

## Unit 1 – NEMIS HMGP Overview and Startup

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## Overview

### NEMIS

The National Emergency Management Information System (NEMIS) is a database system used to track disaster data for FEMA and Grantee emergency management offices.

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

NEMIS is comprised of modules or application areas for various functions within FEMA. The system provides the following functional modules:

- Incident Activity Manager (IAM);
- Preliminary Damage Assessment (PDA);
- Declaration;
- Public Information;
- Emergency Support (ES);
- Infrastructure;
- Mitigation (MT); and
- Human Services (HS).

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

### NEMIS HMGP

NEMIS 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 Hazard Mitigation Grant Program (HMGP) information and grant applications. It interacts with some of the other NEMIS modules such as Declaration, Preliminary Damage Assessment (PDA) and Emergency Support.

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

- State and Tribal offices; and
- FEMA Headquarters, Regional and Disaster field offices.

## SuperCircular Terminology

The Office of Management and Budget streamlined the Federal Government's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards into a consolidated set of regulations. These regulations are located in Title 2 of the Code of Federal Regulations, Part 200, and are referred to as the SuperCircular.

The SuperCircular introduced new terminology, including "**Recipient**" instead of "**Grantee**" and "**subrecipient**" instead of "**subgrantee**."

These terminology changes will not be incorporated into the NEMIS HMGP System until the spring of 2016. Until then, you will continue to see Grantee and subgrantee on the NEMIS HMGP System screens.

## NEMIS HMGP User Manual

This User Manual provides instructions on how to use the NEMIS HMGP (HMGP) system to administer program information and grant applications for the Hazard Mitigation Grant Program (HMGP).

The manual covers the use of the Mitigation functional module throughout the HMGP lifecycle, beginning from 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	Use the Reference Library
3	Manage Disaster Information
4	Manage the Mitigation Plans
5	Manage the HMGP Funding Estimate
6	Manage the HMGP Project Application
7	Manage Eligibility Determination
8	Manage Amendments
9	Manage Appeals
10	Manage Allocations and Obligations
11	Manage Project and Program Oversight Tasks
12	Manage Project Closeout
13	Manage Program Closeout

<b>UNIT</b>	<b>NEMIS HMGP PROCESS</b>
14	Generate Standard HMGP Reports
Appendix A	Attach/Scan 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**

SECTION NAME	DESCRIPTION
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**

NOTATION	NAME/DESCRIPTION
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. Documents can be linked by scanning a hard copy or attaching an electronic file. You are strongly urged to read and follow the instructions in Appendix A: Attach/Scan Documents.

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**CAUTION: Attachments cannot be deleted once they have been added to NEMIS HMGP. Please make every effort to limit the file attachment size to less than 1GB.**

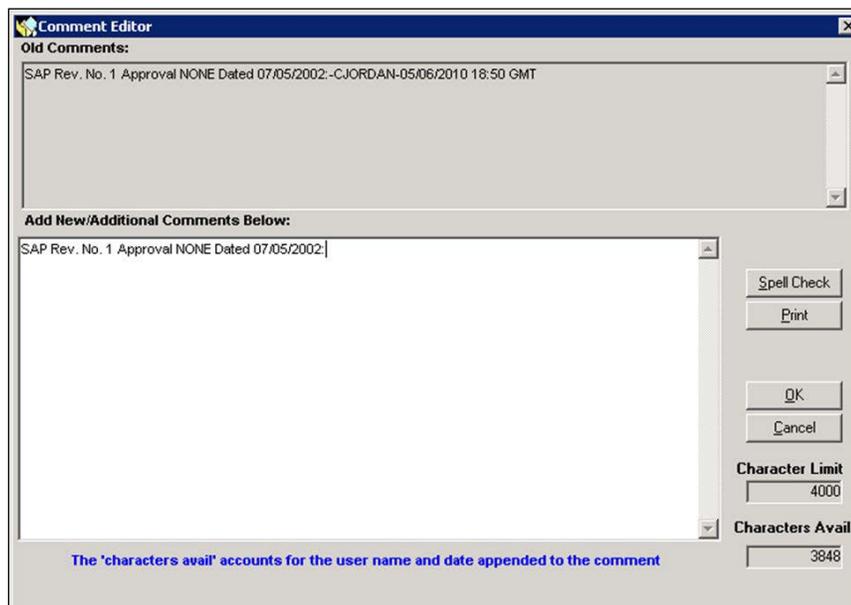
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- **Add Comments**

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.

- **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 by the system, the field is displayed with green shading. When information is required by the system the text is displayed in purple font color. Those data fields identified as a Property Attributes are shown in Navy. Red text indicates a data field that is both required and a Property Attribute.

