Unit 6 – Manage the HMGP Project Application

Overview....6-3
Information Requirements....6-6
Information Available for Review....6-7
Task 1: Create a New Project Application....6-8
Task 2: Enter Applicant Information....6-10
Task 2A: Enter Grantee Information....6-11
Task 2B: Enter Sub-grantee Information....6-13
Task 2C: Enter Sub-grantee Mitigation Plan Information....6-18
Task 2D: Enter Sub-grantee Application Preparer Information....6-21
Task 3: Attach Problem and Risk Data....6-22
Task 4: Enter Project Information....6-23
Task 5: Enter Work Schedule....6-33
Task 6A: Enter Cost Estimate....6-35
Task 6B: Import Cost Estimate from the Approved Spreadsheet....6-39
Task 7: Enter Match Sources Funds....6-42
Task 8: Enter Cost Effectiveness Information....6-47
Task 9: Attach Maintenance Assurance Information....6-50
Task 10: Enter Public Notice Information....6-51
Task 11: Attach Documents....6-53
Task 12: Enter Eligibility Review Information....6-55
Task 13A: Enter Property Site Inventory Information....6-67
Task 13B: Export, Update and Import the PSI Information....6-84
Task 14: Enter Latitude and Longitude Information....6-89

Task 15: Enter Authorization Information 6-92

Task 16: Edit an Existing Project Application 6-95

Task 17: Verify and Submit a Project Application.................................. 6-97

Task 18: Zero Out a Project 6-101

Task 19: Copy an Un-submitted Project to a More Recent Disaster..... 6-103

References for Manage Project Application 6-106

Table 6-20: Flood Zone Codes 6-107

Project Type Codes 6-108

Property Site Inventory - Hazard Types 6-110

Property Site Inventory - Property Actions 6-111

Available Reports.. 6-112

Overview

The Manage the HMGP Project Application process allows Grantee 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 Project Application

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

	DESCRIPTION
How is it done?	Execute the following tasks: Task 1: Create a New Project Application Task 2: Enter Applicant Information Task 2A: Enter Grantee Information Task 2B: Enter Sub-grantee Information Task 2C: Enter Sub-grantee Mitigation Plan Information Task 2D: Enter Sub-grantee Application Preparer Information Task 3: Attach Problem and Risk Data Task 4: Enter Project Information Task 5: Enter Work Schedule Task 6: Enter Cost Estimate Task 7: Enter Match Sources Funds Task 8: Enter Cost Effectiveness Information Task 9: Attach Maintenance Assurance Information Task 10: Enter Public Notice Information Task 11: Attach Documents Task 12: Enter Eligibility Review Information Task 13: Enter Property Site Inventory Information Task 14: Enter Latitude and Longitude Information Task 15: Enter Authorization Information Task 16: Edit an Existing Project Application Task 17: Verify and Submit a Project Application Task 18: Zero Out a Project Task 19: Copy an Un-submitted Project to a More Recent Disaster

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: Once a project application record has been created in NEMIS HMGP, the record is permanently stored in the database. There is no "delete" feature.

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 Grantee 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 or scanning 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 or scanned.

- Overall project information, including Federal Information Processing Standards (FIPS) code (FEMA will assign one if not included);
- Sub-grantee 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 4,000 characters);
- Benefit-Cost Analysis (BCA);

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

- 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 or scanned.

Information Available for Review

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

Table 6-2: Manage the HMGP Project Application

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

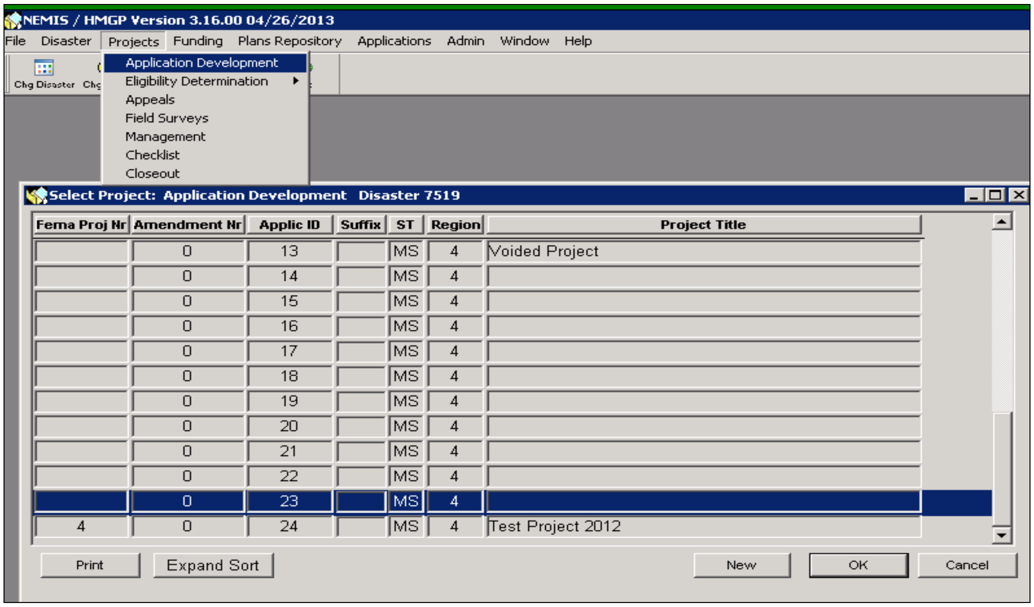

Figure 6-1: Mitigation →Projects→Application Development

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

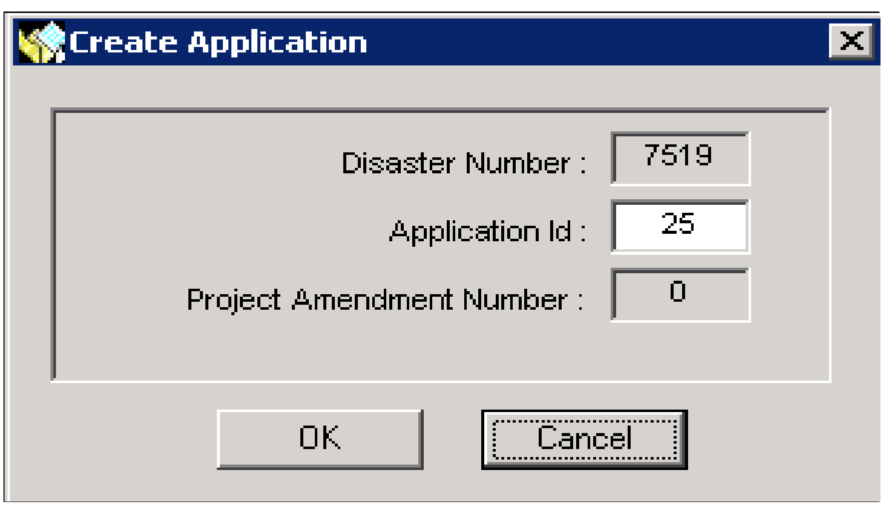

Figure 6-2: Create Application Dialog Box

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. **CAUTION:** ***This data field accepts numerals only. The system will not accept any number higher than 9999.*** ***Once you click the OK button in the Create Application Dialog Box, you can no longer edit the number.***
Project Amendment Number	Read-only Project Amendment Number auto-filled by the system

4. 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.

