

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 NOTE: There are Preliminary Damage Assessment (PDA) tasks completed in the NEMIS-PDA module BEFORE the disaster declaration.
Who does it?	<ul style="list-style-type: none"> • FEMA Regional Mitigation Staff <ul style="list-style-type: none"> ○ Hazard Mitigation Officer (HMO role) ○ Mitigation Analyst (MA role) • FEMA Regional Operation Support Staff (Financial Officer)
How is it done?	Execute 8 tasks: Task 1: Ensure Declaration Information Is Complete Task 2: Enter Special Mitigation Language for the FEMA/State Agreement (FSA) Task 3: Enter Disaster Information Task 4: Manage Grantee Information Task 4A: Designate a Grantee Task 4B: Edit Designated Grantee Information Task 4C: Edit Percentage on a Designated Grantee Task 4D: Edit Admin Link and Mit Plan Link for a Designated Grantee Task 5: Enter Federal Public Notice Task 6: Attach Documents Task 7: Enter User to Grantee Link Information Task 8: Enter SF-424 Information

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 Grantee's Declaration Request;
- FSA for each Grantee;
- Submitted SF-424s; and
- A list of NEMIS HMGP user names and user IDs of the Grantee 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 Grantee 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
Mitigation Program designation for the disaster	Declaration Module → Declaration → Designated Programs → Designated column
FEMA/State Agreement (FSA) Mitigation Language	Declaration Module → Declaration → FSA tab → Special Mitigation Language box
View the following dates: <ul style="list-style-type: none"> • HMGP Applications Final Due Date • HMGP Total Obligation Date • HMGP Closeout Date • Disaster Closeout Date 	Mitigation Module → Disaster → Overview → Disaster Information tab
Grantees designated for the disaster	Mitigation Module → Disaster → Overview → Grantee Information tab
SF-424s submitted	Mitigation Module → Disaster → Overview → SF424 Information tab
Public Notice details	Mitigation Module → Disaster → Overview → Federal Public Notice tab

DISASTER INFORMATION	LOCATION IN NEMIS
Declaration Request, FSA, and other supporting documents	Mitigation Module → Disaster → Overview → Attachments tab
Users linked to Grantees	Mitigation Module → Disaster → Overview → User to Grantee Link tab

Preliminary Damage Assessment (PDA) Module Tasks

A number of system tasks are executed in the PDA Module prior to a disaster declaration. Although these system tasks are not directly part of the HMGP process in NEMIS HMGP, having the following information entered in the system prior to the disaster event will expedite HMGP processing.

1. On the NEMIS menu bar, click the Mitigation button. The Select Group ID dialog box is displayed.
2. Select "MT Analyst" from the drop-down list. Click the OK button.
3. The Select Disaster window is displayed. In the Disaster box, enter the Disaster No.
4. Click the OK button.
5. Select the NEMIS button to return to the main NEMIS menu
6. On the NEMIS menu bar, click PDA (Figure 3-1). The PDA information for the disaster you selected in Step 4 is displayed.

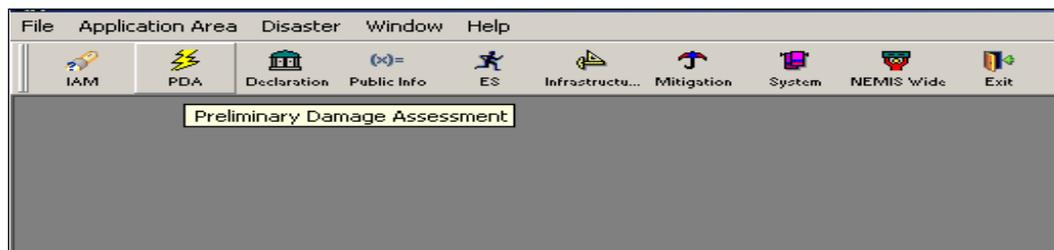


Figure 3-1: NEMIS →Preliminary Damage Assessment (PDA) Module

7. The **General** tab of the PDA Module is displayed by default (Figure 3-2).

Figure 3-2: PDA →General Tab

8. Under the **General** tab, there are four sub-tabs. Among them, the **Program** sub-tab is displayed by default (Figure 3-3). Take note if:
 - The HM Program checkbox is checked; and
 - The HM Program Coordinator has been assigned.

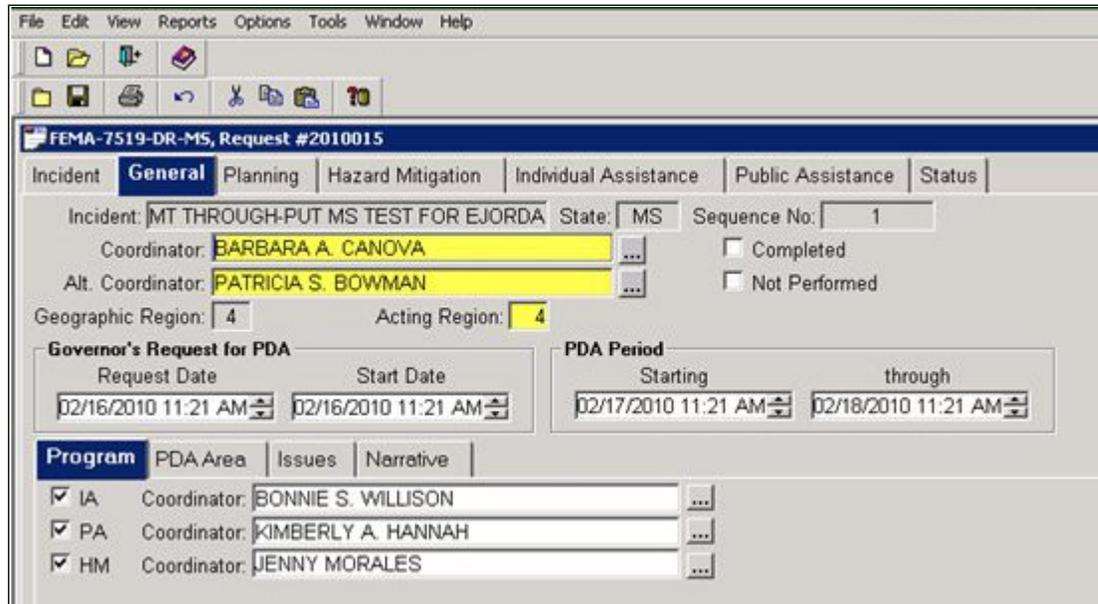


Figure 3-3: PDA →General →Program Tab

9. On the top part of the screen, click the **Planning** tab. The Teams information for the disaster is displayed (Figure 3-4).

