

Unit 4 – Manage the Mitigation Plans

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Overview

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

- Grantee's HMGP Administrative Plan (formerly known as the State HMGP Administrative Plan);
- Grantee's Multihazard Mitigation Plans (formerly known as the State Mitigation Plan); and
- Subgrantee's Single (local) and multi-jurisdictional Mitigation Plans.

NOTE: For all disasters declared on or after November 1, 2004, Grantees and Subgrantees 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: Enter Grantee Administrative Plan Data Task 2: Enter Grantee Mitigation Plan Data Task 3: Enter Subgrantee Mitigation Plan Data

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, Grantee Information tab.

The Subgrantee 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 Grantee Administrative Plan Data

1. On the NEMIS menu bar, select Mitigation → Disaster → Overview
2. Select the Grantee Information tab.
3. Enter the plan information under the Grantee 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

The screenshot displays the NEMIS software interface for disaster overview. The window title is "Disaster Overview: DISASTER #: 9047 STATE : MS REGION #: 4 DECLARATION DATE : 06/24/2014". The "Grantee Information" tab is active. The "Grantee HMGP Administrative Plan" section is highlighted with a red box and contains the following data:

Plan Approval Date	06/24/2014	Plan Due Date	07/24/2014
Plan Title	Test Admin Plan for 3.17.03 Release.		

Below this section is the "Grantee Mitigation Plan" section with "Enable Manual Entry of Plan Data" checked. The "Plan type" dropdown is empty, and the "Plan Title" field is empty. The "Plan Approval type" is empty, "Plan Approval Date" is 00/00/0000, and "Plan Expiration Date" is 00/00/0000. A red warning message at the bottom states: "Manually entered plans information will not be reflected in the Plan Report".

Figure 4-1: Mitigation → Disaster → Overview → Grantee HMGP Administrative Plan Section

NOTE: This process applies to Grantee 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).