The screenshot shows the 'Property Site Inventory' section of the NEMIS HMGP application. The top navigation bar includes tabs for Applicant Information, Problem & Risk Data, Project Info, Work Schedule, Cost Estimate, Match Sources, Cost Effectiveness, and Maintenance Assurance. The 'Property Site Inventory' tab is active, with sub-tabs for Lat/Lon, Authorization, and Checklist. A purple label 'Number of Properties in Project:' is followed by a green-shaded input field. Below this is a table with columns: Name, Damaged Address, City, State, ZIP, and Property ID. The first row contains 'HOUSE, THE', '1234 FLOOD LANE', 'JACKSONVILLE', 'FL', '45677', and '1'. To the right of the table are buttons for Add, Delete, Print, and Sort. At the bottom, 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 'FIRM Info' tab is highlighted in purple. Below the tabs, 'Property ID: 1' is displayed, followed by a 'Community Information' section with a text input field for 'Community' and 'Add'/'Delete' buttons.

Figure 1-2: Required Fields Example

## NEMIS HMGP System User Roles

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.

### Access Control through Group and User IDs

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 Grantee Mitigation staff member who needs to work in NEMIS must have a NEMIS user ID and password. User access is recertified every 180 days.

1. Information on the process to follow to obtain a user account can be found at [http://on.fema.net/employee\\_tools/it\\_tools/esd/Pages/Accounts.aspx](http://on.fema.net/employee_tools/it_tools/esd/Pages/Accounts.aspx).
2. 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.
3. NEMIS HMGP Specialists should review past designations of MT staff in the [NEMIS Access Control System \(NACS\)](#) to assess individual role/position titles for the current disaster.
4. The SSL Clientless VPN Portal that allows remote users to connect to the DHS-hosted web portal using single-factor authentication from non-Government Furnished Equipment (GFE) is available. There are basically three steps that must be completed before Disaster Assistance (DA) Partners can access NEMIS HMGP via the internet on their State, Tribal or personal computers.
  - a. The State agency or Tribal entity must have a FEMA Electronic Interconnection Security Agreement (eISA) <https://www.fema.gov/isa>.
  - b. The FEMA contact (Regional Branch Chief or HMA staff) for the Disaster Assistance (DA) partner will need to complete a Remedy Service Request Module (SRM) for the special SSL Clientless access request which will go to ITSB for approval. The service request can be found at

<http://mwre8a1.fema.net/arsys/shared/login.jsp?/arsys/forms/mwre8a1/RS%3AServiceRequestConsole/enduser/?cacheid=deef5a7b&mode=CREATE>

- c. Once approved for access, the DA partner will need to log on via the internet using <https://connect1.dhs.gov/femaportal> . Additional information can be found at [http://on.fema.net/employee\\_tools/it\\_tools/esd/Pages/ssl\\_vpn.aspx](http://on.fema.net/employee_tools/it_tools/esd/Pages/ssl_vpn.aspx).

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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 and should fill out a new form for a single disaster.***

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## Task 1: Viewing NEMIS Access Control System (NACS) Roles

1. From within the FEMA Intranet, enter <https://NEMIS.fema.net> in your browser address bar. The NEMIS Home Page is displayed (Figure 1-3).

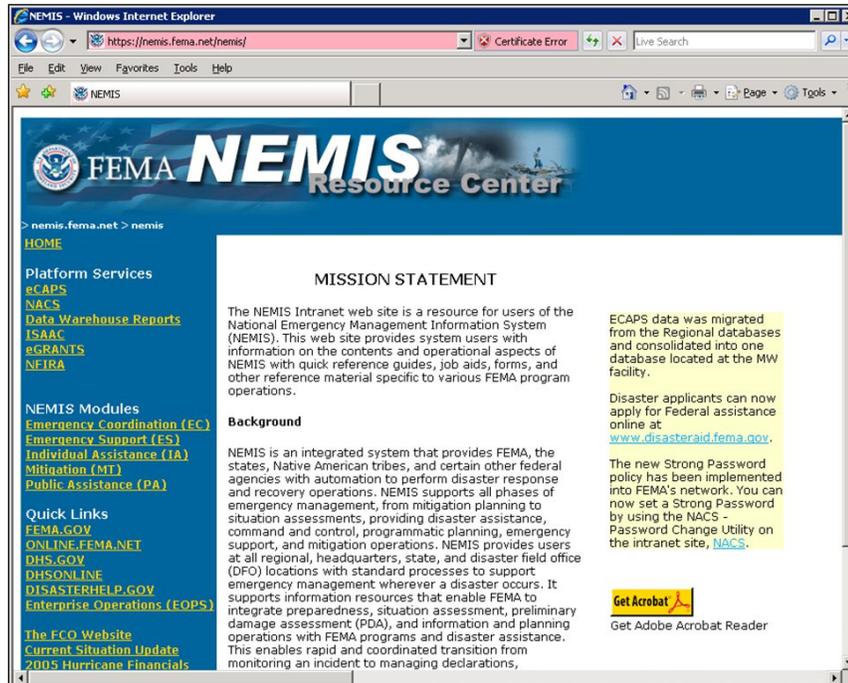


Figure 1-3: NEMIS Home Page

2. On the left side of the page, under Platform Services, click "NACS." The NEMIS Access Control Main Page is displayed (Figure 1-4).

