMA Proj #	Amend Nr	Aplcn ID	Action Nr	Total Obligated Amt	Suppl Nr	Preparer	Prepare Date	Status	Fiscal Yr	IFMIS Comments
10	0	33	2	\$-10,502		egarren	04/27/2015 20:15:47	At HMO	2011	
1	0	2	2	\$-9,142	8	egarren	07/21/2011 14:42:29	ACCEPT	2011	
1	0	2	3	\$-5,158	9	egarren	07/21/2011 17:21:34	ACCEPT	2011	
4	0	31	3	\$-4,484	7	egarren	07/17/2011 15:42:03	ACCEPT	2011	
3	0	20	2	\$-125	19	egarren	05/13/2013 12:04:11	ACCEPT	2011	
17	0	42	1	\$40	17	egarren	12/31/2012 18:55:33	ACCEPT	2013	
3	0	20	1	\$1,178	1	ejordan	05/10/2011 14:56:19	ACCEPT	2011	
5	0	21	1	\$5,106	3	dmoore4	05/10/2011 19:17:38	ACCEPT	2011	
6	2	22	4	\$7,020	14	egarren	11/16/2011 17:33:45	ACCEPT	2011	

Buttons at the bottom: Print, Expand Sort, New, OK, Cancel.

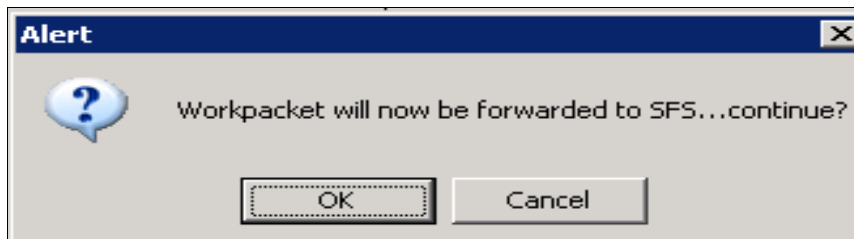
**Figure 10-79: Select the deobligation with status At HMO**

3. Three tabs with Obligation information are displayed. The **Worksheet** tab is displayed by default.
4. Review the read-only information in the **Worksheet** and **Comments** tabs.
5. Click the **Authorization** tab. On the bottom part of the tab, click the SUBMIT TO SFS button (Figure 10-80).



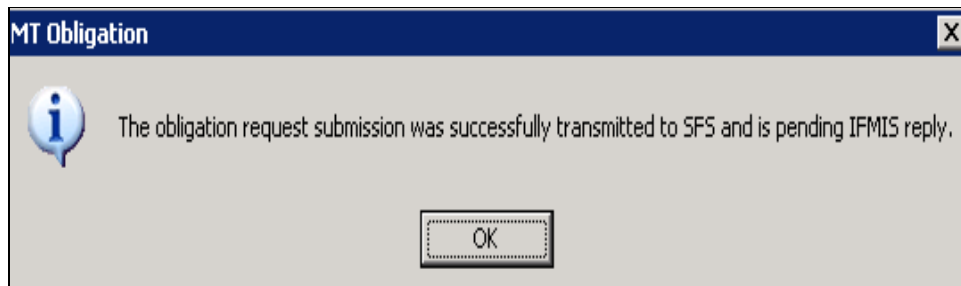
**Figure 10-80: Mitigation > Funding > Obligations> Authorization Tab**

6. The Forward Work Packet to SFS dialog box is displayed (Figure 10-81).



**Figure 10-81: Forward Work Packet to SFS Dialog Box**

7. Click the OK button.
8. The Obligation Transmitted to SFS and pending IFMIS reply is displayed (Figure 10-82).



**Figure 10-82: Obligation Submitted Message**

- The Obligation is now shown on the Select Obligation screen as status At SFS (Figure 10-83).

FEMA Proj #	Amend Nr	Aplcn ID	Action Nr	Total Obligated Amt	Suppl Nr	Preparer	Prepare Date	Status	Fiscal Yr	IFMIS Comments
10	0	33	2	\$-10,502	25	egarren	04/27/2015 20:15:47	At SFS	2011	
14	0	5	1	\$27,760	24	egarren	04/14/2014 20:38:31	ACCEPT	2014	
1	0	2	10	\$-14,300	23	joporto	09/11/2013 10:08:45	ACCEPT	2011	
1	0	2	9	\$-14,300	22	egarren	09/06/2013 17:35:31	ACCEPT	2011	
6	2	22	5	\$-14,693	21	egarren	06/06/2013 19:59:29	ACCEPT	2011	
1	0	2	8	\$-14,300	20	egarren	05/14/2013 12:33:22	ACCEPT	2011	
3	0	20	2	\$-125	19	egarren	05/13/2013 12:04:11	ACCEPT	2011	
1	0	2	7	\$-14,300	18	ejordan	12/31/2012 18:57:08	ACCEPT	2011	
17	0	42	1	\$40	17	egarren	12/31/2012 18:55:33	ACCEPT	2013	

Figure 10-83: Obligation Status At SFS

---

**CAUTION:** Do not submit more than one deobligation at a time. Wait about an hour, or until the first deobligation is processed, before submitting another deobligation. If it is the first obligation or negative obligation (deobligation) of the new FY, you must wait until the obligation has been accepted by IFMIS before submitting another transaction.

---

- Similar to an obligation, if the status of the obligation is AT SFS you may need to wait for a few minutes depending on volume to have the obligation move to the IFMIS module.
- The **Authorization** tab now displays the HMO Authorization Name and Date (Figure 10-84).

Obligation Dstr: 6120 FEMA Proj: 10 - F Aplcn: 33 Amendment: 0 Action: 2

WorkSheet Comments **Authorization**

**Preparer**

Preparer Name: GARREN, ERROL D.

Preparation Date: 04/27/2015 20:15:47

Submit for HMO Approval

**HMO Approval**

HMO Authorization Name: JORDAN, ERIC .

HMO Authorization Date: 04/27/2015 20:54:47

Rework to Preparer Submit to SFS

General Message

Close

**Figure 10-84: Authorization Tab with HMO Approval Information**

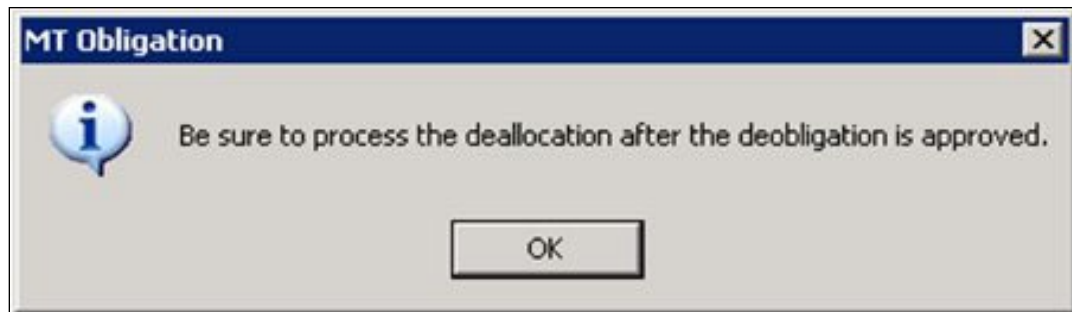
12. Repeat Task 2C: [Verify Obligation](#), but this time verify the deobligation.
13. Repeat Task 2D: [Notify Recipient of Obligation](#), but this time notify Recipient of the deobligation.

## Part 4: Deallocation

---

**NOTE:** *If the system displays the message below (Figure 10-85) while you are creating the deobligation, this means that the deobligation will be processed in the current fiscal year and, therefore, a Deallocation is required.*

---



**Figure 10-85: Reminder to Process the Deallocation**

The Deallocation tasks are the same as the Allocation tasks described earlier in this Unit. When you enter the deallocation dollar amount, be sure to enter the minus sign "-" before the dollar amount.

Table 10-8 provides the task names and the corresponding pages in this Unit.

**Table 10-8: Task Names and Corresponding Unit**

TASK	PAGE NUMBER
<a href="#">Create Allocation and Submit to HMO</a>	10-5
<a href="#">Submit Allocation to Emergency Services (ES)</a>	10-17

## References for Managing Allocations and Obligations

### Obligation of Funds Form Letter

(Page 1 of 2)

ADDRESS

SUBJECT: PROJECT APPROVAL  
FEMA-XXXX-DR-(State)  
Hazard Mitigation Grant Program  
Subrecipient: NAME OF SUBRECIPIENT  
Project #: FEMA ASSIGNED NUMBER

Dear \_\_\_\_\_:

Funding for the above referenced Hazard Mitigation Grant Program (HMGP) project has been approved and is available for drawdown. The Federal share of the eligible project cost is \$ \_\_\_\_\_ and has been posted in Smartlink (enclosed report). Recipient and Subrecipient management costs are included in the funding obligation.

Please refer the Subrecipient to the State HMGP administrative plan for project cost overrun regulations. If project costs exceed the approved Federal share, the Subrecipient must contact the Governor's Authorized Representative (GAR). The GAR will evaluate requests for cost overruns. Written determination of cost overrun eligibility shall be submitted by the GAR to the Regional Administrator. Cost overruns shall meet Federal regulations set forth in 44 CFR 206.438(b).

The State HMGP administrative plan defines the procedure whereby the GAR may advance portions of the approved Federal share to the Subrecipient. Upon completion of the HMGP project, the Subrecipient's closeout reimbursement for the final Federal share of eligible project costs must be submitted to the Regional Administrator for review and determination.

If you have any questions concerning this action or the information on the enclosed report, please contact \_\_\_\_\_ (name) at \_\_\_\_\_ (telephone number).

Sincerely,

Regional Administrator  
Mitigation, Disaster Recovery Manager

Enclosure: Financial Analysis



**Obligation of Funds Form Letter**

FEDERAL EMERGENCY MANAGEMENT AGENCY  
HAZARD MITIGATION GRANT PROGRAM  
FINANCIAL ANALYSIS

DISASTER NUMBER: \_\_\_\_\_

PROJECT: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

AMOUNT OBLIGATED (FEDERAL SHARE): \_\_\_\_\_

RECIPIENT MANAGEMENT COSTS: \_\_\_\_\_

SUBRECIPIENT MANAGEMENT COSTS: \_\_\_\_\_

TOTAL AMOUNT OBLIGATED: \_\_\_\_\_

DATE FUNDS POSTED IN SMARTLINK: \_\_\_\_\_

AMOUNT POSTED FOR DRAWDOWN: \_\_\_\_\_

AS OF \_\_\_\_\_, TOTAL FUNDS FOR DRAWDOWN: \_\_\_\_\_

STATE SUBACCOUNT NUMBER: \_\_\_\_\_

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## Unit 11 – Manage Project and Program Oversight Tasks

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Task 4A: Create and Submit a New Quarterly Report .....	11-20
Task 4B: Create and Submit a Subsequent Quarterly Report .....	11-27
Task 4C: Import a Quarterly Report Spreadsheet.....	11-29
Task 4D: Delete a Previously Submitted Quarterly Report .....	11-32
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Task 6: Perform Global Matching.....	11-35
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## Overview

The NEMIS HMGP Manage Project and Program Oversight process allows FEMA Regional Mitigation Staff members to oversee HMGP projects that have been approved. The system provides the following tools to assist users in implementing the oversight tasks:

- Field Survey Documentation - Provide access to field survey reports;
- Project Management - Provides project activity and work schedule information;
- Project Checklist - Provides information and dates for critical project actions;
- Quarterly Reports - Provide quarterly reporting information throughout the life of the project; and
- Global Matching - Provide monitoring of the overall Federal share of the program.

Table 11-1 lists questions and answers about performing project and program oversight tasks.

**Table 11-1: Manage Project and Program Oversight Tasks**

ITEM	DESCRIPTION
Purpose	Monitor HMGP projects and manage program oversight tasks
When does it start?	Throughout the disaster
Who does it?	Regional Mitigation staff
How is it done?	Execute six tasks: Task 1: <a href="#">Document Field Surveys</a> Task 2: <a href="#">Perform Project Management</a> Task 3: <a href="#">Review Project Checklist</a> Task 4A: <a href="#">Create and Submit a New Quarterly Report</a> Task 4B: <a href="#">Create and Submit a Subsequent Quarterly Report</a> Task 4C: <a href="#">Import a Quarterly Report Spreadsheet</a> Task 4D: <a href="#">Delete a Previously Submitted Quarterly Report</a> Task 5: <a href="#">Monitor SF-424 Information</a> Task 6: <a href="#">Perform Global Matching</a>

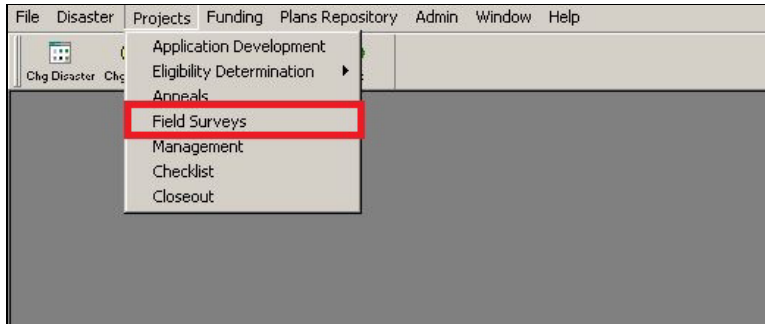
## Information Requirements

**Table 11-2: Tasks, Information Needed and Where It Can Be Obtained**

<b>TASK</b>	<b>INFORMATION NEEDED</b>	<b>LOCATION IN NEMIS</b>
Task 1: <a href="#">Document Field Surveys</a>	Project number and title for which survey was conducted	Mitigation > Projects > Application Development > <b>Project Info</b> tab
Task 2: <a href="#">Perform Project Management</a>	Work schedule information	Mitigation > Projects > Application Development > <b>Work Schedule</b> tab
Task 3: <a href="#">Review Project Checklist</a>	Application Development and Eligibility Determination information	Mitigation > Projects > Application Development tabs; Mitigation > HMGP > Eligibility Determination tabs
Task 4A, 4B, 4C, 4D: <a href="#">Quarterly Reports</a>	Current Quarterly Reports	Mitigation > Admin > Quarterly Report
Task 5: <a href="#">Monitor SF-424 Information</a>	Funding sources for each project to be assigned to the SF-424	Mitigation > Disaster > Overview > <b>SF 424 Information</b> tab
Task 6: <a href="#">Perform Global Matching</a>	Project Federal Share Percentage	Mitigation > Funding > Estimate tabs

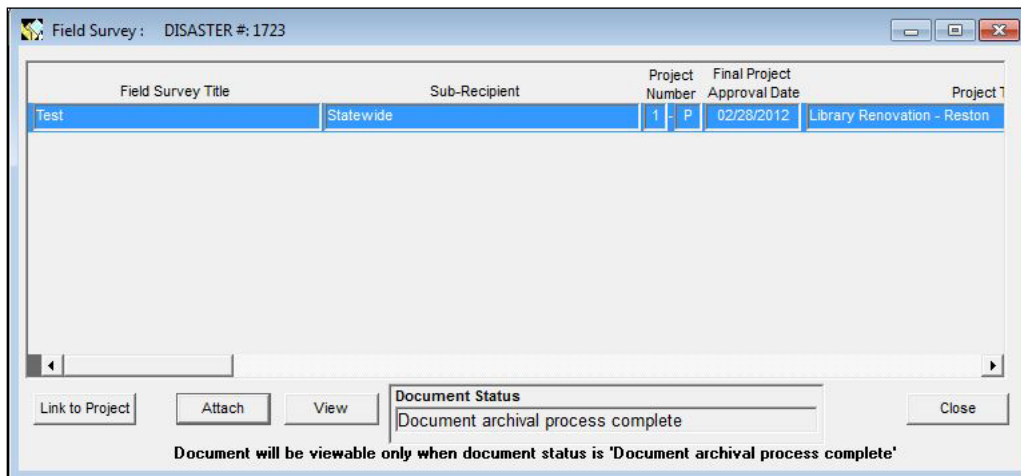
### Task 1: Document Field Surveys

1. On the NEMIS menu bar, click on the MITIGATION icon. On the Mitigation menu, click Projects > Field Surveys (Figure 11-1).

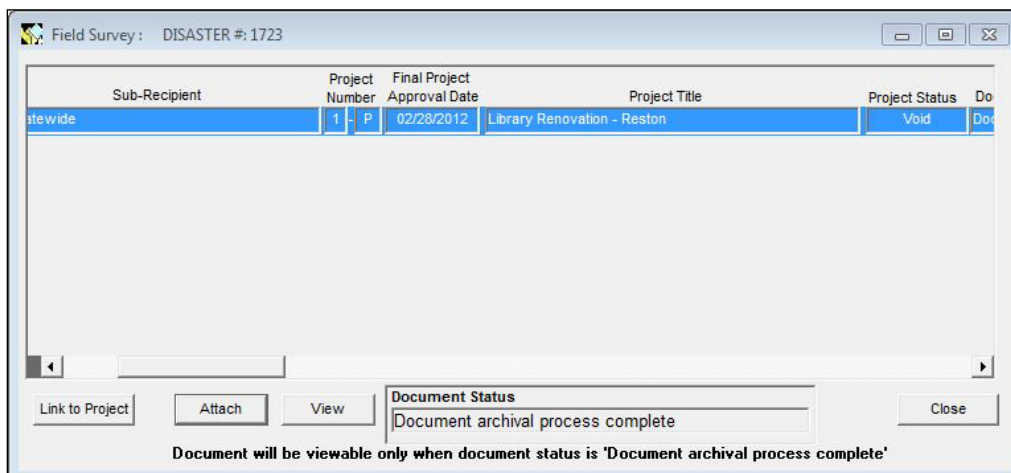


**Figure 11-1: Mitigation > Projects > Field Surveys**

2. The Field Survey screen is displayed (Figures 11-2 and 11-3).

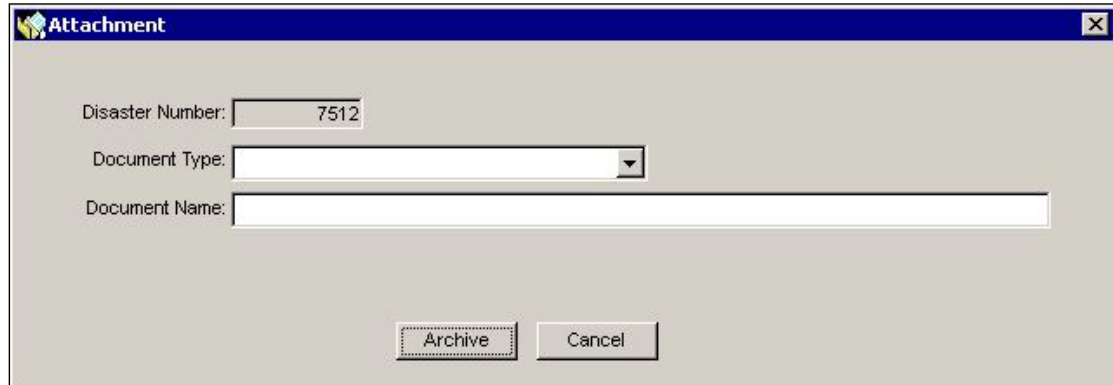


**Figure 11-2: Field Survey Screen - Left Side**



**Figure 11-3: Field Survey Screen - Right Side**

3. On the bottom left part of the screen, click the ATTACH button. The Attachment dialog box is displayed (Figure 11-4).



**Figure 11-4: Attach a Document Dialog Box**

4. Enter a unique Field Survey Title.
5. You are strongly urged to read and follow the instructions in Appendix A: Attach Documents.

---

***CAUTION: Please make every effort to limit the file attachment size to less than 1GB. Allow up to one hour to retrieve and view newly attached documents.***

---

6. The Successful Archive of Document message is displayed (Figure 11-5).



**Figure 11-5: Successful Archive Message**

7. Click the OK button. The field survey document title is displayed on the left-most column of the Field Survey screen (Figure 11-6).

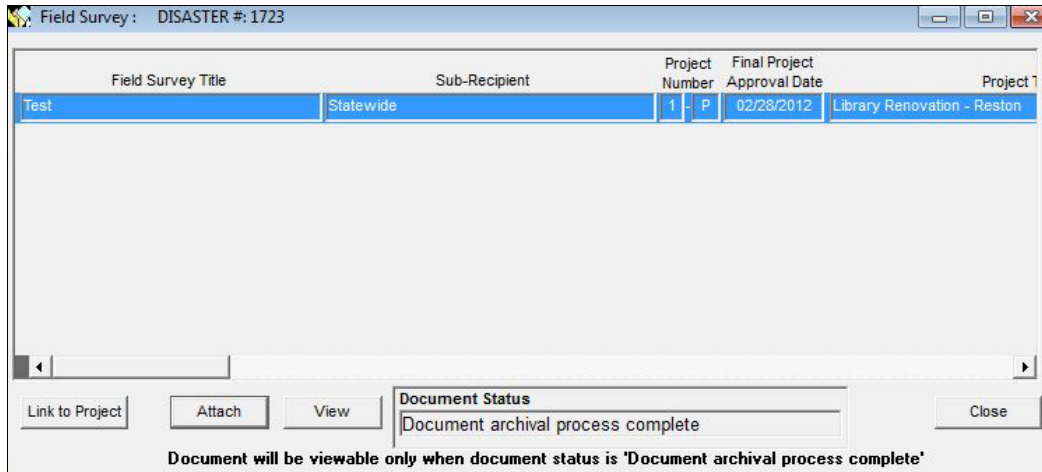


Figure 11-6: Field Survey Screen with New Document - Left

- Highlight the row of the document you attached. Click the LINK TO PROJECT button (Figure 11-7).

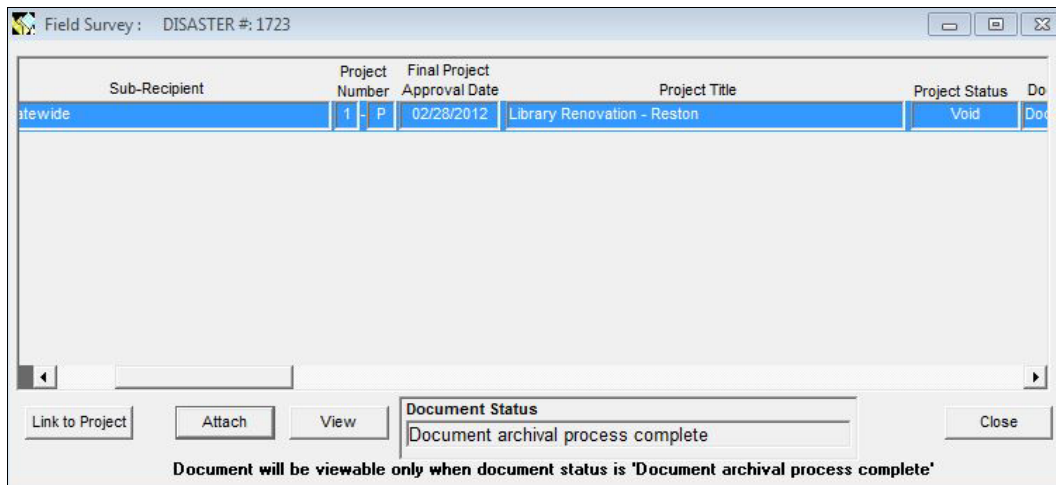


Figure 11-7: Field Survey Screen with New Document - Right Side

- The Field Survey Project List is displayed (Figure 11-8).

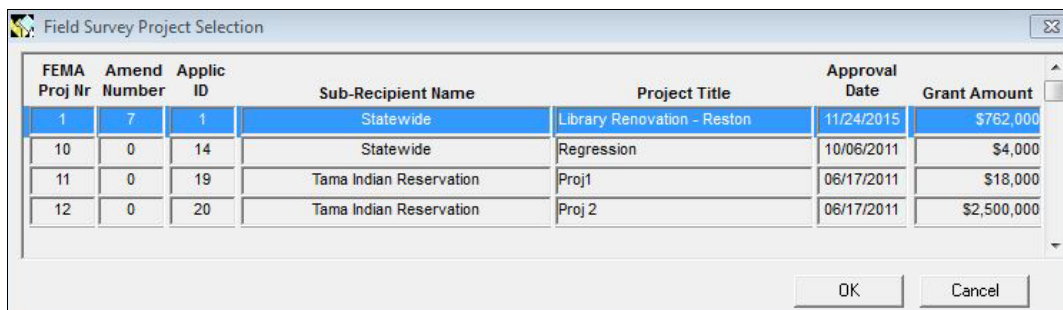


Figure 11-8: Field Survey Project Selection Screen

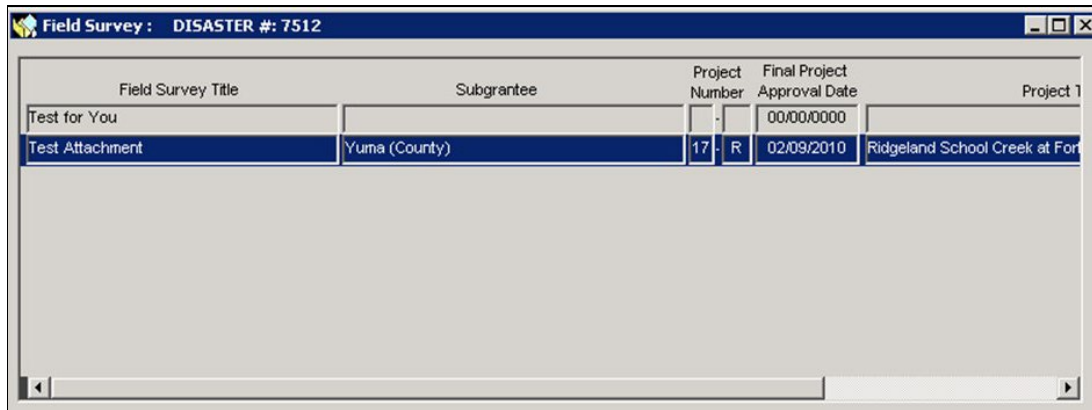
- Table 11-3 describes the Field Survey Project List information.



**Table 11-3: Field Survey Project List Data Fields**

DATA FIELD	INFORMATION DISPLAYED
FEMA Proj Nr	System-generated FEMA project application number when project is submitted to FEMA
Amend Number	Project application Amendment Number
Applic ID	Recipient project application number
Subrecipient Name	Name of Subrecipient
Project Title	Project Title
Approval Date	Date on which the project was given final approval in the eligibility determination process
Grant Amount	Total eligible project costs (Federal and non-Federal shares)

11. Highlight the project to which the field survey should be linked. Click the OK button. The Project is now linked to the attachment (Figure 11-9).



**Figure 11-9: Field Survey Linked to Project**

12. On the bottom right part of the screen, click the CLOSE button.

---

**HINT:** To track the Document Field Survey process, generate the standard Field Survey Report. Follow the instructions described in Unit 14: Generate Standard HMGP Reports.

---



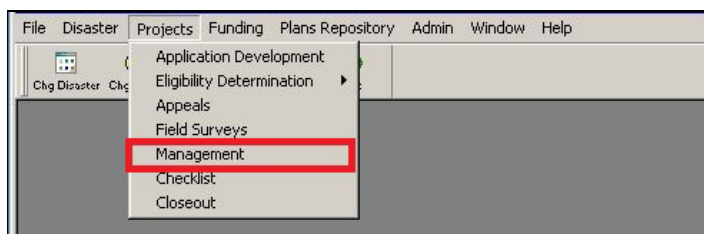
---

**NOTE:** To view a document, highlight the row on which it is listed and click the VIEW button.

---

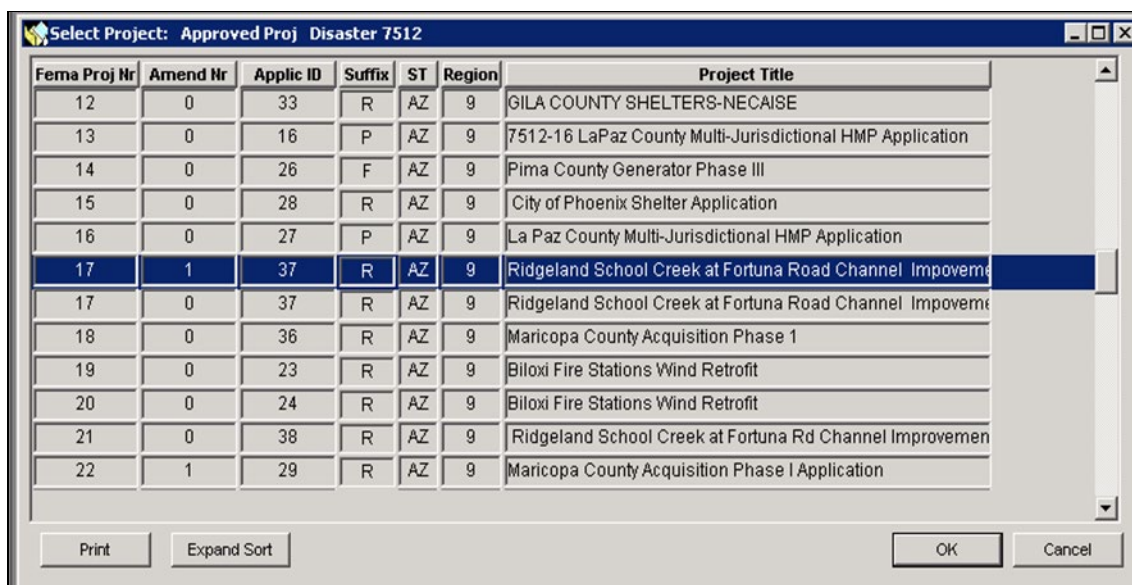
### Task 2: Perform Project Management

1. On the MITIGATION menu, click on Projects > Management (Figure 11-10).



**Figure 11-10: Mitigation > Projects > Management**

2. The Select Project List is displayed (Figure 11-11).



**Figure 11-11: Select Project List**

**NOTE:** The Select Project List displays all project applications, whether they have been approved or not.

3. Table 11-4 describes the Project List information.

**Table 11-4: Select Project List Data Fields**

DATA FIELD	INFORMATION DISPLAYED
Disaster Nr	FEMA disaster number
FEMA Proj Nr	System-generated FEMA project application number when project is submitted to FEMA
Amend Nr	Project application Amendment Number

DATA FIELD	INFORMATION DISPLAYED
Applic ID	Recipient project application number
Suffix	Identifies the funding type of the project—R (Regular); F (Initiative); P (Project Management)); or M (Management Costs)
ST	State where disaster occurred
Region	FEMA Region where disaster occurred
Project Title	Project Title

4. Select the project you wish to manage; choose the highest amendment number to view the most current information.
5. Click the OK button. The **HMGP Project Management** tab is displayed by default (Figure 11-12).

The screenshot shows the 'HMGP Project Management' window with the 'Funding Activity' tab selected. It is divided into two main sections: 'Mitigation Project Description' and 'Work Schedule Status'.

**Mitigation Project Description:**

- Amendment Status: Approved
- Approval Status: Approved
- Project Title: Ridgeland School Creek at Fortuna Road Channel Improvement Application
- Recipient: Statewide
- Sub-Recipient: Yuma (County)
- Recipient County Name: Statewide
- Sub-Recipient County Name: Yuma
- Recipient County Code: 0
- Sub-Recipient County Code: 27
- Recipient Place Name: Statewide
- Sub-Recipient Place Name: Yuma (County)
- Recipient Place Code: 0
- Sub-Recipient Place Code: 99027
- Project Closeout Date: 00/00/0000

**Work Schedule Status:**

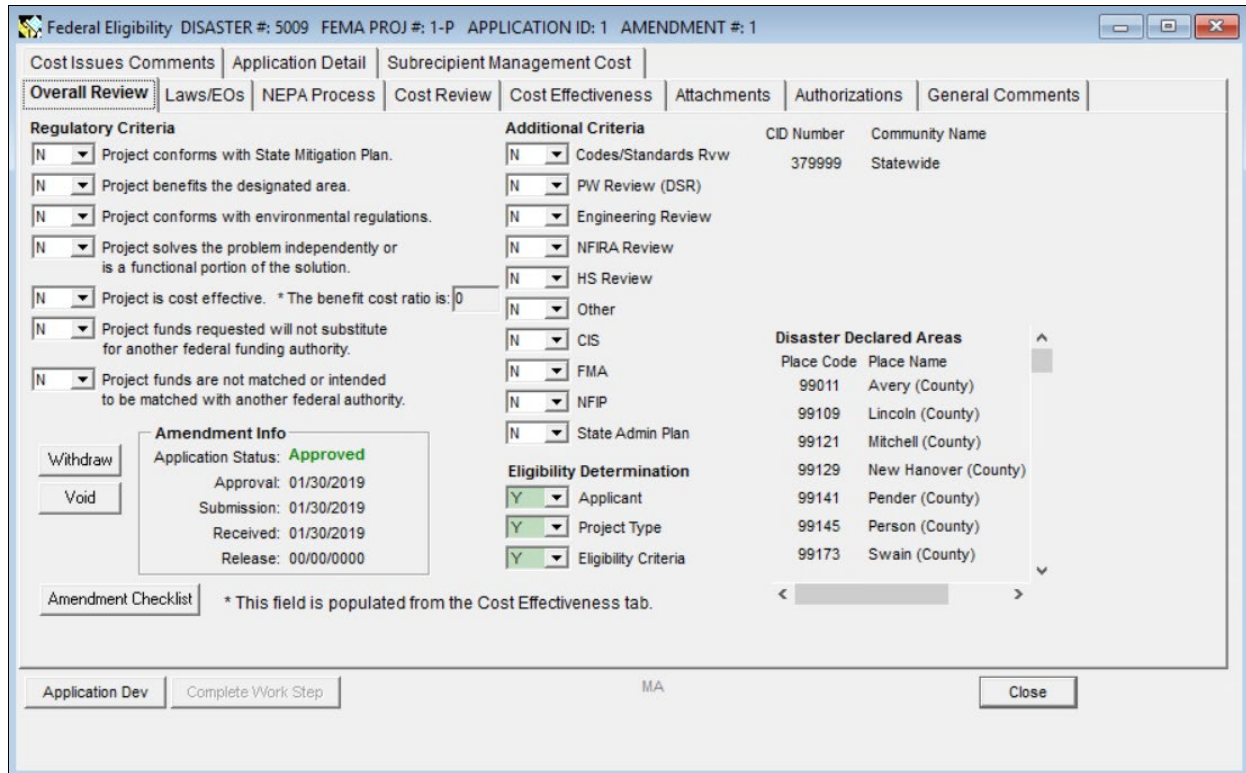
Description	TimeFrame	Due Date	Revised Date	Completion Date
Grant Approval	Feb 26, 2010 9 days	00/00/0000	00/00/0000	00/00/0000
Engineering, Survey & Design	Jul 16, 2010 140 days	00/00/0000	00/00/0000	00/00/0000

At the bottom left, there are three buttons: 'Federal Eligibility', 'Application Dev', and 'Environment Condition'. At the bottom right, there are 'Print' and 'Close' buttons.

**Figure 11-12: Mitigation >Projects >Management > HMGP Project Management Tab**

6. The top part of the tab displays Mitigation Project Description information.
7. The bottom part of the tab displays Work Schedule Status information. For each work schedule item, edit the Due Date, the Revised Date, and the Completion Date if necessary.
8. On the bottom left part of the **HMGP Project Management** tab, click the FEDERAL ELIGIBILITY button to review eligibility information.

- The Federal Eligibility tabs are displayed (Figure 11-13). Click the tab where you wish to view information or add additional comments.



**Figure 11-13: Mitigation > Projects > Management > Federal Eligibility**

- To exit out of the Federal Eligibility tabs, click the CLOSE button on the bottom right part of the screen.
- On the bottom left part of the **HMGP Project Management** tab, click the APPLICATION DEV button.

**HINT:** You may get the *Project Eligibility Has Been Completed* message (Figure 11-14). Click the OK button to view application information.



**Figure 11-14: Project Eligibility Completed Message**

- The Application Development tabs are displayed (Figure 11-15). Click the tab where you wish to view information or add additional comments.

HMGP APPLICATION: DISASTER #: 5009 FEMA PROJ #: 1-P APPLICATION ID: 1 AMENDMENT #: 1

Public Notice | Attachments | Eligibility Review | Property Site Inventory | Lat/Lon | Authorization | Checklist | Management Cost

Applicant Information | Problem & Risk Data | Project Info | Work Schedule | Cost Estimate | Match Sources | Cost Effectiveness | Maintenance Assurance

**Recipient**

SOUTHERN BAND TUSCASORA TRIBE State Code : NC County Code : 0 Statewide

Fips Place Code : 74680 Windsor

**Sub-Recipient**

SOUTHERN BAND TUSCASORA TRIBE State Code : NC County Code : 0 Statewide

Fips Place Code : 74680 Windsor

Public Entity : U8018 SOUTHERN BAND TUSCASORA TRIBE

NFIP Participation : Y Last CAV Date : 00/00/0000

**Sub-Recipient Mitigation Plan**

Enable Manual Entry of Plan Data

Plan Type : \_\_\_\_\_ When Sub-Recipient is the Recipient, no Sub-Recipient Mitigation Plan is necessary.