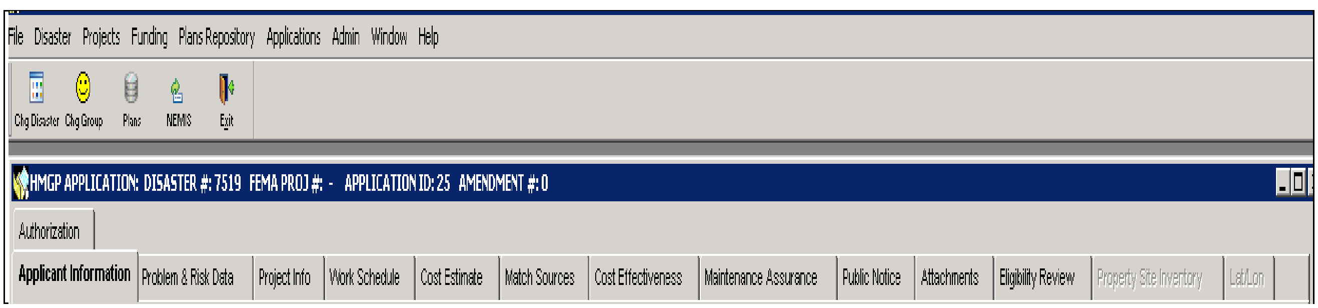

Figure 6-3: HMGP Application Development Tabs

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 Grantee Information

Task 2B: Enter Sub-grantee Information

Task 2C: Enter Sub-grantee Mitigation Plan Information

Task 2D: Enter Sub-grantee Application Preparer Information

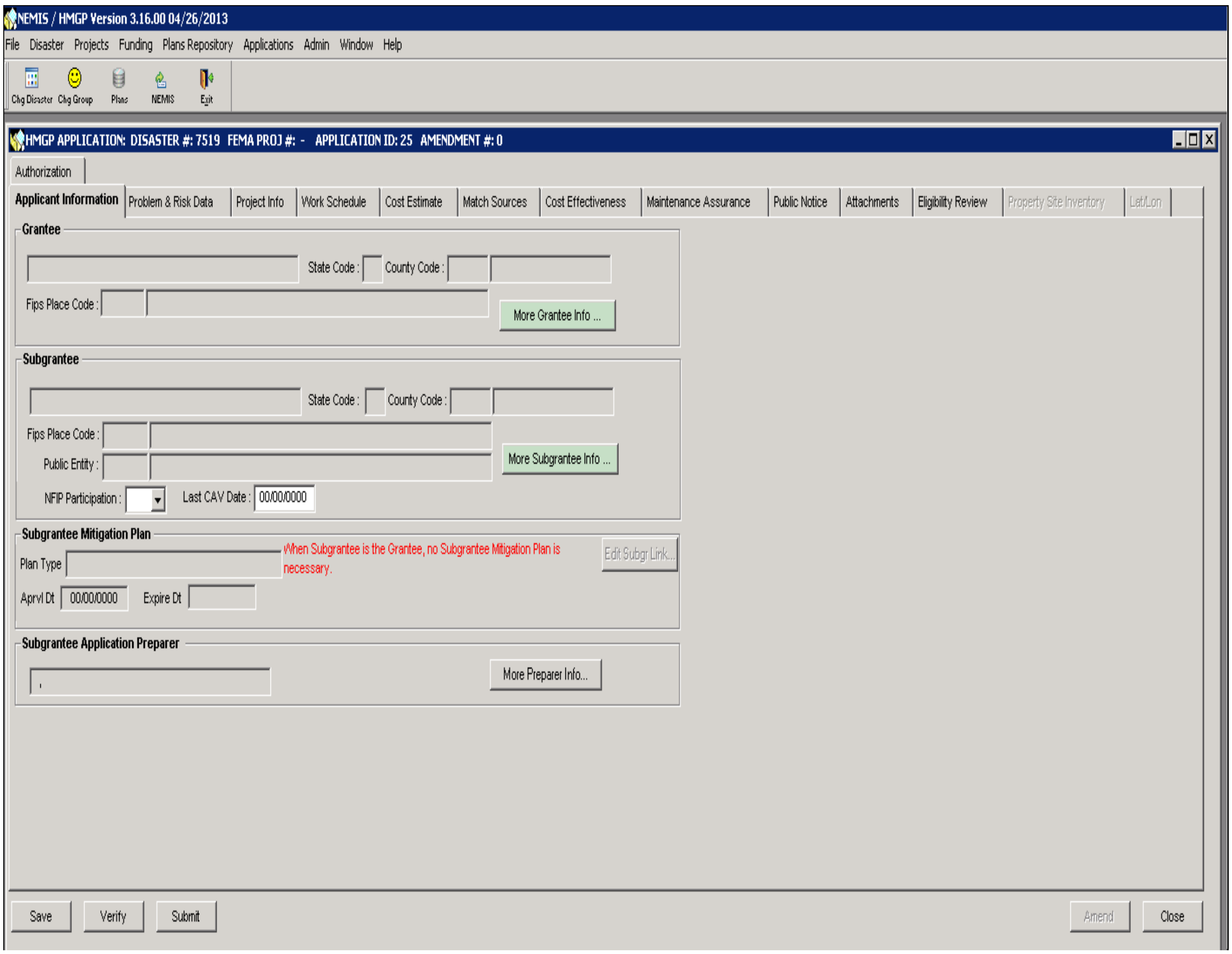

Figure 6-4: Mitigation →Projects →Application Development →Applicant Information Tab