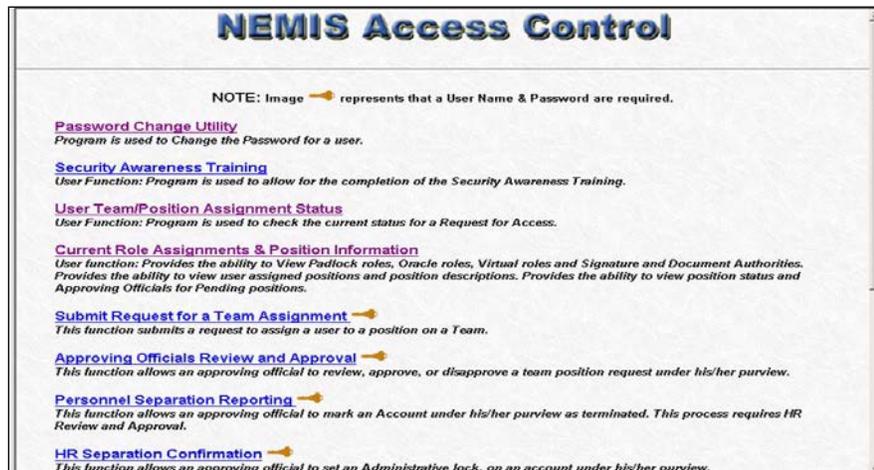
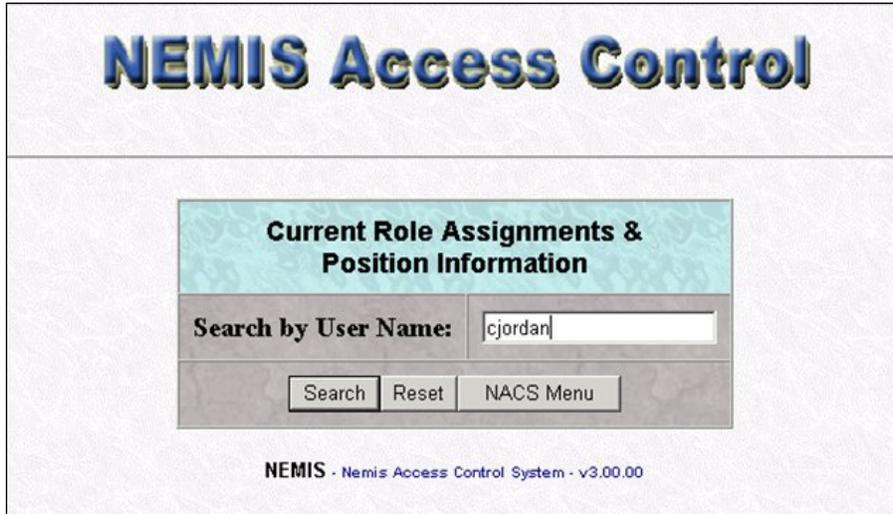


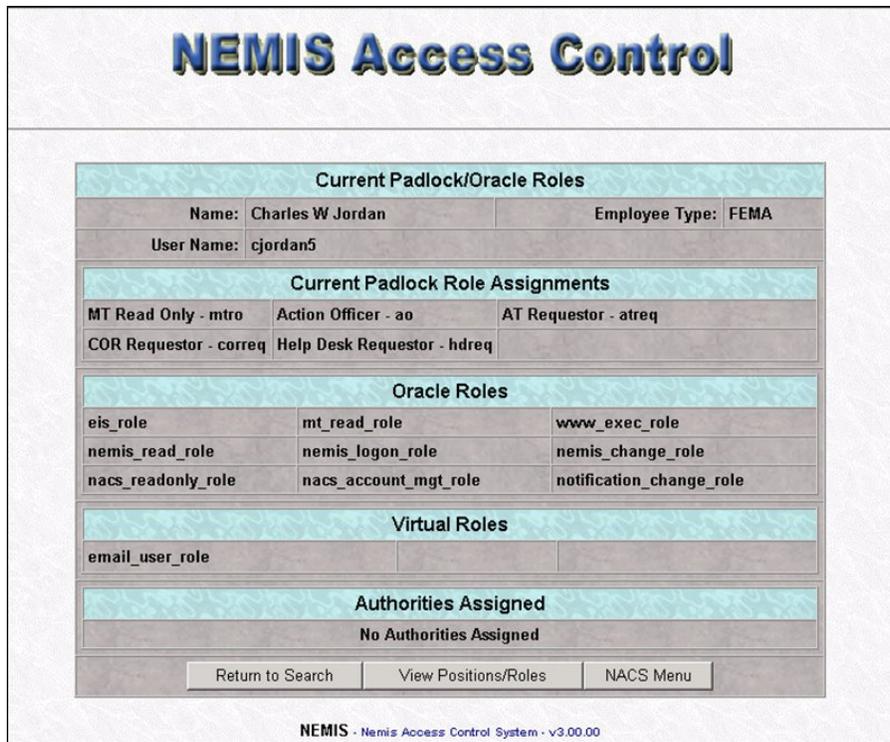
Figure 1-4: NEMIS Access Control Main Page