Aprvl Dt : 00/00/0000 Expire Dt : \_\_\_\_\_

**Sub-Recipient Application Preparer**

\_\_\_\_\_

Manually entered plans information will not be reflected in the Plan Report

Save \* Required for Project Submission \*\* Required before Project Closeout. Amend Close

**Figure 11-15: Mitigation > Projects > Management > Application Development**

13. To exit out of the Application Development tabs, click the CLOSE button on the bottom right part of the screen.
14. On the bottom left part of the **HMGP Project Management** tab, click the ENVIRONMENT CONDITION button. Complete Steps 14a - 14h.

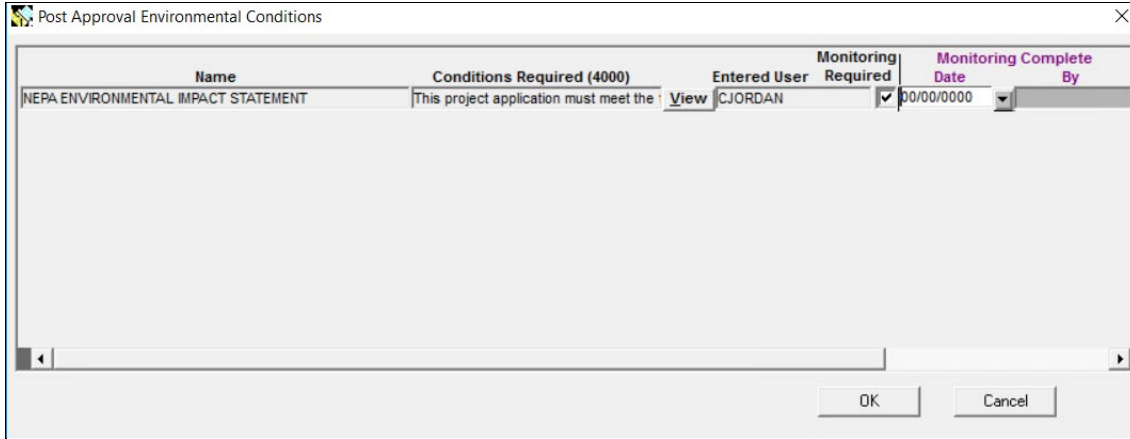
---

***HINT: The ENVIRONMENT CONDITION button is active only if the Monitoring Required checkbox was checked for Conditions Required in the Mitigation > Projects > Eligibility Determination > NEPA Process Tab.***

***By completing Steps 14a - 14h in the system, you indicate that the required monitoring was completed.***

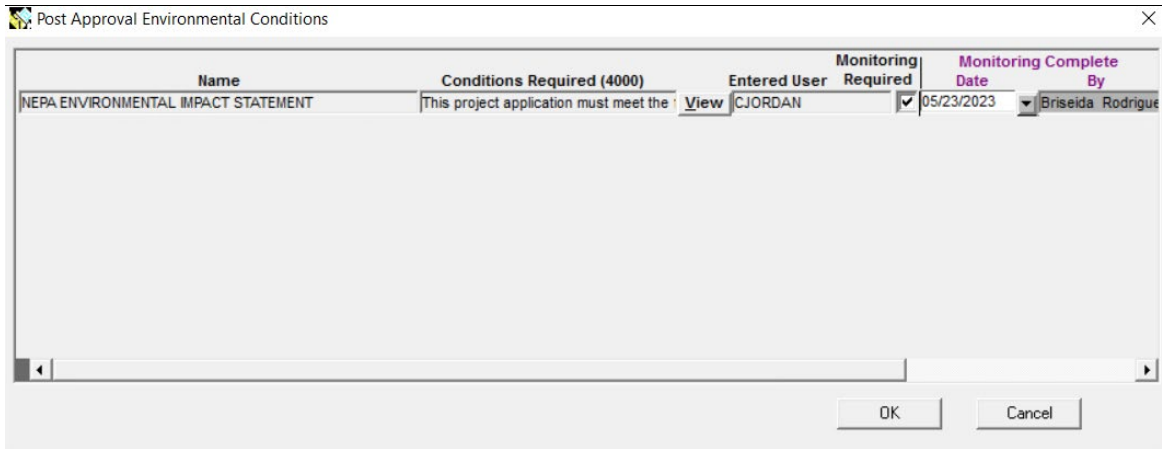
---

- a. The Environment Conditions dialog box is displayed (Figure 11-16).



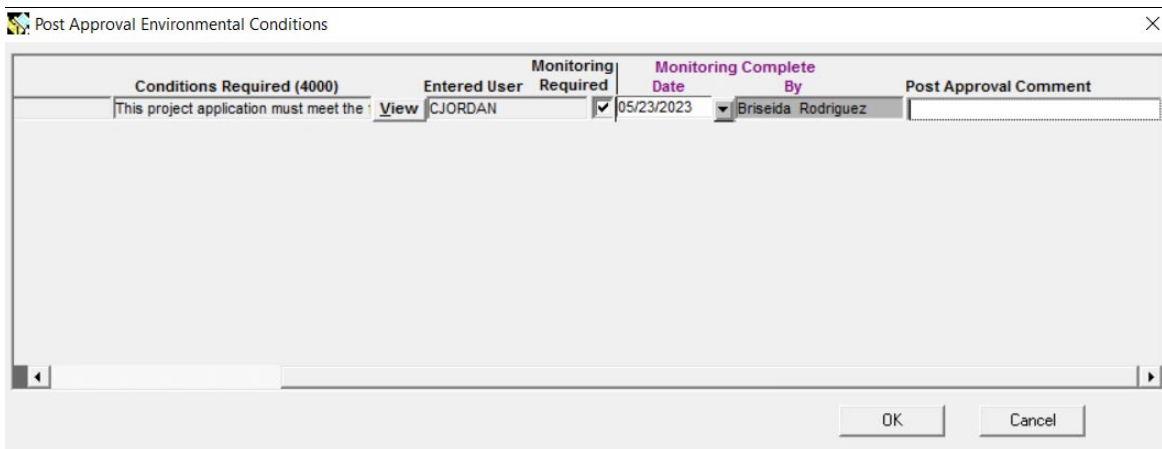
**Figure 11-16: Environment Conditions Dialog Box**

- b. Enter the Monitoring Complete Date. The system auto-fills your User Name in the Monitoring Complete By field (Figure 11-17).



**Figure 11-17: Monitoring Complete Data Fields**

- c. Scroll to the right to access the Comment field (Figure 11-18).



**Figure 11-18: Monitoring Complete Comments Field**

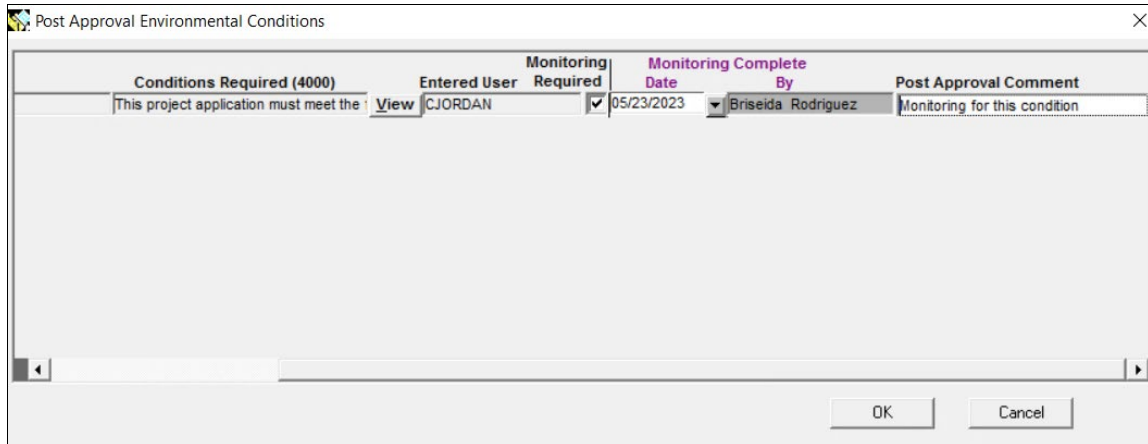
- d. Double-click inside the Comment field to access the Comment Editor.



- e. Enter your comments in the Comment Editor text area. Click the OK button.

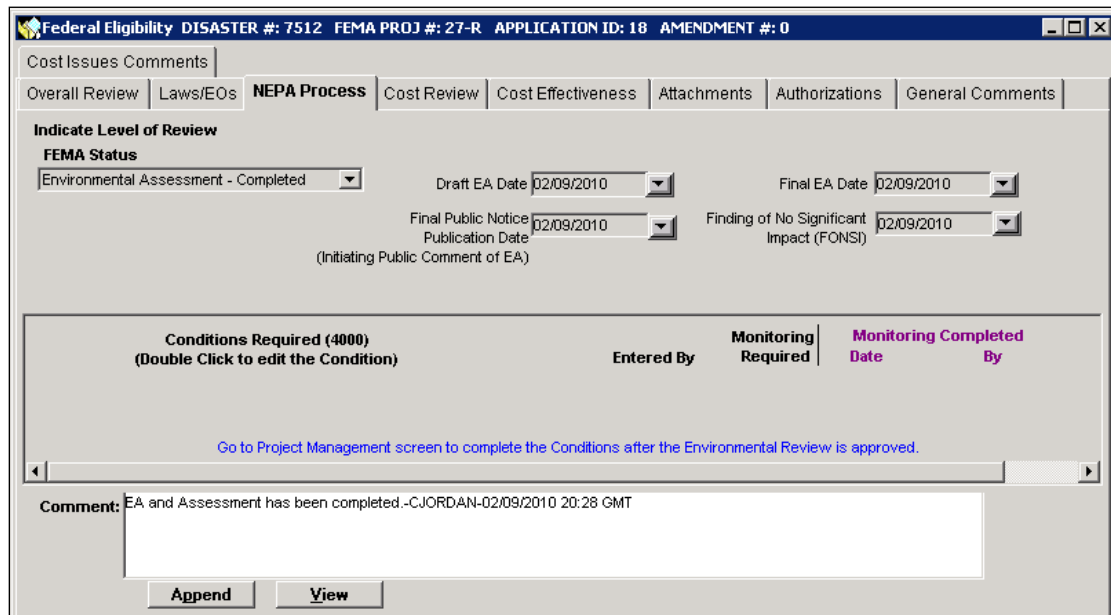
**CAUTION: Comments entered here cannot be edited or deleted once you click the OK button.**

- f. The comments you entered are displayed in the Environment Conditions dialog box (Figure 11-19). Click the OK button.



**Figure 11-19: Monitoring Complete Comments Added**

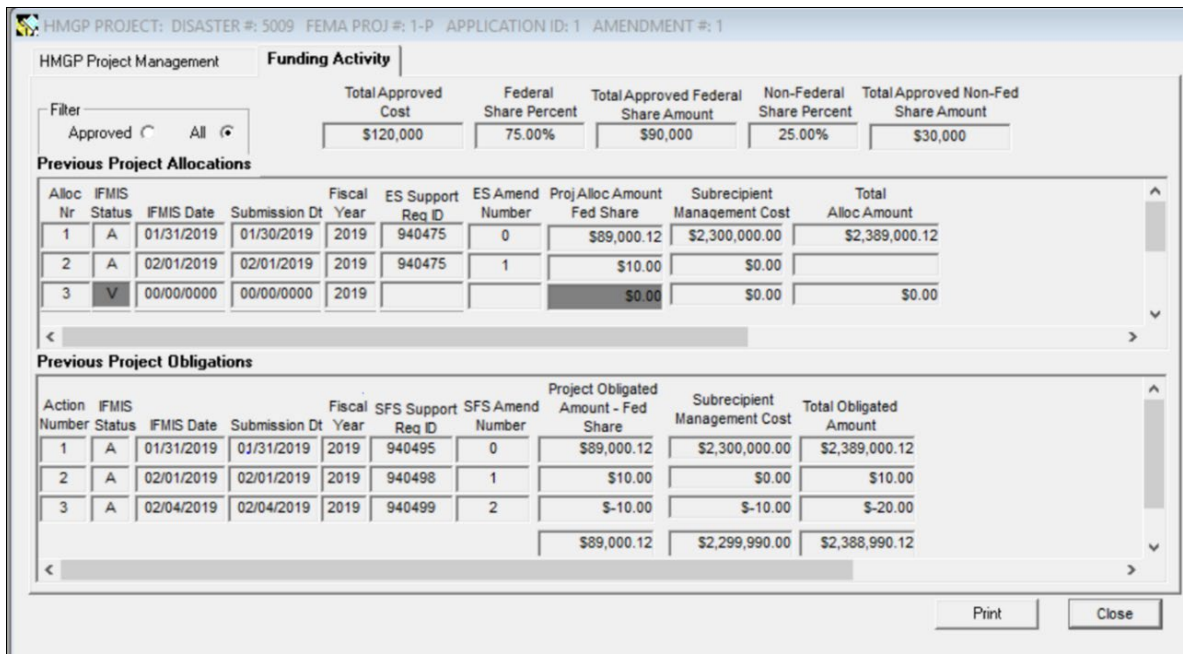
- g. On the MITIGATION menu, click on Projects > Eligibility Determination > View All. Highlight the desired project and select OK. Select the NEPA Process tab. Note that the system auto-filled the Monitoring Complete data fields (Figure 11-20).



**Figure 11-20: Monitoring Complete Information Added to Mitigation > Projects > Eligibility Determination > NEPA Process Tab**

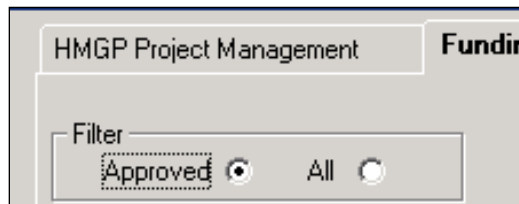
**HINT: All monitoring requirements for environment conditions required must be marked complete before you can closeout the project.**

- h. On the bottom right part of the **NEPA Process** tab, click the CLOSE button. The Project Management tabs are displayed.
15. Click the **Funding Activity** tab. The **Funding Activity** tab displays approved Project Costs, and Allocation/Obligation history (Figure 11-21).



**Figure 11-21: Funding Activity Tab**

16. If you wish to view Funding Activity information only for Approved projects, click inside the “Approved” radio button in the Filter field (Figure 11-22).



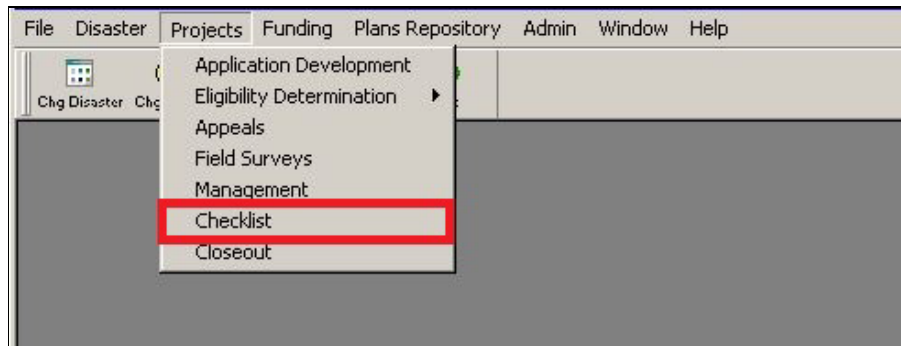
**Figure 11-22: Approved Filter**

17. When you are done reviewing Funding Activity information, click the CLOSE button.



### Task 3: Review Project Checklist

1. On the MITIGATION menu, click on Projects > Checklist (Figure 11-23).



**Figure 11-23: Mitigation >Projects >Checklist**

2. The Project Status List is displayed (Figure 11-24).

The screenshot shows a window titled 'Project Status Disaster # 9058 ST: NC'. It contains a table with the following columns: Application ID, Project Amendment Number, Title, Project Status, Application Submit Date, Application Received Date, and Final Approval Date. The table lists several projects with their respective statuses and dates.

Application ID	Project Amendment Number	Title	Project Status	Application Submit Date	Application Received Date	Final Approval Date
1	0	Tribal Management Grant	Approved	12/30/2018	12/30/2018	12/30/2018
	1	Tribal Management Grant	Void	01/02/2019	01/02/2019	
	2	Tribal Management Grant_4.06.00	Approved	06/09/2022	06/09/2022	6/9/2022 00
2	0	TribalAcquisition of Five Homes	Approved	12/31/2018	12/31/2018	12/31/2018
	1	TribalAcquisition of Five Homes	Approved	12/31/2018	12/31/2018	1/2/2019 00
3	0	Tribal Developing and Implementing Code Standards	Approved	12/31/2018	12/31/2018	1/2/2019 00
	1	Tribal Developing and Implementing Code Standards	Pending	01/02/2019	01/02/2019	

**Figure 11-24: Project Status List**

3. Table 11-5 describes the Project Status List information.

**Table 11-5: Select Project List Data Fields**

DATA FIELD	INFORMATION DISPLAYED
Dstr Nr	FEMA disaster number
Aplcn Id	Project application ID number
Project Amend Nr	Project application Amendment Number
Project Status	FEMA review status of the project, represented by 5 descriptors: Approved, Not Approved, Withdrawn, Voided or Pending

DATA FIELD	INFORMATION DISPLAYED
Aplcn Submit Date	System-generated project application submission date
Aplcn Rcvd Date	If the project application was submitted in NEMIS HMGP, same as the Application Submit Date  If the project application was submitted in hard copy, date received at the FEMA Regional Office.
Final Apprv Date	Date the FEMA application approval was reported in NEMIS HMGP
Title	Project Title

- Click the OK button. The Project Checklist screen is displayed.
- In the Select field, scroll down to select the project whose checklist you wish to view (Figure 11-25).

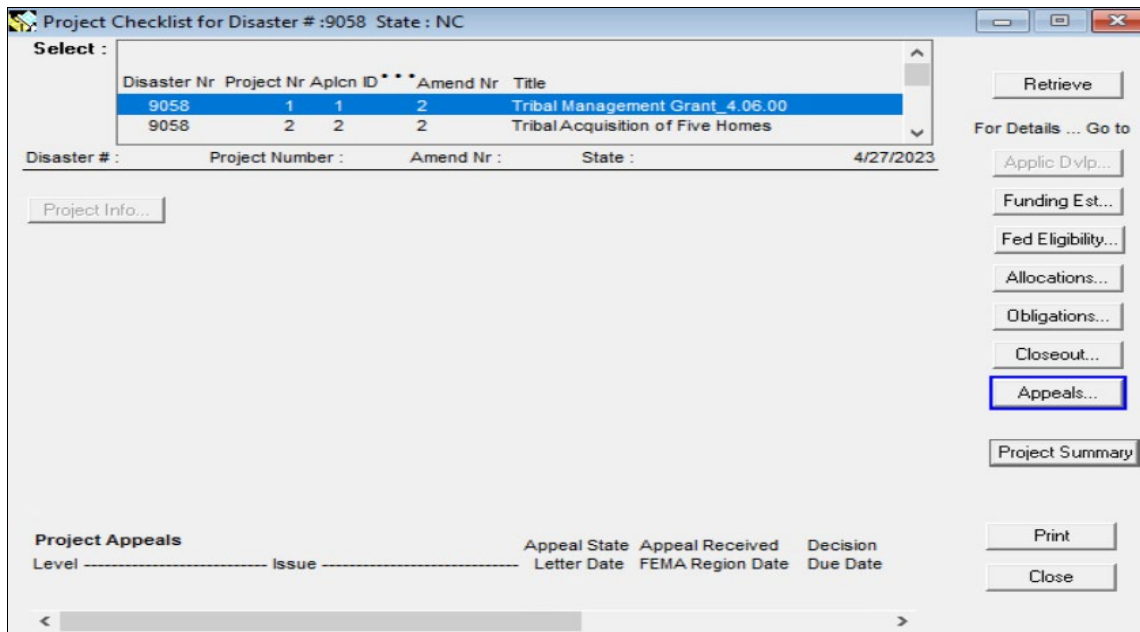


Figure 11-25: Project Checklist Select Field

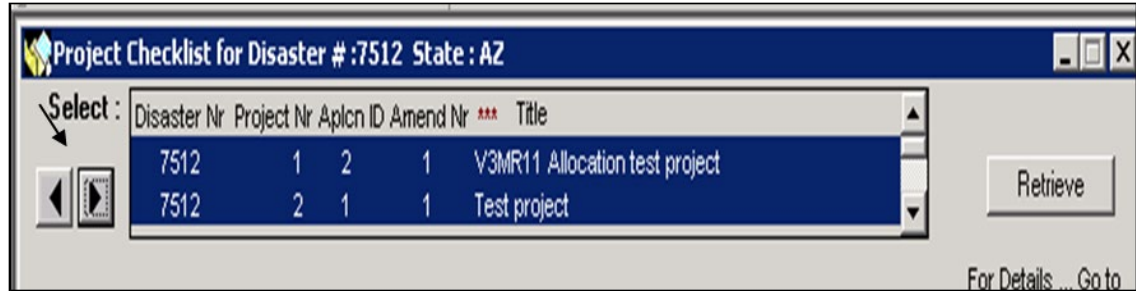
- Click the RETRIEVE button. The Project Checklist information is displayed (Figure 11-26).

Figure 11-26: Project Checklist Information

- You may select multiple projects by holding down the Ctrl key and selecting the desired rows (Figure 11-27).

Figure 11-27: Selecting Multiple Projects

- Click the RETRIEVE button. The system retrieves the checklist for each of the selected projects. Scroll arrows are displayed on the top left part of the screen to allow you to scroll to each project checklist (Figure 11-28).



**Figure 11-28: Scroll Arrows for Navigating Between Projects**

- On the right side of the Project Checklist screen, buttons provide access to the different NEMIS HMGP areas (Figure 11-29).



**Figure 11-29: Buttons to NEMIS HMGP Areas**

- Clicking the desired button displays the NEMIS HMGP screen where the information was entered.
- On the bottom right part of the screen, (See Figure 11-27), click the PROJECT SUMMARY button. The Project Summary report is displayed (Figure 11-30).

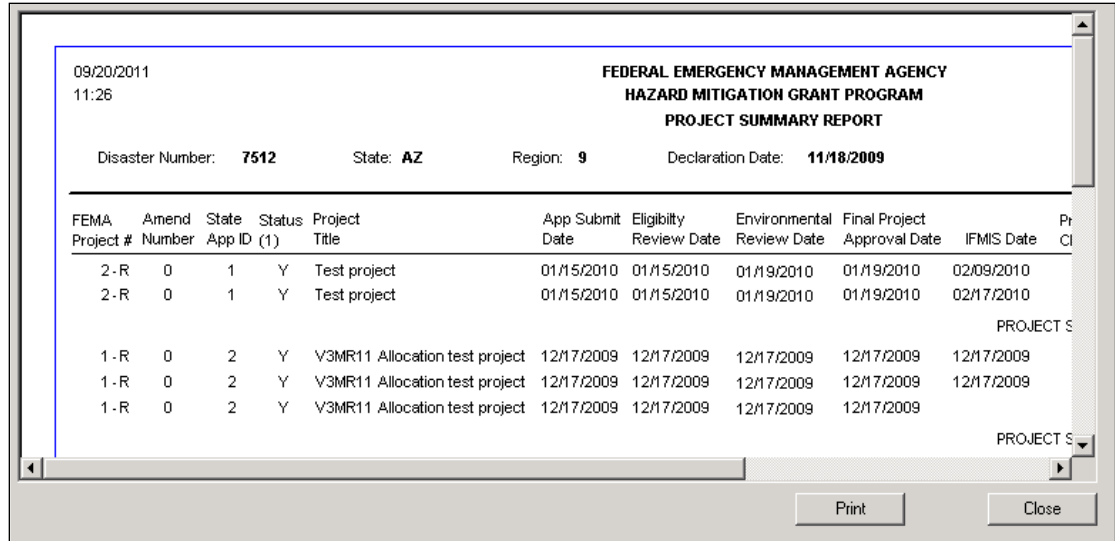
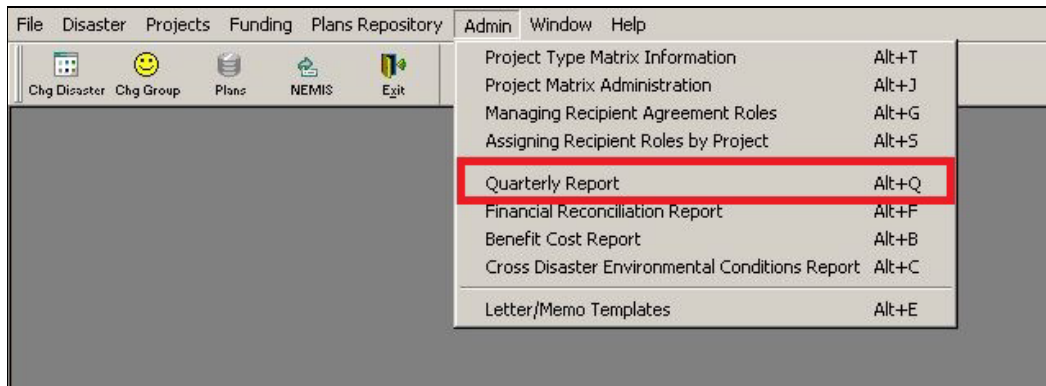


Figure 11-30: Project Summary Report

12. On the bottom right part of the screen, click the CLOSE button to exit out of Project Checklist.

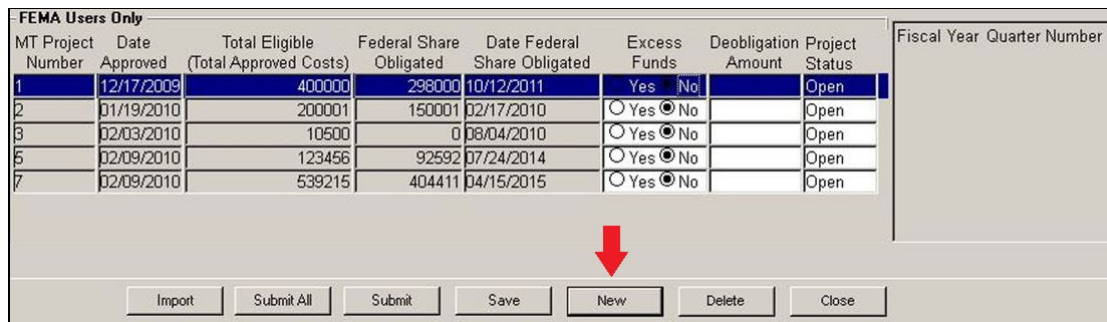
## Task 4A: Create and Submit a New Quarterly Report

1. On the MITIGATION menu, click on Admin > Quarterly Report (Figure 11-31).



**Figure 11-31: Mitigation > Admin > Quarterly Report**

2. The Quarterly Report screen is displayed. To create a new Quarterly Report for a project, highlight the project and click the NEW button (Figure 11-32).



**Figure 11-32: Mitigation > Admin > Quarterly Report > New**

3. Select the Fiscal Year and Quarter Number from the pull down menu. After the Fiscal Year and Quarter Number pulldowns are selected, the rest of the project information (Application ID, Amendment Number, etc.) autopopulates and the fields in the lower half of the screen are available for data entry (Figure 11-33).

FEMA Users Only								Fiscal Year	Quarter Number
MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status	2016	1
1	12/17/2009	400000	298000	10/12/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Open		
2	01/19/2010	200001	150001	02/17/2010	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		
3	02/03/2010	10500	0	08/04/2010	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		
5	02/09/2010	123456	92592	07/24/2014	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		
7	02/09/2010	539215	404411	04/15/2015	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		

Application ID:  Project Amendment Number:  Project Type:  Report Generation Date:  Applicant ID:

Project Title:  Public Entity ID:

Sub-Recipient Name:  FIPS Code:

**NOT SUBMITTED**

**Recipient User Only**

Final Report :  YES  NO

Status\*\* :

Federal Funds Disbursed:  Total Recipient Drawdown:

Percent Work Completed:  % Date Final Payment made to Sub-Recipient:

Sub-Recipient Expenditure To Date:  Most Recent Drawdown Date:

Approved POP Completion Date:  POP Time Extension:  YES  NO

Actual Project Completion Date:  POP Extension Date:

Property ID List\*:  Total Properties:

Comment:

\* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)  
\*\* 'Work Completed' in the Status drop-down menu refers to construction and non-construction projects.

Figure 11-33: Quarterly Report Input Screen

4. Enter data in the available fields. After entering data, you may Save the report, or Delete the report and start over.
5. After data entry always save the report before submitting.
6. When the SUBMIT button is selected, a series of validations is conducted to ensure the data entered is appropriate.
7. Once a report is submitted by selecting the SUBMIT or SUBMIT ALL button and by completing the validations, a warning message will appear saying it cannot be edited or deleted. (Figure 11-34).

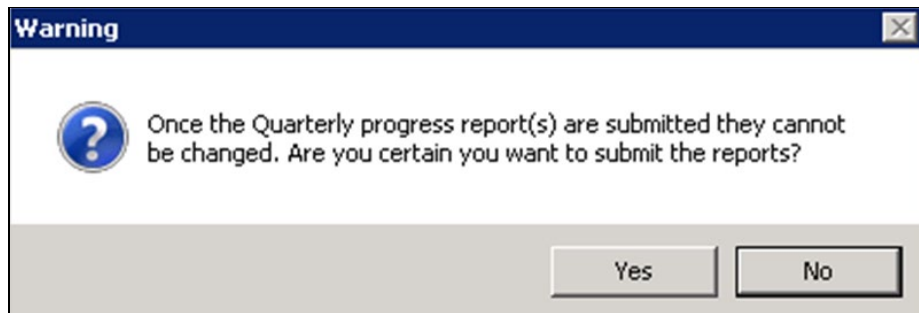


Figure 11-34: Warning Message



8. An exception is that if the status is Closed, which automatically generates Final Report=Yes, then the status of a Submitted closed report may be amended, then saved, and submitted as amended. Then the Final Report will revert to =NO. Every project is required to have a status of Closed, Final Report =YES, and be Submitted when all project activities are completed (Figure 11-35).

QUARTERLY REPORT: DISASTER #: 9046, STATE : NC, REGION #: 4

FEMA Users Only

MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status	Fiscal Year	Quarter Number
1	07/01/2014	1000000	900000	07/30/2014	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2014	4
2	07/03/2014	100000	75000	07/23/2014	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2015	1
3	07/03/2014	200000	105000	07/23/2014	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2015	2
4	07/03/2014	80000	60000	07/23/2014	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2016	1
5	07/07/2014	2000000	1010000	02/05/2016	<input checked="" type="radio"/> Yes <input type="radio"/> No		Open	2016	2
6	07/07/2014	10000000	7500000	07/23/2014	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2016	3
7	07/07/2014	500000	355000	05/21/2016	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		

Application ID: 5 Project Amendment Number: 0 Project Type: R Report Generation Date: 07/25/2016 Applicant ID: 001-01150-00  
 Project Title: Tribal Center Complex Generator Public Entity ID:  
 Sub-Recipient Name: Altamahaw-Ossipee FIPS Code: 1150

Recipient User Only

Final Report :  YES  NO

Status\*\* : Work Completed\*\*

Federal Funds Disbursed: On Schedule

Percent Work Completed: Suspended

Sub-Recipient Expenditure To Date: Delayed

Approved POP Completion Date: Cancelled

Actual Project Completion Date: Reporting Completed

Property ID List\*: Work Completed\*\*

Property ID List\*: Closed

Comment:

Cost Code: Cost Unchanged

Total Recipient Drawdown: 0

Date Final Payment made to Sub-Recipient: 00/00/0000

Most Recent Drawdown Date: 10/01/2014

POP Time Extension:  YES  NO

POP Extension Date: 00/00/0000

Total Properties:

\* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)  
 \*\* 'Work Completed' in the Status drop-down menu refers to construction and non-construction projects.

Import Submit All Submit Save New Delete Close

Figure 11-35: Final Report with All Activities Completed

9. Except when importing several Quarterly Reports for a single project, a second report for a project cannot be newly created manually unless the previous report has been submitted. Attempting to do so will generate an error message (Figure 11-36).

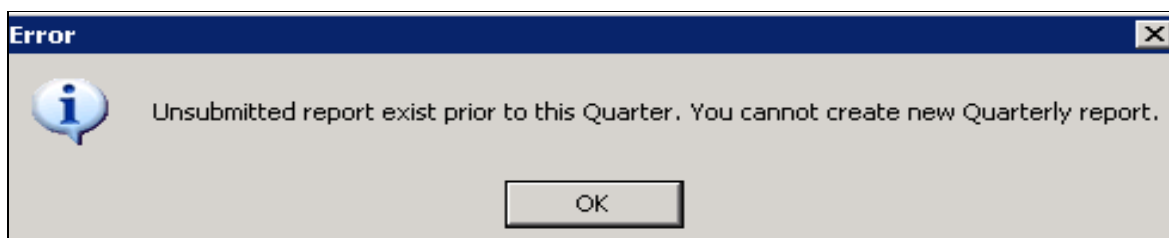


Figure 11-36: Validation error message

10. Ensure you have entered all of the required information before submitting a report. As data is entered, certain validations will be performed (Figure 11-37).





Figure 11-37: Validation message: Item does not pass the validation test

11. A series of Warning messages are generated as you attempt to submit a Quarterly Report. The first message will ask if you are sure you want to submit (Figure 11-38). Select Yes or No.

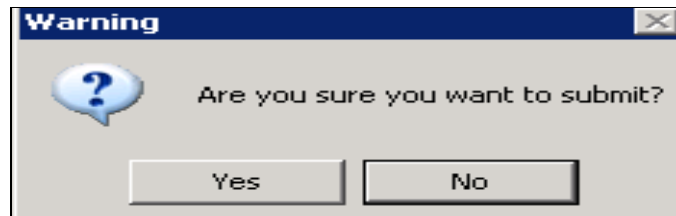


Figure 11-38: Validation warning

12. After selecting Yes, the validation messages will begin. The Total Properties field and the Property ID list are required entries (Figure 11-39). After selecting OK, enter the required data and select the Submit button again. The validation will continue.

FEMA Users Only										Fiscal Year	Quarter Number
MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status			2016	1
1	12/17/2009	400000	298000	10/12/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Open				
2	01/19/2010	200001	150001	02/17/2010	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open				
3	02/03/2010	10500	0	08/04/2010	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open				
5	02/09/2010	123456	92592	07/24/2014	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open				
7	02/09/2010	539215	404411	04/15/2015	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open				

Application ID:  Project Amendment Number:  Project Type:  Report Generation Date:  Applicant ID:

Project Title:  3MR11 Allocation test project Public Entity ID:

Sub-Recipient Name:  FIPS Code:

---

**Recipient User Only**

Status\*\* :  Federal Funds Disbursed:  Percent Work Completed:

Sub-Recipient Expenditure To Date:  Approved POP Completion Date:  Actual Project Completion Date:

Property ID List\*:  Total Properties:

Comment:

Cost Code:  Total Recipient Drawdown:  Total Payment made to Sub-Recipient:  Most Recent Drawdown Date:  POP Time Extension:  YES  NO POP Extension Date:

\* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)  
 \*\* 'Work Completed' in the Status drop-down menu refers to construction and non-construction projects.

Buttons: Import Submit All Submit Save New Delete Close

Figure 11-39: Validation message: Federal Funds Disbursed must be entered

13. Additional validation messages may be received. Each time a message is received, select OK, correct or enter the validated data, and start the submittal process again.
14. If Yes is selected in the Time Extension field, a time extension date must be entered. If a date for Time Extension Date is entered, Yes must be selected (Figure 11-40).

The screenshot shows a form with the following fields and values:

- Cost Code: Cost Unchanged (dropdown menu)
- Total Recipient Drawdown: 0 (text input)
- Date Final Payment made to Sub-Recipient: 00/00/0000 (date input)
- Most Recent Drawdown Date: 00/00/0000 (date input)
- POP Time Extension: YES (radio button), NO (radio button, selected)
- POP Extension Date: 00/00/0000 (date input)
- Total Properties: (text input)

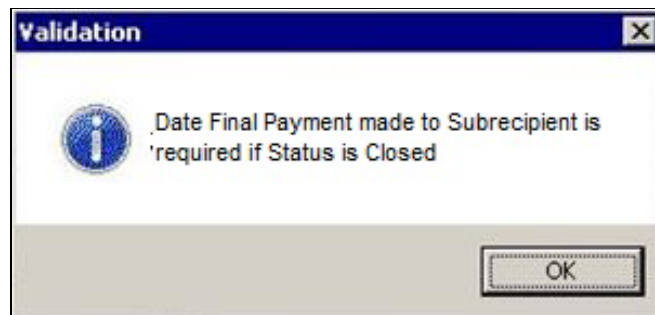
**Figure 11-40: Time Extension and Time Extension Date fields**

---

***NOTE: Validation messages will be displayed if the Time Extension Date is not after the declaration date or is not a date in the future.***

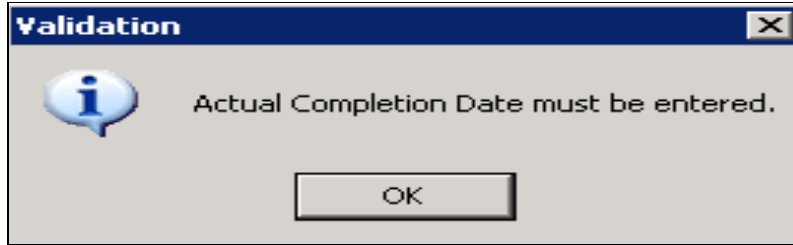
---

15. If project Status = Closed then Date Final Payment made to Subrecipient is required (Figure 11-41).



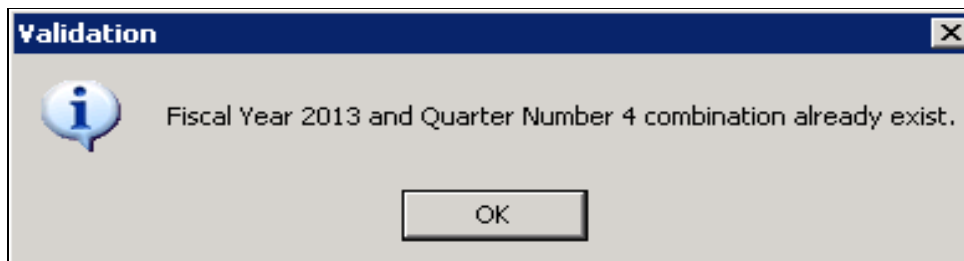
**Figure 11-41: Validation message: Date Final Payment made to Subrecipient is required if Status is Closed**

16. If project Status = Closed and Final Report = Yes is selected, then Actual Completion Date is required (Figure 11-42). Validation will also be conducted to verify that the date entered is equal to or less than the current date but greater than the declaration date.