Task 2A: Enter Grantee Information

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

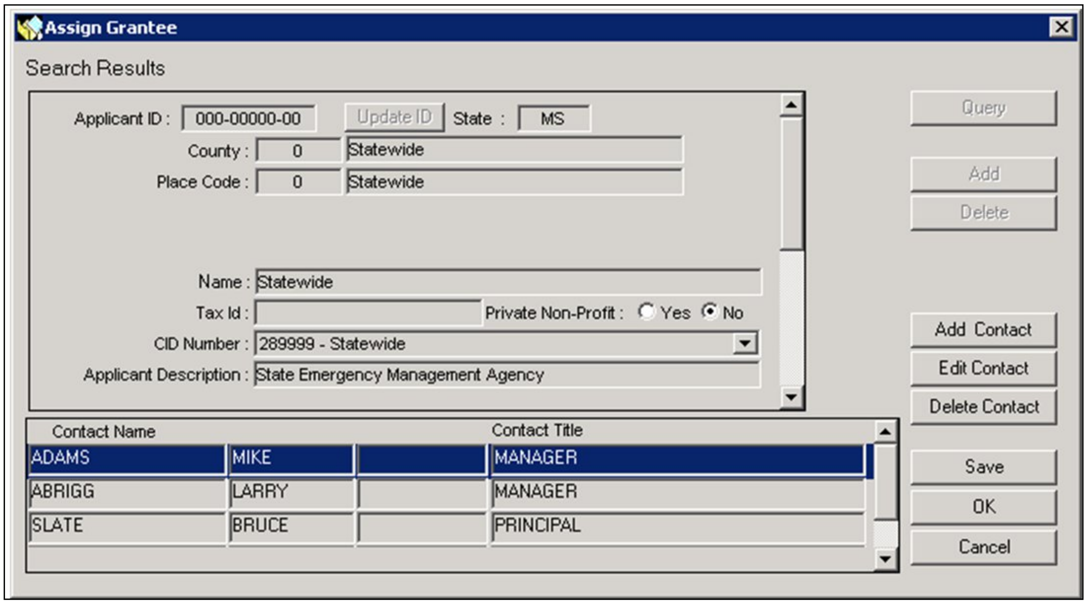

Figure 6-5: Grantee Search Results

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

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

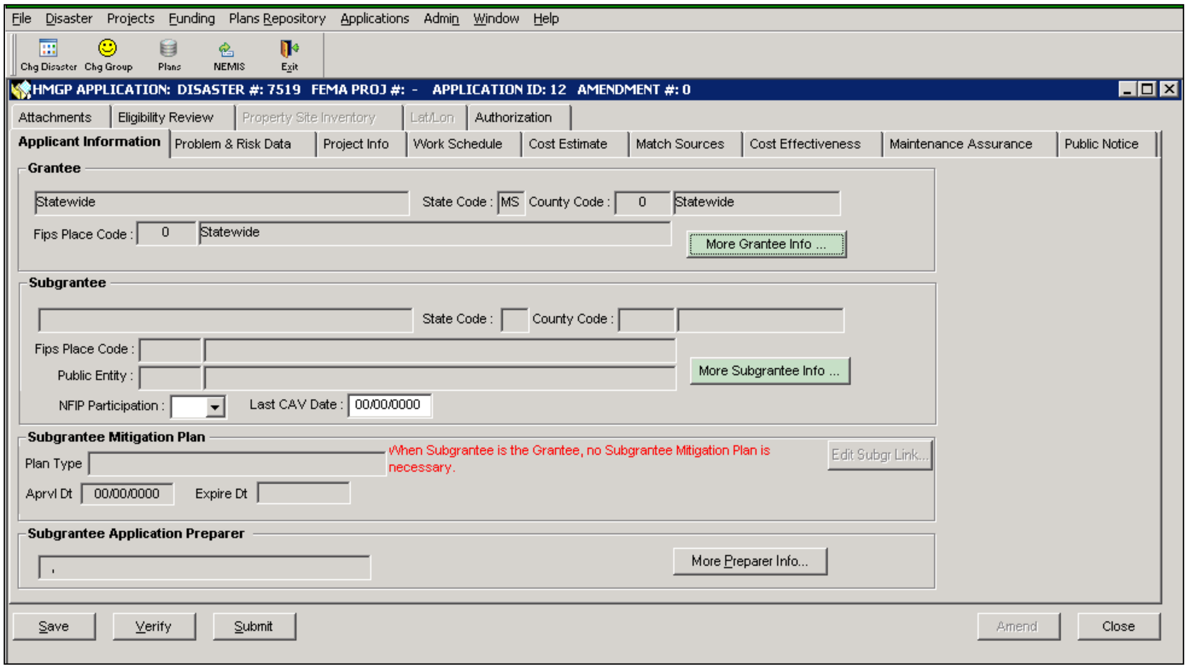

Figure 6-6: Applicant Information Tab with Assigned Grantee

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

Task 2B: Enter Sub-grantee Information

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

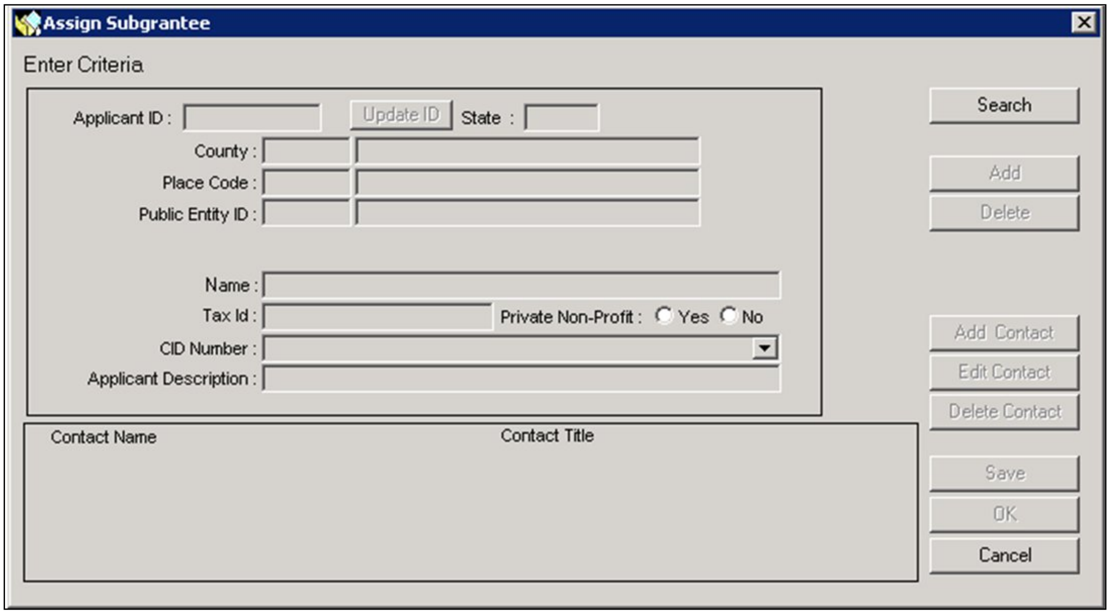

Figure 6-7: Assign Sub-grantee

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

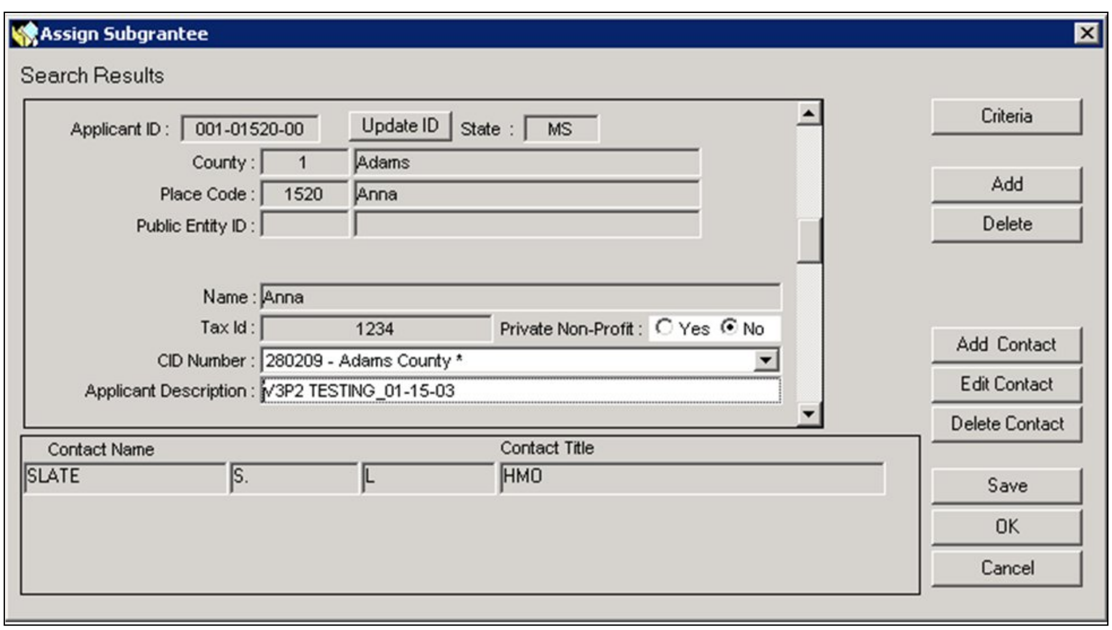

Figure 6-8: Sub-grantee Search Results

3. If the desired Sub-grantee is already listed, make sure that the Sub-grantee you wish to select is displayed on the screen. Click the OK button to select that Sub-grantee. Proceed to Step 5.

4. If the desired Sub-grantee is not listed, complete the following steps to add a new Sub-grantee.

   a. On the Assign Sub-grantee screen, click the ADD button. The County/Place Code List is displayed (Figure 6-9).

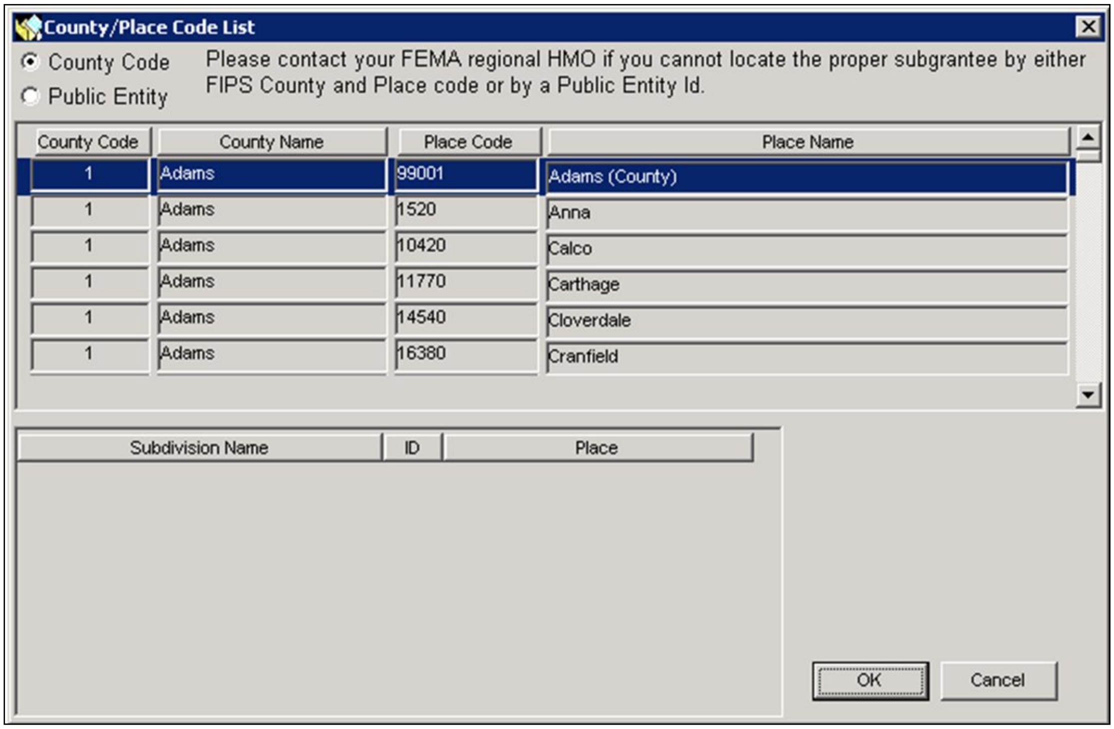

Figure 6-9: County/Place Code List

   b. If the new Sub-grantee 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.

5. If the new Sub-grantee 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 corresponding ID, County/Place Code and Name is displayed (Figure 6-10).

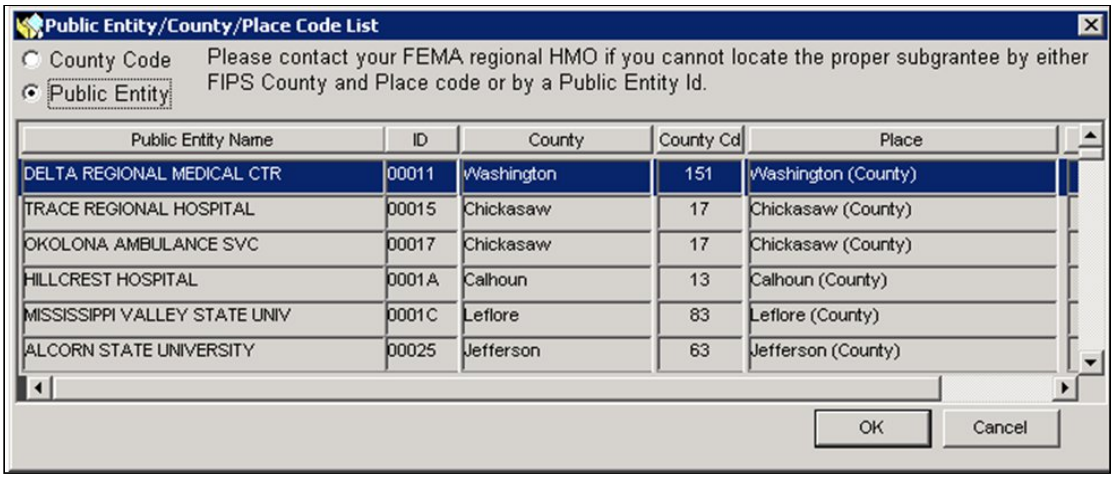

Figure 6-10: Public Entity List

6. Select the row in the list that applies to the new Sub-grantee. Click the OK button.

7. The Assign Sub-grantee screen now displays the following read-only information about the selected Sub-grantee (Figure 6-11):

- County/Place or Public Entity Information
- Sub-grantee's Name
- Sub-grantee's Tax Id

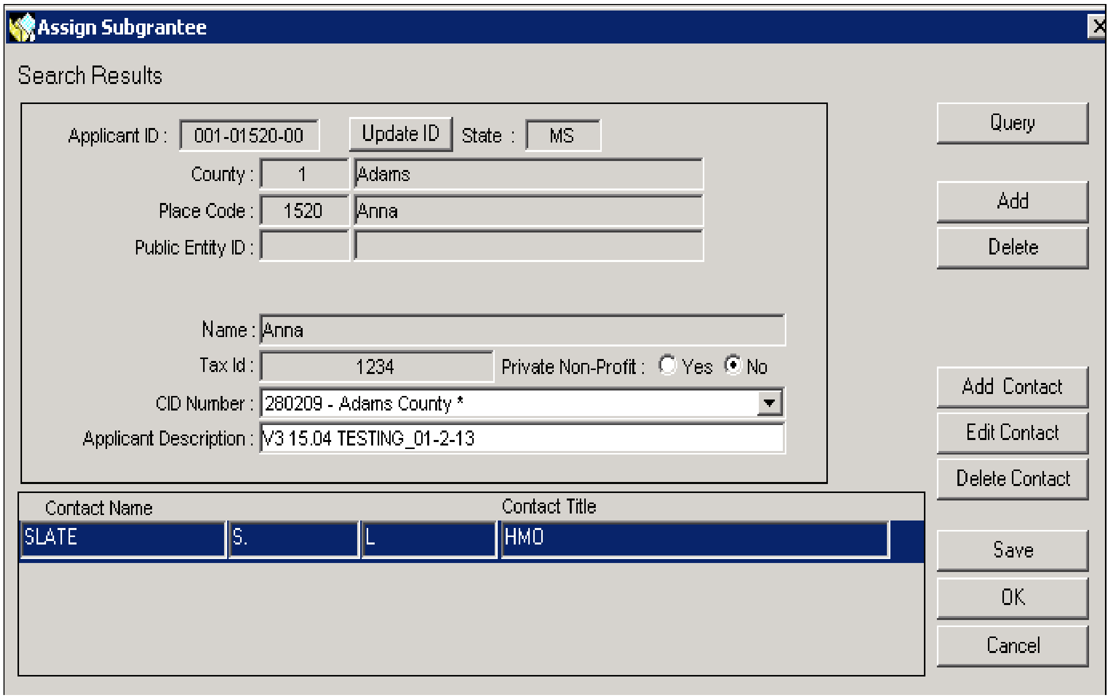

Figure 6-11: Assign New Sub-grantee

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

9. In the CID Number field, select the Sub-grantee's Community Identification Number from the drop-down list.

10. In the Applicant Description field, enter a brief description of the Sub-grantee.

11. To add a contact for the Sub-grantee, 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 Sub-grantee screen.

13. Click the OK button to finish adding the new Sub-grantee.

14. The Sub-grantee section of the **Applicant Information** tab now displays the Sub-grantee information (Figure 6-12). The County/Place Code that you selected is displayed in the Fips Place Code field.