3. Click the Current Role Assignments & Position Information link. The Search by User Name dialog box is displayed (Figure 1-5).



**Figure 1-5: Search by User Name Dialog Box**

4. Enter your User Name and click the SEARCH button. A table with your Current Roles is displayed (Figure 1-6).



**Figure 1-6: NACS Current Roles**

5. Click VIEW POSITIONS/ROLES button at the bottom of the page. A table with your NACS Current Positions is displayed (Figure 1-7).

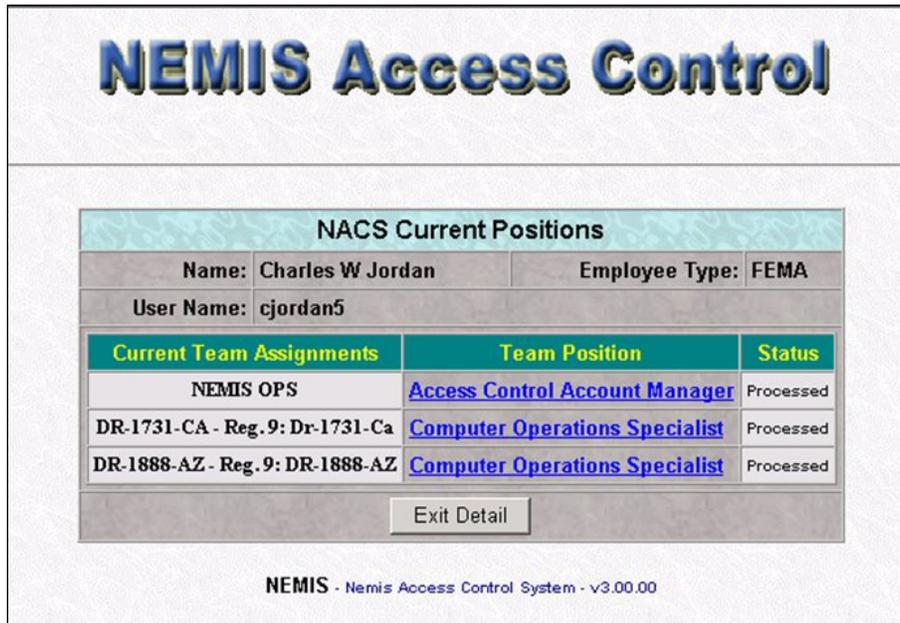


Figure 1-7: NACS Current Positions

- Click on a Team Position link within the table. A table describing the Team Position is displayed (Figure 1-8).

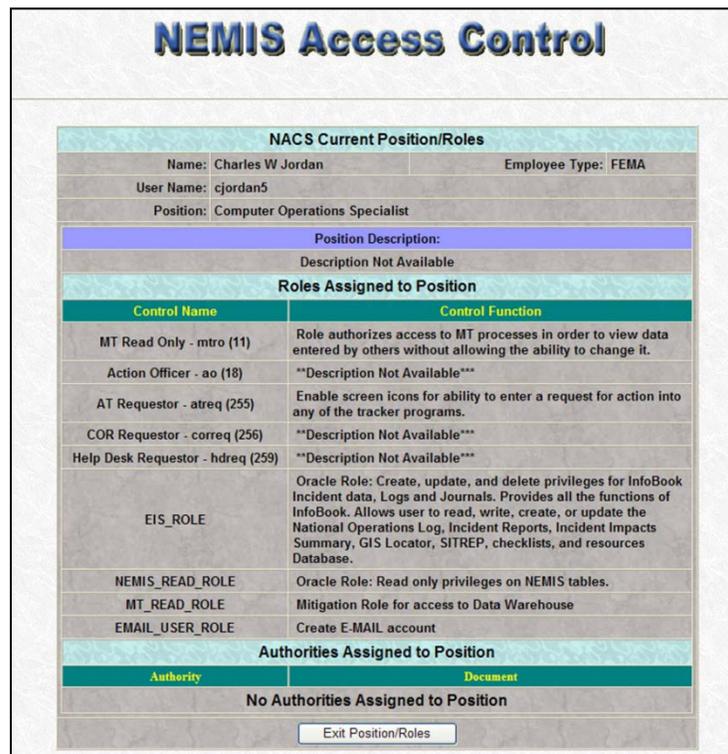


Figure 1-8: Team Position Description

## Task 2: Changing Your Password

1. On the NACS Main Page, click the Password Change Utility link on the left navigation bar. The Integrated Security and Access Control System (ISAAC) Password Utility page is displayed (Figure 1-9).