**Figure 11-42: Validation message: Actual Completion Date must be entered**

17. Once the validation is completed and the report is submitted it cannot be deleted. The Delete button is greyed out and not active when a submitted report is selected.
18. Other Validation messages that will be received if appropriate are:
  - a. Status must be selected / Cost Code must be Selected / Subrecipient Expenditures to Date must be entered / Last Drawdown Date is required if Status is closed.
  - b. When submitting a Final Report for a closed project, entries must be made in the FEMA user's only section by a FEMA employee with the appropriate position. When attempting to submit a Final Report, Validation messages may include: Calculation of UDO must be entered / Excess Funds must be entered / and Deobligation Amount must be entered.
19. Any attempt to create a new report for a project in a Fiscal Year and Quarter that already exists as a submitted report will result in the message below when attempting to Save or submit the duplicate report. The message will be specific as to the FY and Quarter of the duplicate data (Figure 11-43).



**Figure 11-43: Validation message: Actual Completion Date must be entered**

20. Select OK, and then delete the duplicate report by highlighting and selecting the Delete button.

---

***NOTE: You can now submit all the validated reports for the current quarter in process with the "Submit All" button.***

***The "Submit All" button will submit all the quarterly reports for the current quarter in progress and will not apply to those quarters that are past due. During submission, reports that fail validation will be shown by their***

*project number and quarter number on the quarterly report screen. Only those reports that pass all the validations will be submitted.*

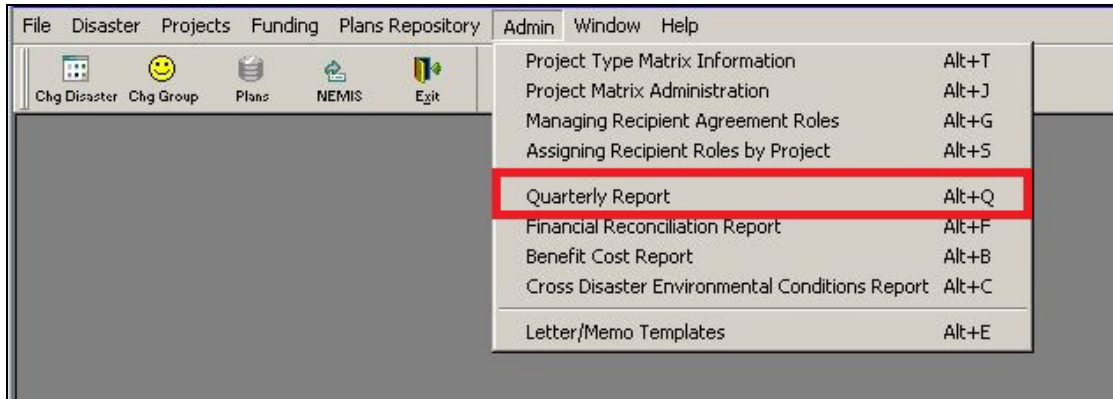
*The "Submit All" button will not be available for use by HMOS users (will appear grayed out).*

*The "Submit All" button is displayed at the bottom of the screen, next to the "Submit" button.*

---

### Task 4B: Create and Submit a Subsequent Quarterly Report

1. On the MITIGATION menu, click on Admin > Quarterly Report (Figure 11-44).



**Figure 11-44: Mitigation > Admin > Quarterly Report**

2. The Quarterly Report screen is displayed. To create and submit the Quarterly Report for the next quarter, highlight the appropriate project and select New.
3. Select the subsequent Fiscal Year if applicable and/or the next Quarter Number (Figure 11-45).

FEMA Users Only									
MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status	Fiscal Year	Quarter Number
1	12/17/2009	400000	298000	10/12/2011	Yes No		Open	2016	1
2	01/19/2010	200001	150001	02/17/2010	Yes No		Open		
3	02/03/2010	10500	0	08/04/2010	Yes No		Open		
5	02/09/2010	123456	92592	07/24/2014	Yes No		Open		
7	02/09/2010	539215	404411	04/15/2015	Yes No		Open		

Application ID: 2 Project Amendment Number: 0 Project Type: R Report Generation Date: 12/19/2016 Applicant ID: 001-01780-00  
 Project Title: 3MR11 Allocation test project Public Entity ID:  
 Sub-Recipient Name: Allentown FIPS Code: 1780

**Recipient User Only**

Final Report : YES NO

Status\*: On Schedule Cost Code: Cost Unchanged

Federal Funds Disbursed: 50 Total Recipient Drawdown: 0  
 Percent Work Completed: 20 % Date Final Payment made to Sub-Recipient: 00/00/0000  
 Sub-Recipient Expenditure To Date: 50.00 Most Recent Drawdown Date: 00/00/0000  
 Approved POP Completion Date: 06/15/2017 POP Time Extension: YES NO  
 Actual Project Completion Date: 00/00/0000 POP Extension Date: 00/00/0000  
 Property ID List\*: Total Properties:  
 Comment:

\* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)  
 \*\* 'Work Completed' in the Status drop-down menu refers to construction and non-construction projects.

**Figure 11-45: Subsequent Fiscal Year and Quarter Number**

---

***NOTE: To avoid duplication of effort the information in the previously submitted report is replicated in the new report. Update or edit the existing information, add any new information such as a change in Status or Cost Code or Time Extension, and select Submit. The new report will go through the validation process.***

---

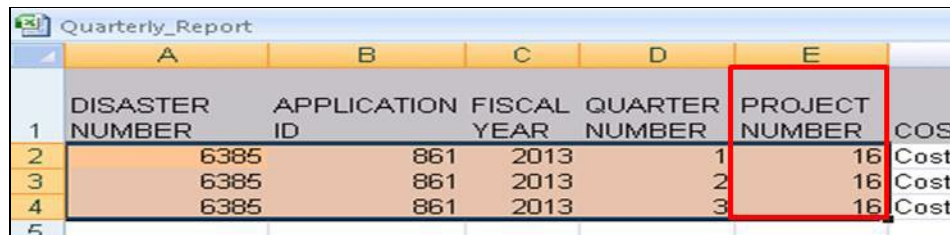
## Task 4C: Import a Quarterly Report Spreadsheet

1. Enter the project data into the spreadsheet. The spreadsheet template is available within the HMGP MR 3.17.00 Release Notes or from your FEMA Regional Office.
2. The spreadsheet can be used to import a single report, or to import data for either multiple projects within a single disaster (Figure 11-46), or to import multiple Quarterly Reports for a single project within a disaster (Figure 11-47).



	A	B	C	D	E	F
1	DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	
2	6385	821	2013	1	4	
3	6385	855	2013	1	10	
4	6385	857	2013	1	11	
5	6385	860	2013	1	14	

**Figure 11-46: Import a single report or multiple projects within a single disaster**



	A	B	C	D	E	F
1	DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	COST
2	6385	861	2013	1	16	Cost
3	6385	861	2013	2	16	Cost
4	6385	861	2013	3	16	Cost
5						

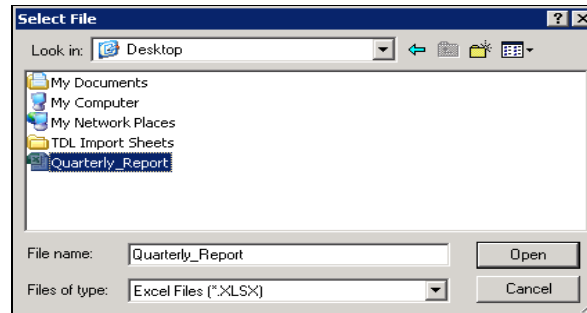
**Figure 11-47: Import multiple Quarterly Reports for a single project within a disaster**

---

***NOTE: To be successful, the data for the project must be entered in near entirety and must be entered correctly. No duplicates within the spreadsheet or of existing reports is allowed.***

---

3. After entering the data for a single project or multiple projects in the spreadsheet, select the Import button. Navigate to the location of the saved spreadsheet, highlight the spreadsheet file, and select open. You can also double click on the spreadsheet to open (Figure 11-48).



**Figure 11-48: Select the spreadsheet file**

4. The system will go through the spreadsheet row by row and column by column and report any missing or ill-formatted data in need of validation. When importing, the spreadsheet data is validated. You may receive one or more importing error messages ([Table 11-7](#)). When you receive an importing error message, select OK, go back to the spreadsheet, fix the error identified in the message and repeat the import process.

---

***HINT: To save time attempting to conduct multiple imports of the same spreadsheet, ensure you fill out the spreadsheet to accurately identify the disaster number, project number, and application ID, as well as the Fiscal Year and Quarter Number the import is intended to populate. It is best if all requested data can be entered on the spreadsheet in the format expected prior to attempting to import the first time.***

---

5. If there are no importing errors, the “Import completed successfully” message is displayed.
6. Select OK. The data imported for the project is displayed (Figure 11-49).



FEMA Users Only										Fiscal Year	Quarter Number
MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status				
4	05/06/2011	26667	20000	05/17/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Closed			2014	1
8	05/06/2011	4189058	3141794	05/19/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Open			2014	2
11	05/18/2011	529000	396750	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open			2014	3
16	05/10/2011	60000	45000	05/10/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Closed			2014	4
21	05/10/2011	499320	374490	05/11/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open			2015	1
23	05/10/2011	2778667	1000	09/11/2013	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open			2015	2

Application ID:	853	Project Amendment Number:	1	Project Type:	R	Report Generation Date:	00/00/0000	Applicant ID:	000-56330-00	
Project Title:	Saferoom at Pechanga Elementary School						Public Entity ID:			
Sub-Recipient Name:	Pechanga Indian Reservation						FIPS Code:	56330		

NOT SUBMITTED

Recipient User Only										
Final Report : <input type="radio"/> YES <input checked="" type="radio"/> NO										
Status** :	Reporting Completed				Cost Code:	Cost Unchanged				
Federal Funds Disbursed:	1000				Total Recipient Drawdown:	100				
Percent Work Completed:	100 %				Date Final Payment made to Sub-Recipient:	02/12/2015				
Sub-Recipient Expenditure To Date:	100.00				Most Recent Drawdown Date:	01/20/2015				
Approved POP Completion Date:	10/10/2015				POP Time Extension:	<input checked="" type="radio"/> YES <input type="radio"/> NO				
Actual Project Completion Date:	02/12/2015				POP Extension Date:	02/12/2015				
Property ID List*:					Total Properties:					
Comment:	test									

\* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)  
\*\* 'Work Completed' in the Status drop-down menu refers to construction and non-construction projects.

**Figure 11-49: Data imported into Quarterly Report screen**

7. Once imported, the Quarterly Report information can be edited, saved, submitted, or all three. The import process is not considered complete until the report has been submitted and all potential data validations, as discussed in Task 4A, have been cleared.
8. If you try to import or enter the same Quarterly Report as was imported or entered previously, the system will display a validation message: Duplicate Fiscal Year and Quarter Number combination. The report will not be imported a second time.
9. Select OK. The “Quarterly Import Failed” message is displayed. If you try to import a blank spreadsheet, a “No valid rows found in the spreadsheet to import” validation is displayed.
10. When attempting to import a spreadsheet with one project or several, you could encounter any one of the validation messages. Please refer to the [Reference](#) section at the end of Unit 11.

### Task 4D: Delete a Previously Submitted Quarterly Report

1. Ensure you are signed on with the Hazard Mitigation Operations Specialist (HMOS) group ID. If you are not, change the group ID to HMOS.

**NOTE: In rare instances, a deletion may be necessary to allow for the submittal of a corrected QPR. Only users with the Hazard Mitigation Operations Specialist (HMOS) role can delete a submitted QPR. The deletion must be approved by the Grants Implementation Branch at Headquarters. To obtain approval, the Regional Branch Chief should email the HMA inbox at HMAProgram@fema.dhs.gov**

2. On the MITIGATION menu, click on Admin > Quarterly Report.
3. The Quarterly Report screen is displayed. To delete a previously submitted Quarterly Report, highlight the report (Figure 11-50). If the report meets the initial criteria for deletion, the Delete button will be available.

FEMA Users Only									
MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status	Fiscal Year	Quarter Number
4	05/06/2011	26667	20000	05/17/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Closed	2013	2
8	05/06/2011	4189058	3141794	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2013	3
11	05/18/2011	529000	396750	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		
16	05/10/2011	60000	45000	05/10/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Closed		
21	05/10/2011	499320	374490	05/11/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		
23	05/10/2011	2778667	1000	09/11/2013	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		

Application ID: 861	Project Amendment Number: 0	Project Type: P	Report Generation Date: 04/04/2014	Applicant ID: 001-00562-00
Project Title: City of Alameda, HM Plan - Mojica			Public Entity ID:	
Sub-Recipient Name: Alameda			FIPS Code: 562	

Recipient User Only	
Final Report : <input type="radio"/> YES <input checked="" type="radio"/> NO	
Status** : On Schedule	Cost Code: Cost Unchanged
Federal Funds Disbursed: 35000	Total Recipient Drawdown: 35000
Percent Work Completed: 62 %	Date Final Payment made to Sub-Recipient: 00/00/0000
Sub-Recipient Expenditure To Date: 35,000.00	Most Recent Drawdown Date: 06/06/2013
Approved POP Completion Date: 08/13/2014	POP Time Extension: <input type="radio"/> YES <input checked="" type="radio"/> NO
Actual Project Completion Date: 00/00/0000	POP Extension Date: 00/00/0000
Property ID List*: 12123	Total Properties: 2
Comment:	

\* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)

\*\* Work Completed in the Status drop-down menu refers to construction and non-construction projects.

**This Quarterly Report is submitted and cannot be modified anymore except status.**

Figure 11-50: Submitted Quarterly Report

4. Click on the Delete button. The warning window is displayed (Figure 11-51): Are you sure you want to delete? Select Yes or No. If yes, the selected QPR will be deleted.

FEMA Users Only							
MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status
4	05/06/2011	26667	20000	05/17/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Closed
8	05/06/2011	4189058	3141794	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open
11	05/18/2011	529000	396750	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open
16	05/10/2011	60000	45000	05/10/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Closed
21	05/10/2011	499320	374490	05/11/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open
23	05/10/2011	2778667	1000	09/11/2013	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open

Application ID: 861	Project Amendment Number: 0	Project Type: P	Report Generation Date: 04/04/2014	Applicant ID: 001-00562-00
Project Title: City of Alameda, HM Plan - Mojica			Public Entity ID:	
Sub-Recipient Name: Alameda			FIPS Code: 562	

Recipient User Only	
Status**:	On Schedule
Federal Funds Disbursed:	35000
Percent Work Completed:	62 %
Sub-Recipient Expenditure To Date:	35,000.00
Approved POP Completion Date:	08/13/2014
Actual Project Completion Date:	00/00/0000
Property ID List*:	12123
Total Properties:	2
Date Final Payment made to Sub-Recipient:	00/00/0000
Most Recent Drawdown Date:	06/06/2013
POP Time Extension:	<input type="radio"/> YES <input checked="" type="radio"/> NO
POP Extension Date:	00/00/0000

Warning: Are you sure you want to delete?

Post Code: Cost Unchanged  
Drawdown: 35000

\* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)  
\*\* 'Work Completed' in the Status drop-down menu refers to construction and non-construction projects.

**This Quarterly Report is submitted and cannot be modified anymore except status.**

Buttons: Import, Submit All, Submit, Save, New, Delete, Close

Figure 11-51: Warning window - Are you sure you want to delete?

**NOTE:** The deleted report can be recreated as new and saved by any of the approved users (HMO, MA, MTSU and SAO). However, if outside of the 45 day submittal window for the selected QPR, only the HMOS user while in the HMOS group can submit the replacement QPR. Until the newly created QPR is submitted by the HMOS, the Fiscal Year and Quarter Number of the QPR will display in Red Font and when selected the QPR will display NOT SUBMITTED across the body of the QPR (Figure 11-49).

**Task 5: Monitor SF-424 Information**

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***NOTE: NEMIS HMGP assumes that one SF-424 is submitted for each Recipient with a total funding estimate including total Recipient and Subrecipient Administrative costs. As that estimate changes, subsequent SF-424s that are submitted are considered revisions that supersede the previous version.***

---

As you perform project and program monitoring, check to see that the SF-424 is up to date. See Unit 3, Task 8: Enter SF-424 Information.

### Task 6: Perform Global Matching

Execute this task if the project has a Federal share other than 75 percent and after projects have been approved and obligated.

1. On the MITIGATION menu, click on Funding > Estimate (Figure 11-52).

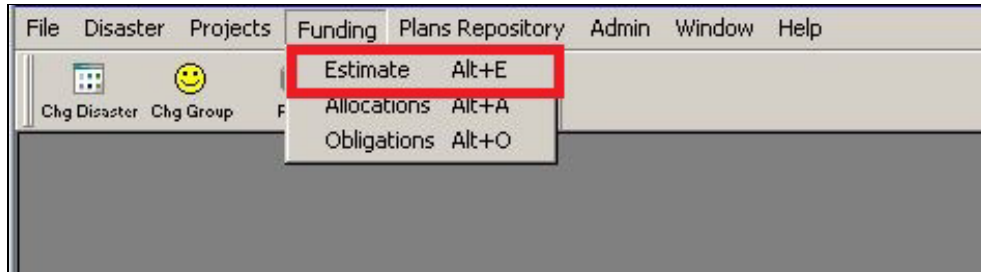


Figure 11-52: Mitigation > Funding > Estimate

2. The Funding Estimate tabs are displayed. Click the scroll arrow or enlarge your screen to display the rest of the tabs (Figure 11-53).

The screenshot shows the 'Funding Estimate' window for Disaster #: 7512, State: AZ, Region: 9, Declaration Date: 11/18/2009. The window has several tabs: 'HMGP Financial Activity', 'Financial Info', 'Disaster Lock-in Review', 'Financial Details', 'Budget Planning', and 'Comments/Attachments'. The 'HMGP Financial Activity' tab is active, displaying a table with the following data:

	Projected A	Total Allocated in NEMIS B	Available C (A - B)	Total Obligated in NEMIS D	Available E (A - D)
<b>HMGP Project Funds:</b>	\$40,000,000	\$450,001	\$39,549,999	\$450,001	\$39,549,999
Regular Projects:	\$35,666,667	\$450,001	\$35,216,666	\$450,001	\$35,216,666
Initiative Projects:	\$1,000,000	\$0	\$1,000,000	\$0	\$1,000,000
Planning Projects:	\$3,333,333	\$0	\$3,333,333	\$0	\$3,333,333
<b>Subtotal:</b>	\$40,000,000	\$450,001	\$39,549,999	\$450,001	\$39,549,999
State Management Cost:	\$3,000,000	\$0	\$3,000,000	\$0	\$3,000,000
<b>Total:</b>	\$43,000,000	\$450,001	\$42,549,999	\$450,001	\$42,549,999

For disasters declared on or after 11/13/2007: HMGP Project Funds = Regular Projects + Initiative Projects + Planning Projects.  
State Management Cost is separate from HMGP Project Funds.

Figure 11-53: Funding Estimate Tabs

3. Scroll to the right and click the **Project Global Match** tab. The top section of the tab lists all approved projects for the disaster (Figure 11-54).



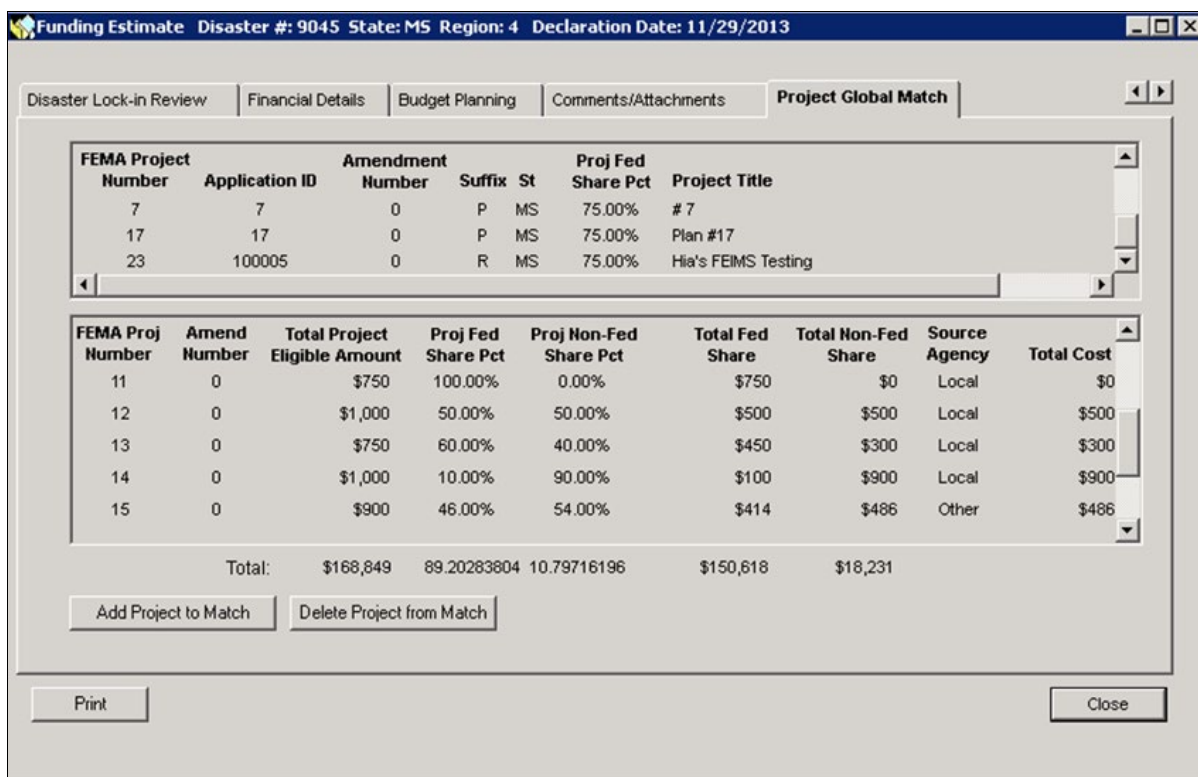


Figure 11-54: Mitigation > Funding > Estimate > Project Global Match Tab

4. Table 11-6 describes the Approved Projects List information.

Table 11-6: Approved Projects List Data Fields

DATA FIELD	INFORMATION DISPLAYED
FEMA Project Number	System-generated FEMA project application number when project is submitted to FEMA
Application ID	Recipient project application number
Amendment Number	Project application Amendment Number
Suffix	Funding type of the project—R (Regular); F (Initiative); P (Planning); or M (Management Costs)
St	State where disaster occurred
Proj Fed Share Pct	percent of the project costs funded by HMGP  <b>HINT: If this is greater than 75 percent, the project must be globally matched with other projects to balance the total Federal share to 75 percent or less.</b>

DATA FIELD	INFORMATION DISPLAYED
Project Title	Project Title

5. Scroll down to find the project that has a Project Fed Share Pct other than 75 percent. Highlight the project (Figure 11-55).

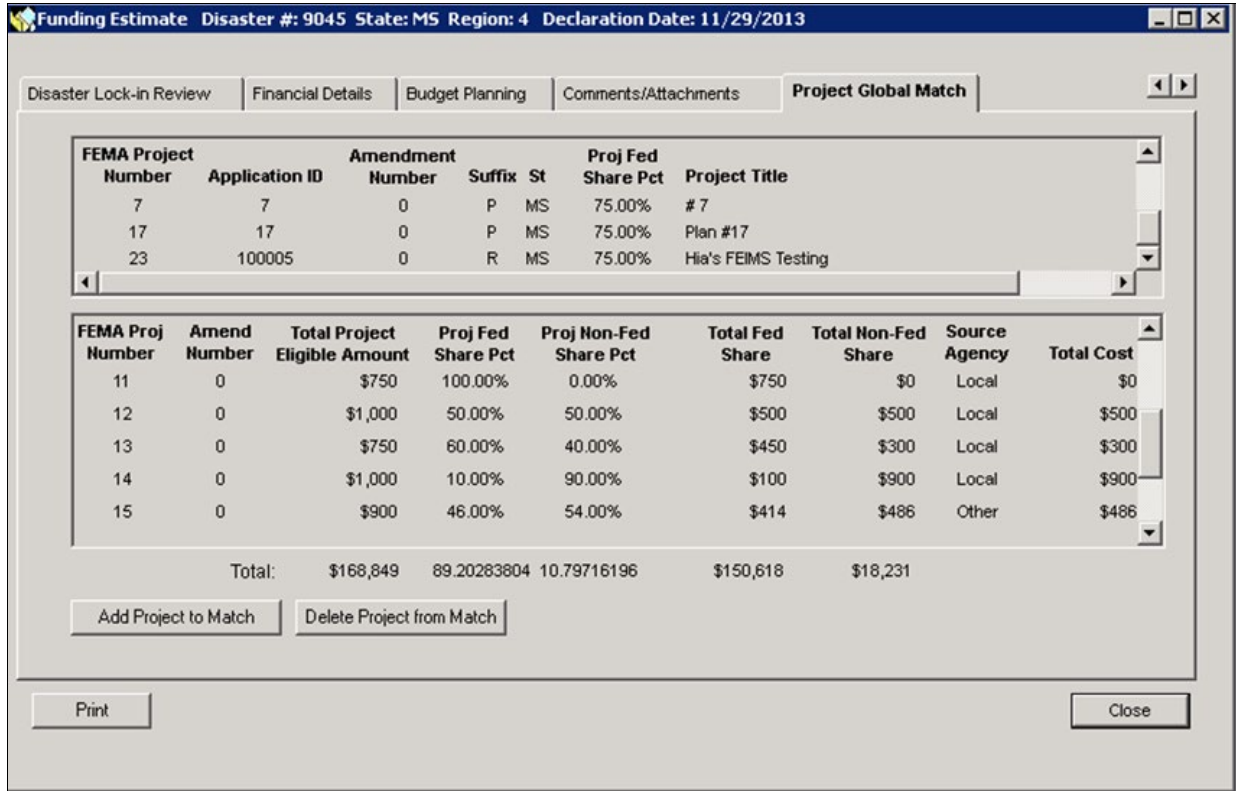


Figure 11-55: Select Project for Global Match

6. Click the ADD PROJECT TO MATCH button. The project gets added to the list of projects in the bottom section of the tab (Figure 11-56).

Funding Estimate Disaster #: 9045 State: MS Region: 4 Declaration Date: 11/29/2013

Disaster Lock-in Review Financial Details Budget Planning Comments/Attachments **Project Global Match**

FEMA Project Number	Application ID	Amendment Number	Suffix	St	Proj Fed Share Pct	Project Title
7	7	0	P	MS	75.00%	# 7
17	17	0	P	MS	75.00%	Plan #17
23	100005	0	R	MS	75.00%	Hia's FEIMS Testing

FEMA Proj Number	Amend Number	Total Project Eligible Amount	Proj Fed Share Pct	Proj Non-Fed Share Pct	Total Fed Share	Total Non-Fed Share	Source Agency	Total Cost
11	0	\$750	100.00%	0.00%	\$750	\$0	Local	\$0
12	0	\$1,000	50.00%	50.00%	\$500	\$500	Local	\$500
13	0	\$750	60.00%	40.00%	\$450	\$300	Local	\$300
14	0	\$1,000	10.00%	90.00%	\$100	\$900	Local	\$900
15	0	\$900	46.00%	54.00%	\$414	\$486	Other	\$486
Total:		\$168,849	89.20283804	10.79716196	\$150,618	\$18,231		

Add Project to Match Delete Project from Match

Print Close

**Figure 11-56: Project Added to Match**

7. Repeat Steps 5 and 6 for all projects that have a Project Fed Share Pct other than 75 percent.

---

***CAUTION: The Total Project Fed Share Pct, (Figure 11-56), must be equal to or less than 75 percent.***

---

8. Closely monitor the Total Project Fed Share Pct (Figure 11-56) throughout the obligation process.

---

***CAUTION: Amended projects do not automatically update in the selected projects screen. The latest approved amendment will appear as available for selection to the match. However, if the total eligible project cost or Federal share percentage have changed, it will be necessary to manually delete the old amendment from the match and then add the new amendment to the match.***

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## References for Errors Importing a Spreadsheet

The system will go through the spreadsheet row by row and column by column and report any missing or ill formatted data in need of validation. Table 11-7 shows a list of possible importing errors and validation messages.

**Table 11-7: Possible Importing Errors and Validation Messages**

<b>POSSIBLE IMPORTING ERRORS AND VALIDATION MESSAGES</b>
No valid rows found in the spreadsheet to import
Error Importing, "Disaster Number in row #" must be same as the selected Disaster in the application
Disaster Number cannot contain characters, in row #
Project Number does not exist in the application, in row #
Application ID does not exist or is not approved in the application, in row #
Application ID cannot be empty, in row #
Application ID cannot contain characters, in row #
Closed Project in the application cannot be imported, in row #
Fiscal Year must be 'Year'
Fiscal Year cannot contain characters, in row #
Quarter Number must be between 1 and 4, in row #
Quarter Number cannot contain characters, in row #
Subrecipient Expenditure to Date must be an amount, in row #
Total Recipient Drawdown must be an amount, in row #
Federal Funds Disbursed must be an amount, in row #
Invalid Time Extension flag, in row #, expected value is Y or N
Percent Work Completed must be number, in row #
Comment cannot exceed 500 characters, in row #
Total Properties must be number, in row #
Property ID List cannot exceed 500 characters, in row #
Invalid Cost Code, in row #
Invalid Status, in row #
Actual Completion Date is required, in row #
Actual Completion Date must be less than or equal to the current date, in row #
Actual Completion Date must be greater than or equal to Declaration Date, in row #
Date Final payment made to Subrecipient is required if Status is Closed, in row #

POSSIBLE IMPORTING ERRORS AND VALIDATION MESSAGES
Last Drawdown Date is required if Status is Closed, in row #
Time Extension Date is required, in row #
Time Extension Date must be after Declaration Date, in row #
Quarterly Report import failed
Import Completed Successfully – Total Number of Reports Imported _.

**Error Examples:**

1. In this example, the user is attempting to import reports for several different projects within the same disaster. However, the user has transposed the Disaster Number in Row 2 (Figure 11-57).

	A	B	C	D	E	F	G	H	I
1	DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	COST CODE	STATUS	SUBGRANTEE EXPENDITURE TO DATE	TOTAL GRANTEE DRAWDOWN
2	6358	821	2013	2	4	Cost Unchang	On Schedule	25000	20000
3	6385	855	2013	2	10	Cost Unchang	Closed	695625	696000
4	6385	857	2013	2	11	Cost Underrun	Suspended	529000	529000
5	6385	859	2013	2	14	Cost Overrun	Completed	285000	285000

**Figure 11-57: Disaster Number transposed in the spreadsheet**

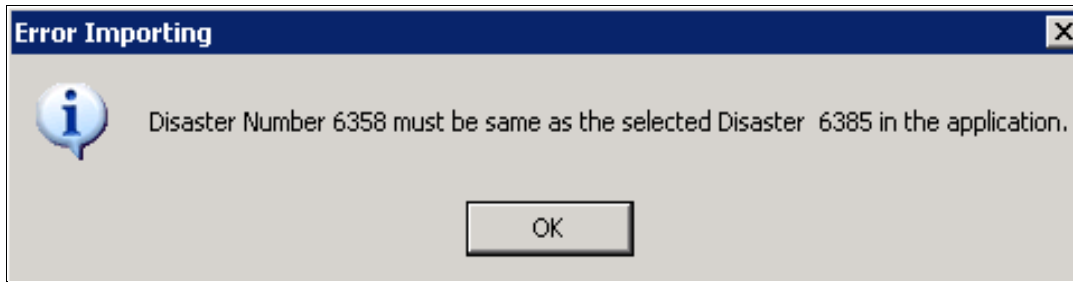
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***SUPER CIRCULAR TERMINOLOGY NOTATION:*** While the figure above shows the terms Grantee and/or Subgrantee, please note that the new terminology under the Super Circular is Recipient and Subrecipient.

***HINT:*** Row 1 of the spreadsheet is the header, so the first row of project data is row 2.

---

2. The system will return the following Error Importing message (Figure 11-58). Select OK, correct the Disaster Number, and attempt to import the spreadsheet again using the process described previously.



**Figure 11-58: Disaster Number 6358 must be same as the selected Disaster 6385 in the application error message**

- In this example the Application ID in Row 2 was entered incorrectly (Figure 11-59). The Application ID cannot be blank and must match exactly the Application ID of the Project Number.

	A	B	C	D	E	F	G	H	I
	DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	COST CODE	STATUS	SUBGRANTEE EXPENDITURE TO DATE	TOTAL GRANT DRAWDOWN
2	6385	8	2013	1	4	Cost Unchang	On Schedule	25000	
3	6385	855	2013	1	10	Cost Unchang	Closed	695625	6
4	6385	857	2013	1	11	Cost Underrur	Suspended	529000	5
5	6385	860	2013	1	14	Cost Overrun	Completed	285000	2

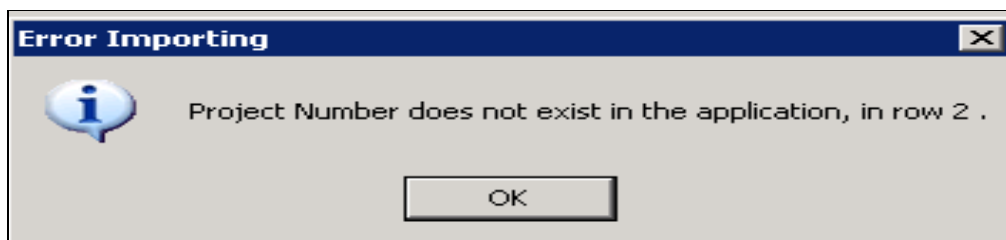
**Figure 11-59: Application ID entered incorrectly**

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***SUPER CIRCULAR TERMINOLOGY NOTATION: While the figure above shows the terms Grantee and/or Subgrantee, please note that the new terminology under the Super Circular is Recipient and Subrecipient.***

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- The system will return the following Error Importing message (Figure 11-60). While the message says “Project Number does not exist”, this message or another possible message, “Application ID does not exist or is not approved in the application” will be displayed anytime the MT Project Number and Application ID do not match or if the project does not exist in the system as eligible to be reported out. Select OK, correct or enter the Application ID or Project Number or both and attempt to import the spreadsheet again.



**Figure 11-60: Project Number does not exist error message**

- In this example the date entered under Last Drawdown Date in Row 3 was not entered in the correct format (Figure 11-61). The forward slash (/) separators are missing. The expected format is MM/DD/YYYY. Also, in this instance the date is required for a Status of Closed.

DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	COST CODE	STATUS	EXPENDITURE TO DATE	TOTAL GRANTEE DRAWDOWN	LAST DRAWDOWN DATE (MM/DD/YYYY)	FEDERAL FUNDS DISBURSED	TIME EXTENSION (Y/N)	TIME EXTENSION DATE (MM/DD/YY)
6385	821	2013	1	4	Cost Unchang	On Schedule	25000	20000	09/12/2013	20000	N	
6385	855	2013	1	10	Cost Unchang	Closed	695625	696000	9122013	696000	N	
6385	857	2013	1	11	Cost Underrun	Suspended	529000	529000	09/12/2014	529000	Y	
6385	860	2013	1	14	Cost Overrun	Completed	285000	285000	09/12/2013	285000	N	

Figure 11-61: Date not entered in the correct format

***SUPER CIRCULAR TERMINOLOGY NOTATION: While the figure above shows the terms Grantee and/or Subgrantee, please note that the new terminology under the Super Circular is Recipient and Subrecipient.***

- The system will return the following Error Importing message (Figure 11-62). Select OK, enter the date in the correct MM/DD/YYYY format and attempt to import the spreadsheet again.