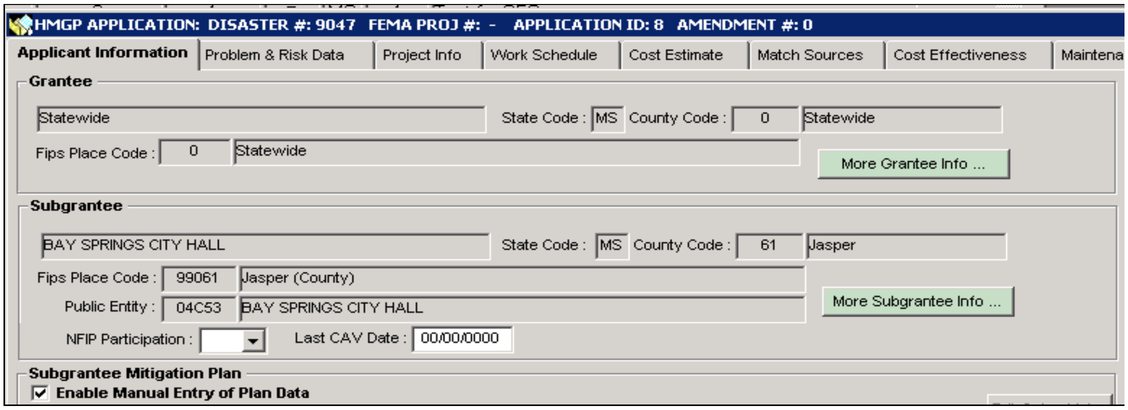

Figure 6-12: Applicant Information Tab with Assigned Sub-grantee

15. In the NFIP Participation field, select Yes or No.

16. In the Last CAV Date field of the Sub-grantee 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 Sub-grantee 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 Sub-grantee 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 in red (Figure 6-13).

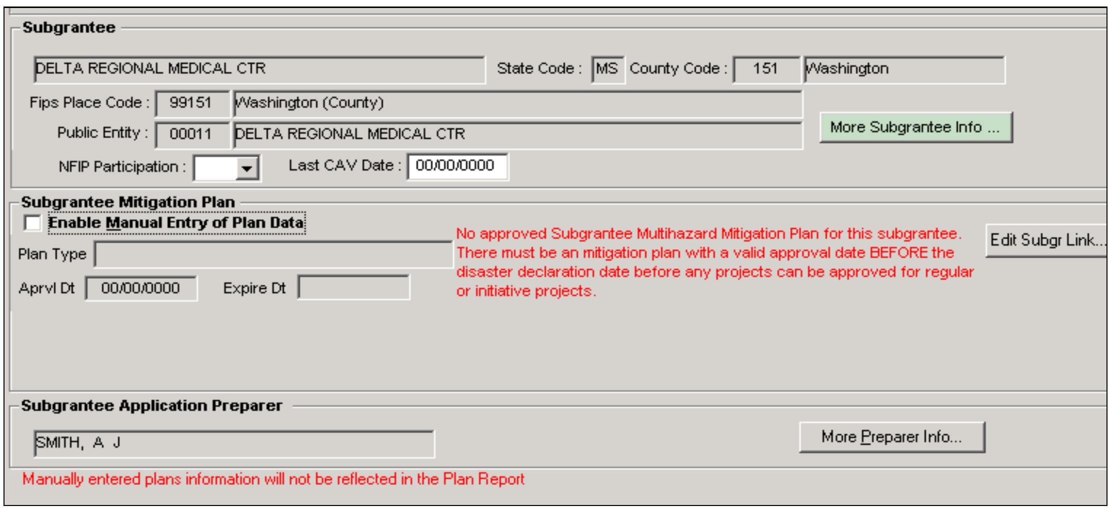

Figure 6-13: No Approved Sub-grantee Mitigation Plan Warning

3. To enter Sub-grantee Mitigation Plan information complete the following steps:

   a. Click the EDIT SUBGR LINK button on the right part of the screen. The MT Sub-grantee Mitigation Plan screen displays all approved plans for the Sub-grantee (Figure 6-14).

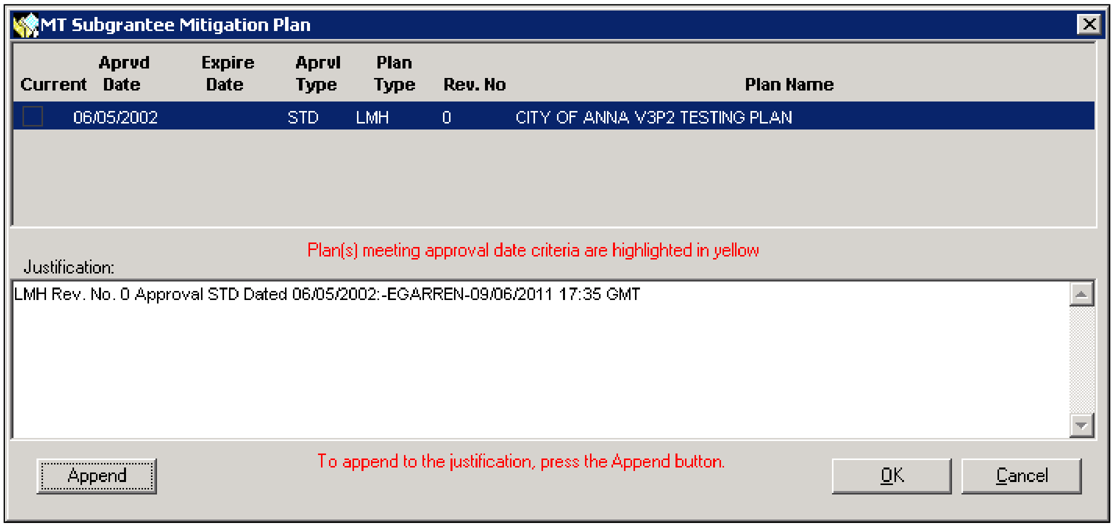

Figure 6-14: MT Sub-grantee Mitigation Plan

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).

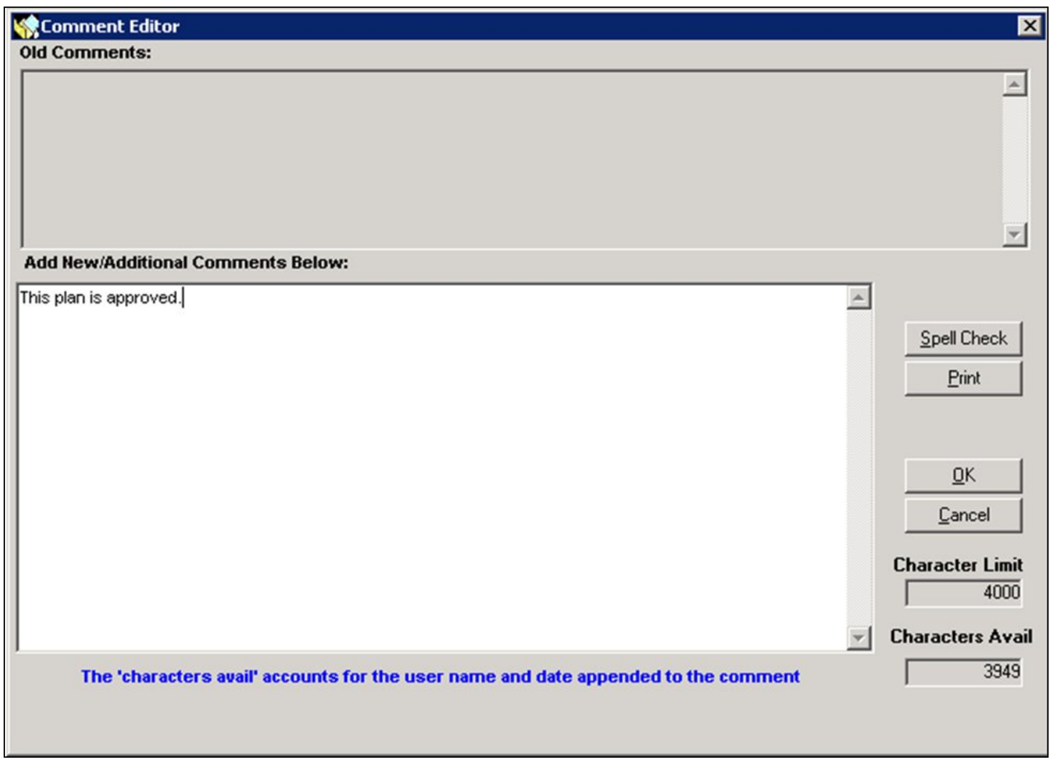

Figure 6-15: Sub-grantee Mitigation Plan Comment Editor

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 Sub-grantee.

e. Click the OK button. The comments are now displayed on the MT Sub-grantee Mitigation Plan screen. The system appends your User Name, the date and time to the end of the text. (Figure 6-16).