Figure 1-9: ISAAC Password Utility Change

2. In the Change Password box, enter your username and current password.
3. In the New Password box, enter the Suggested Password, or, create your own. If you create your own password, be sure to follow the ISAAC password rules.
4. Re-enter the new password in the Confirm New Password box.
5. Click the CHANGEPASSWORD button.

### Task 3: Starting NEMIS

1. Double-click the NEMIS icon on your desktop (Figure 1-10).



Figure 1-10: 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**

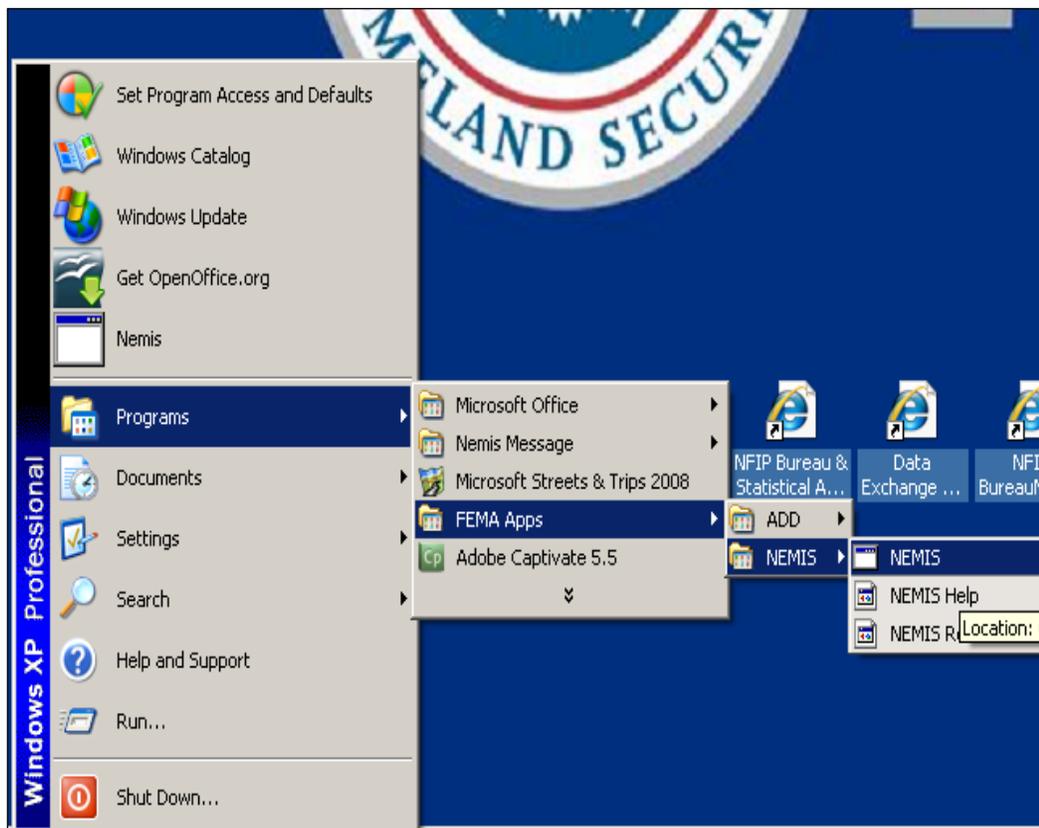


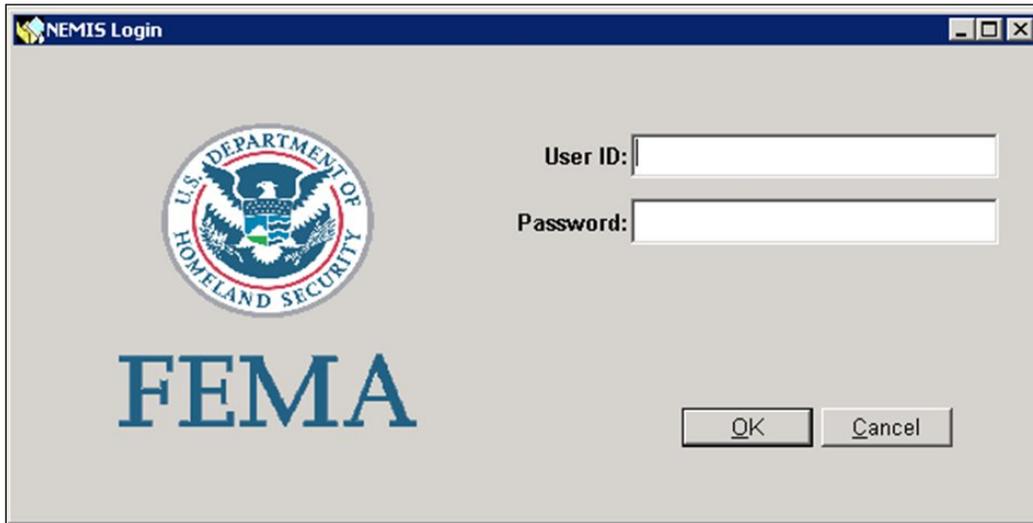
Figure 1-11: NEMIS via Installed Programs