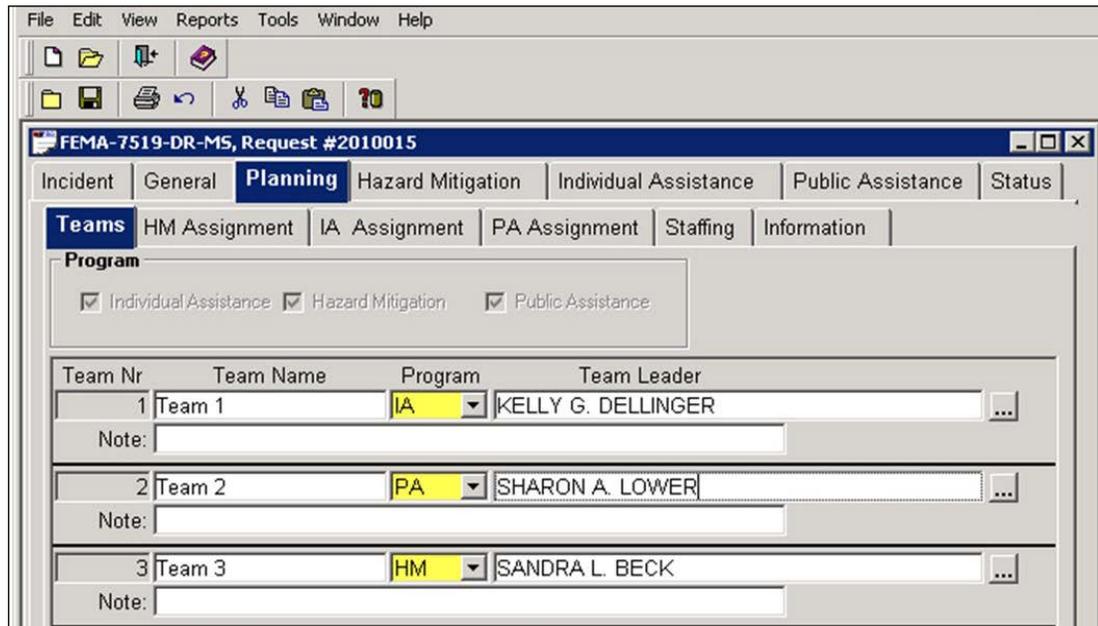


Figure 3-4: PDA →Planning →Teams Tab

10. On the top part of the screen, click the **Individual Assistance (IA)** tab. Steps 10a - 10c describe the sub-tabs under **Individual Assistance**.
 - a. Under **Individual Assistance**, there are six sub-tabs.
 - b. Among the six sub-tabs, the **State Summary** sub-tab is displayed by default. Under **State Summary** there are seven sub-tabs.

- c. Among the seven sub-tabs, **Cost Summary** is displayed by default. The tab displays Individual Assistance Cost Summary information for the State (Figure 3-5).

The screenshot shows a software window titled "FEMA-7519-DR-MS, Request #2010015". The main menu includes "Incident", "General", "Planning", "Hazard Mitigation", "Individual Assistance", "Public Assistance", and "Status". Under "Individual Assistance", there are sub-tabs: "State Summary", "Area Summary", "Site Estimate", "Site Details", and "Issues". The "State Summary" sub-tab is active, showing "State 1 of 1" with "State: MS Mississippi" and a "Completed" checkbox. Below this, the "Cost Summary" sub-tab is active, displaying a table with columns "Total Cost", "Cost Share", and "FEMA Cost".

	Total Cost	Cost Share	FEMA Cost
DH - Rental Assistance:	\$0	100%	\$0
DH - Home Repair:	\$0	100%	\$0
DH - Subtotal:	\$0	100%	\$0
IFG - Home/PP Grant:	\$0	75%	\$0
DUA:	\$0	100%	\$0
Crisis Counseling:	\$0	100%	\$0
SBA:	\$0	0%	\$0
Total:	\$0		\$0

All monetary values displayed to the nearest dollar.

Figure 3-5: PDA → Individual Assistance → State Summary → Cost Summary Tab

11. On the top part of the screen, click the **Public Assistance (PA)** tab. Steps 11a - 11d describe the sub-tabs under **Public Assistance**.
- Under **Public Assistance**, there are seven sub-tabs.
 - Among the seven sub-tabs, the **State Summary** sub-tab is displayed by default. Under **State Summary**, there are three sub-tabs.
 - Among the three sub-tabs, **Part I - Applicant Information** is displayed by default. The tab displays Public Assistance Applicant information for the State (Figure 3-6).

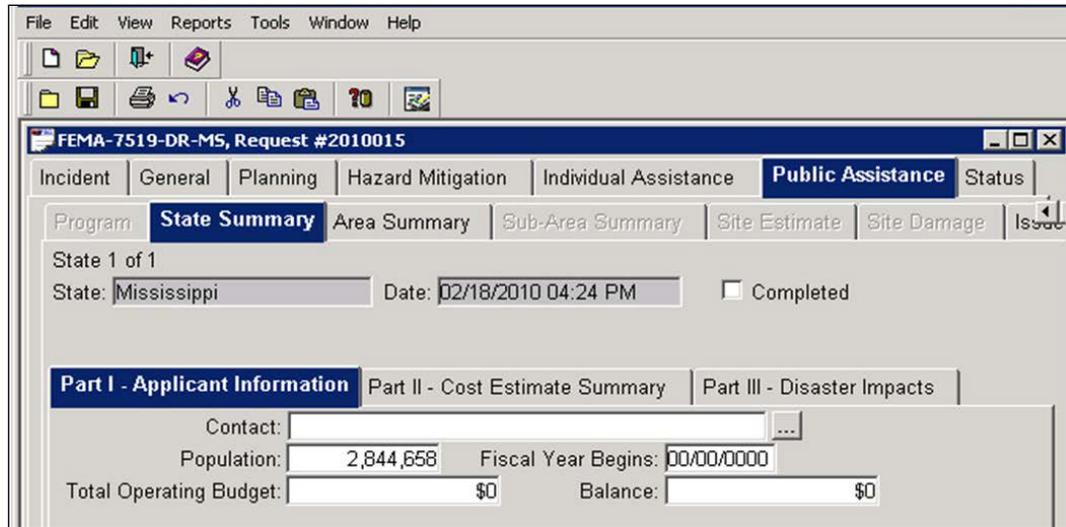


Figure 3-6: PDA →Public Assistance →State Summary →Applicant Information Tab

- d. Next to **Part I - Applicant Information**, click the **Part II - Cost Estimate Summary** tab. The tab displays Public Assistance Cost Estimate Summary information for the State (Figure 3-7).