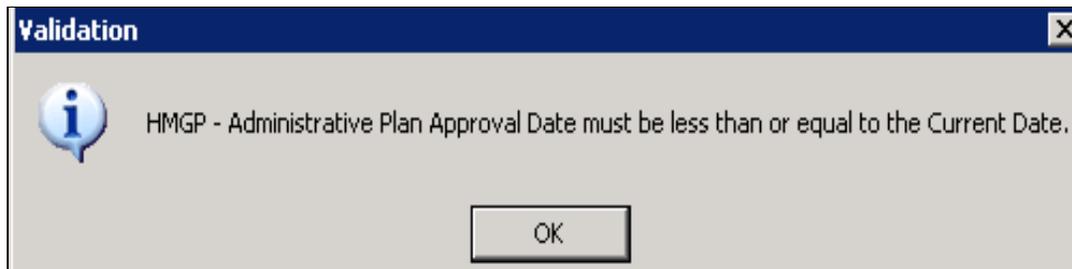


Figure 4-2: Administrative Plan Approval Date Validation Message

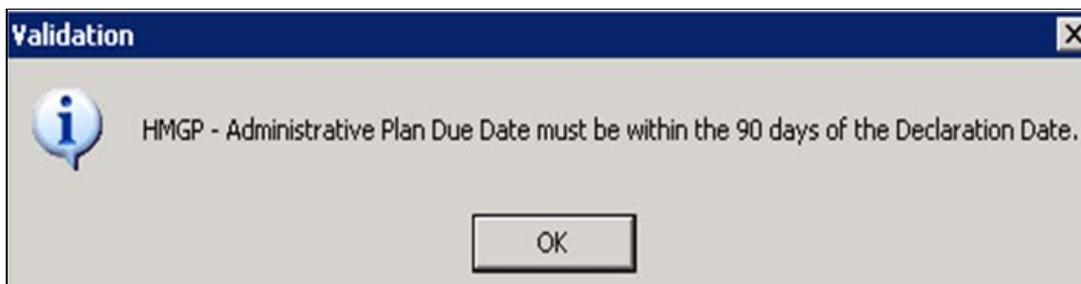


Figure 4-2: Administrative Plan Due Date Validation Message

Task 2: Enter Grantee Mitigation Plan Data

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

The screenshot shows the 'Disaster Overview' window for Disaster # 9047, State: MS, Region #: 4, Declaration Date: 06/24/2014. The 'Grantee Information' tab is active. The form contains various fields for grantee details, including State (MS), County (0), Statewide, Place Code (0), Applicant Descr (State Emergency Management Agency), CID Number (289999 - Statewide), Tax ID, Private Non-Profit (Yes/No), Letter of Intent Recv'd, Grantee Percent (15.000000%), SmartLink Participant (Yes/No), SmartLink Drawdown, New Application Final Due, SmartLink Drawdown Amount, HMGP - Total Obligation, and HMGP - Closeout (Reconciliation). The 'Grantee HMGP Administrative Plan' section includes Plan Approval Date (06/24/2014), Plan Due Date (07/24/2014), and Plan Title (Test Admin Plan for 3.17.03 Release). The 'Grantee Mitigation Plan' section is highlighted with a red box and contains the following fields: Enable Manual Entry of Plan Data, Plan type (dropdown), Plan Title, Plan Approval type, Plan Approval Date (00/00/0000), and Plan Expiration Date (00/00/0000). A red warning message at the bottom of the highlighted section reads: 'Manually entered plans information will not be reflected in the Plan Report'. Buttons for 'New', 'Delete', 'Edit Percent ...', 'Edit Adm Link ...', 'Edit Mit Link ...', 'Save', and 'Close' are visible.

Figure 4-4: Mitigation → Disaster → Overview → Grantee Mitigation Plan Section

4. Enter the plan information under the Grantee 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 4-5)
 - 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 'Grantee Mitigation Plan'. At the top, there is a checked checkbox labeled 'Enable Manual Entry of Plan Data'. Below this, there are several input fields: 'Plan type' with a dropdown menu, 'Plan Title' with a text box, 'Plan Approval Date' with a date field containing '00/00/0000', and 'Plan Expiration Date' with a date field containing '00/00/0000'. The dropdown menu for 'Plan type' is open, showing a list of options: 'Enhanced State' (highlighted in blue), 'Standard State', 'Standard Tribal', 'Enhanced State', and 'Enhanced Tribal'. Below the dropdown, there is a red error message that reads: 'Manually entered plan type is not selected in the Plan Report'.

Figure 4-5: Mitigation → Disaster → Overview → Grantee 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 Subgrantee Mitigation Plan Data

1. On the NEMIS menu bar, select Mitigation → Projects → Application Development → Applicant Information Tab.
2. Under the Subgrantee Mitigation Plan section (Figure 4-6), select the Enable Manual Entry of Plan Data check box.
3. Enter the plan information under the Grantee 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

HMGP APPLICATION: DISASTER #: 9047 FEMA PROJ #: - APPLICATION ID: 8 AMENDMENT #: 0

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

Grantee

Statewide State Code: MS County Code: 0 Statewide
 Fips Place Code: 0 Statewide [More Grantee Info ...](#)

Subgrantee

BAY SPRINGS CITY HALL State Code: MS County Code: 61 Jasper
 Fips Place Code: 99061 Jasper (County)
 Public Entity: 04C53 BAY SPRINGS CITY HALL [More Subgrantee Info ...](#)
 NFIP Participation: Last CAV Date: 00/00/0000

Subgrantee Mitigation Plan

Enable Manual Entry of Plan Data [Edit Subgr Link...](#)

Plan Type: Multi-Jurisdiction
 Plan Approval Date:
 Plan Expiration Date:
 Plan Title:

Subgrantee [More Preparer Info...](#)

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

Figure 4-6: Mitigation → Projects → Application Development → Applicant Information Tab → Subgrantee Mitigation Plan Section

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