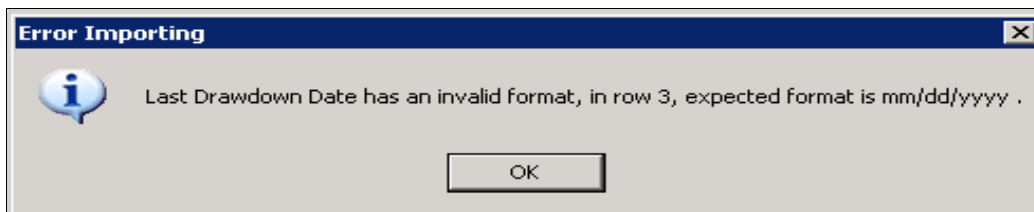


Figure 11-62: Last Drawdown Date has an invalid format error message

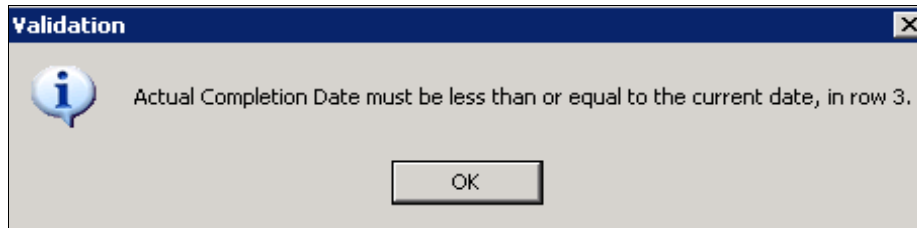
- In this example, the Status of Closed in Row 3 requires the Actual Completion date be entered and the date is missing (Figure 11-63).

STATUS	EXPENDITURE TO DATE	TOTAL GRANTEE DRAWDOWN	LAST DRAWDOWN DATE (MM/DD/YYYY)	FEDERAL FUNDS DISBURSED	TIME EXTENSION (Y/N)	TIME EXTENSION DATE (MM/DD/YYYY)	PERCENTAGE COMPLETED	COMMENT	PROPERTY ID	DATE FINAL PAYMENT MADE TO SUBGRANTEE (MM/DD/YYYY)	APPROVED COMPLETION DATE (MM/DD/YYYY)	ACTUAL COMPLETION DATE (MM/DD/YYYY)
On Schedule	25000	20000	09/12/2013	20000	N		101	This is a test	5	12,123,1234,12345,1,		
Closed	695625	696000	09/12/2013	696000	N		99		1	23		
Suspended	529000	529000	09/12/2014	529000	Y		1		0			
Completed	285000	285000	09/12/2013	285000	N		50	999000kmm	0			

Figure 11-63: Actual Completion Date is missing in spreadsheet

***SUPER CIRCULAR TERMINOLOGY NOTATION: While the figure above shows the terms Grantee and/or Subgrantee, please note that the new terminology under the Super Circular is Recipient and Subrecipient.***

- The system will return the following Validation message (Figure 11-64). Select OK, enter the missing Actual Completion Date in the correct MM/DD/YYYY format and attempt to import the spreadsheet again.



**Figure 11-64: Actual Completion Date must be less than or equal to the current date validation message**

- In this example, in Row 4, Time Extension has been entered as Y and thus the Time Extension Date is required and the date is missing (Figure 11-65).

	G	H	I	J	K	L	M	N
	SUBGRANTEE							PERCENTAGE
	EXPENDITURE	TOTAL GRANTEE	LAST DRAWDOWN DATE	FEDERAL FUNDS	TIME EXTENSION	TIME EXTENSION DATE	WORK	
1	STATUS	TO DATE	DRAWDOWN (MM/DD/YYYY)	DISBURSED	(Y/N)	(MM/DD/YYYY)	COMPLETED	
2	On Schedule	25000	20000	09/12/2013	20000	N		101
3	Closed	696625	696000	09/12/2013	696000	N		99
4	Suspended	529000	529000	09/12/2014	52900	Y		1
5	Completed	285000	285000	09/12/2013	28500	N		50
6								

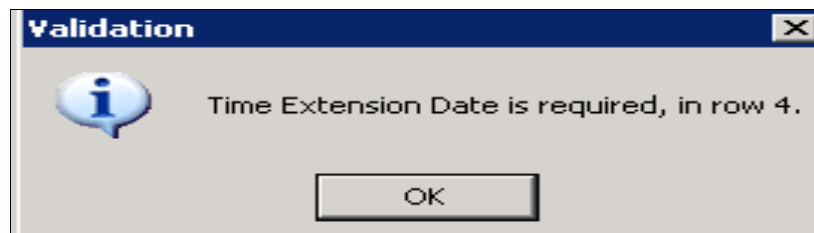
**Figure 11-65: Project Date is missing**

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***SUPER CIRCULAR TERMINOLOGY NOTATION: While the figure above shows the terms Grantee and/or Subgrantee, please note that the new terminology under the Super Circular is Recipient and Subrecipient.***

---

- The system will return the following Validation message (Figure 11-66). Select OK, enter the missing Time Extension Date in the correct MM/DD/YYYY format and attempt to import the spreadsheet again.



**Figure 11-66: Time Extension Date is required validation message**

11. While this should not occur frequently, in this example in Row 5 the Comments entered exceed 8000 characters (Figure 11-67).

SUBGRANTEE		TOTAL GRANTEE	LAST DRAWDOWN DATE	FEDERAL FUNDS DISBURSED	TIME EXTENSION (Y/N)	TIME EXTENSION DATE	PERCENTAGE COMPLETED	COMMENT	PROPERTY LIST	DATE FINAL PAYMENT MADE TO SUBGRANTEE	APPROXIMATE COMPLETION DATE
EXPENDITURE TO DATE	DRAWDOWN	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)
1	COST CODE	STATUS	25000	20000	09/12/2013	20000	N	101	This is a tes	5,12,123,1234,12345,1,	
2	Cost Unchang	On Schedule	696625	696000	09/12/2013	696000	N	99			04/02/2013
3	Cost Unchang	Closed	529000	529000	09/12/2014	52900	Y				
4	Cost Undenu	Suspended	265000	265000	09/12/2013	26500	N	50	99900kmb		
5	Cost Overrun	Completed									

Figure 11-67: Comments entered exceed 8000 characters in spreadsheet

***SUPER CIRCULAR TERMINOLOGY NOTATION:*** While the figure above shows the terms Grantee and/or Subgrantee, please note that the new terminology under the Super Circular is Recipient and Subrecipient.

12. The system will return the following Error Importing message (Figure 11-68). Select OK, limit the comments to 8000 characters and attempt to import the spreadsheet again.

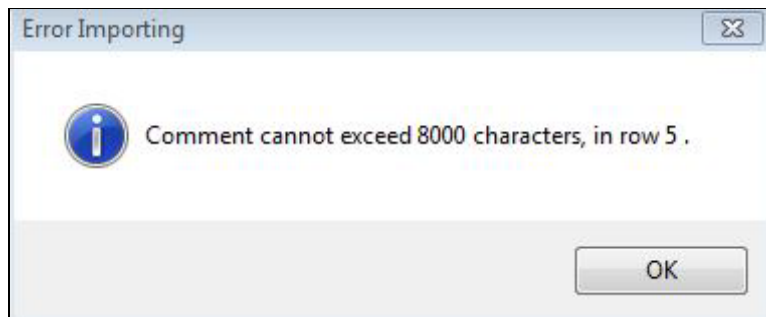


Figure 11-68: Comment cannot exceed 8000 characters error message

13. Some data errors made on the spreadsheet will not be validated by the system until the import process. In this example the Approved Completion Date is missing for all of the projects (Figure 11-69). Approved Completion Date is required for all projects but is only validated during the Submit process (Figure 11-70).

PROJECT NUMBER	COST CODE	STATUS	EXPENDITURE TO DATE	TOTAL GRANTEE DRAWDOWN	LAST DRAWDOWN DATE (MM/DD/YYYY)	FEDERAL FUNDS DISBURSED	TIME EXTENSION (Y/N)	TIME EXTENSION DATE (MM/DD/YYYY)	PERCENTAGE COMPLETED	COMMENT	TOTAL PROPERTIES LIST	PROPERTY ID	DATE FINAL PAYMENT MADE TO SUBGRANTEE (MM/DD/YYYY)	APPROVED COMPLETION DATE (MM/DD/YYYY)	ACTUAL COMPLETION DATE (MM/DD/YYYY)
2	4	Cost Overrun	On Schedule	25000	20000	09/12/2013	20000	N		101	This is a test	512,123,1234,12345,1,			
3	10	Cost Unchanged	Closed	696025	696000	09/12/2013	696000	N		99		1, 23	04/02/2013		04/03/2013
4	11	Cost Underrun	Suspended	529000	529000	09/12/2014	529000	Y	05/25/2014	1		0			
5	14	Cost Overrun	Completed	285000	285000	09/12/2013	285000	N		50		0			04/03/2013

Figure 11-69: Missing Approved Completion Date fields

***SUPER CIRCULAR TERMINOLOGY NOTATION:*** While the figure above shows the terms Grantee and/or Subgrantee, please note that the new terminology under the Super Circular is Recipient and Subrecipient.

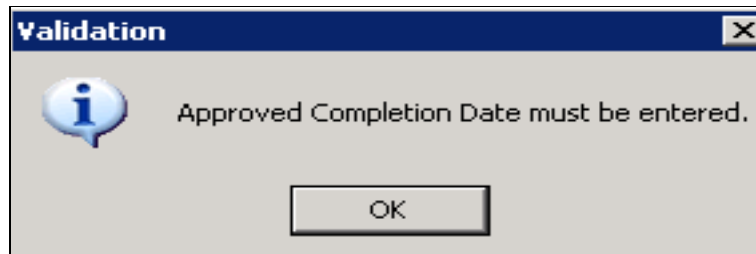


Figure 11-70: Approved Completion Date must be entered validation message

14. There are also additional validations for projects that have previously been submitted as closed. For example, if you try to import a new report for a project that was closed in the previous quarter, the system will return the Error Importing message shown below (Figure 11-71). To import or enter an updated report for a project submitted as closed it will be necessary to change the status of the submitted closed report to something other than closed which along with Final Report = Yes, are the only changes that can be made to a submitted report.

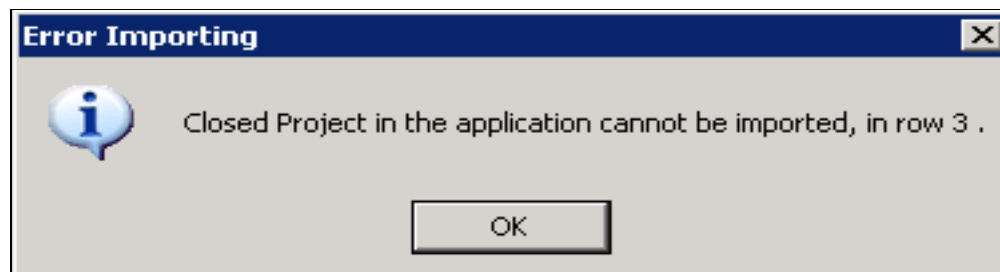


Figure 11-71: Closed Project in the application cannot be imported message

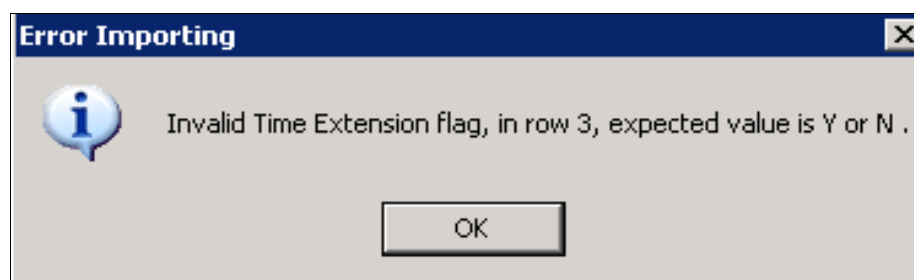
15. The last example is of the message that will be generated should the user attempt to import reports using a spreadsheet that does not have the approved pull down menus or if the user attempts to enter data in a field that deviates from the data in the pull down menus. For example, the user below has overridden the pull-down for Time Extension using a small n (Figure 11-72).

Quarterly Report															
	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	SUBGRANTEE					PERCENTAGE			DATE FINAL PAYMENT		APPROVED	ACTUAL			
	EXPENDITURE	TOTAL GRANTEE	LAST DRAWDOWN DATE	FEDERAL FUNDS	TIME EXTENSION	TIME EXTENSION DATE	WORK	TOTAL	PROPERTY ID	MADE TO SUBGRANTEE	COMPLETION DATE	COMPLETION DATE			
1	COST CODE	STATUS	TO DATE	DRAWDOWN	(MMDD/YYYY)	DISBURSED	(Y/N)	(MMDD/YYYY)	COMPLETED	COMMENT	PROPERTIES LIST	(MMDD/YYYY)	(MMDD/YYYY)	(MMDD/YYYY)	
2	Cost Overrun	On Schedule		25000	20000	09/12/2013	20000	N		10/1/13	This is a test	5/12,123,1234,12345,1,			
3	Cost Unchange	On Schedule		22000	22000	12/13/2013	22000	n		342		0	0	08/13/2014	

**Figure 11-72: Unapproved spreadsheet entry**

***SUPER CIRCULAR TERMINOLOGY NOTATION: While the figure above shows the terms Grantee and/or Subgrantee, please note that the new terminology under the Super Circular is Recipient and Subrecipient.***

16. When attempting to import the spreadsheet the system returned the following message (Figure 11-73). The entry will need to be changed to N before the spreadsheet can be imported.



**Figure 11-73: Invalid Time Extension flag message**

17. While examples of all of the possible Submit or Import Validation and Error Importing messages were not replicated in this document, they are all well described, and it should be intuitive to the user as to what steps are necessary to successfully submit a Quarterly Report regardless of whether it was manually entered or imported via the approved spreadsheet.
18. To save time attempting to conduct multiple imports of the same spreadsheet, ensure you fill out the spreadsheet to accurately identify the disaster number, project number, and application ID, as well as the Fiscal Year and Quarter Number the import is intended to populate. It is best if all requested data can be entered on the spreadsheet in the format expected prior to attempting to import the first time. Please keep in mind that closed projects and Final Reports have special validation issues over and above those reports for ongoing projects.



## Unit 12 – Manage Project Closeout

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## Overview

The NEMIS HMGP Manage Project Closeout process allows FEMA Regional Mitigation staff to close out HMGP projects.

Projects with "Approved" status are closed out when: all project activities have been completed; project funds have been reconciled; and administrative, financial, and reporting requirements have been complied with. Regional Mitigation Staff verify that all applicable fields in the following areas of the Mitigation module are completed:

- Projects > Application Development
- Admin > Quarterly Report
- Admin > Environmental Conditions
- Projects > Management

All other project applications that were entered in NEMIS are required to be closed out through the project closeout process irrespective of whether they were submitted to the Eligibility Determination process or not. This is required before Program Closeout (described in Unit 13). Table 12-1 provides an overview of the Manage Project Closeout process in NEMIS HMGP.

**Table 12-1: Manage Project Closeout Overview**

DESCRIPTION	
Purpose	Close out HMGP projects when all applicable administrative and required work has been completed
When does it start?	Upon receipt of request from the Recipient to close out the project
Who does it?	Hazard Mitigation Officer (HMO)
How is it done?	Execute eight tasks: Task 1: <a href="#">Determine Project Status</a> Task 2: <a href="#">Enter General Information</a> Task 3: <a href="#">Enter Financial Information</a> Task 4: <a href="#">Enter Property Information</a> Task 5: <a href="#">Enter State Management Cost Information</a> Task 6: <a href="#">Review Environmental Conditions</a> Task 7: <a href="#">Enter Closeout Report Information</a> Task 8: <a href="#">Close Out the Project</a>

---

***CAUTION: Project closeout cannot be completed in the system if any of the following conditions are true: (1) An amendment is open, (2) Environmental conditions information is incomplete, (3) Property site inventory information is incomplete.***

---

## Information Requirements

FEMA Regional Mitigation staff needs the Recipient's Final Project Report with the following supporting documentation (where applicable):

- Closeout Inspection Report
- Final Performance Report
- Final Financial Report
- SF270 - Request for Advance or Reimbursement
- FF20-18 - Report of Government Property
- Project Documents such as:
  - Administrative Costs
  - Project Scope
  - Project Finances
  - Copyright Issues
  - Substantial Completion Certificate
  - Work Schedules
  - Procurement Contracts
- Property Site Inventory type projects may include the following documents:
  - Applicable Assurances
  - No Use of Eminent Domain
  - Duplication of Benefits Verification
  - Appraisals
  - Privacy Act Release
  - Hazardous Materials
  - Covenants
  - Closing Statements
  - Copies of Recorded Deeds
  - Relocation Assistance
  - Permits
  - Engineering Certifications
  - Elevation Certificates

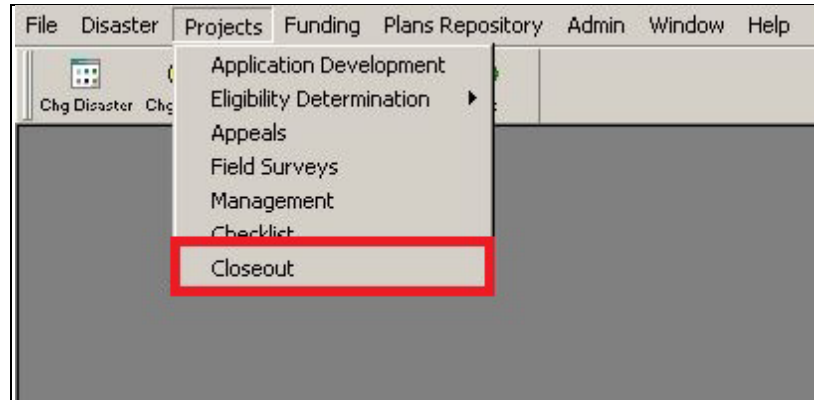
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***CAUTION: Allow up to one hour before retrieving and viewing newly attached documents.***

---

### Task 1: Determine Project Status

1. On the NEMIS menu bar, click on the Mitigation icon. On the MITIGATION menu, click Projects > Closeout (Figure 12-1).



**Figure 12-1: Mitigation > Projects > Closeout**

2. The Project Closeout List is displayed (Figure 12-2).

The screenshot shows a dialog box titled "Select Project: Proj Closeout Disaster 7512". It contains a table with the following data:

Fema Proj Nr	Amendment Nr	Applic ID	Suffix	Closeout	Project Title
1	1	2	R		V3MR11 Allocation test project
	0	3			Project of Test
	0	4			Elevation of County Courthouse
	0	5			acq demo
3	2	6	P		Conchise County Multi-Hazard Mit Plan
	0	7			
	0	8			
	0	9			
4	1	10	F		Pima County Generator Phase III
5	1	11	P		7512-02 La Paz County Multi-Jurisdictional HMP Application
7	1	12	R		BISBEE FIRE STATION-WIND RETROFIT
	0	13			

At the bottom of the dialog box, there are buttons for "Print", "Expand Sort", "OK", and "Cancel".

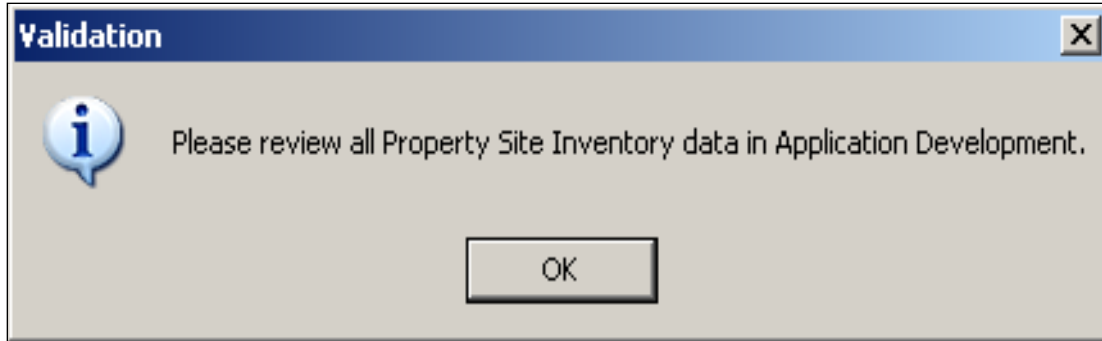
**Figure 12-2: Project Closeout List**

3. Table 12-2 describes the Project Closeout List information.

Table 12-2: Project Closeout List Data Fields

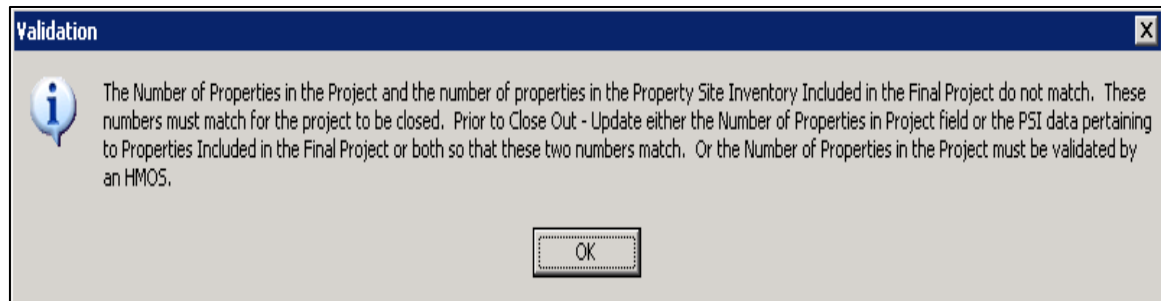
DATA FIELD	INFORMATION TO BE REVIEWED/ENTERED
Disaster Nr	FEMA disaster number
FEMA Proj Nr	System-generated FEMA project application number when project is submitted to FEMA
Amendment Nr	Number assigned to the amendment by the system during the Amendments process
Applic ID	Recipient project application number
Suffix	Type of funding requested; Suffix codes are R (Regular project funding), P (Planning), M (Management Costs), and F (Initiative projects)
Closeout	System-generated date project was closed out
Project Title	Name given to the project during the application development process

4. Select the project that needs to be closed out. Click the OK button.
5. If the project meets the conditions for closeout, the Project Closeout tabs are displayed without any project closeout validation message.
  - a. The **General** tab is displayed by default.
  - b. On the bottom left part of the tab, take note of the Project Status. If the status is "Approved," execute Tasks 2 – 8 of this unit.
  - c. If the status is "Void," "Withdrawn," or "Denied," proceed to Task 8: [Closeout the Project](#).
6. If the approved project does not meet the conditions for closeout, the appropriate project closeout validation message is displayed. Figure 12-3 is an example of the message you receive in approved projects when the Property Site Inventory (PSI) has missing information.

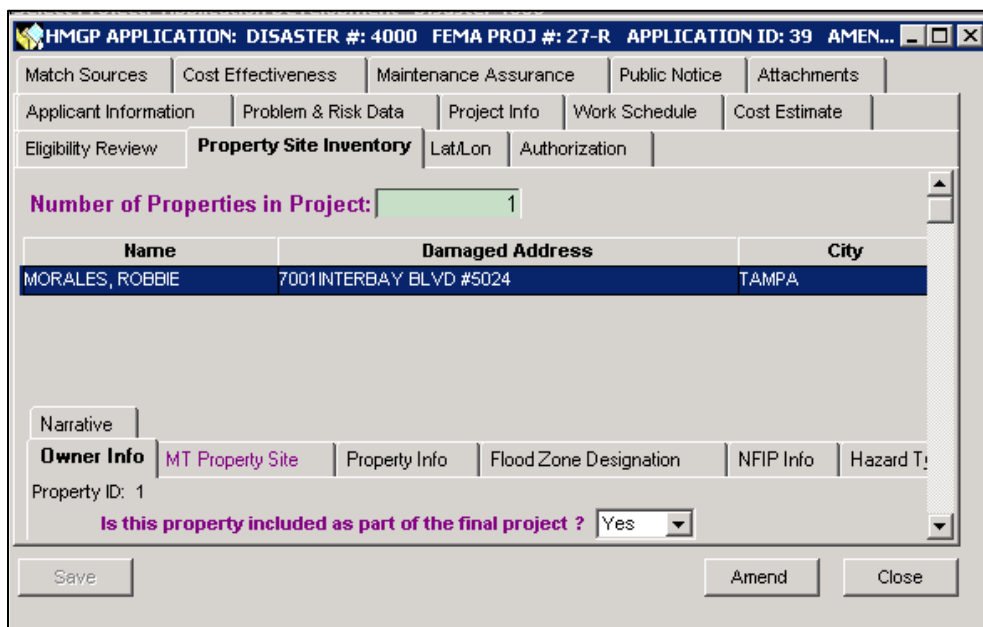


**Figure 12-3: Missing PSI Information Validation Message**

7. With the V3.15.04 release of June 2013, a new project closeout validation message was introduced. Figure 12-4 shows the new validation message related to the validation of the Number of Properties in Project field found in the Property Site Inventory (PSI) tab. (See Figure 12-5)



**Figure 12-4: Number of Properties in Project Not Validated Message**



**Figure 12-5: Number of Properties in Project field**

- When encountering the validation message displayed in Figure 12-4, the user will have up to two options for resolving the message. Option #1 as detailed below will be available for all project types and will be the only option available for project types that require detailed property information to be captured by the PSI, such as acquisition and elevation projects.

Option #1 — The Number of Properties in Project field must match the PSI number on the input field “Is this property included as part of the final project” that are selected as YES. To remove the message, it will be necessary to either revise the number entered in the Number of Properties in Project box to match the PSI or update the PSI inventory to include the same number of properties marked YES to the part of final project question as are identified by the Number of Properties in Project field.

Option #2 — Project types that could include hundreds or thousands of properties within their scope of mitigation, such as dams, flood control, stormwater management, or flood wall projects, have the option of requesting a FEMA HQ validation of the Number of Properties in Project field in lieu of entering extensive detailed property information in the PSI, which is not required for these types of projects.

The projects that have been identified as eligible for HQ Validation are identified under Project Matrix Admin on the Project Types tab. As shown in Figure 12-6 below, project types that can be HQ Validated have a check mark in the newly created Hmos Valid Flg column.

Project Type Code	NEMIS PSI	eGrants PSI	SMC	Proj 300	Proj 600	Proj 800	Legacy	Hmos Valid Flg
500.1A RETRO - Flood Control - Floodwall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
500.2A RETRO - Flood Control - Berm, Levee, o	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
500.3A RETRO - Flood Control - Dam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
304.1 (Creation of) Defensible Space (Wildfire)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1112 Test Nov30th 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1 Test By EADIS - April 2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93.2 Tribal Multihazard Mitigation Plan - NEW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
mph1 mph1 test test test again	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
204.6 Dry Floodproofing Private Structures - Coastal (Residential-Historic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
204.5 Dry Floodproofing Private Structures - Riverine (Residential-Historic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400.2 Utility Protective Measures (Residential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207.2 Mitigation Reconstruction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A05 Public Awareness Brochures, Public Awareness Training (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A06 Bury Existing Water and Power Lines (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A07b PP - Dam Study and Engineering Reports (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A07c PP - Developing Zoning and Building Code Ordinance (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A07d PP - Developing Hazard Mitigation Plans (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A04b PFFR - Seismic Retro. Exist. Structures (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B01 Structural - Replacing, Enlarging, Constructing Culverts (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B02 Structural - Drainage Projects (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A09 Regulation, Legislation (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A11 Technical Assistance (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A13 Insurance (obsolete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 12-6: Project Matrix Admin screen and HMOS Valid Flg

Option #2 (Cont.) — For project types that only require the total number of properties mitigated and not detailed property information as indicated by the HMOS validation flag, the project can be closed if the requirements of Option #1 are met or if the new HMOS validation process described below is used:

- a. Send an email to your HMO Specialist indicating the DR number, the project number, the number of properties protected by the project, and either the documentation to support the number of properties claimed or the source for the documentation necessary to support the claim.
- b. The HMO Specialist will review the documentation and validate your claim. This may include revising the Number of Properties in the Project Field (See figure 12-5).
- c. The HMO Specialist will select the HQ Validation box (See Figure 12-7). Once the HQ Validation box is checked, the Number of Properties in Project field can no longer be revised. To revise the field, the HQ Validation box must be unchecked.

Project Closeout Required Property Closeout Data Error Report									
Disaster:	Application ID:	Amendment Nr:	Property part of final proj	County	Actual Amount To Owner	Actual Amount Date	Mitigation Action Type	Property Use	Repetitive Loss Number
7512	2	0							

Figure 12-7: HQ Validation box in project closeout

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**CAUTION:** *The validation messages are only required for closeout of an approved project. For any Withdrawn or Void project, all properties in the PSI will automatically be marked as “NO” under the Part of Final Project question.*

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**HINT:** *You are required to address any validation errors before proceeding with the Project Closeout process. An amendment may be required. However, an amendment is not necessary to enter a missing funds commitment letter date or a missing lat/long.*

---

- a. If the validation message says that an amendment is pending (Figure 12-8), you have the option to void the amendment by completing Steps 6b – 6d.





Figure 12-8: Amendment Pending Validation Message

- b. On the bottom part of the **General** tab, click the VOID AMENDMENT button (Figure 12-9).

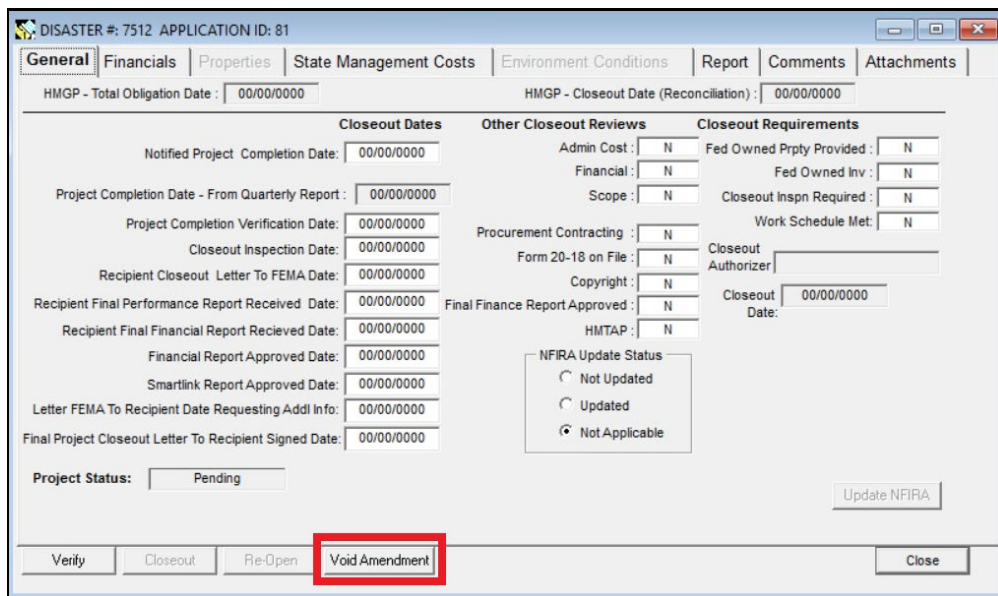


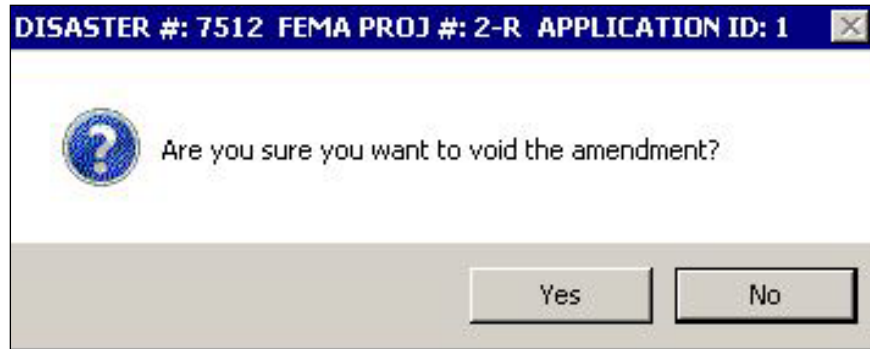
Figure 12-9: Void Amendment Button

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***NOTE: There is a new Attachments tab with a delete attachment functionality available. Users can also attach multiple documents.***

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- c. The Void Amendment dialog box is displayed (Figure 12-10).



**Figure 12-10: Void Amendment Dialog Box**

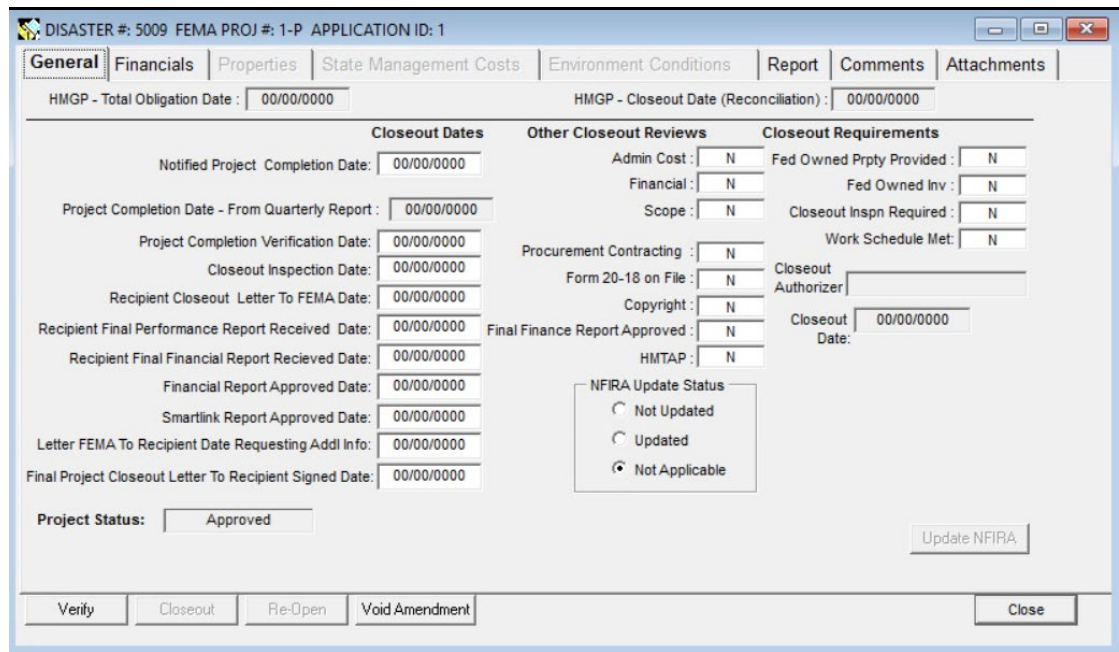
- d. Click the YES button.
- e. The amendment is now voided and the project becomes available for closeout.

### Task 2: Enter General Information

Execute Tasks 2 – 8 if both of the following are true:

- No closeout validation messages are displayed, which means that the project meets all the conditions for closeout
- The Project Status is "Approved"

1. After selecting the project in the Project Closeout List, the project closeout tabs are displayed. The **General** tab is displayed by default (Figure 12-11).



**Figure 12-11: Mitigation > Projects > Closeout > General Tab**

2. In the Closeout Dates section of the tab, enter the information described in Table 12-3.

**Table 12-3: Closeout Dates Section Data Fields**

DATA FIELD	INFORMATION TO BE ENTERED
Notified Project Completion Date	Date that FEMA received notice from the Recipient that the project was completed
Project Completion Date - From Quarterly Report	Date filled-in from the most recently generated Quarterly Report
Project Completion Verification Date	Date when FEMA verified that the project was completed
Closeout Inspection Date	Date of Recipient's final verification inspection

DATA FIELD	INFORMATION TO BE ENTERED
Recipient Closeout Letter to FEMA Date	Date of the letter from the Recipient requesting closeout
Recipient Final Performance Report Received Date	Date the Final Performance Report was received by FEMA
Recipient Final Financial Report Received Date	Date the Finance Report was received
Financial Report Approved Date	Date the Finance Report was approved
Smartlink Report Approved Date	Date the Recipient certified that all funds were drawn down
Ltr FEMA to Recipient Date Requesting Addl Info	Date the letter requesting information from the Recipient was sent by FEMA
Final Project Closeout Letter To Recipient Signed Date	Date of FEMA's final project letter to the Recipient

**NOTE: Many of the date fields may have the same values depending on the regional closeout process.**

- In the Other Closeout Reviews section of the **General** tab, select "N," "Y" or "N/A" for each field described in Table 12-4.

**CAUTION: The system selects "N" by default so you need to edit the selection if necessary.**

**Table 12-4: Other Closeout Reviews Section Data Fields**

DATA FIELD	QUESTION TO BE ANSWERED
Admin Cost	Was the Administrative Cost Review completed?
Financial	Was the Financial Review completed?
Scope	Was the Scope Review completed?
Procurement Contracting	Was the Procurement Contracting Review completed?
Form 20-18 on File	Is Form 20-18 on file?

DATA FIELD	QUESTION TO BE ANSWERED
Copyright	Was the copyright issues review completed?
Final Finance Rpt Aprvd	Was the Final Financial Report approved?
HMTAP	Has the HM Technical Assistance Program contract been completed?