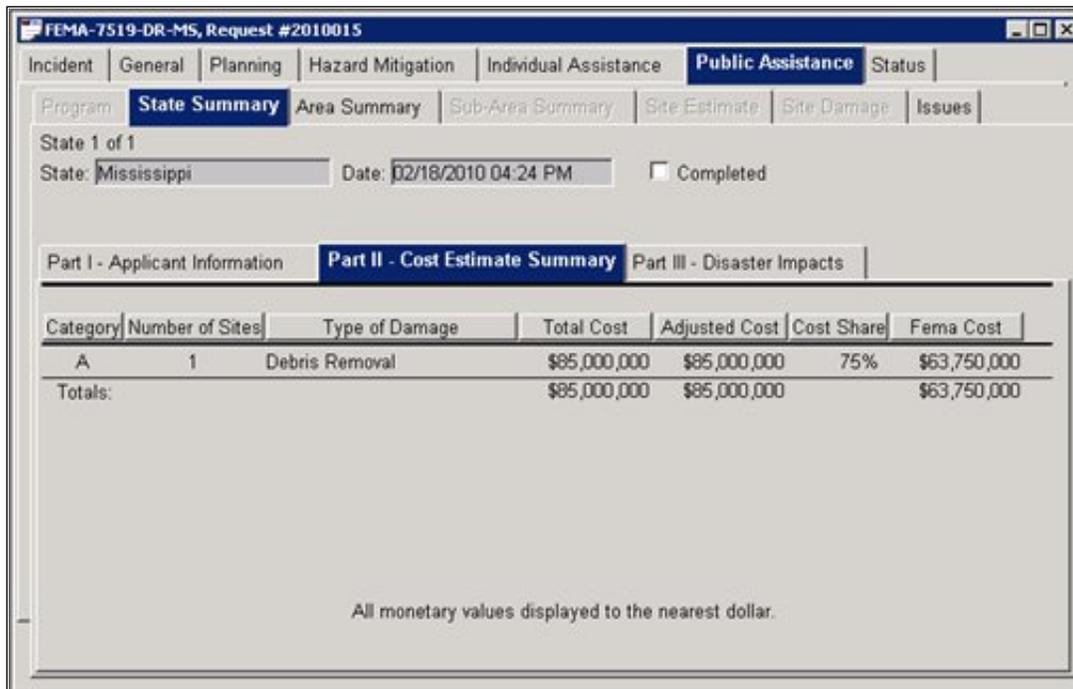


Figure 3-7: PDA →Public Assistance →State Summary →Cost Estimate Summary Tab

- 12. On the top part of the screen, click the **Hazard Mitigation** tab. Steps 12a – 12g describe the sub-tabs under Hazard Mitigation.
 - a. Under **Hazard Mitigation**, there are six sub-tabs.

- b. Among the six sub-tabs, the **Program** sub-tab is displayed by default. The tab displays the PA and IA Cost Summaries (Figure 3-8).

PA Cost Summary

	Total Cost	Cost Share	FEMA Cost
A:	\$85,000,000	75%	\$63,750,000 ✓
B:	\$0	0%	\$0 ✓
C:	\$0	0%	\$0 ✓
D:	\$0	0%	\$0 ✓
E:	\$0	0%	\$0 ✓
F:	\$0	0%	\$0 ✓
G:	\$0	0%	\$0 ✓
Total:	\$85,000,000		\$63,750,000
PA Cost Component:			\$63,750,000

IA Cost Summary

	Total Cost	Cost Share	FEMA Cost
DH - Rental Assistance:	\$0	100%	\$0
DH - Home Repair:	\$0	100%	\$0
DH - Subtotal:	\$0	100%	\$0 ✓
IFG - Home/PP Grant:	\$0	75%	\$0 ✓
DUA:	\$0	100%	\$0 ✓
Crisis Counseling:	\$0	100%	\$0 ✓
SBA:	\$0	0%	\$0
Total:	\$0		\$0
IA Cost Component:			\$0

PA Cost Component: \$63,750,000
IA Cost Component: \$0

Mission Assignment Estimate: \$9,999,999,999 (non-administrative)
 Adjustment: \$8,888,888,888 Note...
 Total: \$18,952,638,887

Initial Funding 15.0 % of Total: \$2,842,895,833

HMGP Funding Estimates
 FEMA Share: \$2,842,895,833 (75%)
 Non-Federal Share: \$0 (25%)
 Combined Shares: \$2,842,895,833

*All monetary values displayed to the nearest dollar.
 Public Assistance totals adjusted for insurance and OFA coverage.*

Figure 3-8: PDA →Hazard Mitigation →Program Tab

- i. In the Adjustment data field located in the lower left corner of the screen, enter the dollar amount for adjustments.
- ii. Click the NOTE button. Enter your Adjustment notes in the Cost Adjustment Note window (Figure 3-9). Click the OK button to save your text.

Figure 3-9: Cost Adjustment Note

- c. The second sub-tab under **Hazard Mitigation** is **Admin**.
- d. The third sub-tab under **Hazard Mitigation** is **Building Code**.

- e. The fourth sub-tab under **Hazard Mitigation** is **Environmental**. Enter environmental and historic preservation information specific to states and localities (Figure 3-10).

Figure 3-10: PDA →Hazard Mitigation →Environmental →State Tab

- f. The fifth sub-tab under **Hazard Mitigation** is **Flood** (Figure 3-11).

Figure 3-11: PDA →Hazard Mitigation →Flood →NFIP Tab

- g. The sixth sub-tab under **Hazard Mitigation** is **Issues**. Enter the issues associated with the event and with the PDA.

13. To exit from the PDA module, click File-Exit on the PDA menu bar.

Task 1: Ensure Declaration Information is Complete

Before Mitigation information specific to the disaster can be entered into NEMIS HMGP, FEMA Emergency Coordinator (EC) and Emergency Support (ES) staff must enter disaster declaration information in the system. These include ECs designating Hazard Mitigation as a program for the disaster and ESs processing the initial allocation.

To ensure that the above tasks have been done in the system, complete the following steps:

1. On the NEMIS menu bar, click Declaration (Figure 3-12).



Figure 3-12: Declaration Module

HINT: *If the Declaration Manager does not appear, check NACS for your current Padlock/Oracle roles. You must be assigned as a Declaration user in Padlock and have the DEC-RGN-ROLE in Oracle to access the Declaration module.*

2. On the Declaration menu bar, click File → Open. The Open Declaration Request dialog box is displayed (Figure 3-13).

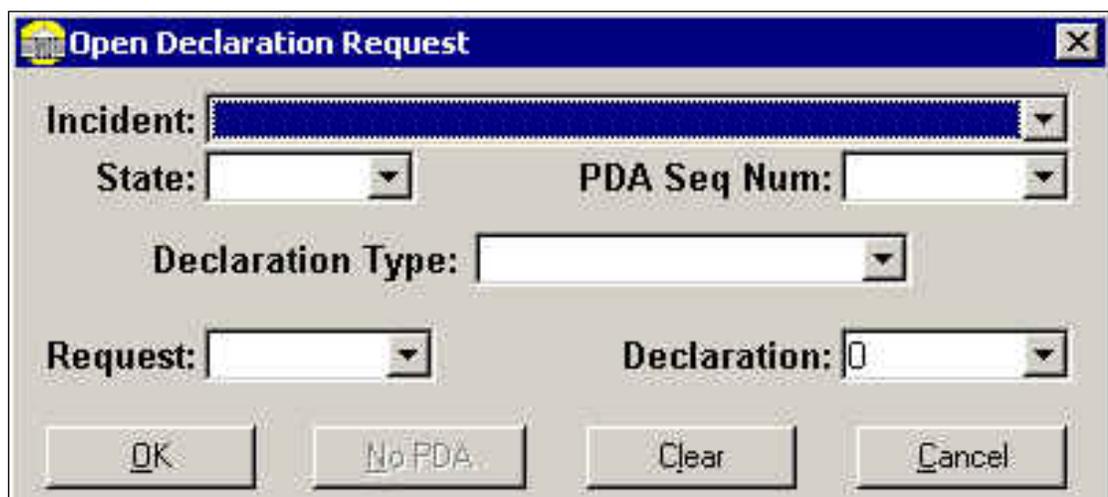


Figure 3-13: Open Declaration Request Dialog Box

3. Enter the Disaster Number in the Declaration box.

4. Click the OK button. The **Declaration** tab is displayed by default. The Declaration section at the top half of the tab displays declaration information (Figure 3-14).