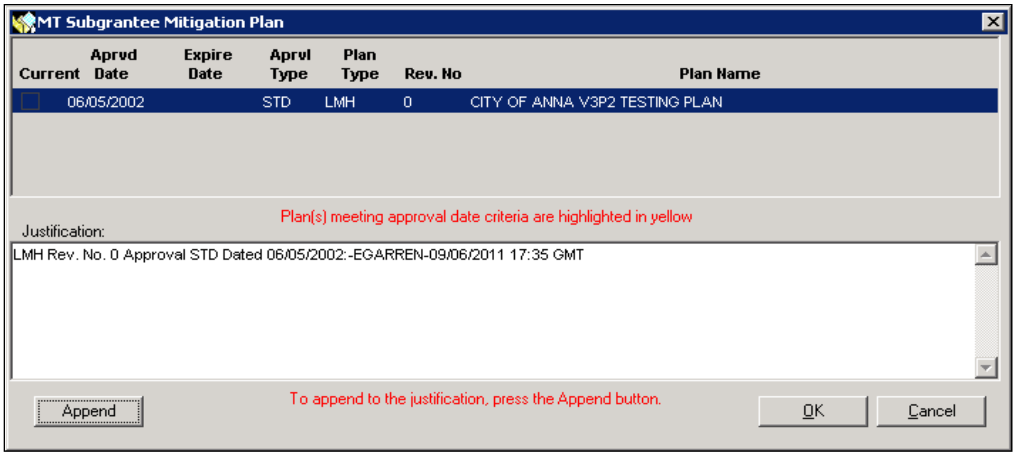

Figure 6-16: MT Sub-grantee Mitigation Plan Comments

f. Click the OK button. The Sub-grantee 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 red warning message stating that there is no approved plan is not displayed.

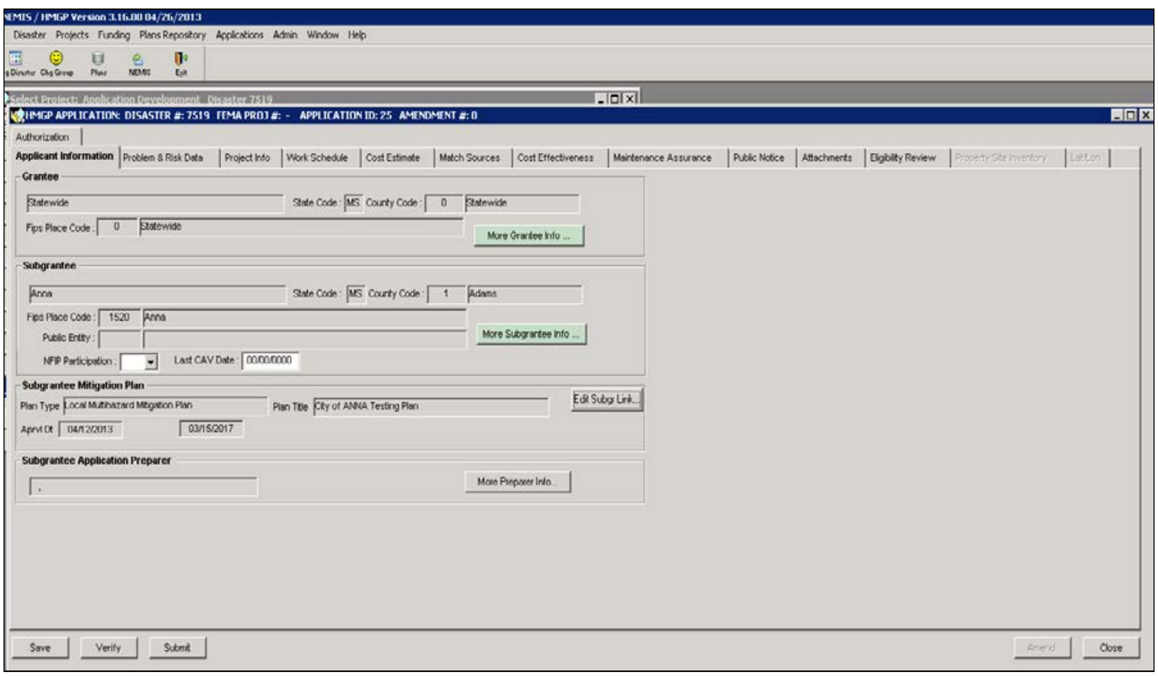

Figure 6-17: Applicant Information Tab with Sub-grantee Mitigation Plan

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

Task 2D: Enter Sub-grantee 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).

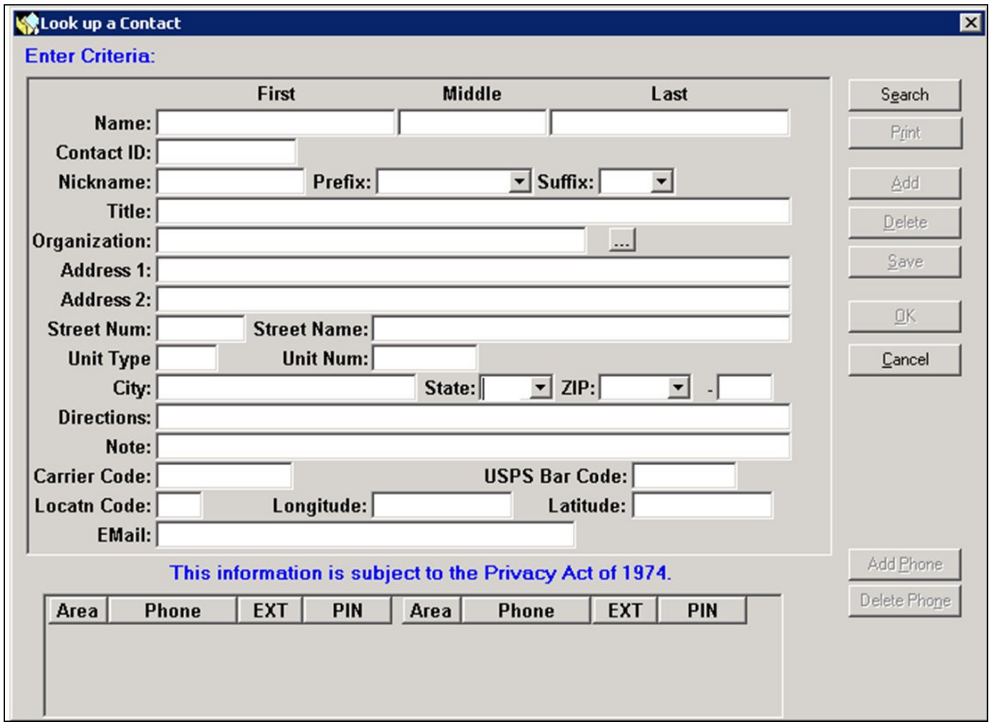

Figure 6-18: Look Up a Contact

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.

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2. Scroll down the search results, making sure that the preparer name for this project application is displayed.

3. Click the OK button. The Sub-grantee Application Preparer section of the Applicant Information tab now displays the preparer information (Figure 6-19).

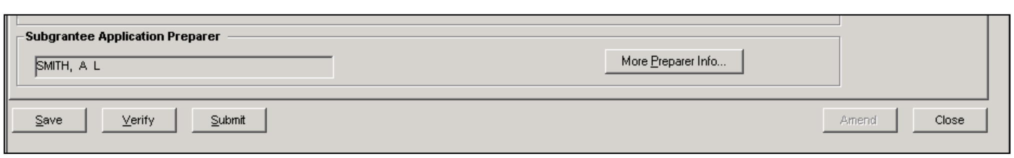

Figure 6-19: Sub-grantee Application Preparer

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).

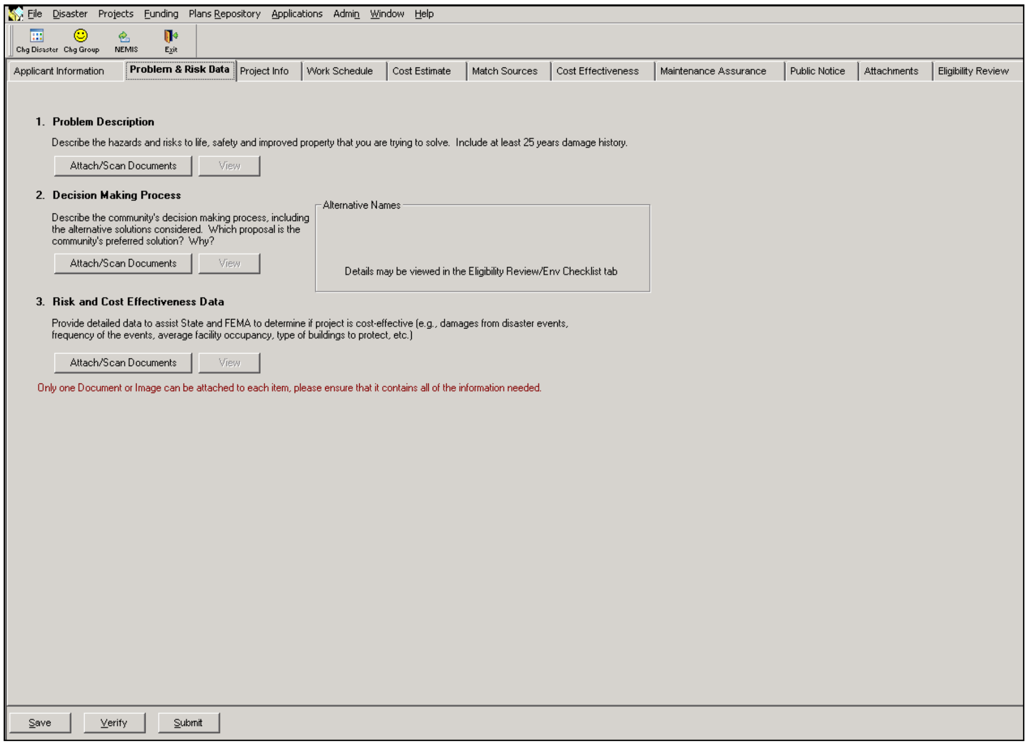

Figure 6-20: Mitigation → Projects → Application Development → Problem and Risk Data Tab

2. Click the ATTACH/SCAN DOCUMENTS button for each of the three sections:

   - Problem Description
   - Decision Making Process
   - Risk and Cost Effectiveness Data

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 1 GB.