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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 1-12).



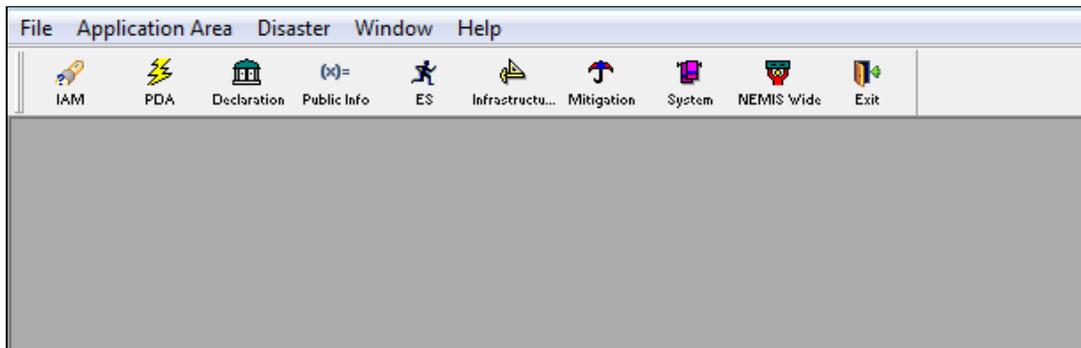
**Figure 1-12: NEMIS Login Dialog Box**

- Enter the information listed in Table 1-4.

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

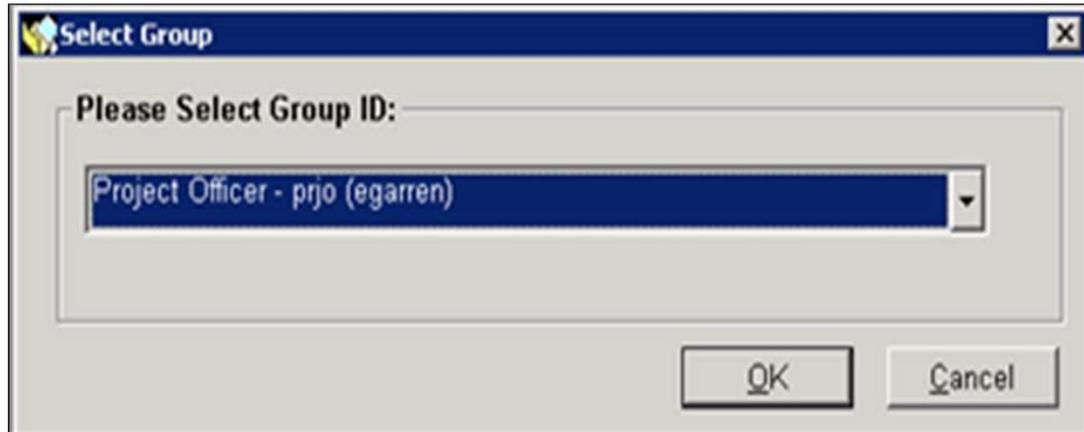
DATA FIELD	INFORMATION TO BE ENTERED
User ID	User identification name assigned to you by your Regional IT staff
Password	Your assigned password or password you created using the <a href="#">Change Password Utility</a> (creating your own password is the recommended practice)

- Click the OK button. The NEMIS menu bar is displayed (Figure 1-13).