Designated	Requested Assistance Programs	Designated Date	Cost Share	Filing Deadline
<input checked="" type="checkbox"/>	DFA Direct Federal Assistance	06/18/2002 11:09 AM	75.0 %	06/18/2003 11:09 AM
<input checked="" type="checkbox"/>	DUA Disaster Unemployment Assist.	06/18/2002 11:09 AM	100.0 %	06/18/2003 11:09 AM
<input checked="" type="checkbox"/>	HA Housing Assistance	06/18/2002 11:09 AM	100.0 %	06/18/2003 11:09 AM
<input checked="" type="checkbox"/>	HM Hazard Mitigation	06/18/2002 11:09 AM	75.0 %	06/18/2003 11:09 AM

Figure 3-14: Declaration Tab

5. In the bottom half of the **Declaration** tab, there are eleven sub-tabs. The **Designated Programs** sub-tab is displayed by default.
 - a. On the bottom left of the screen, see if the HM selection box is checked. If yes, then Hazard Mitigation has been designated as a program for this disaster.
 - b. If the HM selection box is not checked, contact the Emergency Coordinator staff to designate the program for the disaster.
 - c. Note also the Designated Date, Cost Share, Filing Deadline and Expiration Date of the Hazard Mitigation program in the columns to the right.

NOTE: FEMA Headquarters processes the initial allocation after the disaster has been declared. See Unit 10: Manage Allocations and Obligations, for more information on this process.

Task 2: Enter Special Mitigation Language for the FEMA/State Agreement (FSA)

The Mitigation staff may be asked to contribute to the Declaration module by entering Special Mitigation Language found in the FSA.

1. In the bottom half of the **Declaration** tab, there are eleven sub-tabs. Click the **FSA** tab. The Special Mitigation Language box is displayed (Figure 3-15).