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/Scan 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).

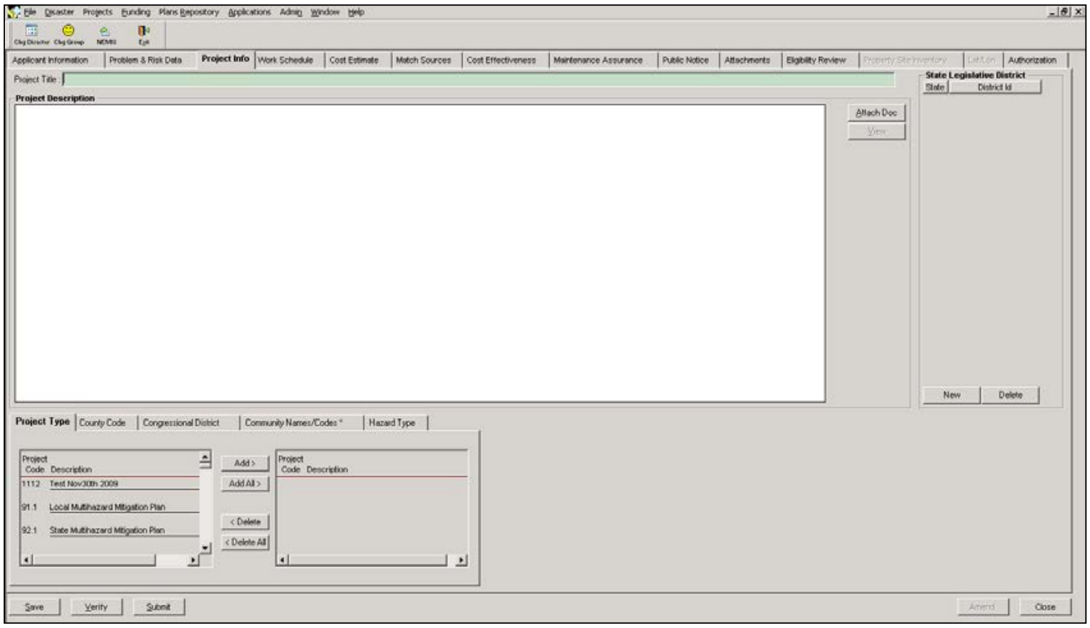

Figure 6-21: Mitigation →Projects →Project Application →Project Info Tab

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. The system appends your User Name, the date and time to the end of the text (Figure 6-22).

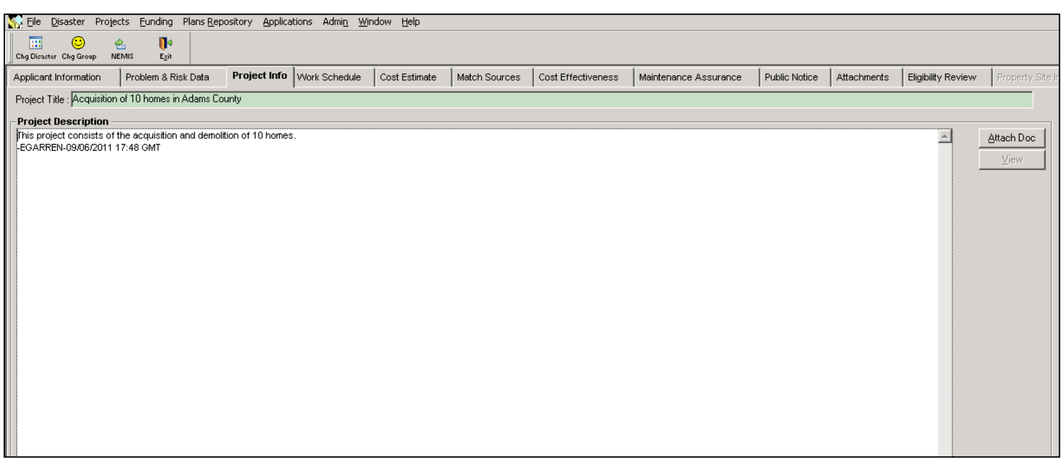

Figure 6-22: Project Info Tab with Project Title and Project Description

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

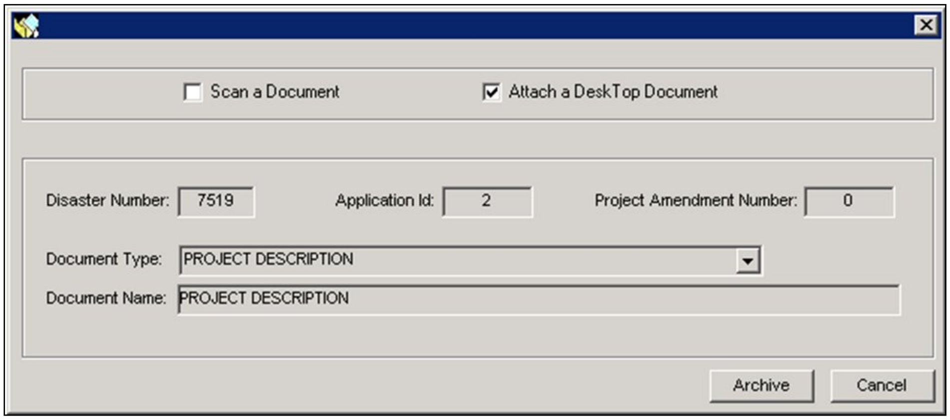

Figure 6-23: Attach/Scan Document Dialog Box

6. You are strongly urged to read and follow the instructions in Appendix A: Attach/Scan 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: 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 1 GB.

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).

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).

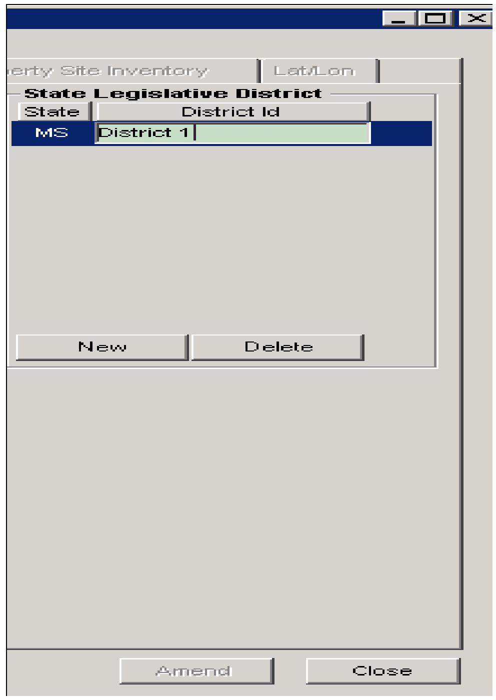

Figure 6-25: State Legislative District Added

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).

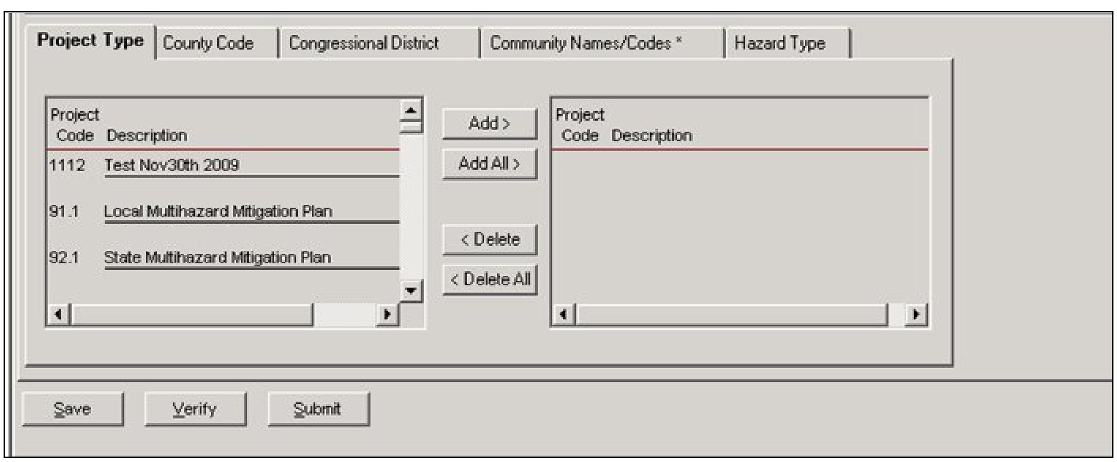

Figure 6-26: Mitigation →Projects →Application Development →Project Info →Project Type Sub-tab

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).