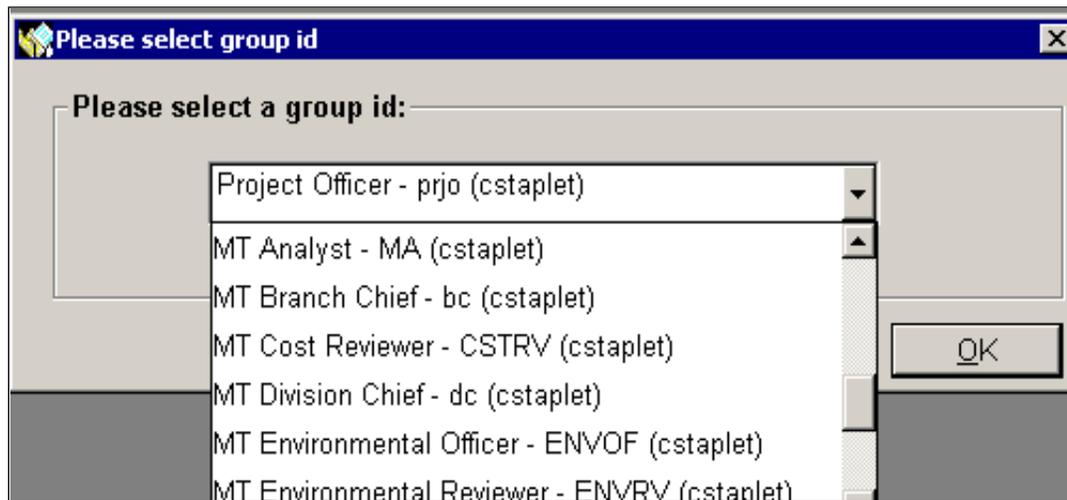
**Figure 1-13 NEMIS Menu Bar**

- Click the MITIGATION icon. The Select Group ID dialog box is displayed (Figure 1-14).



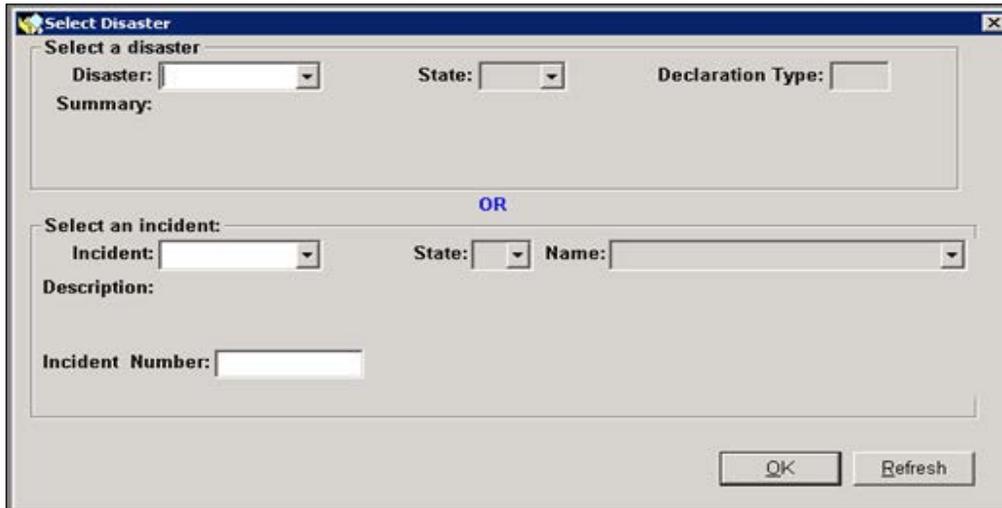
**Figure 1-14: Group ID Dialog Box**

- Click the drop-down arrow to display the group id selection list (Figure 1-15). The available selection depends on the roles assigned to you in NACS. Select the Group ID that corresponds to the NEMIS HMGP process you will be doing.



**Figure 1-15: Mitigation Group ID Selection List**

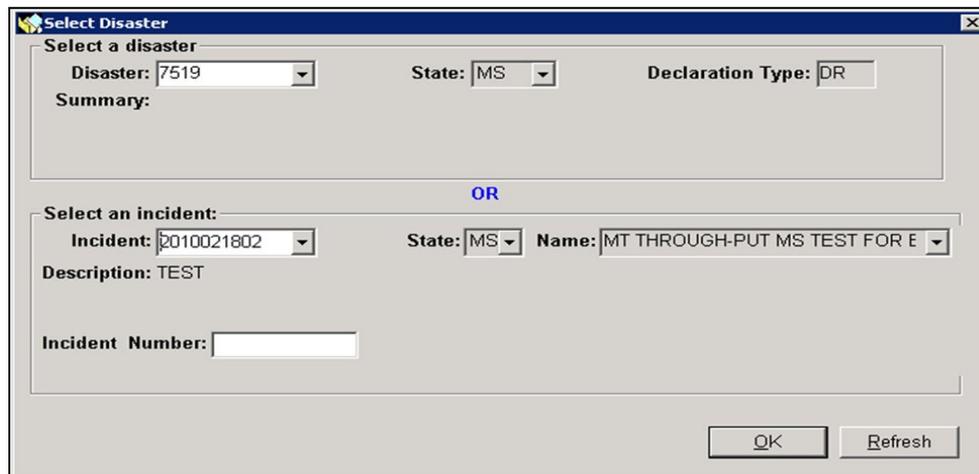
- Click the OK button. The Select Disaster dialog box is displayed (Figure 1-16).