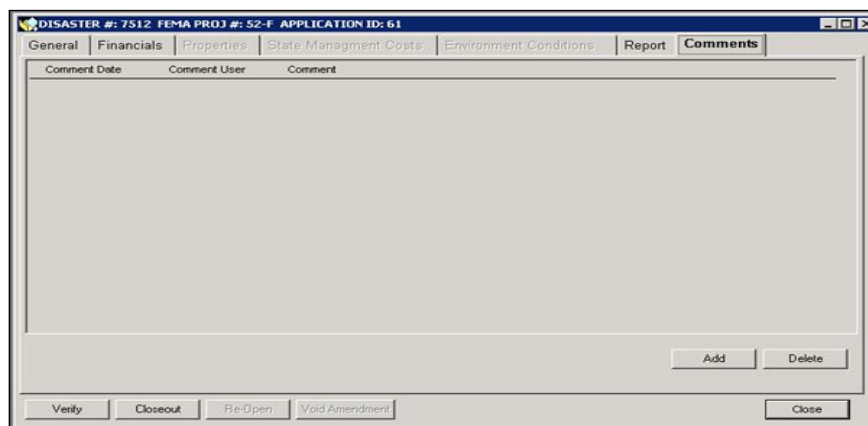
- In the Closeout Requirements section of the **General** tab, select "N," "Y" or "N/A" for each field described in Table 12-5.

**CAUTION:** The system selects "N" by default so you need to edit the selection if necessary.

**Table 12-5: Closeout Requirements Section Data Fields**

DATA FIELD	QUESTION TO BE ANSWERED
Fed Owned Prpty Provided	Did the project affect Federally-owned property?
Fed Owned Inv	Were costs related to Federally-owned property invoiced?
Closeout Inspn Required	Is a Closeout Inspection required?
Work Schedule Met	Was the Work Schedule met?

- Select the (National Flood Insurance Reform Act) NFIRA Update Status.
- Click the **Comments** tab (Figure 12-12).



**Figure 12-12: Mitigation > Projects > Closeout > Comments Tab**

7. A new row for comments is added. The system auto-fills the Date and Time of entry and your User Name (Figure 12-13).

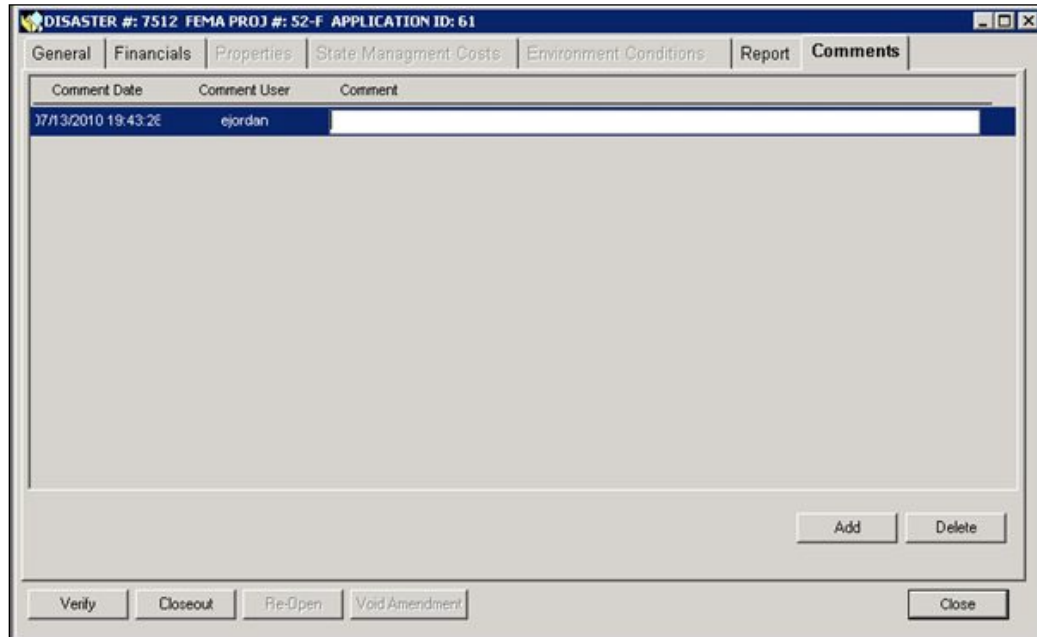


Figure 12-13: New Row for Comments

8. Double-click inside the Comment field to access the Comment Editor.
9. In the Comment Editor text area, document the changes you made to the Project Closeout Information.
10. Click the OK button. The comments are now displayed on the **Comments** tab (Figure 12-14).

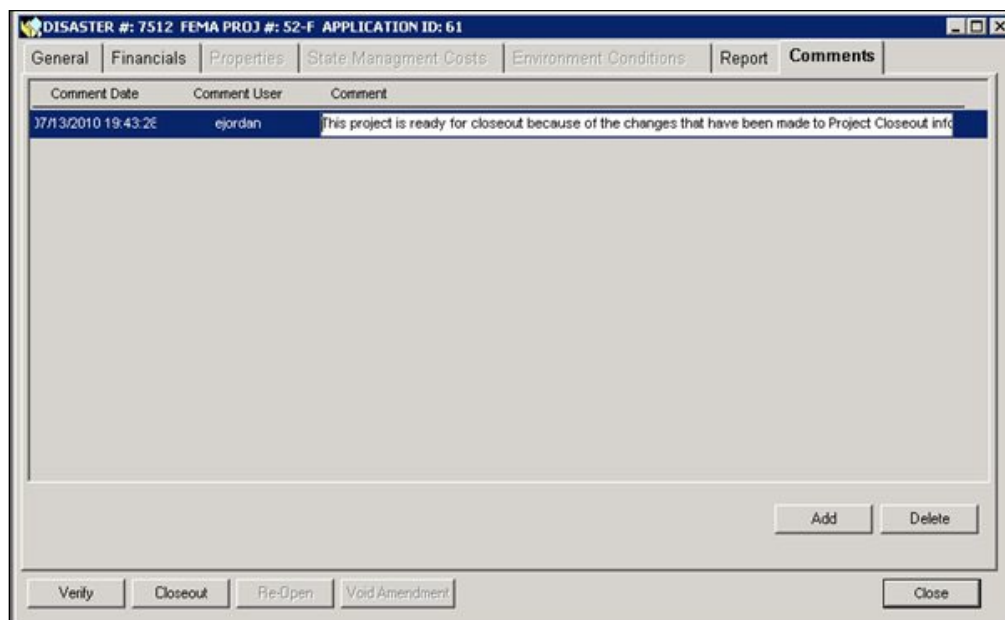


Figure 12-14: New Comments Added

### Task 3: Enter Financial Information

Financial information is taken from the Final Financial Report, the Quarterly Report submitted by the Recipient, or the Project Closeout Report.

1. Click the **Financials** tab (Figure 12-15).

**Figure 12-15: Mitigation > Projects > Closeout > Financials Tab**

2. The top section of the tab displays read-only financial information. Table 12-6 describes the read-only data fields.

**Table 12-6: Financials Tab Data Fields - Top**

DATA FIELD	SOURCE OF INFORMATION
Total Project Cost	Mitigation > Projects > Application Development > <b>Cost Estimate</b> tab > Total Project Cost Estimate field
Total Eligible Project Amount	Mitigation > Projects > Eligibility Determination > <b>Cost Review</b> tab > Total Approved Net Eligible Project Cost field
Federal Share	Mitigation > Projects > Application Development > <b>Match Sources</b> tab > Proposed Federal Share field
Non-Federal Share	Mitigation > Projects > Application Development > <b>Match Sources</b> tab > Proposed Non-Federal Share field

3. In the middle section of the tab, review the read-only Allocated Amounts, Obligated Amounts, and the Difference (Allocated Amounts minus Obligated Amounts).

4. In the bottom section of the **Financials** tab, enter the information described in Table 12-7. You can obtain the information from the Final Financial Report provided by the Recipient.

**Table 12-7: Financials Tab Data Fields - Bottom**

<b>DATA FIELD</b>	<b>INFORMATION TO BE REVIEWED/ENTERED</b>
Total Eligible Federal Project Expenditures	Final total amount of expenditures reported by the Recipient that are attributed to the Federal portion of the project
Total Federal Share Program Income	Reported income attributed to the Final Federal portion
Total Eligible Non-Federal Project Expenditures	Final total amount of expenditures reported by the Recipient that are attributed to the non-Federal portion of the project
Total Non-Federal Share Program Income	Reported income attributed to the Final non-Federal portion of the project
Current Project Federal Share Balance	Remaining funds to be expended from the HMGP — auto-filled by the system
Current Project Non-Federal Share Balance	Remaining funds to be expended from non-Federal sources of funding — auto-filled by the system

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***NOTE: The Current Project Federal Share Balance must be zero to close out the project. If the balance is not zero, contact your Regional Point of Contact for assistance.***

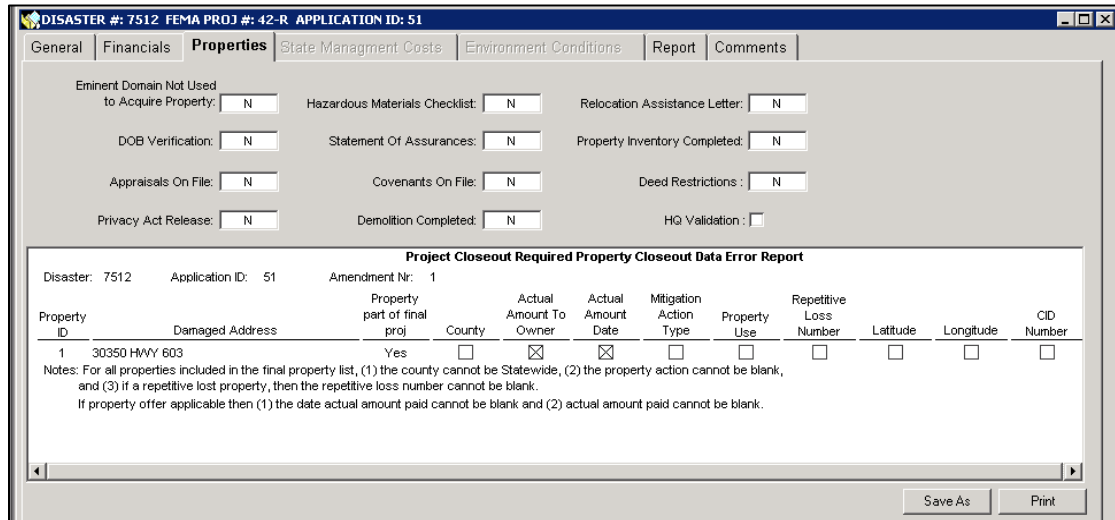
---

5. On the bottom right part of the **Financials** tab, click the CLOSE button.



### Task 4: Enter Property Information

1. Click the **Properties** tab (Figure 12-16). This tab is active only if properties are included in the project.



**Figure 12-16: Mitigation > Projects > Closeout > Properties Tab**

2. Table 12-8 describes the data fields to be completed in the top section of the tab. For each field except HQ Validation, select "N," "Y" or "N/A."

**CAUTION:** The system selects "N" by default, so you need to edit the selection if necessary.

**Table 12-8: Properties Tab Data Fields - Top**

DATA FIELD	QUESTION TO BE ANSWERED
Eminent Domain not Used to Acquire Property	Was Eminent Domain not used to acquire property?
DOB Verification	Was a Duplication of Benefits Verification conducted?
Appraisals On File	Are appraisals on file?
Privacy Act Release	Was a Privacy Act Release required?
Hazardous Materials Checklist	Is this checklist on file?
Statement of Assurances	Is the Statement of Assurances on file?
Covenants on File	Are covenants on file?

DATA FIELD	QUESTION TO BE ANSWERED
Demolition Completed	Is the Demolition Permit on file?
Relocation Assistance Letter	Is the Relocation Assistance Letter on file?
Property Inventory Completed	Was the Property Inventory completed?
Deed Restrictions	Were required restrictions recorded with the property deed?
HQ Validation	If applicable, HQ validates that the correct number of properties in project was entered in PSI

3. In the bottom part of the **Properties** tab, review the Project Closeout Required Property Closeout Data Error Report (See figure 12-16 above).

---

***HINT: If any checkboxes appear on the screen, required information is missing. Checkboxes with an "X" represent missing information. Missing information must be provided before an approved project can be closed out.***

***Withdrawn or voided applications will not be considered to be missing property information.***

***Go to Mitigation > Projects > Application Development > Property Site Inventory tab to enter the required information.***

---

4. On the bottom right part of the tab, click the PRINT button to print the report. You may use the report as a source of information when creating an amendment to the project application.

## Task 5: Enter State Management Cost Information

State Management Cost information is taken from the project file and the Smartlink report.

1. Click the **State Management Costs** tab (Figure 12-17).

**Figure 12-17: Mitigation > Projects > Closeout > State Management Costs Tab**

2. Enter the State Management Costs information described in Table 12-9.

---

***CAUTION: If one or more fields have \$0 dollar amount and you click the VERIFY or CLOSEOUT button, the system displays the Data Fields validation message (Figure 12-18).***

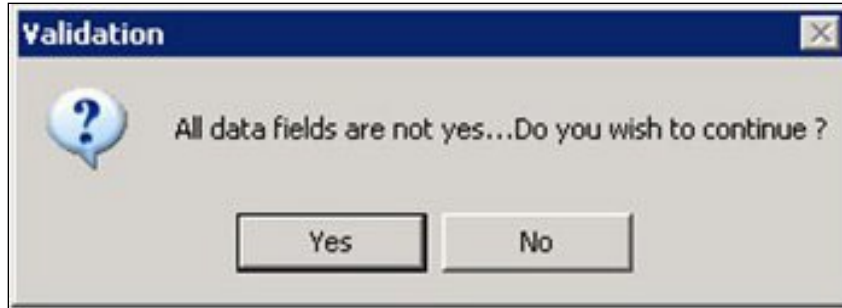
---



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***NOTE: Under DRRA, a state must claim \$0 for management costs for a cancelled project but the system currently requires state management costs to be greater than \$0. This change request will allow state management costs to be \$0 for any project during the Project Closeout phase, including cancelled projects.***

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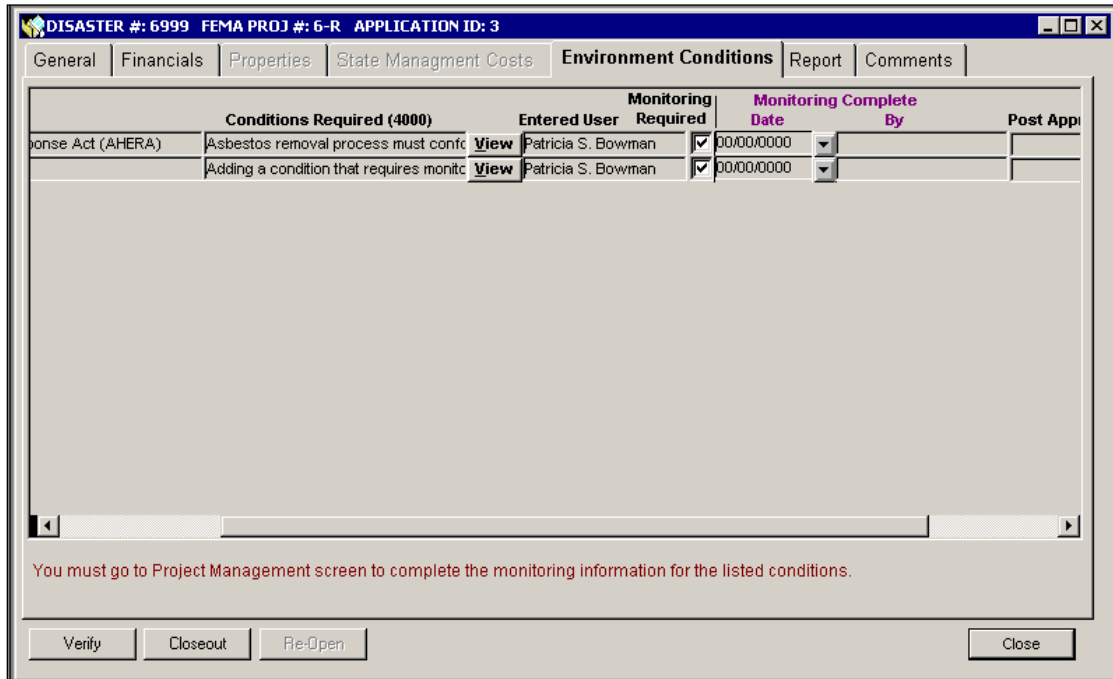
**Figure 12-18: Data Fields Validation Message**

**Table 12-9: State Management Costs Data Fields**

<b>DATA FIELD</b>	<b>INFORMATION TO BE ENTERED</b>
Payroll Budget Amt	Amount budgeted for the project payroll
Payroll Actual Amt	Actual amount spent on the project payroll
Supplies Budget Amt	Amount budgeted for supplies
Supplies Actual Amt	Actual amount spent on project supplies
Equip Inv Budget Amt	Amount budgeted for equipment inventory
Equip Inv Actual Amt	Actual amount spent on equipment inventory
Equip Lease Budget Amt	Amount budgeted for lease of equipment
Equip Lease Actual Amt	Actual amount spent on lease of equipment
Lease End Flg	Has the lease for equipment ended? If yes, click inside the checkbox.

**Task 6: Review Environmental Conditions**

1. If the tab is active, click the **Environment Conditions** tab (Figure 12-19).



**Figure 12-19: Mitigation > Projects > Closeout > Environment Conditions Tab**

2. Review the Conditions Required items displayed in the table.

## Task 7: Enter Closeout Report Information

1. Click the **Report** tab. The Report Table listing 112 project closeout items is displayed. The Date and Item Description columns display read-only information (Figure 12-20).

DISASTER #: 9046 FEMA PROJ #: 2-F APPLICATION ID: 2 STATE: NC REGIC ^

ROW	DATE	ITEM	ACTION REQUIRED
3	00/00/0000	Date SF424 Received (206.436 (d) (5))	
4		SF424 Federal Funding Amt	
5		SF424 Applicant Funding Amt	
6		SF424 State Funding Amt	

Re-Generate Print

Verify Closeout Re-Open Void Amendment Close

**Figure 12-20: Mitigation > Projects > Closeout > Report Tab**

2. If applicable, enter the Action Required for the checklist item by completing Steps 2a – 2c.
  - a. Double-click inside the Action Required field. The Comment Editor is displayed.
  - b. In the Comment Editor text area, enter a description of the action required for the checklist item.
  - c. Click the OK button. The comments you entered are displayed on the appropriate row on the **Report** tab (Figure 12-21).

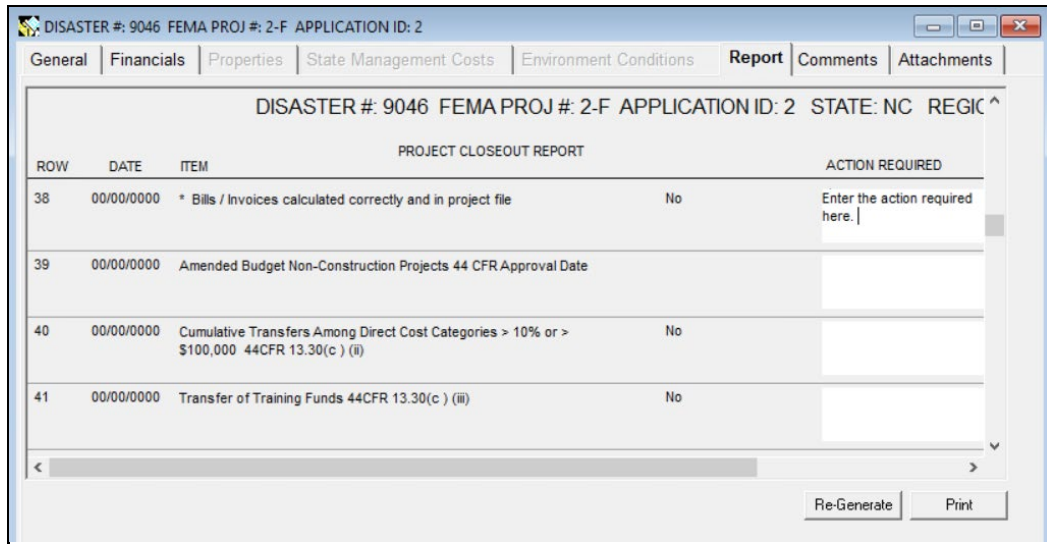


Figure 12-21: Action Required Added

- On the bottom right part of the **Report** tab, click the RE-GENERATE button. The Report table is refreshed with the new entries.
- Some items require a "Yes," "No" or "N/A" selection. Click on the selection field to display the drop-down list (Figure 12-22).

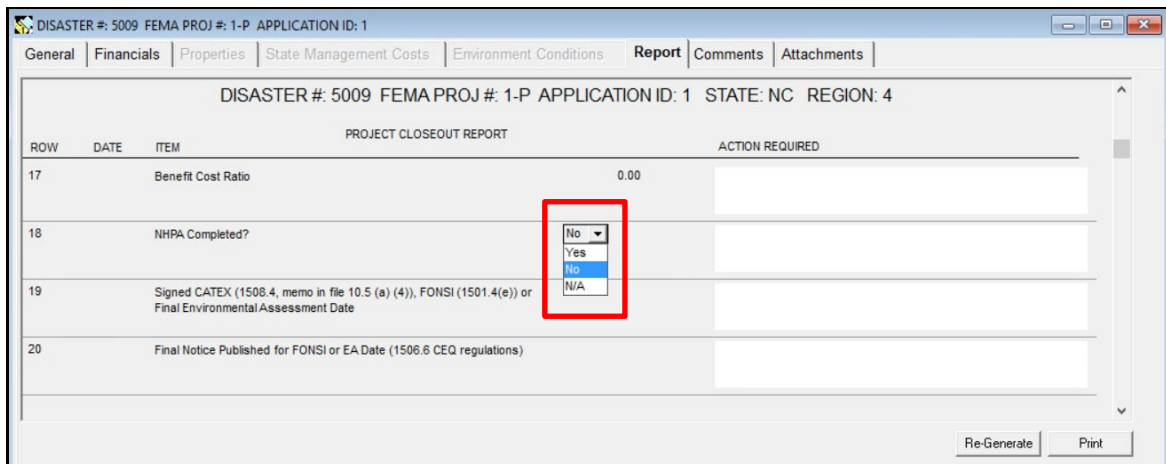


Figure 12-22: Drop-down Selection List

---

**HINT:** Table 12-10 in the References section lists the Report Table Checklist Items and the information source of each item.

---

- On the bottom right part of the **Report** tab, click the PRINT button.

---

**HINT:** For audit purposes, include a hard copy of the Project Closeout Report in the Project File.

---

## Task 8: Close Out the Project

Generally, the HMO is authorized to execute this task. This task must be executed for all projects before completing Unit 13: Manage Program Closeout

1. Click the **General** tab. Review all the information to make sure that everything is complete.
2. On the bottom left part of the tab, click the VERIFY button. If the project is not ready for closeout, the system displays a validation message appropriate to the closeout requirements.
3. Address and resolve each validation item.
4. Click the CLOSEOUT button. The project is now closed.
5. Follow the Regional procedures to notify the Recipient that the project is closed.
6. To re-open a closed project, click the RE-OPEN button. The project is re-opened.



## References

### Report Table Checklist Items

**Table 12-10: Report Table Checklist Item - NEMIS Location**

CHECKLIST ITEM	SOURCE OF INFORMATION
Date Recipient Mitigation Plan Approved	Mitigation > Disaster > Overview > Recipient Information tab > Aprvl Date field
Date Recipient Administrative Plan Approved	Mitigation > Disaster > Overview > Recipient Information tab > Approval Date field
Date SF-424 Received	Mitigation > Disaster > Overview > SF424 Information tab >
SF-424 Federal Funding Amt	Mitigation > Disaster > Overview > SF424 Information tab > Fed Est Funding Amt field
SF-424 Applicant Funding Amt	Mitigation > Disaster > Overview > SF424 Information tab > Applicant Est Funding Amt field
SF-424 State Funding Amt	Mitigation > Disaster > Overview > SF424 Information tab > State Est Funding Amt field
SF-424 Local Funding Amt	Mitigation > Disaster > Overview > SF424 Information tab > Local Est Funding Amt field
SF-424 Other Funding Amt	Mitigation > Disaster > Overview > SF424 Information tab > Other Est Funding Amt field
SF-424 Program Income Funding Amt	Mitigation > Disaster > Overview > SF424 Information tab > Prgm Inc Es Funding Amt field
SF-424 Total Funding Amt	Mitigation > Disaster > Overview > SF424 Information tab > Total Est Funding Amt field
Date Project Received	Mitigation > Projects > Eligibility Determination > Authorizations tab > Application Received Date field
Date Project Approved	Mitigation > Projects > Eligibility Determination > Authorizations tab > Final Project Approval Date field
Statement of Work Approved	Mitigation > Projects > Eligibility Determination > Authorizations tab > FEMA Review sub-tab > FEMA Project Approval Decision
Last Statement of Work Amendment	Mitigation > Projects > Eligibility Determination > Authorizations tab > FEMA Review sub-tab > FEMA Project Approval Decision of the last amendment

CHECKLIST ITEM	SOURCE OF INFORMATION
Initial Federal Public Notice	Mitigation > Disaster > Overview > Federal Public Notice tab > Appearance Date field
Benefit-Cost Reviewed	Mitigation > Projects > Eligibility Determination > Overall Review tab > Regulatory Criteria section > Project is cost effective field
Benefit-Cost Ratio	Mitigation > Projects > Eligibility Determination > Overall Review tab > Regulatory Criteria section > The benefit cost ratio is: field
NHPA Completed	Mitigation > Projects > Eligibility Determination > Laws/EOs tab > Laws/EOs section > NHPA Status field
Signed CATEX	Mitigation > Projects > Eligibility Determination > NEPA Process tab > Level of Review section > CATEX - Completed FEMA Status > Documentation Complete field
Final Notice Published for FONSI or EA Date	Mitigation > Projects > Eligibility Determination > NEPA Process tab > Level of Review section > Environmental Assessment - Completed FEMA Status > Finding of No Significant Impact field
News Release Date	Environmental Impact Statement News Release Date
Federal Register Notice of Intent to Prepare an EIS	Mitigation > Projects > Eligibility Determination > NEPA Process tab > Level of Review section > Environmental Impact Statement - Completed FEMA Status > Publication of Notice of Intent to Prepare EIS field
Initial EIS of the Scoping Process	Field no longer in NEMIS HMGP
EIS Monitoring Program	Field no longer in NEMIS HMGP
Draft EIS Available	Field no longer in NEMIS HMGP
Final EIS Available	Field no longer in NEMIS HMGP
Signed EIS	Field no longer in NEMIS HMGP
News Release	Field no longer in NEMIS HMGP
EIS Record of Decision	Mitigation > Projects > Eligibility Determination > NEPA Process tab > Level of Review section > Environmental Impact Statement - Completed FEMA Status > Record of Decision field
Notified that project was completed	Mitigation > Projects > Closeout > General tab > Notified Project Completion Date field

CHECKLIST ITEM	SOURCE OF INFORMATION
Project completion verified and/or field inspection of construction project	Mitigation > Projects > Closeout > General tab > Project Completion Verification Date field
Final Project Performance Report received	Mitigation > Projects > Closeout > General tab > Recipient Final Performance Report Received Date field
Work schedule milestones met	Mitigation > Projects > Closeout > General tab > Work Schedule Met field
Final Quarterly Reports Received	NEMIS Wide > Management Reporting > Management Reporting > Mitigation (MT) > Quarterly Report Tracking
Initial Closeout Letter to Recipient from FEMA requesting closeout of project	Mitigation > Projects > Closeout > General tab > Ltr FEMA to Recipient Date Requesting Addl Info field
Recipient Letter to FEMA requesting project closeout	Mitigation > Projects > Closeout > General tab > Recipient Closeout Letter to FEMA Date field
Bills/Invoices – Provided by Recipient	Documentation in project file or closeout package
Bills/Invoices calculated correctly and in project file	Documentation in project file or closeout package
Amended Budget Non-Construction Projects Approval Date	Documentation in project file or closeout package
Cumulative Transfers Among Direct Cost Categories >10% or >\$100,000	Documentation in project file or closeout package
Transfer of Training Funds	Documentation in project file or closeout package
Increased Budget for Construction Projects Approval Date	Documentation in project file or closeout package
Construction/Non-Construction Funding Transfers Approval Date	Documentation in project file or closeout package
Extending Time Period for Availability of Funds Approval Date	Documentation in project file or closeout package
Non-Construction Contracting Out, Third Party Services or Subcontracting Approval Date	Documentation in project file or closeout package

CHECKLIST ITEM	SOURCE OF INFORMATION
Changes in Key Personnel Approval Date	Documentation in project file or closeout package
Copy of Notification that Eminent Domain would not be used to acquire property	Documentation in project file or closeout package; Mitigation > Projects > Closeout > Properties tab > Eminent Domain Not Used to Acquire Property field
DOB Verification for All Properties	Documentation in project file or closeout package; Mitigation > Projects > Closeout > Properties tab > DOB Verification field
Appraisals on File for All Properties	Documentation in project file or closeout package; Mitigation > Projects > Closeout > Properties tab > Appraisals on File field
Privacy Act Release required only if pre-flood property value is used	Documentation in project file or closeout package; Mitigation > Projects > Closeout > Properties tab > Privacy Act Release field
Hazardous Materials Checklist completed for each property	Documentation in project file or closeout package; Mitigation > Projects > Closeout > Properties tab > Hazardous Materials Checklist field
Statement of Assurances signed by Subrecipient, GAR, or Regional Administrator	Documentation in project file or closeout package; Mitigation > Projects > Closeout > Properties tab > Statement of Assurances field
Restrictive Covenants on all property deeds	Documentation in project file or closeout package; Mitigation > Projects > Closeout > Properties tab > Covenants on File field
Demolition or Removal of all Structures Completion Date	Documentation in project file or closeout package; Mitigation > Projects > Closeout > Properties tab > Demolition Completed field
Relocation Assistance Determination Letters in File	Documentation in project file or closeout package; Mitigation > Projects > Closeout > Properties tab > Relocation Assistance Letter field
Floodplain Management and Protection of Wetlands Decision-Making Process Completed and in File	Documentation in project file or closeout package;

CHECKLIST ITEM	SOURCE OF INFORMATION
Engineering Certificates	Documentation in project file or closeout package
Property Inventory Form Completed by Project Monitor	Documentation in project file or closeout package
Property Inventory Form Sent to FEMA HQ	Documentation in project file or closeout package
Verify Staffing Level and that Time and Attendance Records Exist	Documentation in project file or closeout package
Payroll Wages	Mitigation > Projects > Closeout > State Management Costs tab > Payroll fields
Budgeted Amount	Mitigation > Projects > Closeout > State Management Costs tab > Payroll Budget Amt field
Actual Cost	Mitigation > Projects > Closeout > State Management Costs tab > Payroll Actual Amt field
Supplies	Mitigation > Projects > Closeout > State Management Costs tab > Supplies fields
Supply Budget - Budgeted Amount	Mitigation > Projects > Closeout > State Management Costs tab > Supplies Budget Amt field
Supply Budget - Actual Cost	Mitigation > Projects > Closeout > State Management Costs tab > Supplies Actual Amt field
Disposition of Supplies with Aggregate Value >\$5,000, FEMA Form 20-18	Documentation in project file or closeout package
Equipment	
Inventory of Equipment	Mitigation > Projects > Closeout > State Management Costs tab > Equip Inv fields
Equipment Budget – Budgeted Amount	Mitigation > Projects > Closeout > State Management Costs tab > Equip Inv Budget Amt field
Equipment Budget – Actual Cost	Mitigation > Projects > Closeout > State Management Costs tab > Equip Inv Actual Amt field
Lease Agreements Disposition of Equipment	Mitigation > Projects > Closeout > State Management Costs tab > Equip Lease fields

CHECKLIST ITEM	SOURCE OF INFORMATION
Lease Agreements - Budgeted Amount	Mitigation > Projects > Closeout > State Management Costs tab > Equip Lease Budget Amt field
Lease Agreements - Actual Cost	Mitigation > Projects > Closeout > State Management Costs tab > Equip Lease Actual Amt field
Did Lease End on or Before the Ending Date of the Award?	Mitigation > Projects > Closeout > State Management Costs tab > Lease End Flg field
Federally-Owned Property	
Inventory	Mitigation > Projects > Closeout > General tab > Closeout Requirements section > Fed Owned Inv field
Disposition Report	Documentation in project file or closeout package
FEMA Form 20-18 in File	Mitigation > Projects > Closeout > General tab > Other Closeout Reviews section > Form 20-18 on File field
Were Copyrights or Patents Awarded for any Action as a Result of this Grant?	Mitigation > Projects > Closeout > General tab > Other Closeout Reviews section > Copyright field
Approved Project Estimate	Mitigation > Projects > Eligibility Determination > Cost Review tab > Total Approved Net Eligible Project Cost field
Federal Share Percentage	Mitigation > Projects > Application Development > Match Sources tab > Federal Share Percentage field
Federal Share \$	Mitigation > Projects > Application Development > Match Sources tab > Proposed Federal Share field
Non-Federal Share Percentage	Calculate (100 minus Federal Share Percentage)
Non-Federal Share \$	Mitigation > Projects > Application Development > Match Sources tab > Proposed Non-Federal Share field
Date of Last Budget Amendment	Documentation in project file or closeout package
Total Project Costs	Mitigation > Projects > Closeout > Financials tab > Total Project Cost field
Net Eligible	Mitigation > Projects > Closeout > Financials tab > Total Eligible Project Amount field
Net Eligible Fed Share	Mitigation > Projects > Closeout > Financials tab > Federal Share field

CHECKLIST ITEM	SOURCE OF INFORMATION
Allocated Project Funds	Mitigation > Projects > Closeout > Financials tab > Allocated Amounts row/Project Amount column
Obligated Project Funds	Mitigation > Projects > Closeout > Financials tab > Obligated Amounts row/Project Amount column
Subrecipient Admin. Obligation	Mitigation > Projects > Closeout > Financials tab > Obligated Amounts row/Subrecipient Admin Amount column
Recipient Admin. Obligation	Mitigation > Projects > Project Closeout > Financials tab > Obligated Amounts row/Recipient Admin Amount column
State Management Project Allocations	Documentation in project file or closeout package
State Management Obligations	Documentation in project file or closeout package
Income Generated by Project	SmartLink Report
Total Federal Share	Mitigation > Projects > Closeout > Financials tab > Current Project Federal Share field
Total Non-Federal Share	Mitigation > Projects > Closeout > Financials tab > Current Project Non-Federal Share field
Final Request for Payment	Documentation in project file or closeout package
Cost Adjustment	Documentation in project file or closeout package
Cost Overrun	Documentation in project file or closeout package
Cost Under-run	Documentation in project file or closeout package
Cash Adjustment	Documentation in project file or closeout package
Unobligated Federal Funds	Documentation in project file or closeout package
Deobligated Federal Funds	Documentation in project file or closeout package
Deallocated Federal Funds	Documentation in project file or closeout package
Reconciliation	Documentation in project file or closeout package
Final Financial Reports Approved	Mitigation > Projects > Closeout > General tab > Final Finance Rpt Aprvd field
IFMIS	Documentation in project file or closeout package

CHECKLIST ITEM	SOURCE OF INFORMATION
NEMIS	Documentation in project file or closeout package
SmartLink	Mitigation > Projects > Closeout > General tab > SmartLink Report Approved Date field
Final Project Closeout Letter from FEMA to State Signed	Mitigation > Projects > Closeout > General tab > Final Project Closeout Letter to Recipient Signed Date field



## Unit 13 – Manage Program Oversight and Closeout

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## Overview

The NEMIS HMGP Program Oversight and Closeout process allows FEMA Regional Mitigation Staff to close out the Hazard Mitigation Grant Program (HMGP) when all applicable administrative requirements have been completed.

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***NOTE: Closeout of a disaster can be delayed if the Hazard Mitigation Technical Assistance Program (HMTAP) has not been closed at FEMA HQ. When the NEMIS HMGP Disaster is finally closed, FEMA HQ will enter the closeout date. It is advisable that all project records be made available for audit purposes.***

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***HINT: To ensure that the program financial and project activity reporting are complete, each project entered into the system must be closed out (Unit 12: Manage Project Closeout).***

---

Table 13-1 provides an overview of the program closeout process in NEMIS HMGP.

**Table 13-1: Manage Program Closeout**

DESCRIPTION	
Purpose	Complete HMGP closeout
When does it start?	When all projects have been closed out and all funds have been reconciled
Who does it?	Regional Mitigation Staff, usually the Hazard Mitigation Officer (HMO)
How is it done?	Execute one task: Task 1: <a href="#">Close out the Program</a>

## Task 1: Close out the Program

Events A – H below occur outside of NEMIS HMGP before the program is closed out in the system.

- A. FEMA Regional Office sends the Recipient the [Letter from FEMA to Recipient's Authorized Representative \(GAR\) to Close out HMGP](#) (Sample on Page 13-13).
- B. The Recipient sends the FEMA Regional Office the [Letter from State to FEMA to Close out HMGP](#) (Sample on Page 13-14). The letter is signed by the GAR. The following must be sent together with the letter:
  - Completed [FEMA Form 20-10](#) for each project (Sample on Page 13-15)
  - Final Quarterly Report indicating all projects have been closed and all funding has been drawn down from Smartlink
- C. FEMA Regional Office reviews the letter and information submitted by the Recipient. If correct, the documentation is forwarded to FEMA HQ together with the [Letter to FEMA HQ Requesting Grant Closeout](#) (Sample on Page 13-16).
- D. FEMA HQ concurs that the Hazard Mitigation Grant Program is financially reconciled and sends the FEMA Regional Office the [Notification that Program is Closed](#) (Sample e-mail on Page 13-17).
- E. FEMA Regional Office sends the Recipient the [Request from FEMA for GAR's Concurrence on Disaster Closeout](#) (Sample on Page 13-18).
- F. GAR signs the Concurrence and sends the letter back to the FEMA Regional Office.
- G. FEMA Regional Office sends FEMA HQ the [Memo to HQ Disaster Finance Division to Close out Disaster](#) (Sample on Page 13-19).
- H. FEMA HQ closes the Disaster FEMA/State Agreement Contract and sends the FEMA Regional Office the [Memo to Region from HQ Closing FEMA/State Agreement](#) (Sample on Page 13-20).