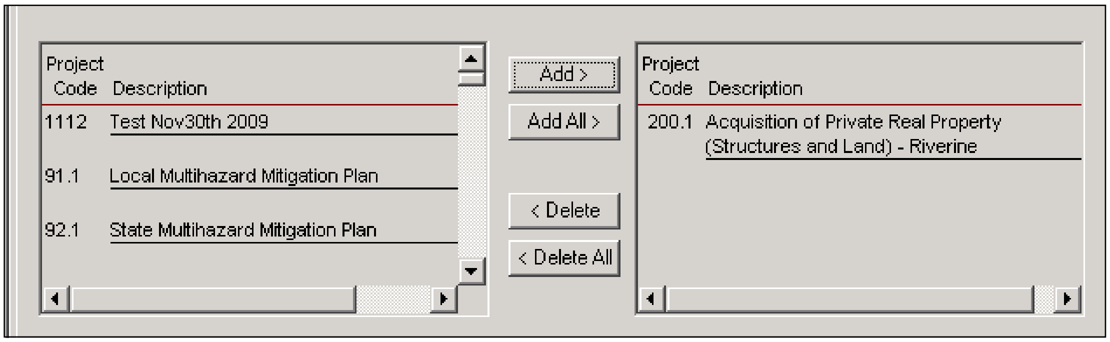

Figure 6-27: Project Code and Description Added

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:

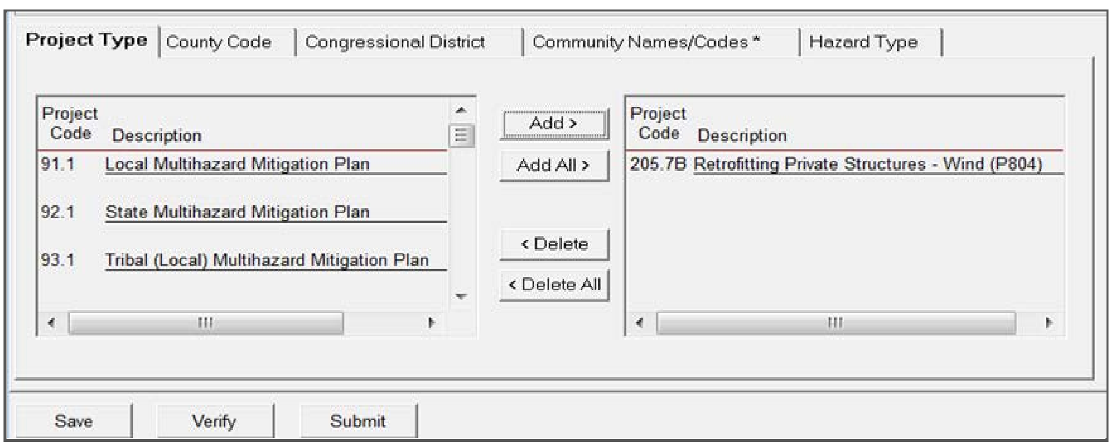

Figure 6-28: Retrofitting Private Structures

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).

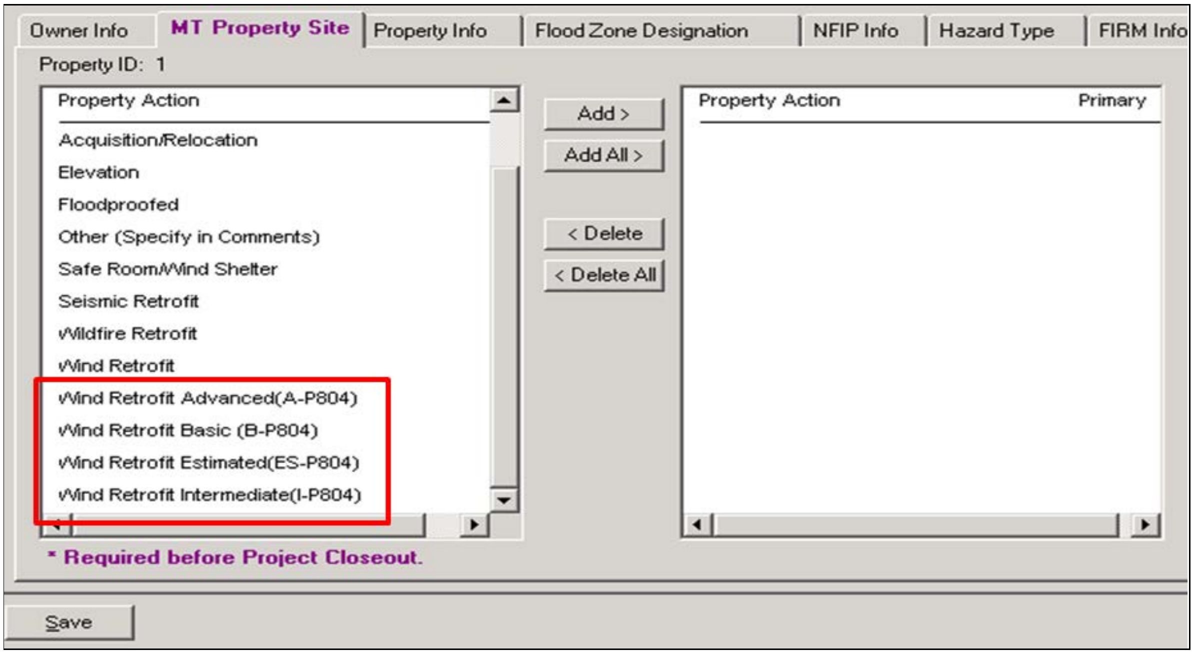

Figure 6-29: Wind retrofit property site actions

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).

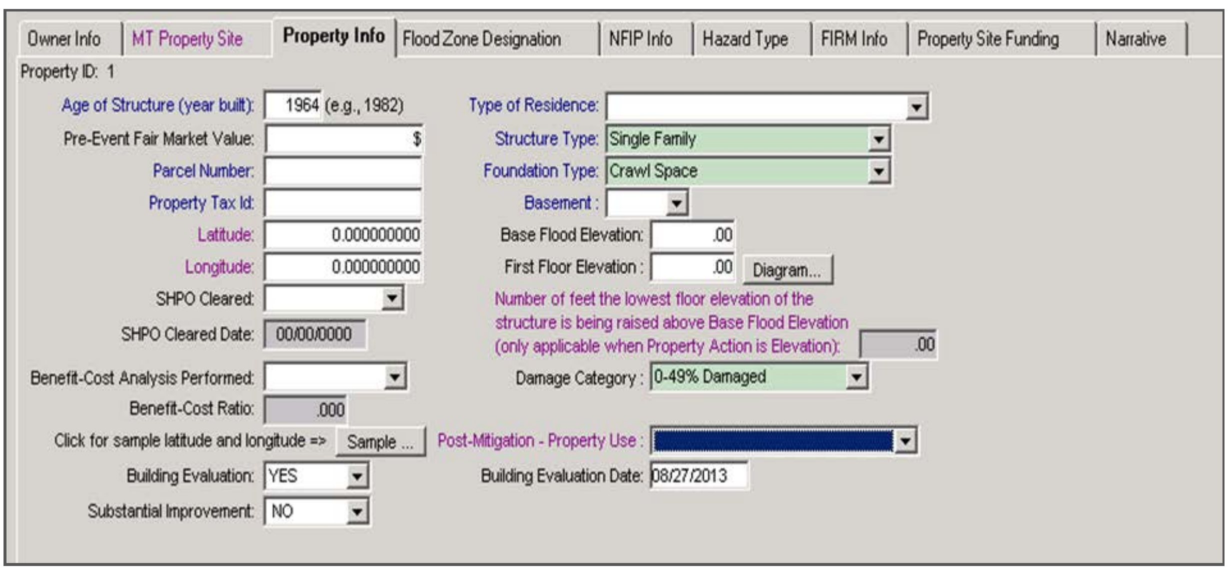

Figure 6-30: Property Site Inventory → Property Info → Building evaluation, building evaluation date, substantial improvement

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.

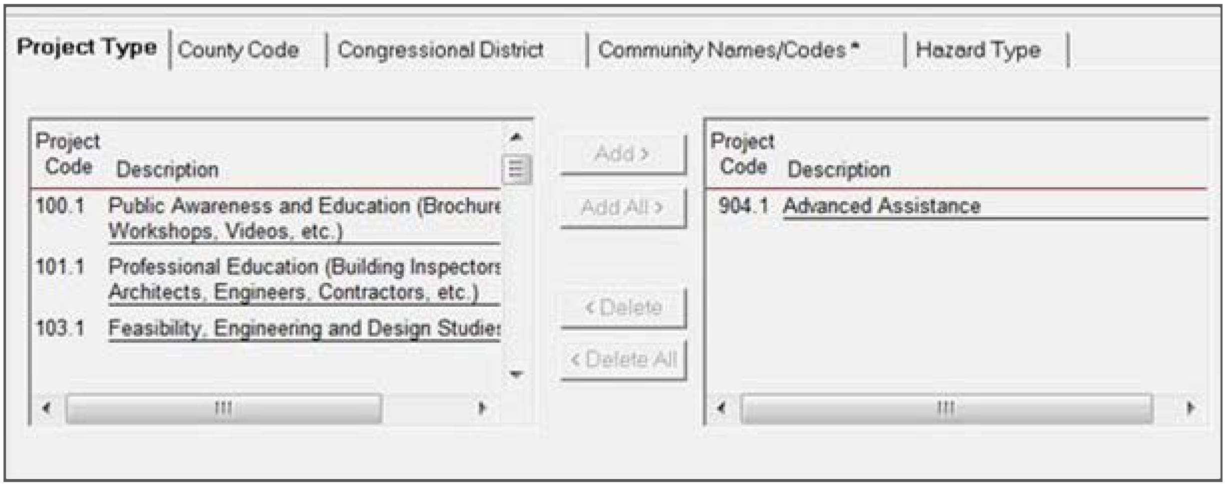

Figure 6-31: New Project Type 904.1 Advanced Assistance

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

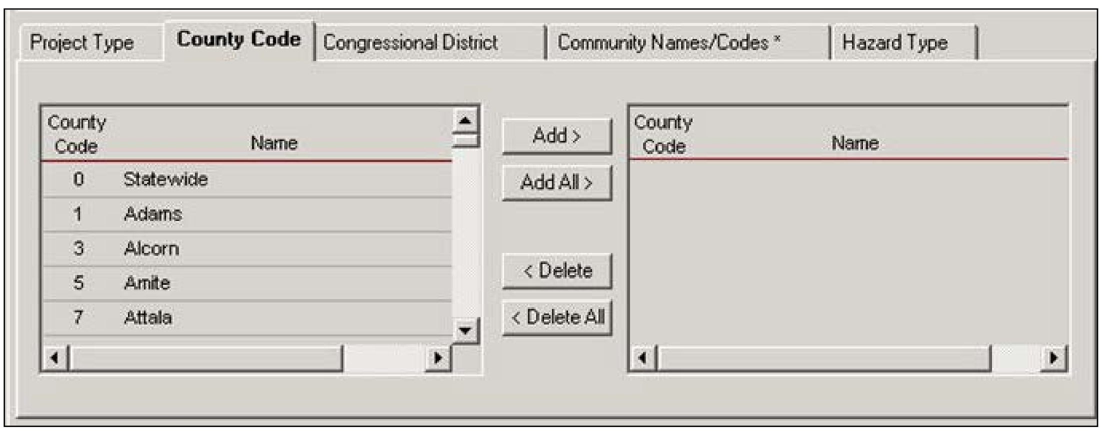

Figure 6-32: Mitigation →Projects →Application Development →Project Info →County Code Sub-tab

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).