The screenshot shows a dialog box titled "Select Disaster". It is divided into two main sections by a blue "OR" separator. The top section, "Select a disaster", contains three fields: "Disaster:" with a dropdown menu, "State:" with a dropdown menu, and "Declaration Type:" with a text input field. Below this is a "Summary:" label. The bottom section, "Select an incident:", contains five fields: "Incident:" with a dropdown menu, "State:" with a dropdown menu, "Name:" with a dropdown menu, "Description:" with a text input field, and "Incident Number:" with a text input field. At the bottom right of the dialog are two buttons: "OK" and "Refresh".

**Figure 1-16: Select Disaster Window**

- In the Select Disaster dialog box, enter the number of the disaster or select a Disaster Number from the drop-down list. The system auto-fills the other disaster information fields (Figure 1-17).



This screenshot shows the same "Select Disaster" dialog box as Figure 1-16, but with data entered. In the "Select a disaster" section, "Disaster:" is set to 7519, "State:" is set to MS, and "Declaration Type:" is set to DR. In the "Select an incident:" section, "Incident:" is set to 2010021802, "State:" is set to MS, "Name:" is set to MT THROUGH-PUT MS TEST FOR E, and "Description:" is set to TEST. The "Incident Number:" field is empty. The "OK" and "Refresh" buttons are still present at the bottom.

**Figure 1-17: Disaster Information**

- Click the OK button. The Mitigation menu bar is displayed (Figure 1-18).

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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.

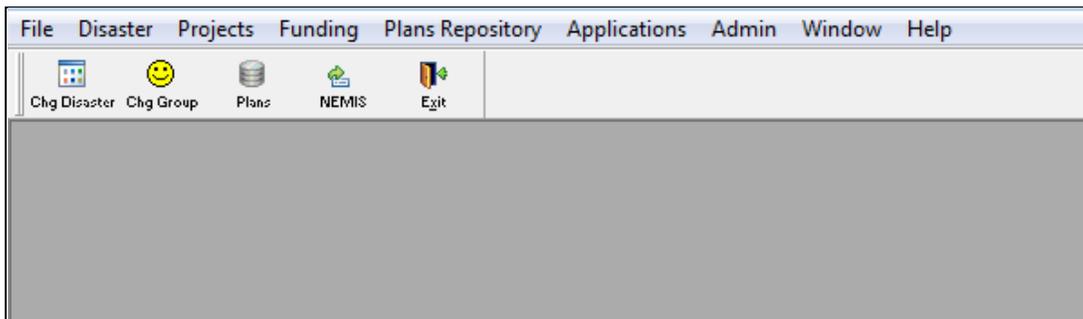
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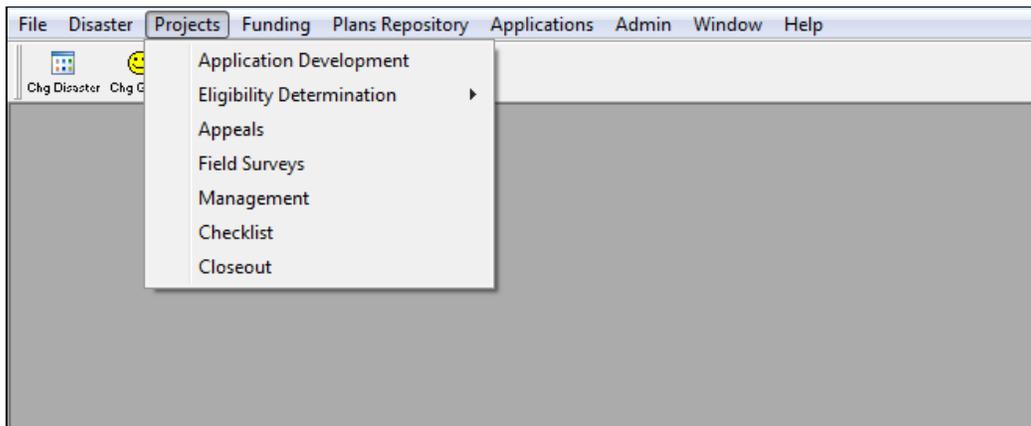
**HINT:** Each time you start a NEMIS - Mitigation Module session, you will need to repeat Steps 1-9. You will remain logged in with the Group ID you selected and to the Disaster Number that you entered until you click the EXIT button on the NEMIS menu bar or you elect to change your Group ID or Disaster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

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**Figure 1-18: Mitigation Menu Bar**

10. Select the process you want to perform by clicking on your selection (Figure 1-19). Hovering over the top items will show you the choices available within each item.



**Figure 1-19: Mitigation 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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