1. After Event D above occurs, enter the Reconciliation date in NEMIS HMGP by completing Steps 1a – 1d.
  - a. On the NEMIS menu bar, click on the Mitigation icon. On the MITIGATION menu, click Disaster > Overview. The **Disaster Information** tab is displayed by default.
  - b. In the HMGP - Closeout Date (Reconciliation) field, enter the date when FEMA HQ notified the Regional Office that the program is closed (Figure 13-1).

The screenshot shows the 'Disaster Overview' window for Disaster # 5009, State: NC, Region #: 4, with a Declaration Date of 12/10/2018. The 'Disaster Information' tab is active. The form contains several date fields: 'Final Due Date For New Application' (12/10/2019), 'HMGP - Total Obligation Date' (00/00/0000), 'Disaster Period of Performance End Date' (12/10/2023), and 'Disaster Liquidation Date' (06/10/2025). The 'HMGP - Closeout Date (Reconciliation)' field is highlighted with a red box and contains the date 00/00/0000. Other closeout date fields include 'Disaster Closeout Date (FEMA - State Agreement closed by HQ)' and 'Disaster Closeout Date (From Declaration Module)', both set to 00/00/0000. There are also sections for 'POP Extension Dates' and 'Additional extension after liquidation period', each with 'Add' and 'Delete' buttons. 'Save' and 'Close' buttons are at the bottom right.

Figure 13-1: HMGP - Closeout Date (Reconciliation)

- c. Click the Recipient Information tab. Enter the same date in the HMGP - Closeout Date (Reconciliation) field (Figure 13-2).

The screenshot shows the 'Disaster Overview' window for Disaster # 6947, State VA, Region # 3, with a Declaration Date of 10/02/2002. The 'Recipient Information' tab is active. The form includes fields for Recipient (Statewide), State (VA), County (0), Place Code (0), Applicant Descr (State Emergency Management Agency), CID Number, Tax ID, Private Non-Profit (Yes/No), Letter of Intent Recv'd (01/02/2003), Recipient Percent (15.00000%), SmartLink Participant (Yes/No), SmartLink Drawdown (04/01/2003), New Application Final Due (04/02/2004), SmartLink Drawdown Amount (\$564,789), HMGP - Total Obligation (10/02/2004), and HMGP - Closeout (Reconciliation) (10/02/2007). The 'HMGP - Closeout (Reconciliation)' field is highlighted with a red box.

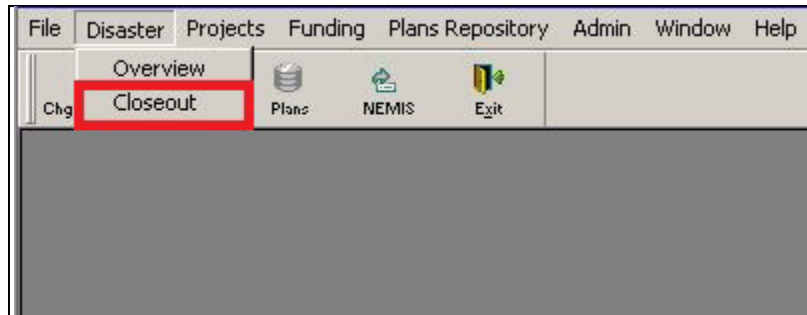
Figure 13-2: HMGP - Closeout Date (Reconciliation)

- d. Repeat Step 1c for each Recipient.
2. After Event H above occurs, enter the Disaster Closeout Date (FEMA-State Agreement closed by HQ) in NEMIS HMGP by completing Steps 2a – 2b.
  - a. On the MITIGATION menu, click Disaster > Overview. The **Disaster Information** tab is displayed by default.
  - b. In the Disaster Closeout Date (FEMA-State Agreement closed by HQ) field, enter the date of the FEMA HQ Memo to Region closing the FEMA-State Agreement (Figure 13-3).

The screenshot shows the 'Disaster Overview' window for Disaster # 6947, State VA, Region # 3, with a Declaration Date of 10/02/2002. The 'Disaster Information' tab is active. The form includes fields for Final Due Date For New Application (04/02/2012), HMGP - Closeout Date (Reconciliation) (10/02/2017), Disaster Closeout Date (FEMA - State Agreement closed by HQ) (04/02/2018), HMGP - Total Obligation Date (10/02/2014), Disaster Period of Performance End Date (00/00/0000), and Disaster Closeout Date (From Declaration Module) (00/00/0000). The 'Disaster Closeout Date (FEMA - State Agreement closed by HQ)' field is highlighted with a red box.

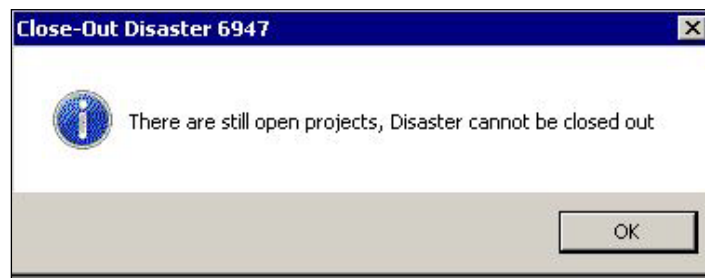
Figure 13-3: Disaster Closeout Date (FSA closed by HQ)

3. On the MITIGATION menu, click Disaster > Closeout (Figure 13-4).



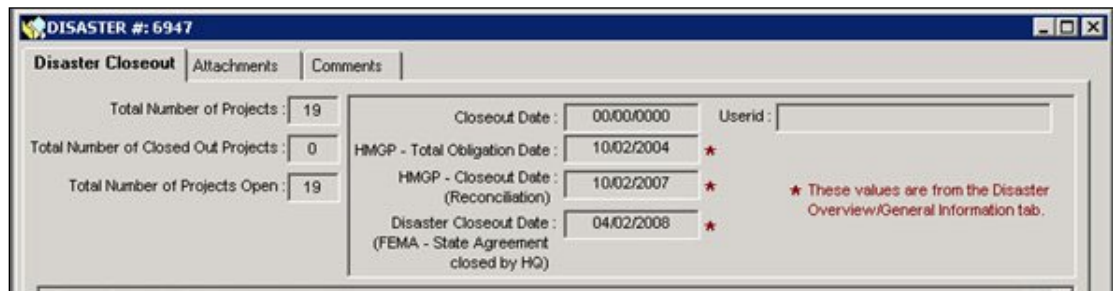
**Figure 13-4: Mitigation > Disaster > Closeout**

4. If some projects are still open, the system displays the Projects Still Open message (Figure 13-5). All project applications, irrespective of status or regardless if submitted for eligibility review, are considered open unless closed out.



**Figure 13-5: Projects Still Open Message**

5. Click the OK button. The **Disaster Closeout** tab is displayed. The top section displays read-only information about the program (Figure 13-6).



**Figure 13-6: Mitigation > Disaster > Closeout > Disaster Closeout Tab - Program Information**

6. Table 13-2 describes the program information read-only data fields.

Table 13-2: Program Information Read-Only Data Fields

DATA FIELD	INFORMATION TO BE REVIEWED
Total Number of Projects	The number of project applications developed either partially or fully regardless of status or if submitted for eligibility review
Total Number of Closed Out Projects	The number of projects closed out
Total Number of Projects Open	The number of projects still to be closed out
Closeout Date	Auto-filled by the system when the DISASTER CLOSEOUT button is clicked
HMGP-Total Obligation Date	Date all HMGP funds were obligated
HMGP-Closeout Date (Reconciliation)	Date FEMA HQ concurred with the Region's financial reconciliation and closed the HMGP program for the disaster
Disaster Closeout Date (FEMA-State Agreement closed by HQ)	Date FEMA HQ financially reconciled ALL funds for the disaster and closed the FEMA-State Agreement (FSA)
Userid	Auto-filled by the system with the User Name of person who clicked the DISASTER CLOSEOUT button

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***HINT: If the Total Number of Projects Open is "0," the program can be closed out. If not, resume closing out individual projects as described in Unit 12: Manage Project Closeout.***

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- The bottom section of the Disaster Closeout tab displays read-only information about each project in the program (Figure 13-7).

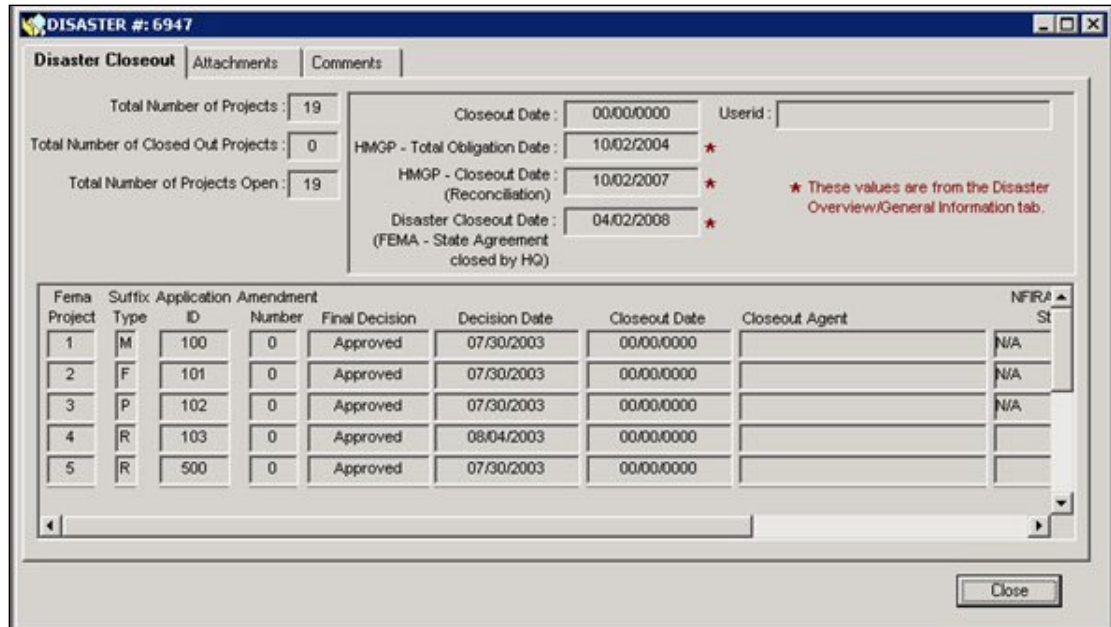


Figure 13-7: Mitigation > Disaster > Closeout > Disaster Closeout Tab - Project Information

8. Scroll to the right to see the rest of the data fields (Figure 13-8).

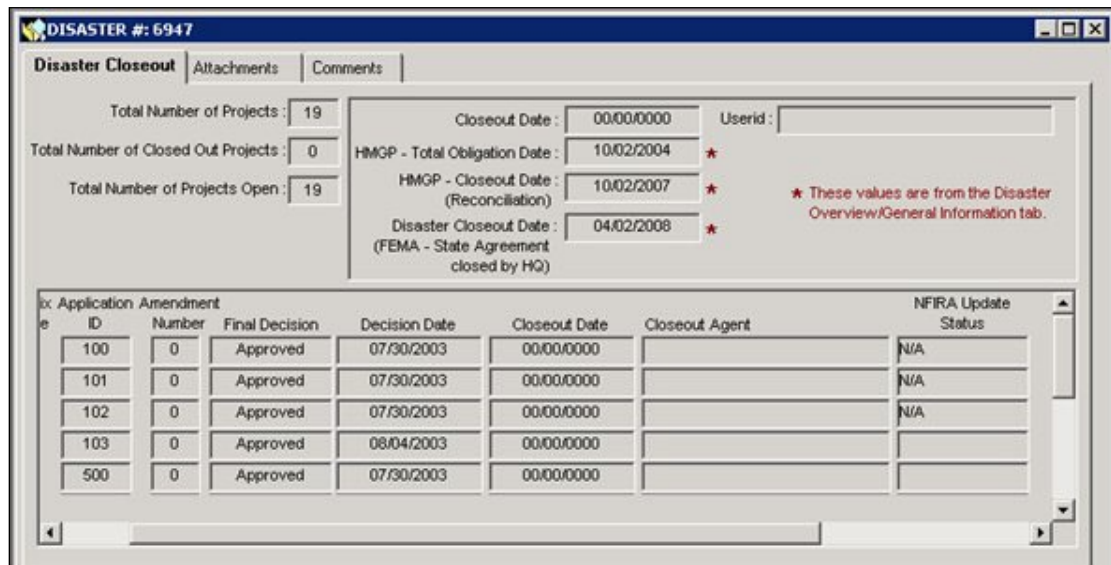


Figure 13-8: Mitigation > Disaster > Closeout > Disaster Closeout Tab - Project Information

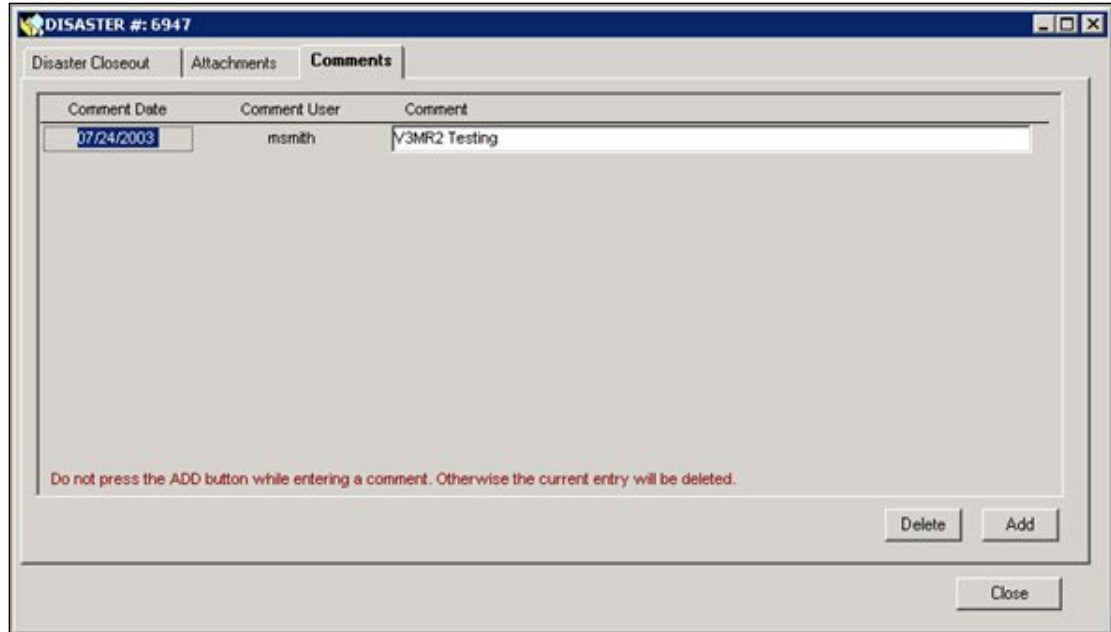
9. Table 13-3 describes the project information read-only data fields.



Table 13-3: Project Information Read-Only Data Fields

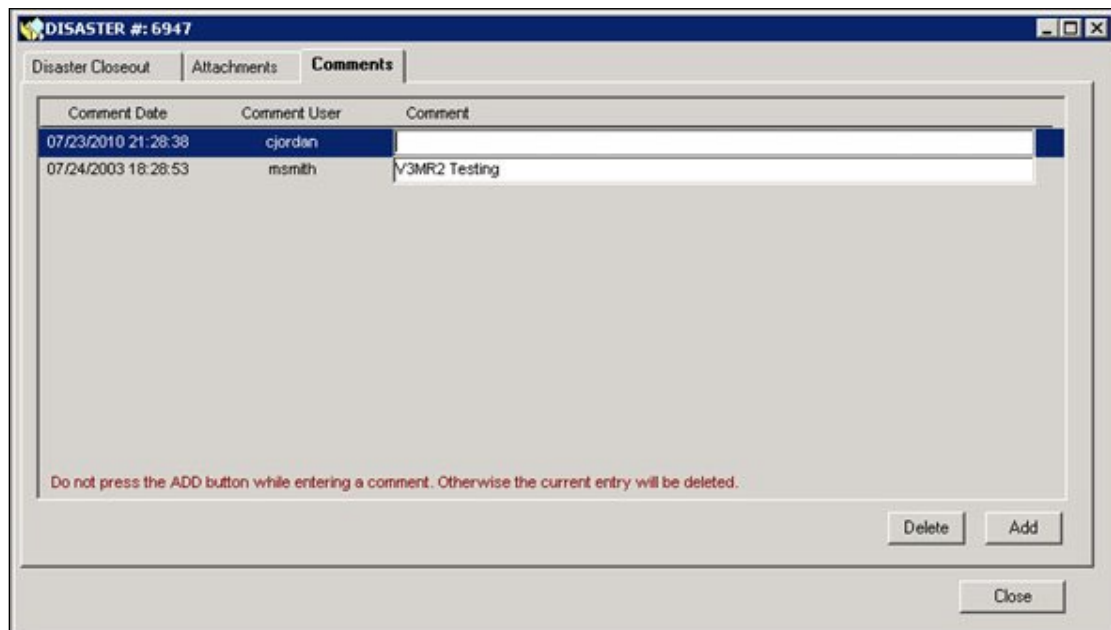
DATA FIELD	INFORMATION TO BE REVIEWED
FEMA Project	FEMA project number assigned when the project application is submitted
Suffix Type	Funding type: R (Regular), M (Management Costs), F (Initiative), or P (Planning)
Application ID	Project number entered by the Recipient during the application development process
Amendment Number	The highest amendment submitted for the project
Final Decision	Project approved or denied, as determined in the eligibility determination process
Decision Date	Date of the project approval or denial decision
Closeout Date	Date the project was closed out
Closeout Agent	NEMIS HMGP User Name of the person who closed out the project
NFIRA Update Status	NFIRA update status of the project

10. Click the **Attachments** tab. Allow up to one hour to retrieve and view newly attached documents.
11. Click the **Comments** tab to add any comments to the program closeout (Figure 13-9).



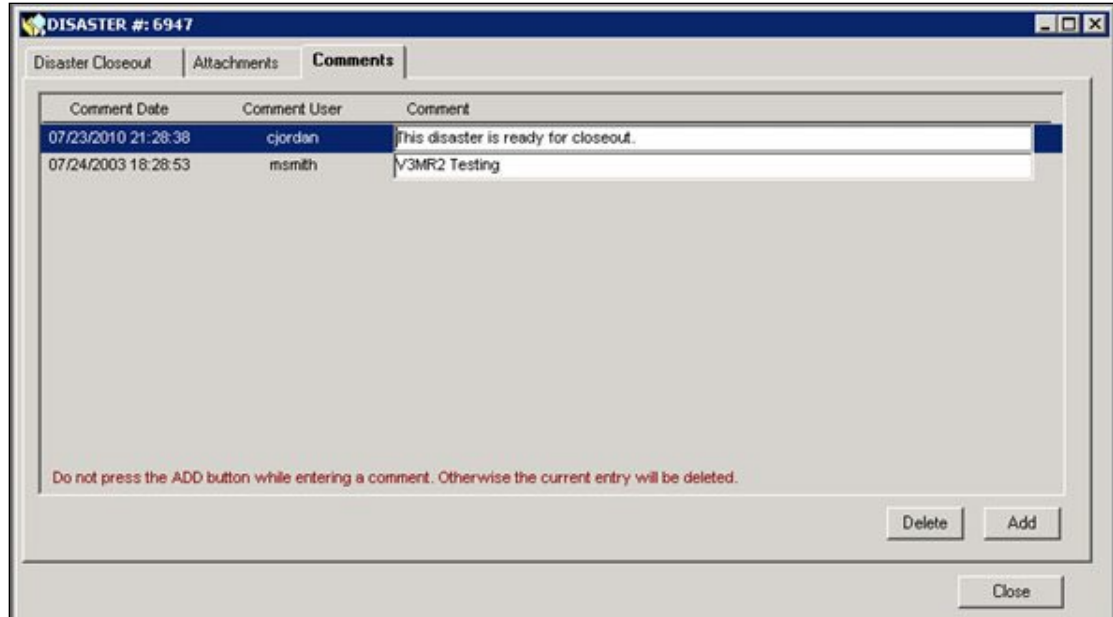
**Figure 13-9: Mitigation > Disaster > Closeout > Comments Tab**

12. Click the ADD button. A new row for comments is added. The system auto-fills the Comment Date, Time, and User Name (Figure 13-10).



**Figure 13-10: New Row for Comments**

13. Double-click inside the Comment field. The Comment Editor is displayed.
14. In the Comment Editor Text area, enter your comments. Click the OK button.
15. The comments are now displayed on the **Comments** tab (Figure 13-11).



**Figure 13-11: Comments Added**

16. At the bottom of the **Comments** tab, the system displays the warning message that clicking the ADD button will delete your entry (Figure 13-12).



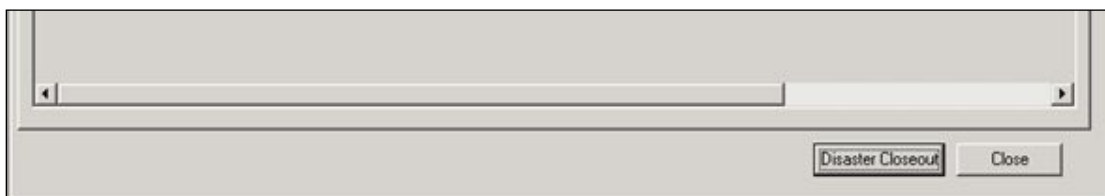
**Figure 13-12: Comments Warning Message**

---

**HINT:** Save the comment you just entered by clicking on another tab first. Then click back on the Comments tab to add another comment.

---

17. Click the **Disaster Closeout** tab. At the bottom of the tab, click the DISASTER CLOSEOUT button (Figure 13-13).



**Figure 13-13: Disaster Closeout Button**

18. The Disaster Closeout message is displayed (Figure 13-14).



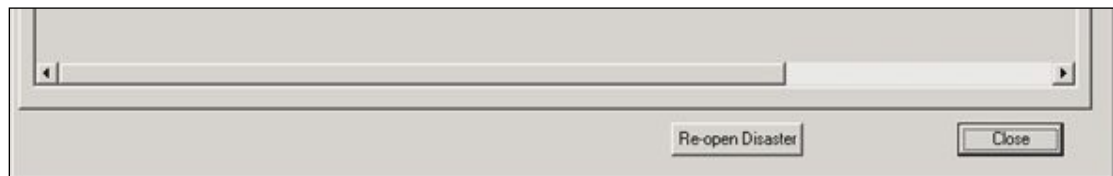
**Figure 13-14: Disaster Closeout**

19. Click the OK button. On the top right part of the Disaster Closeout tab, the system fills in the Closeout Date and Userid fields (Figure 13-15).



**Figure 13-15: Closeout Date and User id Fields**

20. You can re-open the program by clicking the RE-OPEN DISASTER button (Figure 13-16).



**Figure 13-16: Re-open Disaster Button**

21. If you click the RE-OPEN DISASTER button, the Disaster Re-opened message is displayed (Figure 13-17).



**Figure 13-17: Disaster Re-opened**

22. On the bottom right part of the tab, click the CLOSE button.

## References for Manage Program Closeout

### Sample Letters

NAME OF LETTER	PAGE NUMBER
<a href="#">Sample Letter from FEMA to GAR to Close out HMGP</a>	13-14
<a href="#">Sample Letter from State to FEMA to Close out HMGP</a>	13-15
<a href="#">FEMA Form 20-10</a>	13-16
<a href="#">Sample Letter to FEMA HQ Requesting Grant Closeout</a>	13-17
<a href="#">Notification that Program is Closed</a>	13-18
<a href="#">Request from FEMA for GAR's Concurrence on Disaster Closeout</a>	13-19
<a href="#">Memo to HQ Disaster Finance Division to Close Out Disaster</a>	13-20
<a href="#">Memo to Region from HQ Closing FEMA/State Agreement</a>	13-21

**Sample Letter from FEMA to GAR to Close out HMGP**

DATE

Governor's Authorized Representative

Re: FEMA-DR-1268-ND

Dear:

Upon review of our records for the above disaster, it appears that the Hazard Mitigation Grant Program (HMGP) is ready to be closed.

Please review your records and if you concur, please submit the following:

1. Letter from the Governor's Authorized Representative (sample enclosed), recommending closeout of the HMGP and stating that all Federal assistance has been provided and no claims are outstanding.
2. FEMA Form 20-10. We have enclosed a blank form for your use and a sample completed 20-10 to assist you in completing the form by project.
3. Your Mitigation Final Quarterly Report indicating the total project funds disbursed by project, total Subrecipient funds disbursed by project and the total disbursed for the disaster including Recipient admin. (see attached)

Recipient and Subrecipients must retain all programmatic and financial records for three (3) years including documentation as to how the administrative costs were spent. Administrative allowances provided for such costs are auditable in accordance with financial grant audit procedures.

If you have any questions, please contact (staff name) or me.

Sincerely,

Mitigation Division Director

Enclosures

FEMA Form 20-10  
Sample Letter

Sample Letter from State to FEMA to Close out HMGP

DATE

Regional Administrator  
FEMA Region \_\_\_\_\_  
ADDRESS

Attn: MITIGATION DIRECTOR

Re: FEMA-DR-XXXX-(STATE)  
HMGP PROGRAM CLOSEOUT

Dear \_\_\_\_\_:

Our records indicate that we have disbursed \$\_\_\_\_\_ for Federal Projects, \$\_\_\_\_\_ in State Management Costs, \$\_\_\_\_\_ in Subrecipient and \$\_\_\_\_\_ in Recipient admin for a total of \$\_\_\_\_\_. FEMA Form 20-10 is enclosed covering the total project costs.

All grant actions have been completed with no pending bills or claims. Our Final Quarterly Report dated \_\_\_\_\_ on grant activities is also enclosed.

The Hazard Mitigation Grant Program (HMGP) for the above disaster is ready to be closed.

If you have any questions, please contact me.

Sincerely,

Governor's Authorized Representative

Enclosures  
FEMA Form 20-10  
Final Quarterly Report

FEMA Form 20-10

FEDERAL EMERGENCY MANAGEMENT AGENCY <b>FINANCIAL STATUS REPORT</b>		See Reverse for Instructions and Paperwork Burden Disclosure Notice		Page ___ of ___ pages	OMB NO. 3067-0206 Expires February 28, 2007		
1. FEDERAL AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH REPORT IS SUBMITTED		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED		3. RECIPIENT ORGANIZATION (Name and complete address, including zip code)			
4. EMPLOYER I.D. NO.		5. RECIPIENT ACCT. NO. OR I.D.		6. FINAL REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO			
				7. BASE <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL			
				8. Funding/Grant Period From: _____ To: _____			
				9. Period Covered This Report From: _____ To: _____			
<b>STATUS OF REPORT</b>							
10. PROGRAM ACRONYM → CFDA NUMBER →		(a)	(b)	(c)	(d)	(e) TOTAL	
a. Net Outlays							
b. Recipient share of outlays							
c. Federal share of outlays							
d. Total unliquidated obligations							
e. Recipient share of unliquidated obligations							
f. Federal share of unliquidated obligations							
g. Total Federal share (Sum of line c and line f)							
h. Total Federal funds authorized for this funding period							
i. Unobligated balance of Federal funds (Line h minus line g)							
<b>COMPUTATION OF TOTAL INDIRECT COST EXPENSE AS REPORTED ON LINES 10a TO 10g</b>							
11a. Type of indirect cost rate (Place x in the appropriate box)		<input type="checkbox"/> Provisional-Final		<input type="checkbox"/> Predetermined		<input type="checkbox"/> Fixed with carry forward	
b. Indirect cost rate							
c. Base							
d. Total Amount of Indirect cost							
e. Federal share of indirect cost							
12. REMARKS: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.							
13. CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award document.							
TYPE OR PRINT NAME AND TITLE		SIGNATURE OF AUTHORIZED REPRESENTATIVE		TELEPHONE NO. (Include area code, and extension)		DATE	

FEMA Form 20-10, MAR 01



Sample Letter to FEMA HQ Requesting Grant Closeout

Federal Emergency Management Agency

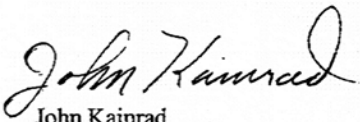
Region VIII  
Denver Federal Center, Building 710  
Box 25267  
Denver, CO 80225-0267

September 10, 2003

MEMORANDUM FOR: Mark McLachlan, Chief  
Disaster Finance Branch  
Financial and Acquisition Management Division  
Administration and Resources Planning Directorate

COPY

ATTENTION: JeDonne Anderson  
Disaster Closeouts

FROM:   
John Kainrad  
Director, Response and Recovery

SUBJECT: Request for Closure of the Hazard Mitigation Grant Program for  
FEMA-1268-DR, Declared February 17, 1999, for the State of  
Wyoming

The attached final Financial Status Report signed September 9, 2003, indicates that all actions have been completed for the Hazard Mitigation Grant in FEMA-1268-DR-WY.

Please close the Hazard Mitigation Grant for this disaster contract. If you have any questions, please contact Dawn L. Jacoby of my staff on (303)235-4874.

Enclosure

### Notification That Program is Closed

**Stapleton, Cathy**

---

**From:** Jacoby, Dawn  
**Sent:** Wednesday, September 17, 2003 13:44  
**To:** Sondeen, Tracy  
**Cc:** Heyder, Diana; Stapleton, Cathy  
**Subject:** FW: DR-1268-WY

fyi

-----Original Message-----

**From:** Jenkins, Sherry  
**Sent:** Wednesday, September 17, 2003 1:41 PM  
**To:** Jacoby, Dawn  
**Subject:** DR-1268-WY

Dawn,

As requested, the Hazard Mitigation Program for DR-1268-WY was closed on September 17, 2003. The total cost for this program was \$120,352.00.

Thanks.

Sherry

**Request from FEMA for GAR's Concurrence on Disaster Closeout**

DATE

**Governor's Authorized Representative  
Address**

**Reference: FEMA -XXXX-DR-State**

**Dear State Director/Governor's Authorized Representative:**

**Our records indicate that all actions in connection with the Disaster Assistance Grants for FEMA-XXXX-DR-State have been completed. If you agree that you have complied with all of the terms and conditions of the FEMA/State agreement, that there are no outstanding claims, and that the FEMA-XXXX-DR-State contract can be closed, please sign the statement below in the space provided and return this letter to me.**

**If you have any questions, please contact \_\_\_\_\_ of my staff at \_\_\_\_\_.**

**Sincerely,**

**Regional Administrator**

**CONCUR:**

\_\_\_\_\_  
**Name                      Date**  
**Governor's Authorized Representative**

**Memo to HQ Disaster Finance Division to Close Out Disaster**

DATE

MEMORANDUM FOR: \_\_\_\_\_, Director  
Disaster Finance Division

ATTENTION: \_\_\_\_\_, Name  
Disaster Closeouts

FROM: Regional Administrator  
Region VIII

SUBJECT: Request for Closure of FEMA-XXXX-STATE  
State of \_\_\_\_\_

Our records indicate that all required actions have been completed for FEMA-XXXX-STATE. The Governor's Authorized Representative concurred with this by his signature on the enclosed letter. His signature also certifies that the State will file no further claims against this disaster. We recommend that the FEMA/State Agreement for this disaster be closed.

If you have any questions, please contact \_\_\_\_\_ at 303-\_\_\_\_\_  
\_\_\_\_\_.

Enclosure

**Memo to Region from HQ Closing FEMA/State Agreement**

FM-DF-DR

MEMORANDUM FOR: Richard P. Weiland  
Regional Director, Region VIII

ATTENTION: Director, Response and Recovery Division  
Director, Operations Support Division

FROM:   
Patricia A. English  
Acting Chief Financial Officer

SUBJECT: Closing of FEMA-State Agreement

As recommended in your memorandum of April 27, 2000, the FEMA-State Agreement for DR-1113-MT was closed on May 8, 2000.

If you have any comments or questions, please contact Bob McDonald at (540) 542-7322 or JeDonne Anderson at (540) 542-7336.

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## Unit 14 – Generate Standard HMGP Reports

Overview ..... 14-2

Task 1: Generate Reports from the NEMIS Wide Management Reporting Tool ..... 14-4

Task 2: Generate Reports from the Mitigation > Admin > Area ..... 14-9

References for Generating Standard Reports ..... 14-12

    Save a Report in a Different File Type ..... 14-12

**Overview**

The NEMIS HMGP Generate Standard HMGP Reports process allows FEMA and Recipient users to monitor HMGP information one disaster at a time.

---

**NOTE: To prepare ad hoc and cross-disaster reports, use the Enterprise Data Warehouse (EDW).**

---

Table 14-1 provides an overview of the process.

**Table 14-1: Generate Standard HMGP Reports**

ITEM	DESCRIPTION
Purpose	Produce reports of HMGP information
When does it start?	Throughout the disaster response
Who does it?	FEMA and Recipient users
How is it done?	Execute two tasks: Task 1: <a href="#">Generate Reports from the NEMIS Wide Management Reporting Tool</a> Task 2: <a href="#">Generate Reports from the Mitigation &gt; Admin &gt; Area</a>

The system provides standard format reports that may be generated at any time. Table 14-2 provides the list of NEMIS HMGP processes and the corresponding system reports.

**Table 14-2: NEMIS HMGP Process - System Reports – NEMIS Wide**

NEMIS HMGP PROCESS	SYSTEM REPORT
Unit 3: Manage Disaster Information	Disaster Overview
Unit 4: Manage MT Plans Repository	Recipient HMGP Administrative Plan Multihazard Mitigation Plan
Unit 5: Manage Funding Estimate	Funding Estimate Funding Estimate Budget Planning Funding Estimate Financial Activity

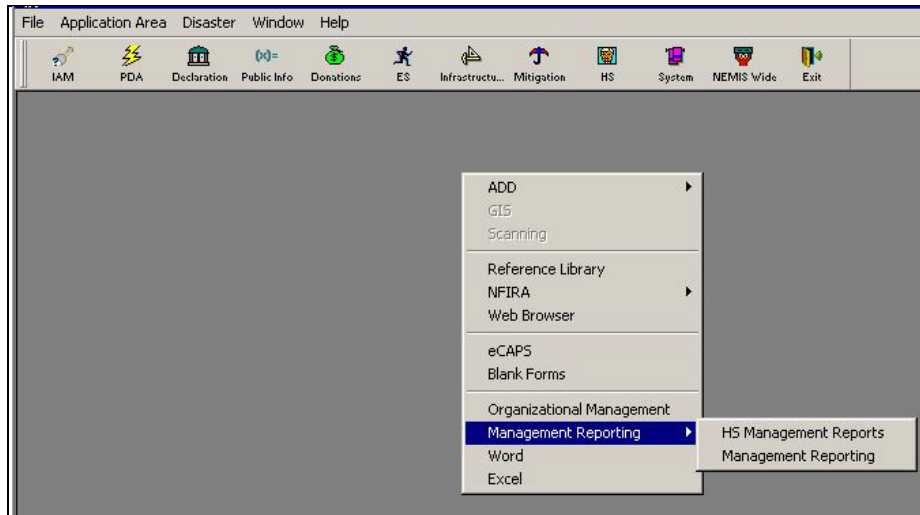


NEMIS HMGP PROCESS	SYSTEM REPORT
Unit 6: Manage Project Applications	Application Development Environmental Report Project Cost Line Item Project Non-Federal Share Property Site Inventory State Application
Unit 7: Manage Eligibility Determination	Federal Eligibility Work Packets Project Eligibility *Project Worksheet Report
Unit 8: Manage Amendments	Application Development Environmental Report Project Cost Line Item Project Non-Federal Share Property Site Inventory State Application
Unit 10: Manage Allocations and Obligations	Allocation Request Allocation Request with Signature Fiscal Year Management Report Obligation Obligation with Signatures
Unit 11: Manage Project and Program Oversight Tasks	Field Survey Full Project History Project Management Project Status Quarterly Report by Project Quarterly Report Tracking
Unit 12: Manage Project Closeout	Project Closeout
Unit 13: Manage Program Closeout	Disaster Closeout

\*The Project Worksheet Report is listed under the Infrastructure Support (IS) folder in the NEMIS Wide Management Reporting Tool.