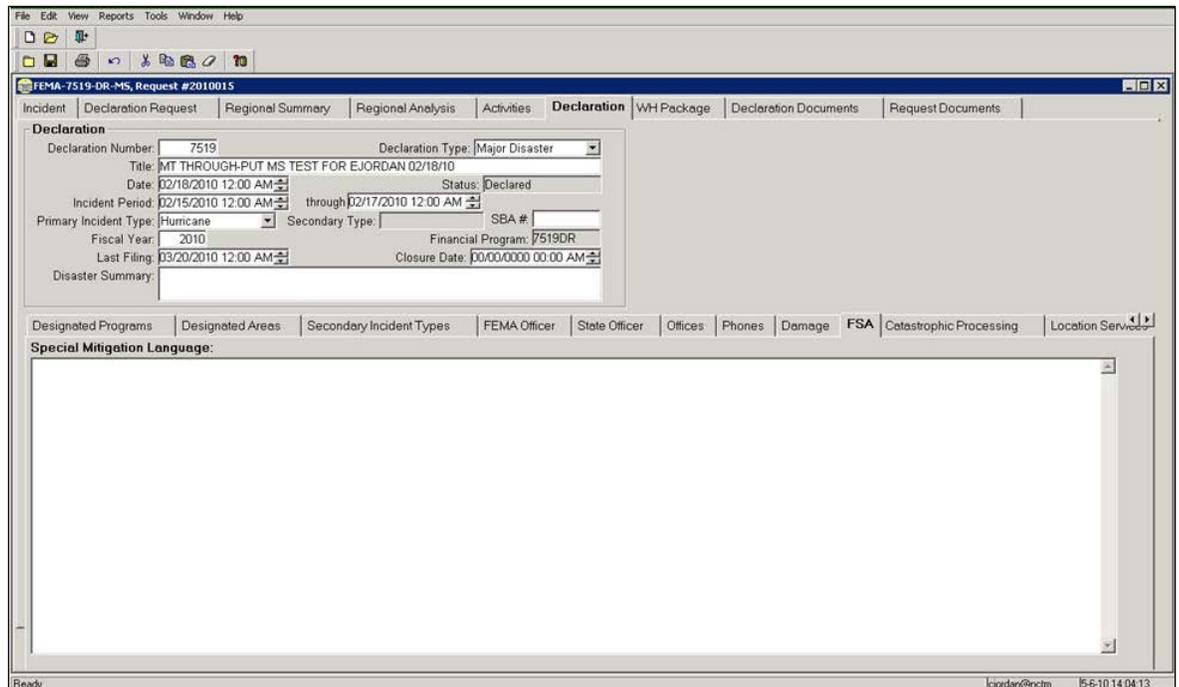


Figure 3-15: FSA Special Mitigation Language

2. To add text, right-click inside the box and select Editor (Figure 3-16). The Editor screen is displayed.

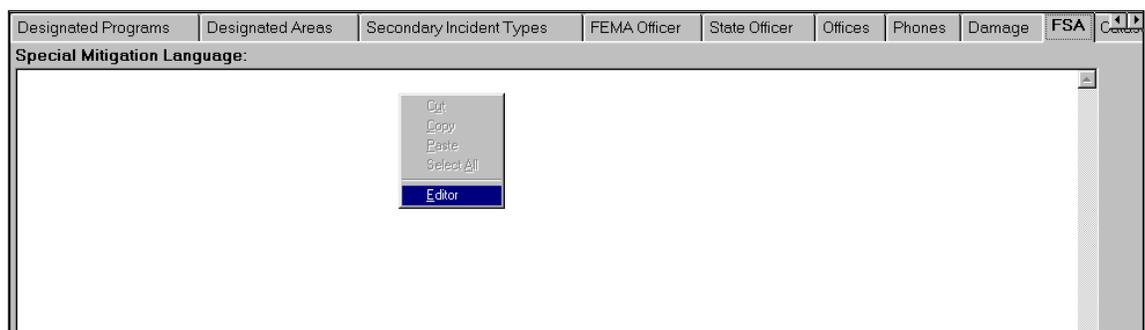


Figure 3-16: Editor Menu

3. Enter your comments.
4. Click the SPELL CHECK button if you wish to use that feature (Figure 3-17).

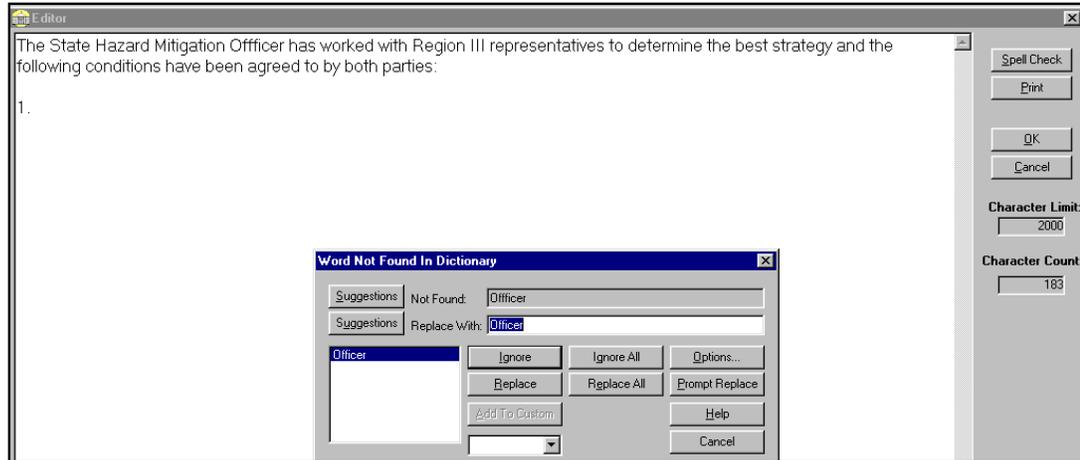


Figure 3-17: Editor/Spell-Check Screen

5. Click the OK button when you are finished.
6. The text you entered is now displayed in the Special Mitigation Language box.
7. To exit from the Declaration module, click File - Exit on the Declaration menu bar.

Task 3: 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 3-18).

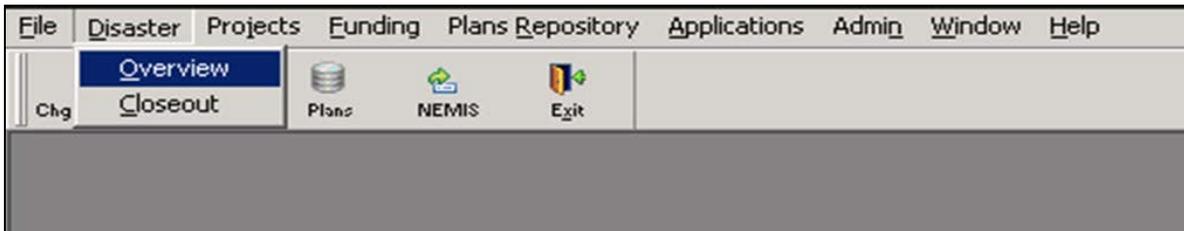


Figure 3-18: Mitigation →Disaster →Overview

4. The **Disaster Information** tab is displayed by default (Figure 3-19).

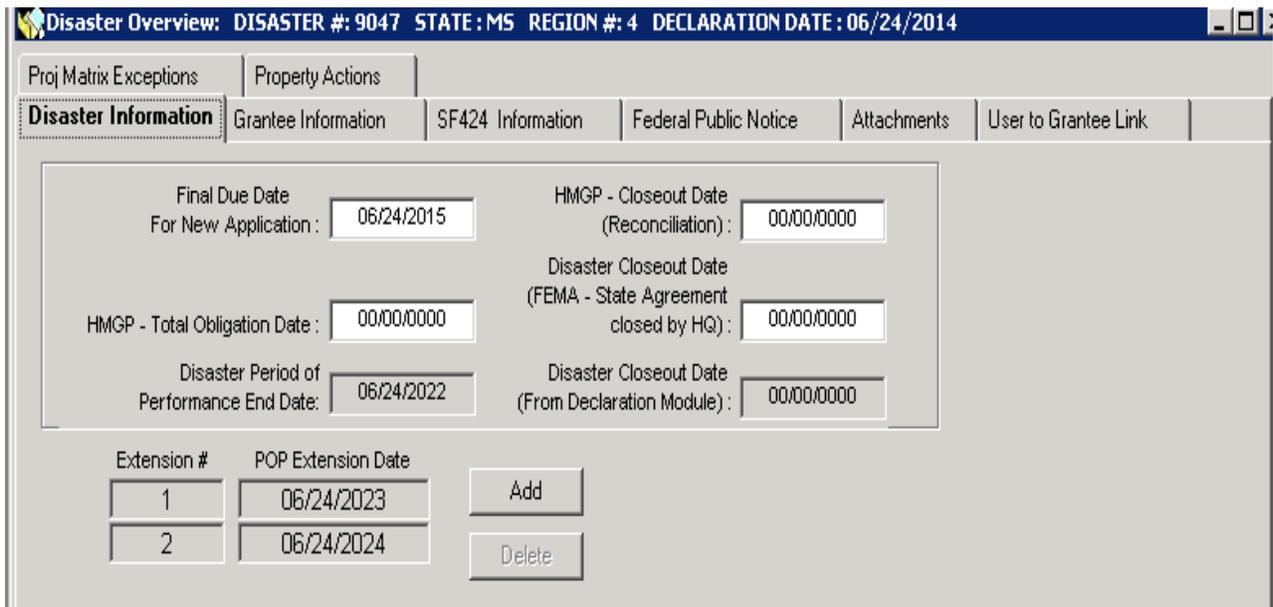


Figure 3-19: Mitigation →Disaster →Overview →Disaster Information Tab

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

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

NOTE: All validation messages must be addressed.

Table 3-3: Disaster Information Tab Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Final Due Date for New Application	Closing date for HMGP project applications for the disaster. If the disaster has two Grantees 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 Grantees.
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.
POP Extension Date	Adds capability to capture POP extension end dates granted to the original POP.

Task 4: Manage Grantee Information

1. Next to the **Disaster Information** tab, click the **Grantee Information** tab (Figure 3-20).

The screenshot shows a software window titled "Disaster Overview: DISASTER #: 7519 STATE: MS REGION #: 4 DECLARATION DATE: 02/18/2010". The "Grantee Information" tab is selected. The form contains the following fields and controls:

- Grantee: Statewide (with a "More Grantee Info..." button)
- State: MS, County: 0, Statewide
- Place Code: 0, Statewide
- Applicant Description: State Emergency Management Agency
- CID Number: 289999 - Statewide
- Tax Id: [empty]
- Private Non-Profit: Yes No
- Letter of Intent Rec Date: 00/00/0000
- Grantee Percent: 15.00000%
- SmartLink Participant: Yes No
- SmartLink Drawdown Date: 00/00/0000
- Final Due Date For New Application: 00/00/0000
- SmartLink Drawdown Amount: \$0
- HMGP - Total Obligation Date: 00/00/0000
- HMGP - Closeout Date (Reconciliation): 00/00/0000
- Grantee HMGP Administrative Plan:
 - Approval Date: 00/00/0000
 - Plan Due Date: 00/00/0000
- Grantee Mitigation Plan:
 - Plan Type: [empty]
 - Revision Nr: [empty]
 - Aprvl Type: [empty]
 - Aprvl Dt: 00/00/0000
 - Expire Dt: [empty]

Buttons on the right side include: New, Delete, Edit Percent ..., Edit Adm Link ..., and Edit Mit Link ...