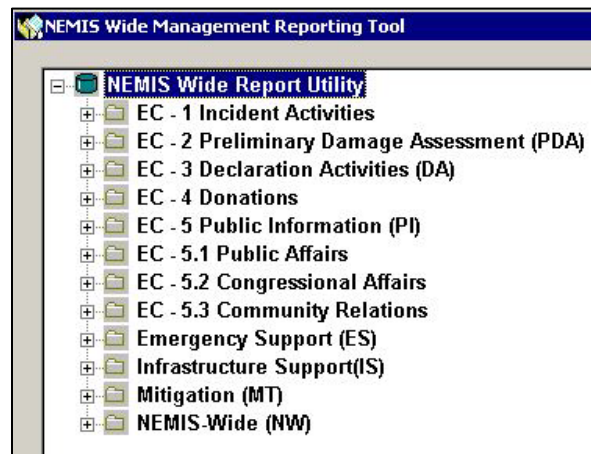
## Task 1: Generate Reports from the NEMIS Wide Management Reporting Tool

1. On the NEMIS menu bar, click on NEMIS Wide > Management Reporting > Management Reporting (Figure 14-1).



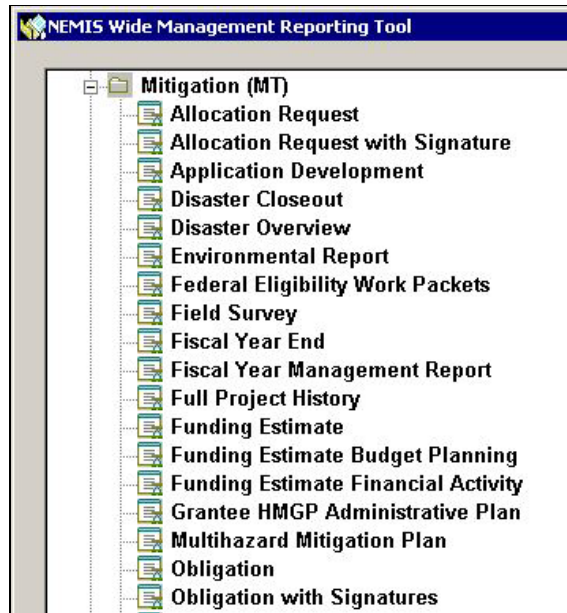
**Figure 14-1: NEMIS Wide > Management Reporting > Management Reporting**

2. The NEMIS Wide Management Reporting Tool is displayed (Figure 14-2).



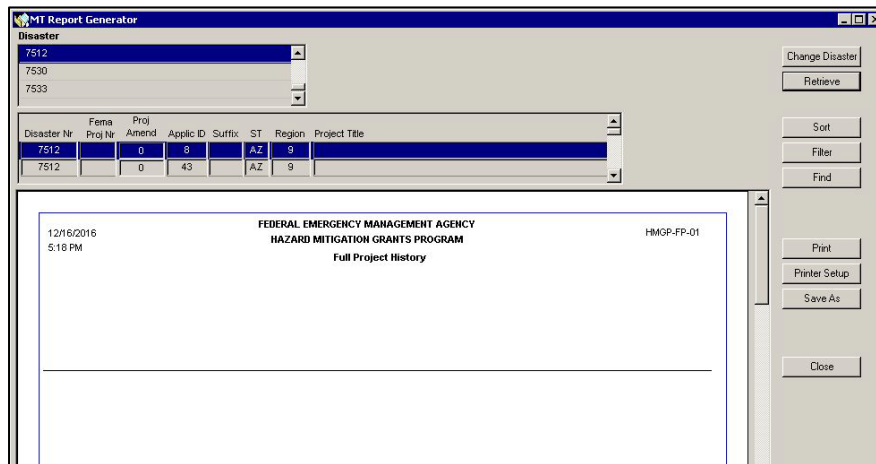
**Figure 14-2: NEMIS Wide Management Reporting Tool**

3. To generate a standard Mitigation report, complete Steps 3a – 3i.
  - a. Double-click the Mitigation (MT) folder. The list of Mitigation Reports is displayed (Figure 14-3).



**Figure 14-3: Mitigation Reports List**

- Double-click on a Mitigation report. The Select Disaster window is displayed.
- In the Disaster field, enter the Disaster Number you wish to generate reports for.
- Click the OK button. The MT Report Generator is displayed (Figure 14-4).



**Figure 14-4: MT Report Generator**

- The top portion of the screen provides the report criteria fields. Enter a selection in each field.

**HINT: Use the SORT, FILTER, and FIND buttons to refine the report criteria. In the Sort, Filter or Find window, enter the requested information to reorder, select, or locate information.**

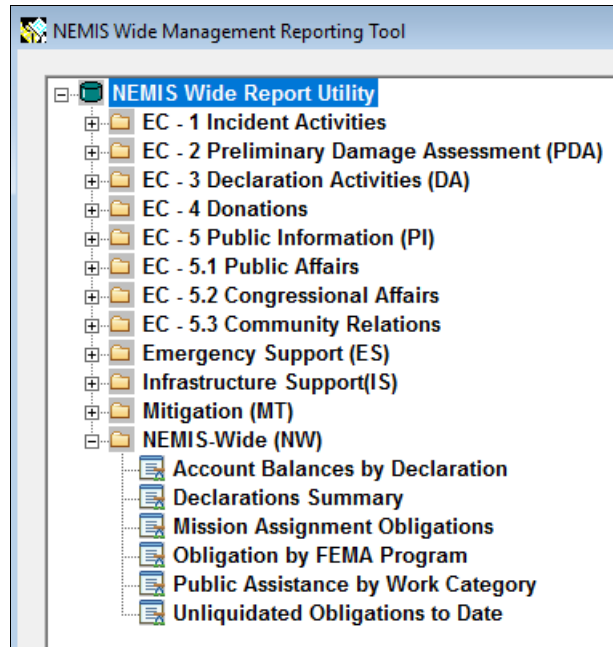
- f. Click the RETRIEVE button.  
The Mitigation report is displayed (Figure 14-5).

The screenshot shows the 'MT Report Generator' window. At the top, a 'Disaster' dropdown menu is set to '7512'. Below it is a table with columns: Disaster Nr, Fema Proj Nr, Amend, Applic ID, Suffix, ST, Region, and Project Title. The first row is highlighted in blue: 7512, 1, 1, 2, R, AZ, 9, V3MR11 Allocation test project. The second row is: 7512, 1, 0, 2, R, AZ, 9, V3MR11 Allocation test project. To the right of the table are buttons for 'Change Disaster', 'Retrieve', 'Sort', 'Filter', and 'Find'. Below the table is a large text area containing the report content. The report header includes the date and time '12/16/2016 5:20 PM', the agency name 'FEDERAL EMERGENCY MANAGEMENT AGENCY HAZARD MITIGATION GRANTS PROGRAM', and the report ID 'HMGP-FP-01'. The main section is titled 'Full Project History' and contains a table with columns: Disaster Number, FEMA Project Number, Amendment Number, App ID, State, and Recipient. The data row is: 7512, 1-R, 1, 2, AZ, Statewide. Below this table, it lists 'Sub-Recipient : Allentown' and 'FIPS Code : 001-01780'. The 'Project Title : V3MR11 Allocation test project' is also displayed. At the bottom, there are three sections: 'Eligibility' (Date Submitted: 01/21/2010, Project Status: Void, Date Received: 01/21/2010, Date Reviewed: 01/21/2010, Decision Date: 07/20/2010), 'Environmental' (Laws/EOS: Yes, NEPA Type: CATEX, NEPA Status: Completed, HQ Review:), and 'Closeout' (Date Project Completed: , Date Project Closed: ). On the right side of the window, there are buttons for 'Print', 'Printer Setup', 'Save As', and 'Close'.

**Figure 14-5: Generated Standard Report**

- g. Use the scroll bars to view the entire report.
- h. If you need a hard copy of the report, click the PRINT button.
- i. Click the CLOSE button. The NEMIS Wide Management Reporting Tool is displayed.
4. To generate a standard NEMIS-Wide (NW) report, complete Steps 4a – 4g.

- a. Double-click the NEMIS-Wide folder. The list of NEMIS-Wide (NW) Reports is displayed (Figure 14-6).



**Figure 14-6: NEMIS-Wide Reports List**

- b. Double-click on a NEMIS Wide report. The Report Generator is displayed (Figure 14-7).

No.	Reg	St	Obligations (A)	Liquidations (B)	Un-Liquidated Obligations (C = A - B)	Outstanding Advances (D)	Refund Due	Available for Disbursement (F = C - (D+E))

**Figure 14-7: NEMIS-Wide Report Generator**

- c. The top portion of the screen provides the report criteria fields. Enter a selection in each field.
- d. Click the RETRIEVE button. The NEMIS-Wide report is displayed (Figure 14-8).

Report Period of Action From: 01/01/2000 To: 01/01/2023

Date: 04/14/2023 Time: 15:33:51

FEDERAL EMERGENCY MANAGEMENT AGENCY Page 1 of 28

ACCOUNT BALANCES BY DECLARATION  
Period of Declaration: 01/01/2000 - 01/01/2023

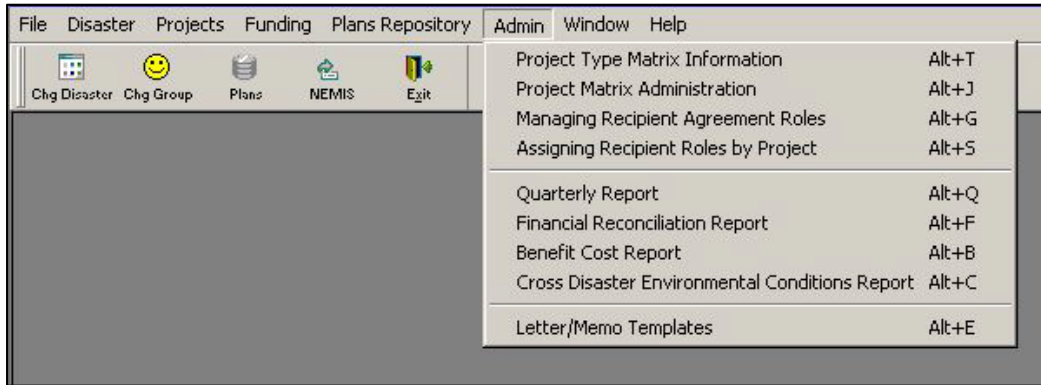
No.	Reg	St	Obligations (A)	Liquidations (B)	Un-Liquidated Obligations (C = A - B)	Outstanding Advances (D)	Refund Due	Available for Disbursement (F = C - (D+E))
6360	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
6718	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
6719	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
1886	10	AK	\$288,000,000	\$1,000	\$287,999,000	\$2,000	\$0	\$287,997,000
1890	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
6810	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
6920	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
7030	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
7060	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
7083	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
7179	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
3505	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
7300	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
1433	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
1598	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
2292	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
7170	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
1326	10	AK	\$0	\$1,000	(\$1,000)	\$2,000	\$0	(\$3,000)
1368	10	AK	\$400,000,000	\$1,000	\$399,999,000	\$2,000	\$0	\$399,997,000
1381	10	AK	\$127,584,375	\$1,000	\$127,583,375	\$2,000	\$0	\$127,581,375
1382	10	AK	\$158,500,000	\$1,000	\$158,499,000	\$2,000	\$0	\$158,497,000
2413	4	AL	\$56,000	\$1,000	\$55,000	\$2,000	\$0	\$53,000

Figure 14-8: Generated Standard Report

- e. Use the scroll bars to view the entire report.
- f. If you need a hard copy of the report, click the PRINT button.
- g. Click the CLOSE button. The NEMIS Wide Management Reporting Tool is displayed.

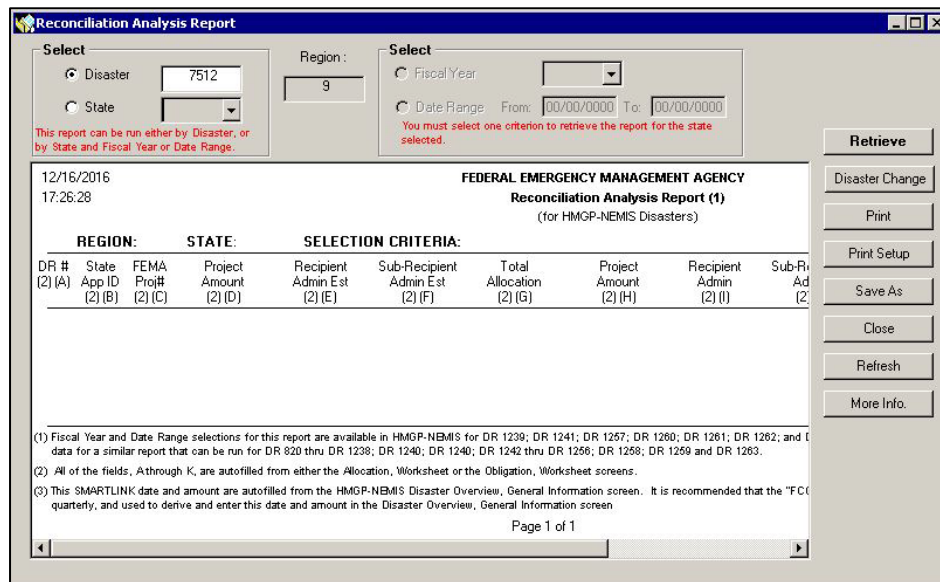
**Task 2: Generate Reports from the Mitigation > Admin > Area**

1. To generate the Financial Reconciliation Report, complete Steps 1a – 1e.
  - a. On the MITIGATION menu, click on Admin > Financial Reconciliation Report (Figure 14-9).



**Figure 14-9: Mitigation > Admin > Financial Reconciliation Report**

- b. The blank Reconciliation Analysis Report is displayed (Figure 14-10).



**Figure 14-10: Blank Financial Reconciliation Analysis Report**

- c. The top portion of the screen provides the report criteria fields. Enter a selection in each field.
  - d. Click the RETRIEVE button. The generated Reconciliation Analysis Report is displayed (Figure 14-11).
  - e. Use the scroll bars to view the entire report.

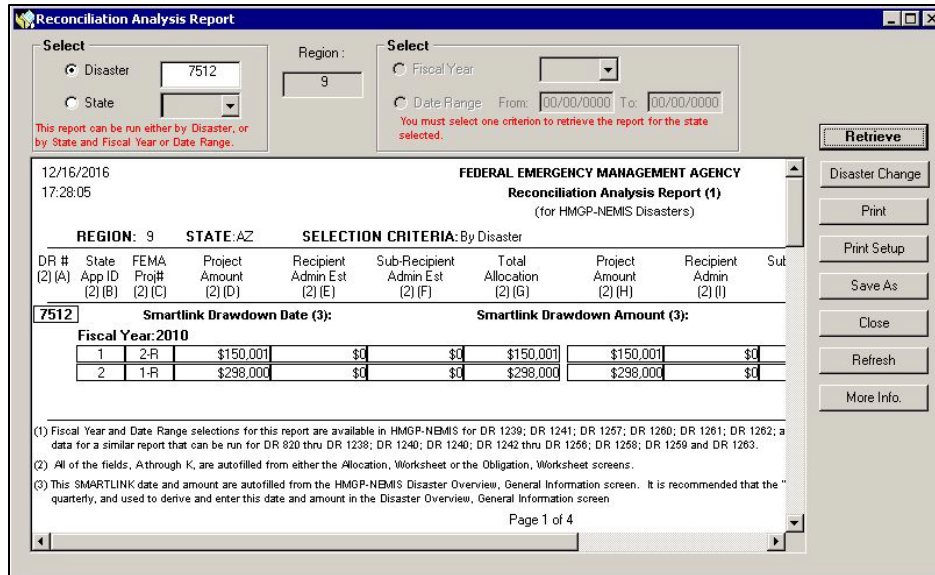


Figure 14-11: Generated Financial Reconciliation Analysis Report

- f. If you need a hard copy of the report, click the PRINT button.
- 2. To generate the Benefit Cost Report, complete Steps 2a – 2e.
  - a. On the MITIGATION menu, click on Admin > Benefit Cost Report (Figure 14-12).

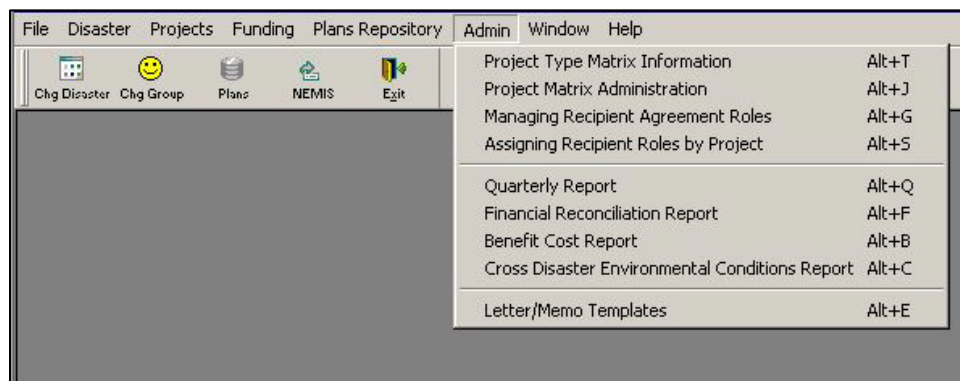


Figure 14-12: Mitigation > Admin > Benefit Cost Report

- b. The blank Benefit Cost Report is displayed (Figure 14-13).



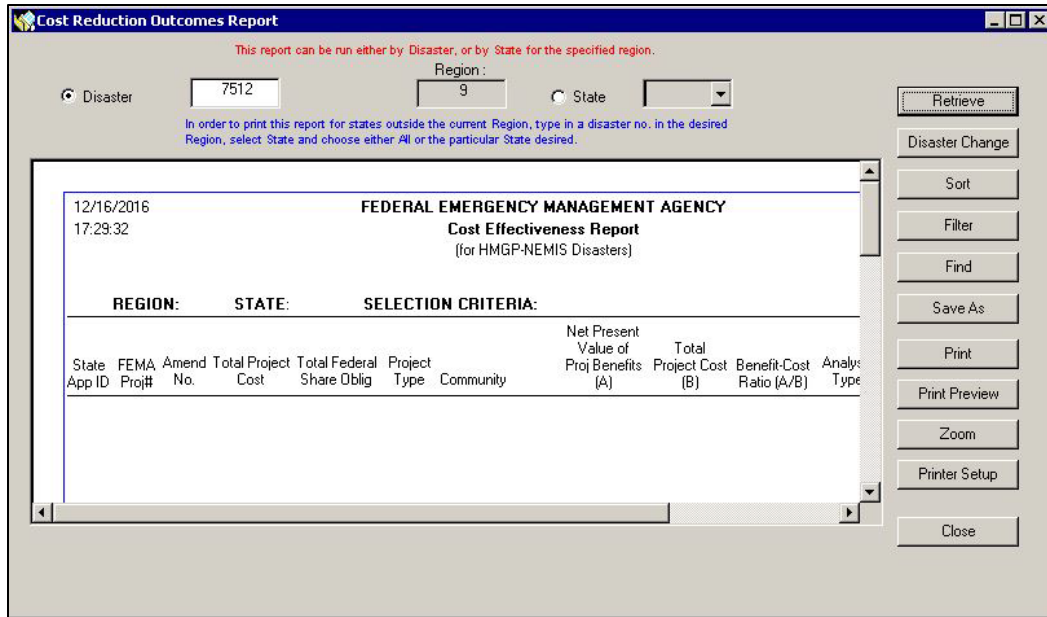


Figure 14-13: Blank Benefit Cost Report

- c. The top portion of the screen provides the report criteria fields. Enter a selection in each field.
- d. Click the RETRIEVE button. The generated Benefit Cost Report is displayed (Figure 14-14).

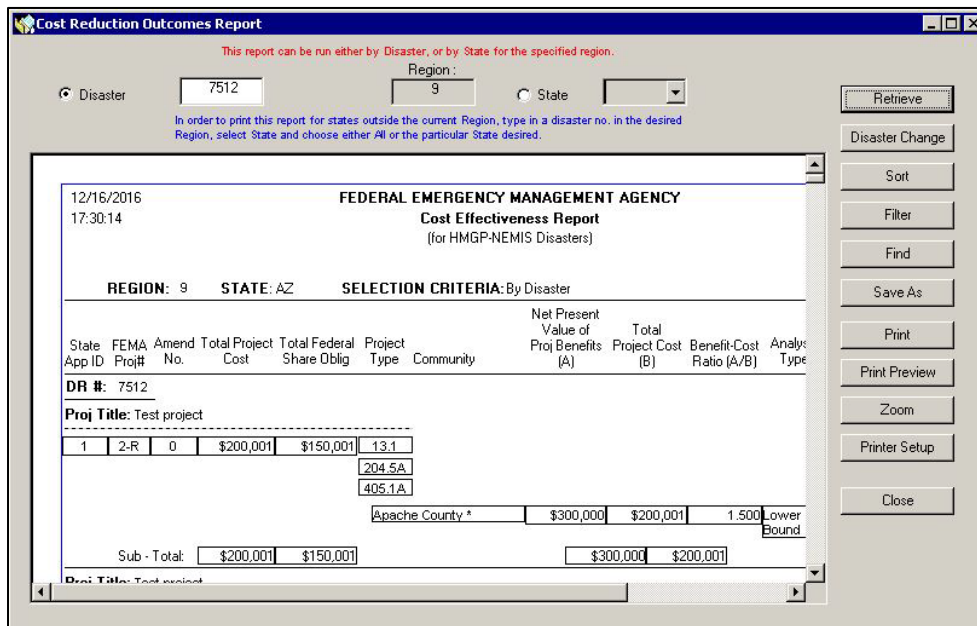


Figure 14-14: Generated Benefit Cost Report

- e. If you need a hard copy of the report, click the PRINT button.

## References for Generating Standard Reports

### Save a Report in a Different File Type

Reports can be saved in a different file type whenever the SAVE AS button is available.

---

**CAUTION:** *Once a report is saved in a different file type, the report is no longer connected to the system database. If you make a change to the report, it will not update the information in the system database. If there is a change in the system database, the report you saved as a different file will not reflect the latest information.*

---

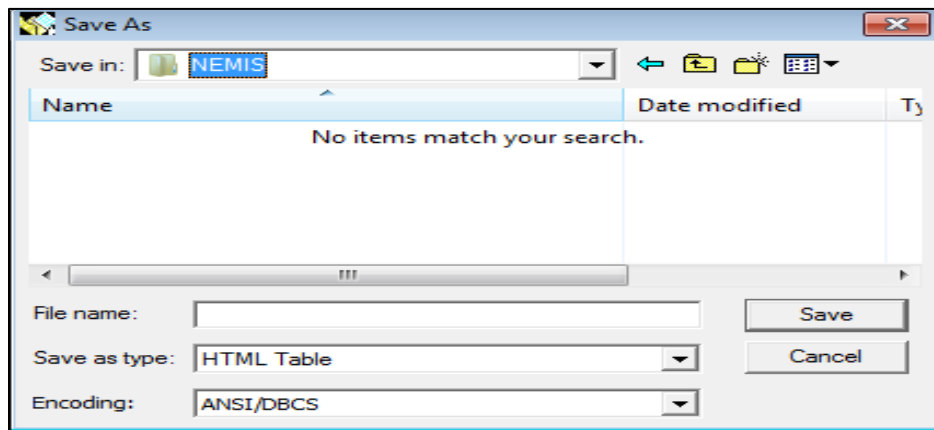
1. To save a report as an HTML table, complete Steps 1a – 1g.

---

**HINT:** *Not all reports, especially the Property Site Inventory (PSI), will format well as an HTML table. In such cases, try using Excel5 with Headers instead.*

---

- a. From any generated report screen, click the SAVE AS button. The Save As dialog box is displayed.
- b. In the Save as type field, click the drop-down list. Select "HTML Table" (Figure 14-15).



**Figure 14-15: Save As HTML Table**

- c. In the Save in field, navigate to the folder where you wish to save the HTML file.
- d. In the File name field, enter a descriptive file name.
- e. Click the SAVE button.
- f. Navigate to the HTML file you just saved.

- g. Double-click the file name. The report is displayed as a table in an HTML page (Figure 14-16).

State App ID	FEMA Proj#	Amend No.	Total Project Cost	Total Federal Share Oblig	Project Type	Net Present Value of Proj Benefits (A)	Total Project Cost (B)	Benefit-Cost Ratio (A/B)	Analysis Type	Exempt Type
1	1-M	0	\$2,518,458	\$433,544	Statewide	\$0	\$0	0.000	Exempt	STATE MANAGEMENT COSTS
Sub - Total:			\$2,518,458	\$433,544		\$0	\$0			

Figure 14-16: Report Saved as HTML Table

- 2. To save a report as a Word document, complete Steps 2a – 2j.
  - a. Execute Steps 1a – 1g.
  - b. On the menu bar of the HTML page, click File > Edit with Microsoft Office Word (Figure 14-17).

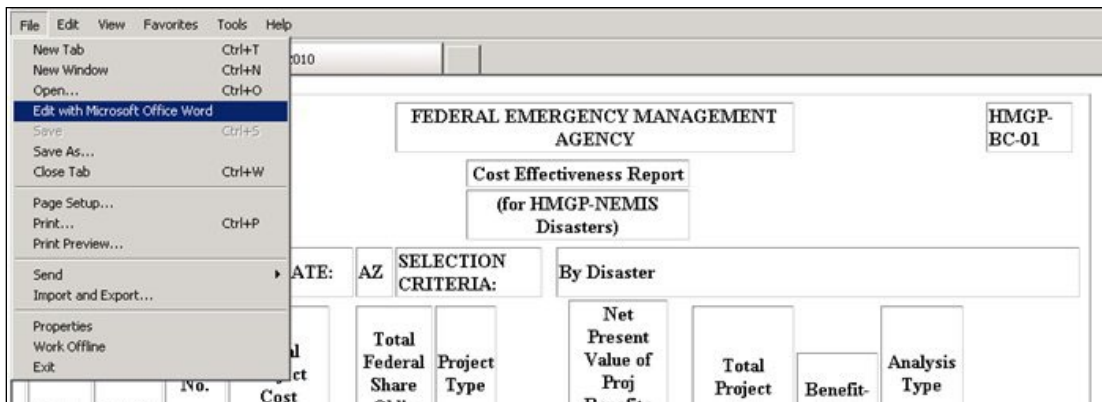
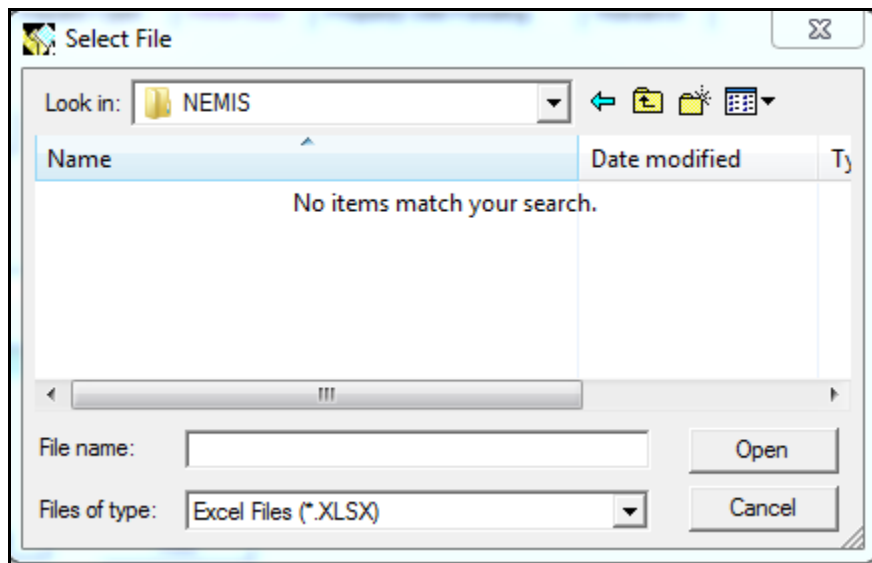


Figure 14-17: Edit HTML File with Microsoft Office Word

- c. The document opens as a Microsoft Word file.
  - d. On the top left part of the screen, click the Office button.
  - e. Select Save As > Word Document. The Save As dialog box is displayed.
  - f. In the Save in field, navigate to the folder where you wish to save the Microsoft Word file.
  - g. In the File name field, enter a descriptive file name.
  - h. Click the SAVE button.
  - i. Navigate to the Microsoft Word file you just saved.
  - j. Double-click the file name. The report is displayed as a Word document.
3. To save a report as an Excel 5 Document with Headers, complete Steps 3a – 3g.
- a. From any generated report screen, click the SAVE AS button. The Save As dialog box is displayed.
  - b. In the Save as type field, click the drop-down list. Select "Excel 5 with headers" (Figure 14-18).



**Figure 14-18: Save As Excel5 with Headers**

- c. In the Save in field, navigate to the folder where you wish to save the Excel file.
- d. In the File name field, enter a descriptive file name.
- e. Click the SAVE button.

- f. Navigate to the Excel file you just saved.
- g. Double-click the file name. The report is displayed as an Excel spreadsheet (Figure 14-19).

rgn_nr	dstr_nr	apcln_id	proj_amen_st_cd	proj	suffix	status	proj_ttl	aprvd_amt	total_actio	net_preser	proj_cost	cid_nr	bc_analysi	community	bc_exemp	bc_exemptyp	
1	6	1607	1	0	LA	M	Y	State Man	2518458	433544	0	0	229999	5	Statewide	SMC	STATE M/Ex
2	6	1607	1	1	LA	M	Y	State Man	578059	0	0	0	229999	5	Statewide	SMC	STATE M/Ex
3	6	1607	1	2	LA	M	Y	State Man	591069	13010	0	0	229999	5	Statewide	SMC	STATE M/Ex
4	6	1607	1	3	LA	M	Y	State Man	2518458	1442289	0	0	229999	5	Statewide	SMC	STATE M/Ex
5	6	1607	1	4	LA	M	Y	State Man	2518458	629615	0	0	229999	5	Statewide	SMC	STATE M/Ex
6	6	1607	1	5	LA	M	Y	State Man	3472868	954410	0	0	229999	5	Statewide	SMC	STATE M/Ex
7	6	1607	1	6	LA	M	Y	State Man	3495368	22500	0	0	229999	5	Statewide	SMC	STATE M/Ex
8	6	1607	1	7	LA	M	Y	State Man	4138910	643542	0	0	229999	5	Statewide	SMC	STATE M/Ex
9	6	1607	1	8	LA	M	Y	State Man	4373333	234423	0	0	229999	5	Statewide	SMC	STATE M/Ex
10	6	1607	1	9	LA	M	Y	State Man	4426853	53520	0	0	229999	5	Statewide	SMC	STATE M/Ex
11	6	1607	1	10	LA	M	Y	State Man	4607626	180773	0	0	229999	5	Statewide	SMC	STATE M/Ex
12	6	1607	1	11	LA	M	Y	State Man	4769388	0	0	0	229999	5	Statewide	SMC	STATE M/Ex
13	6	1607	1	12	LA	M	Y	State Man	4614426	6800	0	0	229999	5	Statewide	SMC	STATE M/Ex
14	6	1607	1	13	LA	M	Y	State Man	4776188	161762	0	0	229999	5	Statewide	SMC	STATE M/Ex
15	6	1607	1	14	LA	M	Y	State Man	4930054	153866	0	0	229999	5	Statewide	SMC	STATE M/Ex
16	6	1607	1	15	LA	M	Y	State Man	4935711	5657	0	0	229999	5	Statewide	SMC	STATE M/Ex
17	6	1607	1	16	LA	M	Y	State Man	5092265	156554	0	0	229999	5	Statewide	SMC	STATE M/Ex
18	6	1607	1	17	LA	M	Y	State Man	5317265	0	0	0	229999	5	Statewide	SMC	STATE M/Ex
19	6	1607	1	18	LA	M	Y	State Man	5724550	632285	0	0	229999	5	Statewide	SMC	STATE M/Ex
20	6	1607	1	19	LA	M	Y	State Man	5788825	64275	0	0	229999	5	Statewide	SMC	STATE M/Ex
21	6	1607	1	20	LA	M	Y	State Man	5799858	11033	0	0	229999	5	Statewide	SMC	STATE M/Ex
22	6	1607	1	21	LA	M	Y	State Man	5802281	2423	0	0	229999	5	Statewide	SMC	STATE M/Ex
23	6	1607	1	22	LA	M	Y	State Man	5902572	100291	0	0	229999	5	Statewide	SMC	STATE M/Ex
24	6	1607	1	23	LA	M	Y	State Man	5998247	95675	0	0	229999	5	Statewide	SMC	STATE M/Ex
25	6	1607	1	24	LA	M	Y	State Man	6022600	24353	0	0	229999	5	Statewide	SMC	STATE M/Ex
26	6	1607	1	25	LA	M	Y	State Man	6149912	0	0	0	229999	5	Statewide	SMC	STATE M/Ex
27	6	1607	1	26	LA	M	Y	State Man	6212445	189845	0	0	229999	5	Statewide	SMC	STATE M/Ex
28	6	1607	1	27	LA	M	Y	State Man	7129330	916885	0	0	229999	5	Statewide	SMC	STATE M/Ex
29	6	1607	1	28	LA	M	Y	State Man	7301830	0	0	0	229999	5	Statewide	SMC	STATE M/Ex
30	6	1607	1														

Figure 14-19: Report Saved as Excel Spreadsheet with Headers

**NOTE:** The system provides many other file formats for saving the report file. Select the one that suits your documentation needs.

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## Appendix A – Attach Documents

Overview .....	A-2
DMARTS Information .....	A-3
Task 1: Attach a Document.....	A-4

## Overview

The process of attaching documents is performed throughout numerous tasks within NEMIS. It is used to link documents to a NEMIS record.

In the NEMIS–Mitigation functional module, the record is usually a project application. The supporting documentation is linked to the project application record to make the documents available for viewing by NEMIS HMGP users. This includes documents required by NEMIS HMGP (such as the project description and maintenance assurance documents) and any other documents that users elect to add (such as environmental review reports, maps, and photographs). Whether you are attaching a plan, a map, or a Declaration Request Letter, the instructions are the same.

---

***CAUTION: Please make every effort to limit the file attachment size to less than 1 GB. Allow up to one hour to retrieve and view newly attached documents.***

---

- The system now allows users to attach multiple documents for specified functional areas (see Task 1, Step 10).
- The system now allows users to delete attachments for specified functional areas. If the delete functionality is available, you will see a DELETE button on the **Attachments** tab (see Task 1, Step 12).

When you select the ATTACH button from various screens in NEMIS HMGP, the Attachment dialog box is displayed (Figure A-1).



**Figure A-1: Attachment Dialog Box**

This appendix describes the following tasks:

- [Attach a document](#)



## **DMARTS Information**

DMARTS is a component of FEMA's National Emergency Management Information System (NEMIS), an agency-wide system that provides a technology base to FEMA and its partners.

DMARTS supports NEMIS by providing document capture, repository, and workflow functions. NEMIS HMGP will use DMARTS to attach project documents. ViewStar will no longer be supported in NEMIS HMGP.