Figure 3-20: Mitigation → Disaster → Overview → Grantee Information Tab

From this tab, you can do the following:

Task 4A: [Designate a Grantee](#)

Task 4B: [Edit Designated Grantee Information](#)

Task 4C: [Edit Percentage on a Designated Grantee](#)

Task 4D: [Edit Admin Link and Mit Plan Link for a Designated Grantee](#)

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

Task 4A: Designate a Grantee

1. On the **Grantee Information** tab, click the NEW button. The Look up Grantee window is displayed (Figure 3-21).

The screenshot shows a window titled "Look up Grantee" with a section for "Enter Criteria". The fields include:

- Applicant ID: [] Update ID [] State: []
- County: []
- Place Code: []
- Name: []
- Tax Id: [] Private Non-Profit: Yes No
- CID Number: []
- Applicant Description: []

On the right side, there is a vertical stack of buttons: Search, Add, Delete, Add Contact, Edit Contact, Delete Contact, Save, OK, and Cancel.

At the bottom, there is a table with two columns: Contact Name and Contact Title.

Figure 3-21: Look Up Grantee Window

2. Click the SEARCH button. Designated Grantee records are displayed (Figure 3-22).

The screenshot shows the same "Look up Grantee" window, but now displaying search results. The search criteria are populated with the following values:

- Applicant ID: 000-00000-00 Update ID [] State: MS
- County: 0 Statewide
- Place Code: 0 Statewide
- Name: Statewide
- Tax Id: [] Private Non-Profit: Yes No
- CID Number: 289999 - Statewide
- Applicant Description: State Emergency Management Agency

The search results table is as follows:

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

The right side of the window remains the same with buttons: Criteria, Add, Delete, Add Contact, Edit Contact, Delete Contact, Save, OK, and Cancel.

Figure 3-22: Grantee Search Results

3. If the desired Grantee is already listed, click the OK button.
4. If the desired Grantee is not listed, complete Steps 4a - 4h.

- a. Click the ADD button to designate a new Grantee.
- b. Click the UPDATE ID button. A table for selecting the county or place identification code is displayed (Figure 3-23).

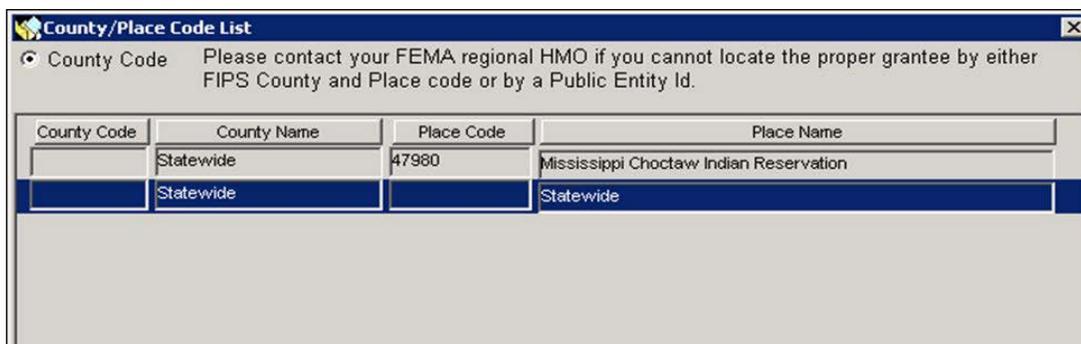


Figure 3-23: County/Place Code List

- 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 Grantee window is displayed with the selected County and Place Code.

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

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

Table 3-4: Look Up Grantee Window Data Fields

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

- f. Click the ADD CONTACT button to enter data on a contact for the Grantee. The Look up a Contact window is displayed (Figure 3-24).

Figure 3-24: 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 Grantee window.
- h. Click the OK button. The Grantee information is displayed on the **Grantee Information** tab (Figure 3-25).

Figure 3-25: Grantee Information Tab

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

Table 3-5: Grantee Information Tab Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Private Nonprofit	Is the Grantee a nonprofit organization? Select one of the following: <ul style="list-style-type: none"> • Yes • No
Letter of Intent Rec Date	Date the Letter of Intent was received from the Grantee
SmartLink Participant	Is the Grantee a participant in the system to electronically transfer funds? Select one of the following: <ul style="list-style-type: none"> • Yes • No
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 Grantee

DATA FIELD	INFORMATION TO BE ENTERED
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 Grantee CAUTION: Do not enter HMGP -Total Obligation Date until all funds are obligated.
HMGP – Closeout Date (Reconciliation)	Financial Reconciliation Date CAUTION: Do not enter HMGP - Closeout Date until financial data for the disaster has been reconciled.

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

Task 4B: Edit Designated Grantee Information

1. Scroll through the Grantees displayed on the **Grantee Information** tab.
2. With the desired Grantee displayed, click the MORE GRANTEE INFORMATION button. The Look up Grantee window is displayed.

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

3. To change the information on the Grantee 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 Grantee window.
5. Click the OK button. The **Grantee Information** tab is displayed.
6. If necessary, edit the Letter of Intent Rec Date and SmartLink data fields.

Task 4C: Edit Percentage on a Designated Grantee

1. The **Grantee Information** tab displays a default percentage in the Grantee Percent data field (Figure 3-26).

Figure 3-26: Grantee Information Tab with Default Percentage

2. When the user is alerted by the warning message that a Grantee has an Enhanced Mitigation Plan, the Grantee percentage can be changed by completing Steps 2a - 2d.
 - a. Click the EDIT PERCENT button. The Comment Editor window is displayed.
 - b. In the Grantee Percent box, enter the new percentage.
 - c. In the text area, enter the justification for the change in percentage (Figure 3-27).

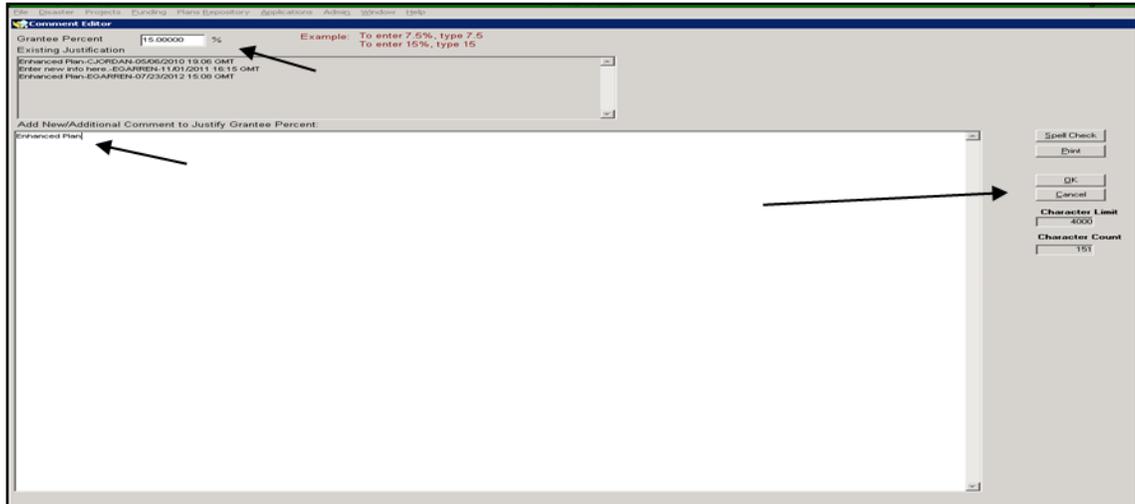


Figure 3-27: Edit Percentage

- d. Click the OK button.
- 3. The new percentage is displayed on the **Grantee Information** tab (Figure 3-28).

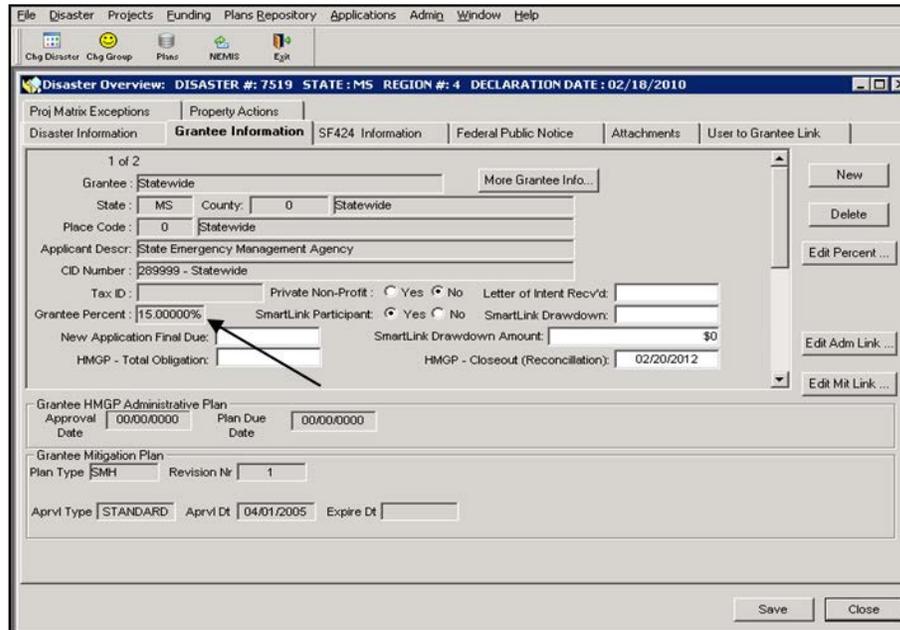


Figure 3-28: Grantee Information Tab with New Percentage

NOTE: The Grantee Percent value will also be displayed in Mitigation → Funding → Estimate → Grantee Worksheet.

Task 4D: Edit Admin and Mit Plan Link for a Designated Grantee

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

1. To add or change the approved HMGP Administrative Plan that is referenced by the Grantee for the disaster, complete Steps 1a - 1f.
 - a. On the **Grantee Information** tab, click the EDIT ADM LINK button.
 - b. The MT Admin Plan window is displayed (Figure 3-29).

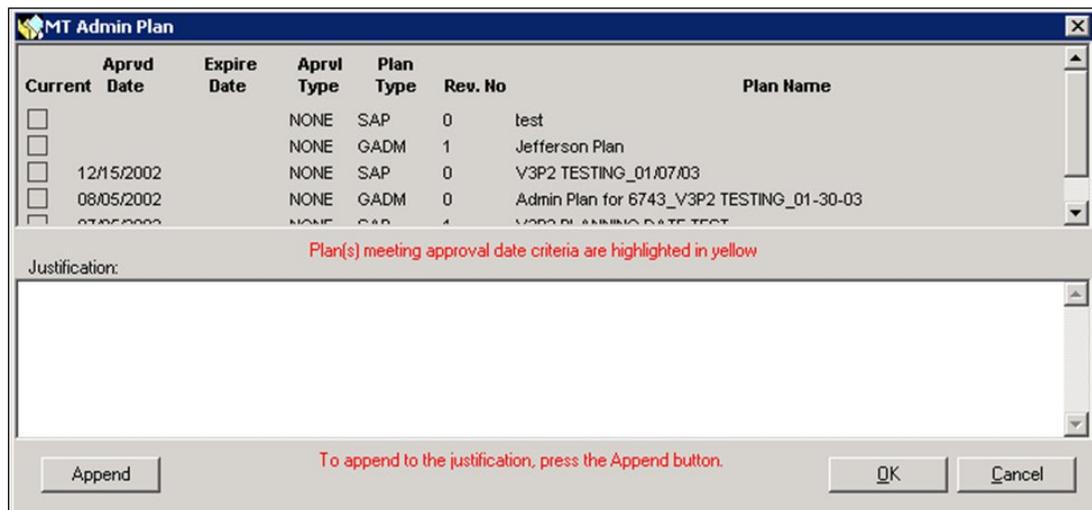


Figure 3-29: MT Admin Plan Window

- 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 Grantee HMGP Administrative Plan information is now displayed on the **Grantee Information** tab.
2. To add or change the approved HMGP Mitigation Plan that is referenced by the Grantee for the disaster, complete Steps 2a - 2f.
 - a. On the **Grantee Information** tab, click the EDIT MIT LINK button.
 - b. The MT Mitigation Plan window is displayed (Figure 3-30).

The screenshot shows a window titled "MT Mitigation Plan" with a table of plans and a justification text area. The table has columns for Current, Aprvd Date, Expire Date, Aprvl Type, Plan Type, Rev. No, and Plan Name. The first row is selected with a checked checkbox and has a yellow background. Below the table is a justification text area with a red message and an Append button. At the bottom are OK and Cancel buttons.

Current	Aprvd Date	Expire Date	Aprvl Type	Plan Type	Rev. No	Plan Name
<input checked="" type="checkbox"/>	04/01/2005		STD	SMH	1	State of Mississippi MultiMit Plan_V3P2 Testing
<input type="checkbox"/>	04/30/2002		STD	SMH	0	Mississippi State Plan

Justification:

Plan(s) meeting approval date criteria are highlighted in yellow

SMH Rev. No. 1 Approval STD Dated 04/01/2005:-CJORDAN-05/06/2010 18:50 GMT
 SMH Rev. No. 1 Approval STD Dated 04/01/2005:-CJORDAN-05/06/2010 18:50 GMT

To append to the justification, press the Append button.

Append OK Cancel

Figure 3-30: 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 Grantee Mitigation Plan information is now displayed on the **Grantee Information** tab.

Task 5: Enter Federal Public Notice

1. Click the **Federal Public Notice** tab (Figure 3-31).

Figure 3-31: 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 6: Attach Documents

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

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

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

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.