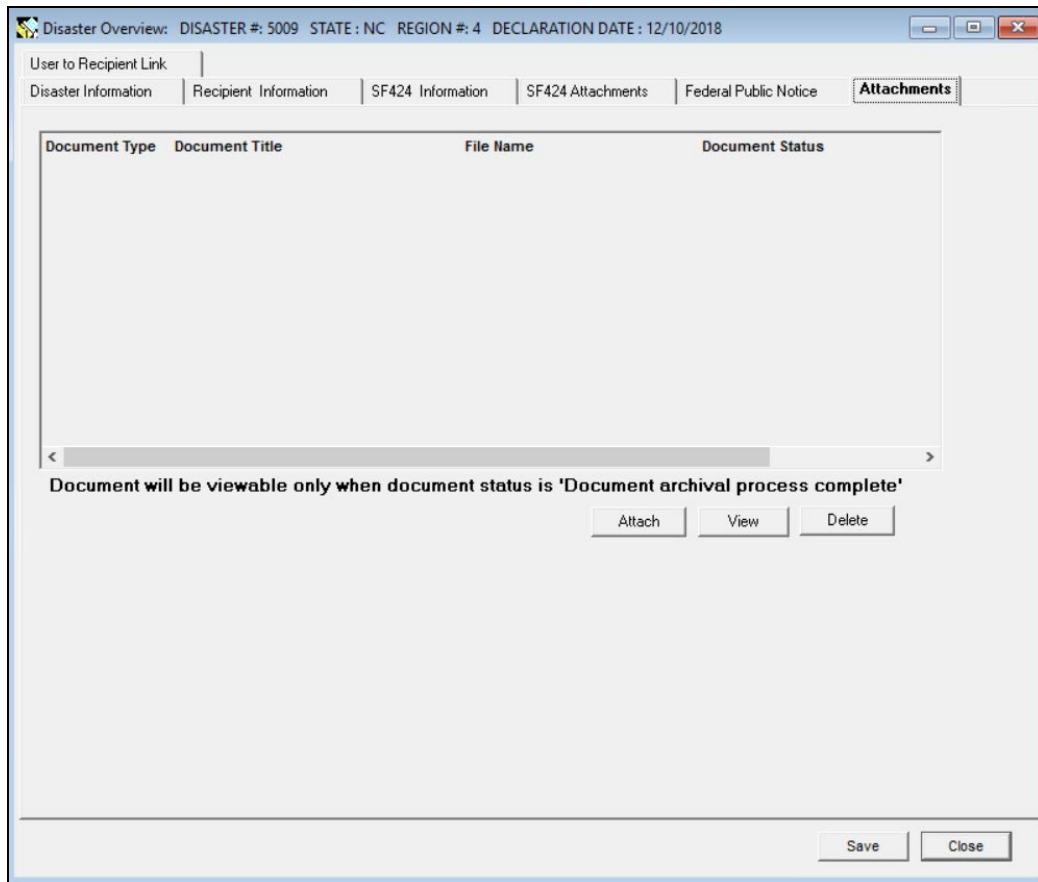
## Task 1: Attach a Document

1. Click the **Attachments** tab (Figure A-2).

---

**NOTE:** *The Attachments tab displayed here is located in the NEMIS > Mitigation > Disaster > Overview area. All Attachment screens are similar.*

---



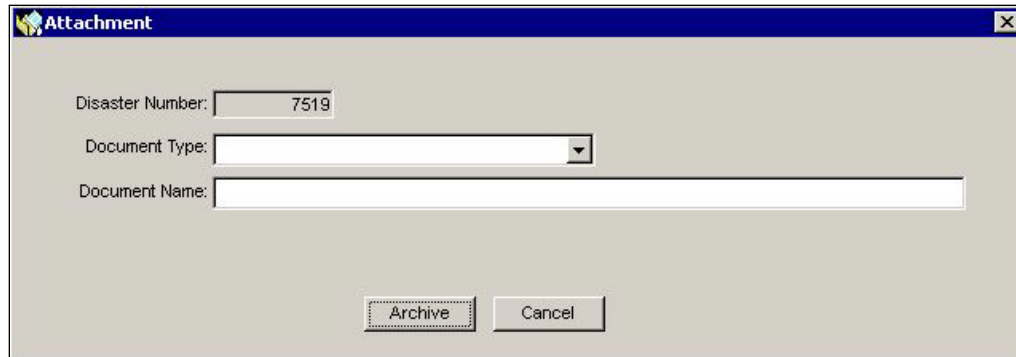
**Figure A-2: Attachments Tab**

2. On the bottom right part of the tab, click the ATTACH button. The Attachment dialog box is displayed (Figure A-3).

---

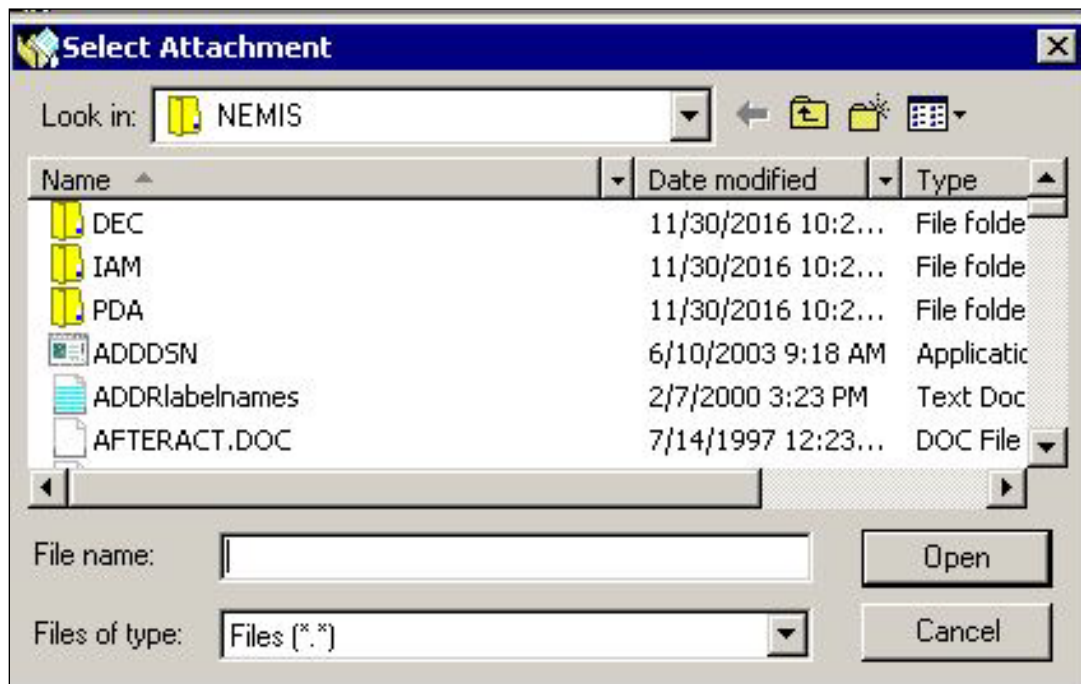
**CAUTION:** *Please make every effort to limit the file attachment size to less than 1GB. Allow up to one hour to retrieve and view newly attached documents.*

---



**Figure A-3: Attachment Dialog Box**

3. In the Document Type field, select the document category from the drop-down list.
4. In the Document Name field, enter a descriptive name for the document.
5. Click the ARCHIVE button. The Select Attachment dialog box is displayed.
6. Navigate to the file to be attached. Select the file (Figure A-4).



**Figure A-4: Select Attachment Dialog Box with Selected File**

7. Click the OPEN button. The Successful Archive of Document message is displayed (Figure A-5).



Figure A-5: Successful Archive Message

8. Click the OK button.
9. The document name is displayed on the **Attachments** tab (Figure A-6).

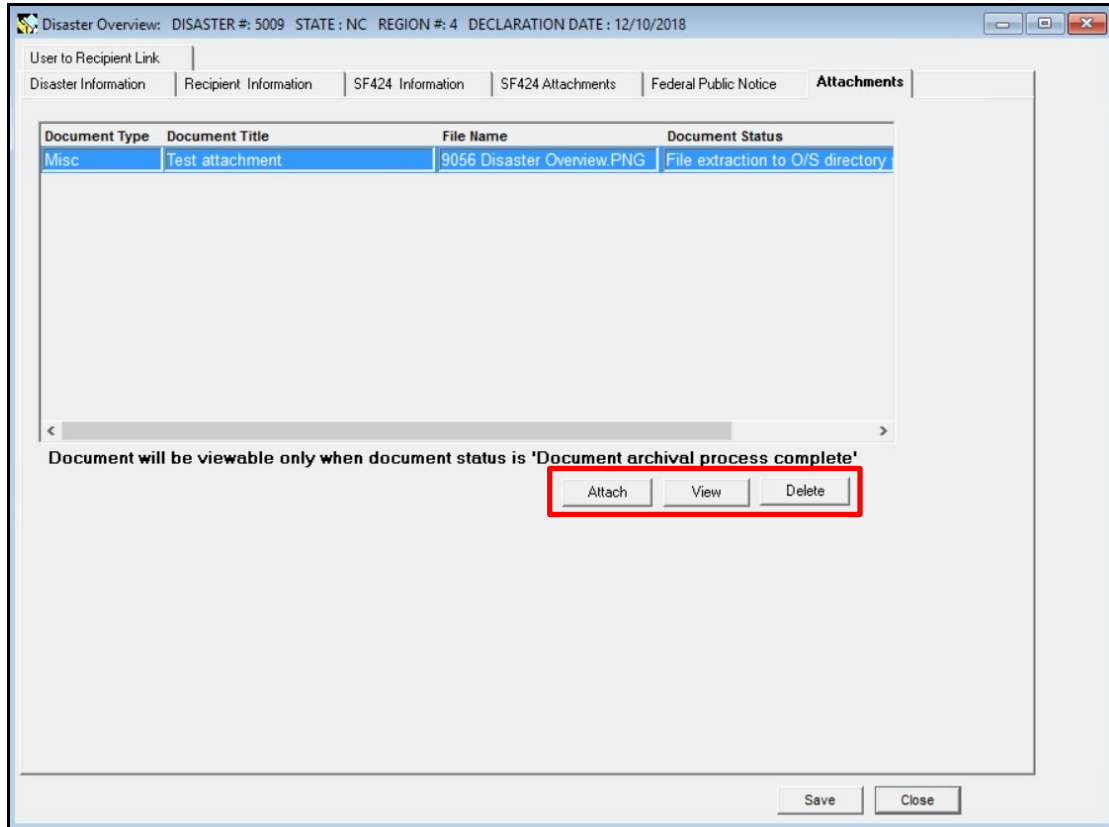
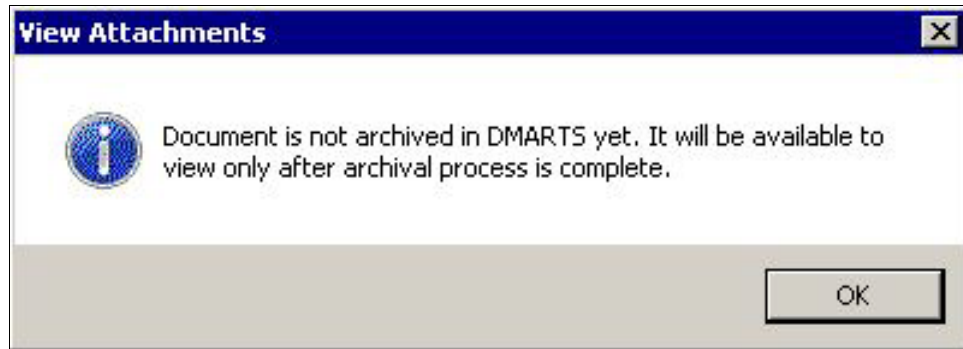


Figure A-6: Attachments Tab

10. To attach multiple documents, repeat steps 2-9 for each document to be added.
11. To view a document, highlight the document row and click the VIEW button.
12. To delete a document, highlight the document row and click the DELETE button, if available.

13. Documents may not be immediately archived in DMARTS. Documents will be available to view or delete only after the archival process is complete (Figure A-7).



**Figure A-7: DMARTS View Attachments Window**

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***NOTE: Please make every effort to limit the file attachment size to less than 1GB. Allow up to one hour to retrieve and view newly attached documents.***

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## Appendix B – Enter a Name from the Personnel Databases

Overview ..... B-2

Enter a Name from the Personnel Databases ..... B-3

## Overview

The NEMIS Personnel Databases provide information on:

- Contacts
- FEMA Staff Members
- Mitigation Property Owners

The Contacts database includes names and information on a variety of non-FEMA contacts such as:

- Representatives of State, county and local governments
- Managers and Directors for Recipients and Subrecipients
- Contacts for specific sites (i.e., floodplain managers)

The database gets updated when a new contact is entered.

The FEMA Staff Members database includes:

- Permanent Full-Time (PFT) employees
- Disaster Employees
- Local hires
- Cadre of On-call Response Employees (COREs)

This database is downloaded from the Automated Deployment Database (ADD) and is updated periodically.

The Mitigation Property Owners database is populated by property owners added to the **Property Site Inventory** tab in the Mitigation > Projects > Application Development area.

Because all three databases contain the same elements, the instructions for entering, editing or selecting names are the same.



## Enter a Name from the Personnel Databases

1. NEMIS HMGP displays one of the following windows, depending on the personnel database that needs to be accessed:
  - Look up a Contact window — for searching the Contacts database
  - Look up a FEMA Staff Member window — for searching the FEMA Staff Members database
  - Look up a Mitigation Owner window — for searching the Mitigation Property Owners database

This appendix provides instructions for the Look up a Contact window (Figure B-1), but all three windows operate the same way.

Figure B-1: Look Up a Contact Window

2. To speed up the search, enter as much information as you have about the person.

---

**HINT:** *If you are not sure how the person's name is entered in the database, use only the initial of the first name followed by an asterisk (\*). All forms of the name will be retrieved (i.e., T\* will find Tom, Tommy, Thomas). You may also want to follow the last name with an \* in order to retrieve personnel records whose last name may end with a name suffix.*

---

- a. To the right of the Organization field, click the ellipsis (...) button to access a database of organizations including FEMA, other Federal agencies, contractors, and State and local organizations. The Look up an Organization window is displayed.
- b. Select an organization type from the drop-down list. Click the Search button.

***HINT: If the organization type drop-down list is not working, click the Search button to retrieve all the records, or leave the field blank.***

- c. Scroll through the organizations listed. If the organization you want is displayed, click the OK button.
  - d. The organization you selected is displayed in the Look up a Contact window.
3. Click the SEARCH button. The system displays records that match your criteria (Figure B-2).

**Look up a Contact**  
Search Results: 1 of 6 records

First	Middle	Last
CLEO		WINNINGHAM

Name: CLEO WINNINGHAM  
 Contact ID: 25264214  
 Nickname: Prefix: Mr. Suffix:  
 Title: PASTOR  
 Organization: PUBLIC ENTITY  
 Address 1: ENFIELD CHRISTIAN SCHOOL  
 Address 2: HC 67 BOX 1034  
 Street Num: Street Name:  
 Unit Type Unit Num:  
 City: WEST ENFIELD State: ME ZIP: 04493 - 0000  
 Directions:  
 Note: EQUIFAX PUBLIC ENTITY POC  
 Carrier Code: USPS Bar Code:  
 Locatn Code: Longitude: -68.58845 Latitude: 45.26983  
 EMail:

This information is subject to the Privacy Act of 1974.

Area	Phone	EXT	PIN	Area	Phone	EXT	PIN
207	732-4200						
Work Voice							

**Figure B-2: Search Results**

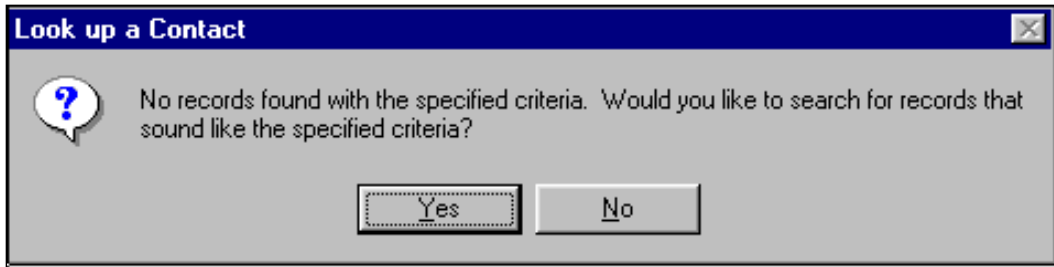
4. If the personnel record you want is displayed, click the OK button. The record you selected is displayed in the correct NEMIS field.

- If the personnel record with the specified criteria is not found, the Search Results: 0 of 0 records message is displayed on the top left corner of the Look up a Contact window (Figure B-3).



**Figure B-3: Zero Search Results**

- The Search for Similar Records dialog box is displayed (Figure B-4).



**Figure B-4: Search for Similar Records Dialog Box**

- Click the YES button if you want to search for records that are similar to the specified criteria.
- Click the NO button if you do not want the system to search for similar records.
- Click the ADD button to enter information for a new personnel record.
- Enter the information listed in Table B-1.

**Table B-1: Personnel Record Data Fields**

DATA FIELD	INFORMATION TO BE ENTERED
Name <b>First and last names are required fields</b>	First, middle, and last name of personnel
Nickname	Nickname of personnel
Prefix	Name prefix of personnel
Suffix	Name suffix of personnel
Title	Title of personnel

DATA FIELD	INFORMATION TO BE ENTERED
Organization	Organizations including FEMA, other Federal agencies, contractors, and State and local organizations
Address 1 and 2	Do not abbreviate
Street Num	Street number of personnel address
Street Name	Street name of personnel address
Unit Type	Unit type of personnel address, if applicable
Unit Num	Unit number of personnel address, if applicable
City <b>Required field</b>	City of personnel address
State <b>Required field</b>	State of personnel address
ZIP <b>Required field</b>	Zip code of personnel address If you do not know the ZIP code, select 00000 from the drop-down list
ZIP+4	Four additional digits to identify a geographic segment within the five-digit delivery area
Directions	Instructions to get to the address
Note	E.g., agency name, point of contact
Carrier Code	Nine-digit Carrier Route Code
USPS Bar Code	Address USPS bar code
Location Code	Address location code
Longitude and Latitude	Longitude and Latitude of location in decimal degrees
E-mail	E-mail address of personnel

11. Click the SAVE button to add the personnel to the database.

12. Click the OK button to place the personnel's name in the correct NEMIS field.

---

***CAUTION: If you just click the OK button without first clicking the SAVE button, the personnel's name will be on the NEMIS field, but the record will not be added to the database. If you click only the SAVE button, it adds the name to the database but not to the NEMIS field.***

---

13. To add a telephone number to the record, click the ADD PHONE button.

14. Enter the information listed in Table B-2.

**Table B-2: Add Phone Data Fields**

<b>DATA FIELD</b>	<b>INFORMATION TO BE ENTERED</b>
Area	Area code of the phone number
Phone	Last seven digits of the phone number
EXT	Extension number, if applicable
PIN	Personal Identification Number, if applicable
Type	Type of phone number. Select one of the following: <ul style="list-style-type: none"> <li>• Home</li> <li>• Home Voice</li> <li>• Home Fax</li> <li>• Work</li> <li>• Work Voice</li> <li>• Work Fax</li> <li>• Pager</li> <li>• Car Phone</li> </ul>
Description or Note	Description or note to assist in reaching the person, such as available times

15. Click the SAVE button to save the personnel's telephone number to the database.

16. Click the OK button to return to the original NEMIS screen.

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## Appendix C – NEMIS HMGP Positions and Roles

Overview ..... C-2

NEMIS HMGP Teams, Positions and Roles ..... C-3

## Overview

NEMIS HMGP provides access control mechanisms that protect the system and the viewing and editing of information. These mechanisms control the users' level of access to the application and to the application objects, which are the menus, screens, and data fields.

At the highest access level, there are two main teams of NEMIS HMGP users: the Emergency Response Team (ERT) and the Regional Operations and Managements Team (ROM).

Currently, there are three generally accepted positions under the ERT (Deputy FCO for Mitigation, Deputy Hazard Mitigation Officer, and Hazard Mitigation Officer) and thirteen under the ROM including two non-FEMA positions.

Each Position has several associated roles. The role names used in both teams are the same. Thus, there is an MT Hazard Mitigation Officer (HMO) role in the ERT team and an MT Hazard Mitigation Officer (HMO) role in the ROM team. This is important to note because some system processes, such as allocation, can be executed only by users who have the assigned role in both the ERT and ROM teams.

Each role is also referred to as a Group ID. Each role has pre-defined privileges to view and/or edit the application objects.

When a user is given access to the system, a User Name is established and assigned to the ERT or to the ROM, or to both. Depending on the user's position, the user receives the roles for that position.

The access process and structure described above is disaster-specific. Thus, the same user may be in the ERT team for Disaster A, and, at the same time, be in both the ERT and ROM teams for Disaster B.



## NEMIS HMGP Teams, Positions and Roles

Table C-1 lists the positions and roles in the Emergency Response Team (ERT).

**NOTE: The Regional user must have at least one ROM position containing the MA or HMO role to enter data in the HMGP module.**

**An "X" in any of the three columns to the far right indicates what capability exists for each role.**

**ES Module stands for the Emergency Support Module, where allocations/obligations get final approval from the Office of Financial Management.**

**The three ERT positions and associated roles below are the primary ones for processing project applications in the HMGP module and for allocations/obligations in the HMGP and ES modules.**

**Table C-1: NEMIS HMGP Positions and Roles in the ERT;  
Deputy FCO for Mitigation (HZM014)**

<b>ROLE</b>	<b>HMGP DATA ENTRY</b>	<b>HMGP ALLOC/ OBLGN</b>	<b>ES ALLOC/ OBLGN</b>
MT Division Chief - dc (4)			X
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
PO (16)			
Disaster Recovery Manager - DRM (32)			X
Program Head - ph (49)			
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			X
IS Reviewer Specialized - ISRSPEC (150)			
Declaration User (250)			
AT Requestor - ATREQ (255)			
COR Requestor - CORREQ (256)			
Help Desk Requestor - HDREQ (259)			
DEC_RGN_READ_ROLE			
EIS_ROLE			
NEMIS_READ_ROLE			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
PDA_MOBILE_ROLE			
PDA_READ_ROLE			
PDA_USER_ROLE			

**Table C-2: NEMIS HMGP Positions and Roles in the ERT;  
Deputy Hazard Mitigation Officer (HZM016)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Division Chief - DC (4)			X
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
MT Cost Reviewer - CSTRV (7)	X		
MT Environmental Officer - ENVOF (8)	X		
MT Environmental Reviewer - ENVRV (9)	X		
PO (16)			
Action Officer - AO (18)			
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			
AT Requestor - ATREQ (255)			
COR Requestor - CORREQ (256)			
Help Desk Requestor - HDREQ (259)			
DEC_RGN_READ_ROLE			
EIS_ROLE			
NEMIS_READ_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-3: NEMIS HMGP Positions and Roles in the ERT;  
Hazard Mitigation Officer (HZM030)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Division Chief - DC (4)			X
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
MT Cost Reviewer - CSTRV (7)	X		
MT Environmental Officer - ENVOF (8)	X		
MT Environmental Reviewer - ENVRV (9)	X		
PO (16)			
Action Officer - AO (18)			
Program Head - PH (49)			
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			X
IS Reviewer Specialized - ISRSPEC (150)			
AT Requestor - ATREQ (255)			
COR Requestor - CORREQ (256)			
Help Desk Requestor - HDREQ (259)			
DEC_RGN_READ_ROLE			
EIS_ROLE			
NEMIS_READ_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

Tables C-4 – C-16 lists the positions and roles in the Regional Operations and Management (ROM).

***NOTE: The Regional user must have at least one ROM position containing the MA or HMO role to enter data in the HMGP module.***

***An "X" in any of the three columns to the far right indicates what capability exists for each role.***

***Effective September 1, 2011, FEMA Office of the Chief Financial Officer (OCFO) issued FEMA Directive # 257-3-OFMIS User Access and Termination. Issue this Directive is adhered to prior to assigning users who must obtain access to IFMIS positions and roles.***

*ES Module stands for the Emergency Support Module, where allocations/obligations get final approval from the Office of Financial Management.*

*The positions and associated roles below are the primary ones in the ROM for processing project applications in the HMGP module and for allocations/obligations.*

**Table C-4: NEMIS HMGP Positions and Roles in the ROM: MT:  
Regional Environmental Officer (RT.32.06)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Analyst - MA (6)		X	
MT Environmental Officer - ENVOF (8)	X		
Action Officer - AO (18)			
Project Officer - PRJO (71)			
AT Requestor - ATREQ (255)			
COR Tracker - CORTR (257)			
COR Requestor - CORREQ (256)			
Help Desk Requestor - HDREQ (259)			
NEMIS_READ_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-5: NEMIS HMGP Positions and Roles in the ROM: MT:  
Environmental Specialist (RT.32.07)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Analyst - MA (6)	X	X	
MT Environmental Officer - ENVOF (8)	X		
Action Officer - AO (18)			
Project Officer - PRJO (71)			
AT Requestor - ATREQ (255)			
COR Tracker - CORTR (257)			
COR Requestor - CORREQ (256)			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
Help Desk Requestor - HDREQ (259)			
NEMIS_READ_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-6: NEMIS HMGP Positions and Roles in the ROM: MT:  
Hazard Mitigation Analyst (RT.32.04)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Analyst - MA (6)	X	X	
MT Cost Reviewer - CSTRV (7)	X		
Action Officer - AO (18)			
Project Officer - PRJO (71)			
AT Requestor - ATREQ (255)			
COR Tracker - CORTR (257)			
COR Requestor - CORREQ (256)			
Help Desk Requestor - HDREQ (259)			
NEMIS_READ_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-7: NEMIS HMGP Positions and Roles in the ROM: MT:  
Hazard Mitigation Grants Specialist (RT.32.03)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
MT Cost Reviewer - CSTRV (7)	X		
MT Environmental Reviewer - ENVRV (9)	X		
Action Officer - AO (18)			
Project Officer - PRJO (71)			
Declaration User (250)			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
AT Requestor - ATREQ (255)			
COR Tracker - CORTR (257)			
COR Requestor - CORREQ (256)			
Help Desk Requestor - HDREQ (259)			
DEC_RGN_ROLE			
EIS_ROLE			
NEMIS_READ_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-8: NEMIS HMGP Positions and Roles in the ROM: MT:  
Hazard Mitigation Officer (RT.32.02)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
MT Cost Reviewer - CSTRV (7)	X		
MT Environmental Reviewer - ENVRV (9)	X		
PO (16)			
Action Officer - AO (18)			
Program Head - PH (49)			
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			
Declaration User (250)			
AT Requestor - ATREQ (255)			
COR Requestor - CORREQ (256)			
COR Tracker - CORTR (257)			
Help Desk Requestor - HDREQ (259)			
DEC_RGN_ROLE			
EIS_ROLE			
NEMIS_READ_ROLE			
PDA_COORDINATOR_ROLE			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-9: NEMIS HMGP Positions and Roles in the ROM; MT:  
Senior Hazard Mitigation Officer (RT.32.01)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Division Chief - DC (4)			X
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
MT Cost Reviewer - CSTRV (7)	X		
MT Environmental Reviewer - ENVRV (9)	X		
PO (16)			
Action Officer - AO (18)			
Program Head - PH (49)			
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			X
Declaration User (250)			
AT Requestor - ATREQ (255)			
COR Requestor - CORREQ (256)			
COR Tracker - CORTR (257)			
Help Desk Requestor - HDREQ (259)			
DEC_RGN_ROLE			
EIS_ROLE			
NEMIS_READ_ROLE			
PDA_COORDINATOR_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-10: NEMIS HMGP Positions and Roles in the ROM; MT:  
Reg Community Mitigation Program Branch Chief (RT.31.00)**

<b>ROLE</b>	<b>HMGP DATA ENTRY</b>	<b>HMGP ALLOC/ OBLGN</b>	<b>ES ALLOC/ OBLGN</b>
MT Division Chief - DC (4)			X
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
PO (16)			
Action Officer - AO (18)			
Program Head - PH (49)			
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			
Declaration User (250)			
AT Requestor - ATREQ (255)			
COR Requestor - CORREQ (256)			
COR Tracker - CORTR (257)			
Help Desk Requestor - HDREQ (259)			
DEC_RGN_ROLE			
EIS_ROLE			
NEMIS_READ_ROLE			
PDA_COORDINATOR_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-11: NEMIS HMGP Positions and Roles in the ROM; MT:  
Reg Hazard Ident and Risk Assmt Branch Chief (RT.32.00)**

<b>ROLE</b>	<b>HMGP DATA ENTRY</b>	<b>HMGP ALLOC/ OBLGN</b>	<b>ES ALLOC/ OBLGN</b>
MT Division Chief - DC (4)			X
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
PO (16)			
Action Officer - AO (18)			
Program Head - PH (49)			



ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			
Declaration User (250)			
AT Requestor - ATREQ (255)			
COR Requestor - CORREQ (256)			
COR Tracker - CORTR (257)			
Help Desk Requestor - HDREQ (259)			
DEC_RGN_ROLE			
EIS_ROLE			
NEMIS_READ_ROLE			
PDA_COORDINATOR_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-12: NEMIS HMGP Positions and Roles in the ROM; MT:  
Division Director (RT.30.00)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Division Chief - DC (4)			X
MT Hazard Mitigation Officer - HMO (5)	X	X	X
PO (16)			
Action Officer - AO (18)			
Program Head - PH (49)			
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			
Declaration User (250)			
AT Requestor - ATREQ (255)			
COR Requestor - CORREQ (256)			
COR Tracker - CORTR (257)			
Help Desk Requestor - HDREQ (259)			
DEC_RGN_ROLE			
EIS_ROLE			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
NEMIS_READ_ROLE			
PDA_COORDINATOR_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-13: NEMIS HMGP Positions and Roles in the ROM;  
Hazard Identification and Risk Assessment Branch Ch (RT.03.03)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Division Chief - DC (4)			X
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
MT Read Only - MTRO (11)			
PO (16)			
Program Head - PH (49)			
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			
COR Requestor - CORREQ (256)			
COR Tracker - CORTR (257)			
Help Desk Requestor - HDREQ (259)			
EIS_ROLE			
PDA_ADMIN_ROLE			
PDA_COORDINATOR_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			
MT_READ_ROLE			

**Table C-14: NEMIS HMGP Positions and Roles in the ROM;  
Community Mitigation Program Branch Chief (RT.03.02)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Division Chief - DC (4)			X
MT Hazard Mitigation Officer - HMO (5)	X	X	X
MT Analyst - MA (6)	X	X	
MT Read Only - MTRO (11)			
PO (16)			
Program Head - PH (49)			
Project Officer - PRJO (71)			
MT Branch Chief - BC (102)			
COR Requestor - CORREQ (256)			
COR Tracker - CORTR (257)			
Help Desk Requestor - HDREQ (259)			
EIS_ROLE			
PDA_ADMIN_ROLE			
PDA_COORDINATOR_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			
MT_READ_ROLE			

**Table C-15: NEMIS HMGP State Positions. State positions and roles are found  
ONLY in the ROM; MT: State Hazard Mitigation Officer (RT.32.30)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Read Only - MTRO (11)	View Only		
MT State User - MTSU (13) (Data Entry in Project Applications)	X		
State Approving Official - SAO (43)			
AT Requestor - ATREQ (255)			
MT_READ_ROLE			

**Table C-16: NEMIS HMGP State Positions. State positions and roles are found ONLY in the ROM; MT: Hazard Mitigation Specialist – State (RT.32.31)**

<b>ROLE</b>	<b>HMGP DATA ENTRY</b>	<b>HMGP ALLOC/ OBLGN</b>	<b>ES ALLOC/ OBLGN</b>
MT Read Only - MTRO (11)	View Only	View Only	
MT_READ_ROLE	View Only	View Only	

## Appendix D – Quick Reference Guide

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Managing Project Eligibility .....	D-5
Managing Project Funding .....	D-6
Miscellaneous .....	D-7

## Startup

### Help:

User Manual: For the latest version of the NEMIS HMGP User Manual, go to the FEMA website at <http://www.fema.gov> and enter the search term “NEMIS HMGP User Manual.”

Helpdesk

- [HLPFEMAFEMA-enterprise-service-desk@fema.dhs.gov](mailto:HLPFEMAFEMA-enterprise-service-desk@fema.dhs.gov)
- 1-888-HLP-FEMA (1-888-457-3362)

### Password

Change your password every 90 days by following FEMA IT security protocols. For password help or questions, contact the FEMA Help Desk at 1-888-HLP-FEMA.

### Closeout dates

Do not enter future/anticipated closeout dates on the Disaster Overview Tab.

## Attachments

- Try to limit the file attachment size to less than 1GB.
- Users now have the ability to delete attachments to maintain proper documentation for their projects. This change is reflected in system screens by a newly added DELETE button.
- Users can now attach multiple documents in certain functional areas.
- Allow up to one hour to retrieve and view the newly attached documents.

## Managing HMGP Applications

### Get it right the first time

Once entered, the following information cannot be changed. If this information is entered incorrectly, you must withdraw the application and submit a new application.

- Suffix code
- Project type
- Subrecipient

### Link to Recipient

- HMGP project applications cannot be entered in the system until the user is linked to the Recipient.

### Recipients

- In the past, only States or Tribes could be added as recipients in the Disaster Overview window. Entities other than a State or tribe (for example, schools, churches, hospitals, etc.) can now be added as a public entity in the Disaster Overview window. This change eliminates the need for costly production data change requests (PDCR) to perform this function. Please note that the recipient must be eligible and must be the same recipient entered in the Declaration module.

### Zero-out

- Void or withdraw all project amendments. Zero-out means amending the project to have a \$0 cost estimate, submitting the amendment for approval, and then, once approved, voiding or withdrawing the \$0 amendment as well as ALL previously approved amendments for the project.

### Edit or Amend?

- You can edit projects before they are approved or denied. After a project has been approved or denied, the project can only be amended, not edited.

### Cost Estimate Tab

- You can now use a pre-approved spreadsheet to import the cost estimate items into the project application. Contact your Regional POC for a copy of the approved spreadsheet template.

### Property Site Inventory

- Account for existing zeroes when entering amounts in PSI funding tab.
- The city and state are required to search for a property record you wish to add to the PSI.
- Complete all fields shaded in green prior to submitting the application for Federal approval
- You can now export, update and import PSI information spreadsheets to and from NEMIS HMGP.



## Managing Project Eligibility

### Workflow Map Legend

- Blue solid squares represent workflow tasks that have been completed.
- Green solid squares represent workflow tasks that are ready for you to execute under your current Group ID.
- Yellow squares (solid or crisscrossed) represent workflow tasks that you cannot execute with your current Group ID. You can however, view the work packet information.
- Squares with crisscrossed lines represent workflow tasks that cannot be completed until other reviews are completed first.
- Refresh after each submittal.

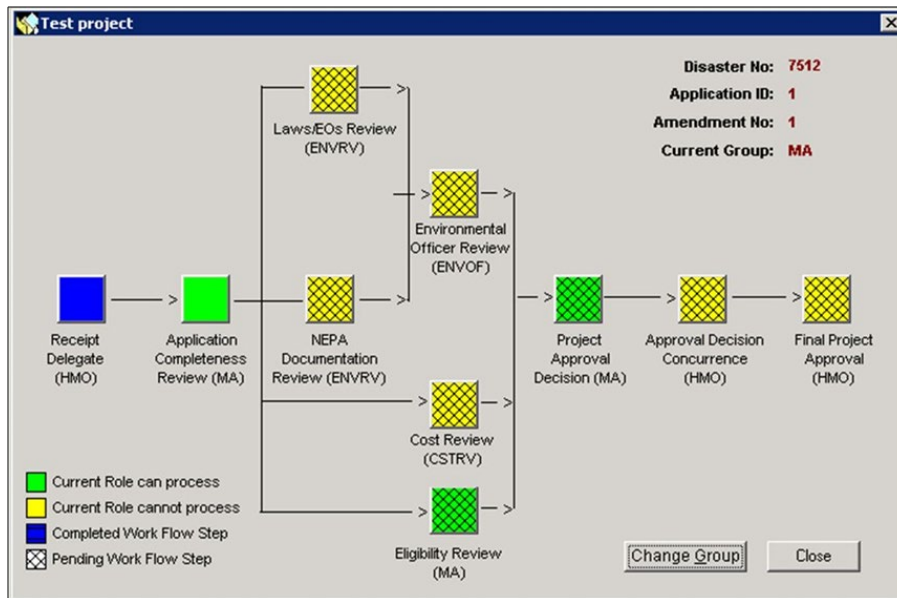


Figure D-1: Workflow Map Diagram

### Withdraw, void or amend?

If project is...	You can...
Submitted and approved	Amend, Withdraw, Void
Submitted and denied	Amend, Withdraw, Void
Submitted and pending	Edit, Withdraw, Void
Not submitted	Submit, Withdraw, Void

- Documents can be attached regardless of project status.

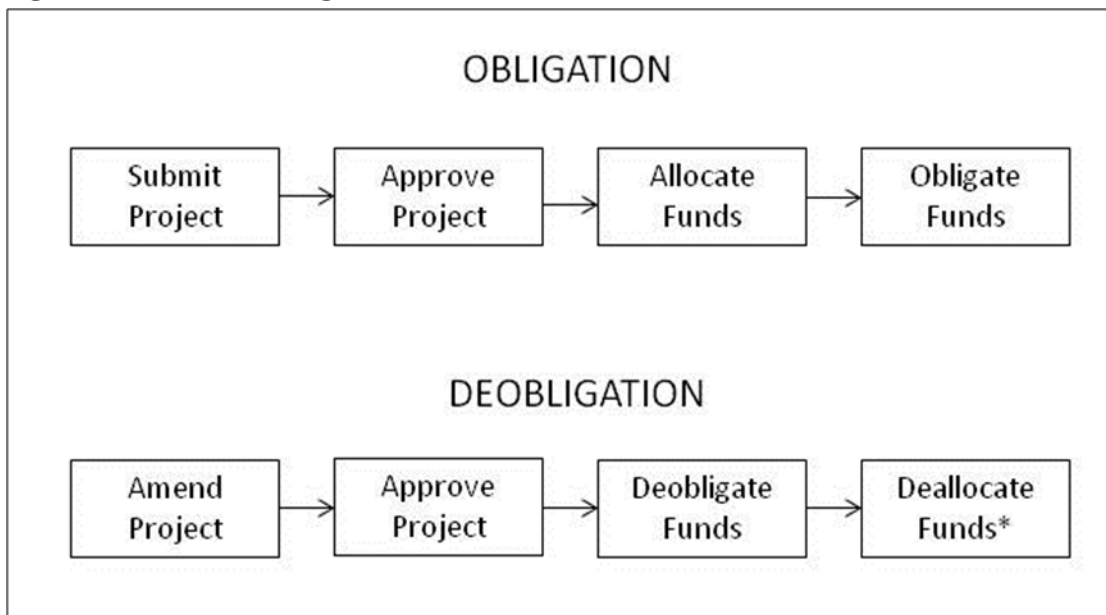
### Other eligibility tips

- Check all eligible boxes (Y for cost approved).
- If status of any amendment is approved, the project is considered approved.

## Managing Project Funding

- A deobligation of current fiscal year funds requires a manual deallocation of same funds.
- When entering financial information, use the Tab key to move from field to field. Using the tab key ensures proper funding calculations and saves the information entered. Do not use the mouse to navigate from field to field.
- Perform global match if federal share for any project is greater than 75 percent.

## Obligation and Deobligation Process



**Figure D-2: Obligation and Deobligation Processes**

\* If needed. See User Manual Unit 10, Part 4: Deallocation.

**Miscellaneous**

- The best way to save information is to use the Tab key or the Save button.
- All projects—not just those submitted for Federal eligibility—must be closed out before the disaster can be closed.
- To exit a window, use the Close or Cancel button; do not “x-out” of the window.
- To generate reports, see User Manual Unit 14: Generate Standard HMGP Reports.

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