1. Click the **Attachments** tab (Figure 3-32).

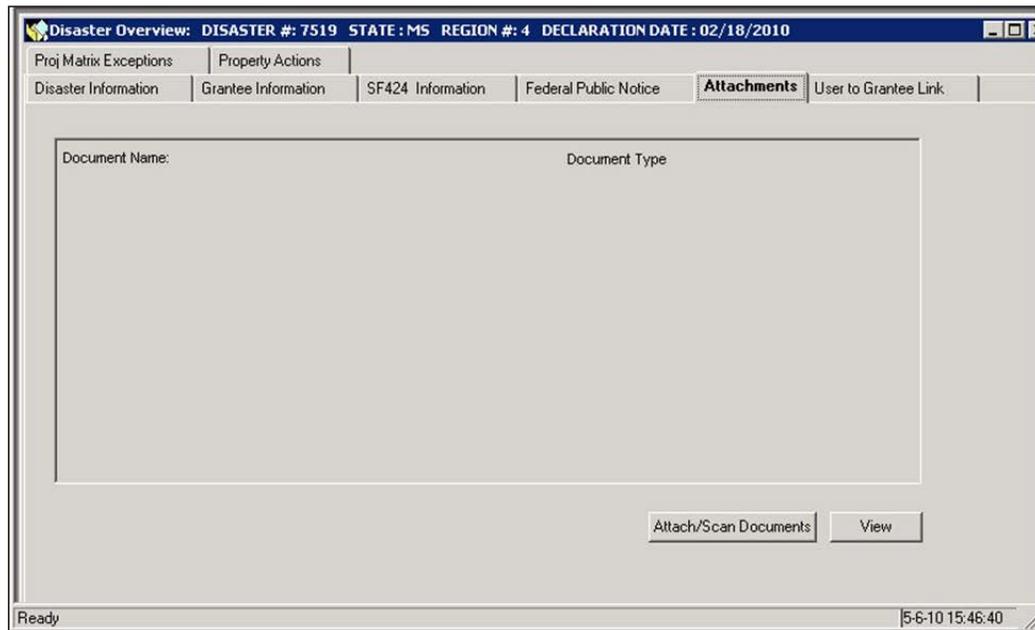


Figure 3-32: Mitigation → Disaster → Overview → Attachments Tab

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

Task 7: Enter User to Grantee Link Information

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

NOTE: Users who are linked to Grantees should be assigned to one of the two Mitigation positions for the disaster in NACS: 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 Grantee (Unit 6: Manage Project Application).

1. Click the **User to Grantee Link** tab. Check to see if your user name is already linked to the Grantee (Figure 3-33).

User Name	Grantee Name
EGARREN	Mississippi Choctaw Indian Reservation
PGOLDSTEIN	Statewide
CMILLER	Statewide
AYOUNG	Statewide
ACHIOU	Statewide
MTMA	Statewide
MTST	Statewide
EMTPO	Statewide
MSMITH	Statewide

Figure 3-33: Mitigation → Disaster → Overview → User to Grantee Link Tab

2. If your name or the name of the person you wish to add is not linked to the Grantee, 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 Grantee Tab Screen Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
User Name	NEMIS HMGP User Name – Select from the drop-down list of user IDs and names
Grantee Name	Grantee for the disaster – Select from the drop-down list of all Grantees

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

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

Task 8: Enter SF-424 Information

NOTE: NEMIS HMGP assumes that one SF-424 is submitted for each Grantee 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 Funding Estimates 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 3-34 and 3-35).

Grantee Name	SF424 Number	Rev Number	Fed Est Funding Amt	Applicant Est Funding Amt	State Est Funding Amt	Local Est Funding Amt
Statewide	1	0	\$0	\$1,000,000	\$0	\$0
Gila River Indian Reservation	2	0	\$0	\$0	\$5,005,000	\$0

Disaster	Applic Id	Amendment Number	Fed Est Funding Amt	Applicant Est Funding Amt	State Est Funding Amt	Local Est Funding Amt	Other Est Funding Amt	Prgm Inc Es Funding Amt
7512	2	1	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$0	\$0	\$0	\$0	\$0	\$0

Figure 3-34: SF424 Information Tab - Left Side

Rev Number	Fed Est Funding Amt	Applicant Est Funding Amt	State Est Funding Amt	Local Est Funding Amt	Other Est Funding Amt	Prgm Inc Es Funding Amt	Total Est Funding Amt
0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
0	\$0	\$0	\$5,005,000	\$0	\$0	\$0	\$5,005,000

Disaster	Applic Id	Amendment Number	Fed Est Funding Amt	Applicant Est Funding Amt	State Est Funding Amt	Local Est Funding Amt	Other Est Funding Amt	Prgm Inc Es Funding Amt
7512	2	1	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$0	\$0	\$0	\$0	\$0	\$0

Figure 3-35: 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
Grantee Name	Grantee who submitted the SF-424
SF 424 Number	Sequential number assigned by the system – The first Grantee is assigned the number "1," the second Grantee 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 Grantee.
Applicant Est Funding Amt	Estimated amount of funding from the Grantee
State Est Funding Amt	Estimated amount of State funding – If the State is the Grantee, 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 Grantee, complete Steps 3a - 3d.

a. Click the NEW button. A new SF-424 row is displayed (Figure 3-36).

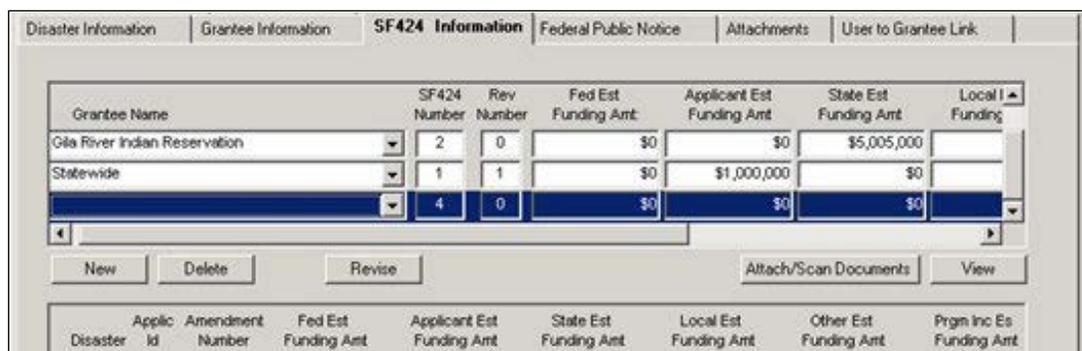


Figure 3-36: SF-424 Information - New Row Added

- b. Select the Grantee 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 ATTACH/SCAN DOCUMENTS button. You are strongly urged to read and follow the instructions in Appendix A: Attach/Scan Documents.

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.

- 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 Grantee 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.
 - b. Enter the necessary information.
 - c. Attach the revised SF-424 form by clicking the ATTACH/SCAN DOCUMENTS button 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.