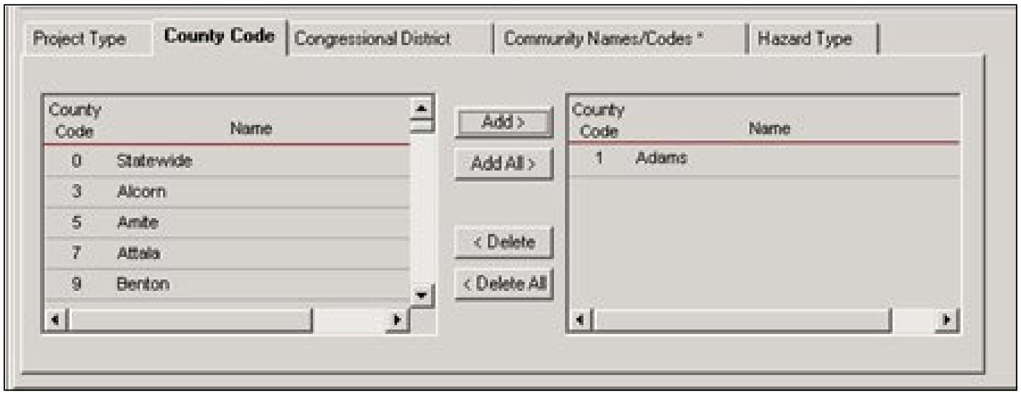

Figure 6-33: County Code and Name Added

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

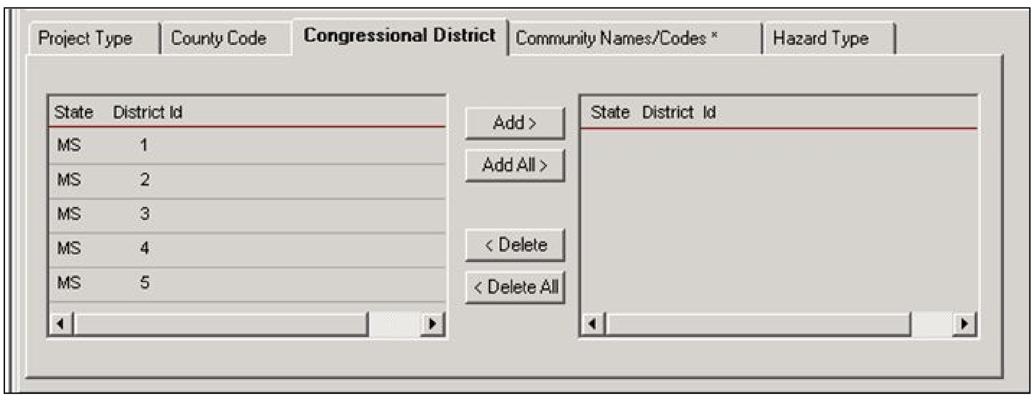

Figure 6-34: Mitigation →Projects →Application Development → Project Info →Congressional District Sub-tab

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).

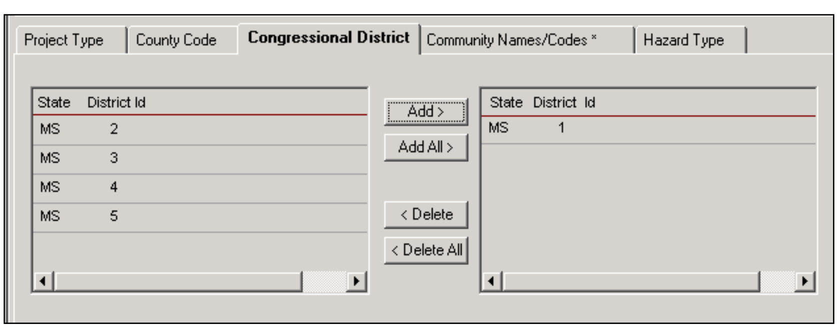

Figure 6-35: Congressional District Added

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

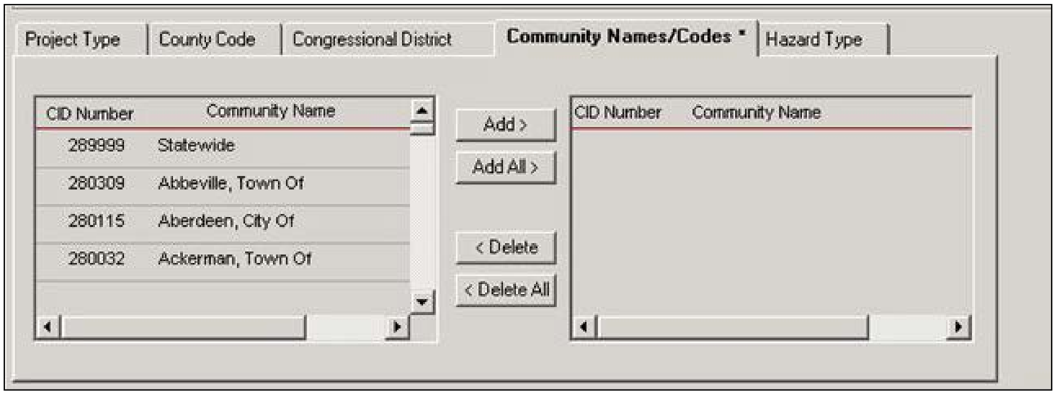

Figure 6-36: Mitigation →Projects →Application Development → Project Info →Community Names/Codes Sub-tab

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).

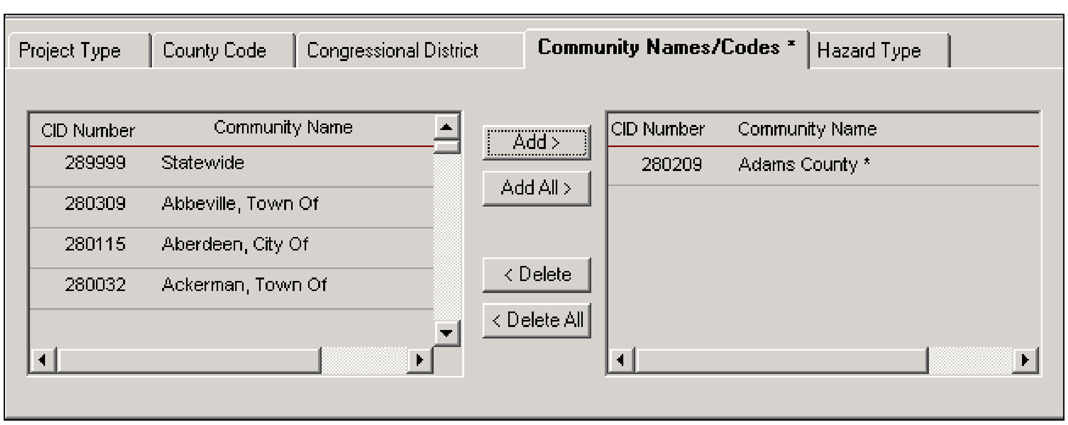

Figure 6-37: Community Names/Codes Added

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 Grantee and Assign Sub-grantee screens identifies the community of the Project Applicant.

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

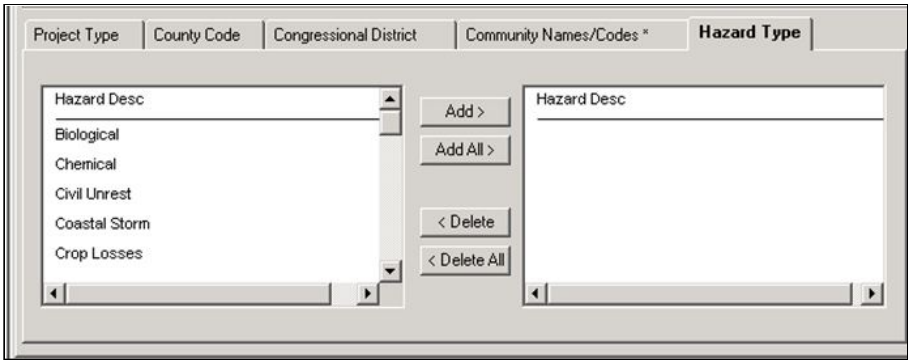

Figure 6-38: Mitigation →Projects →Application Development →Project Info →Hazard Type Sub-tab

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).

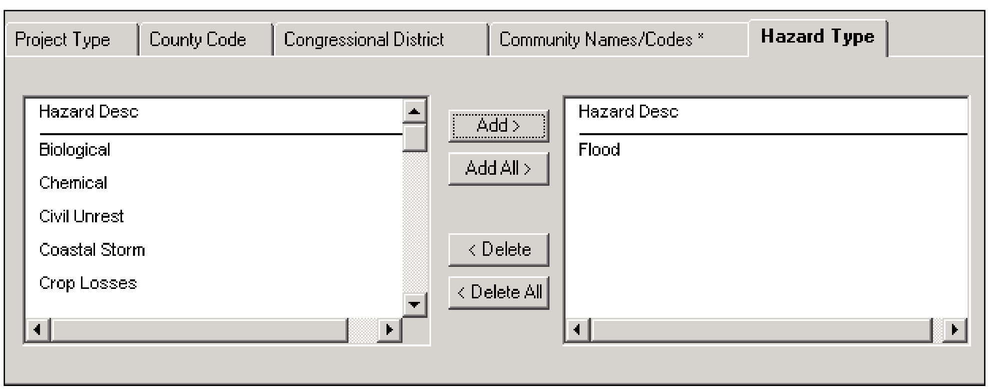

Figure 6-39: Hazard Type Added

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.

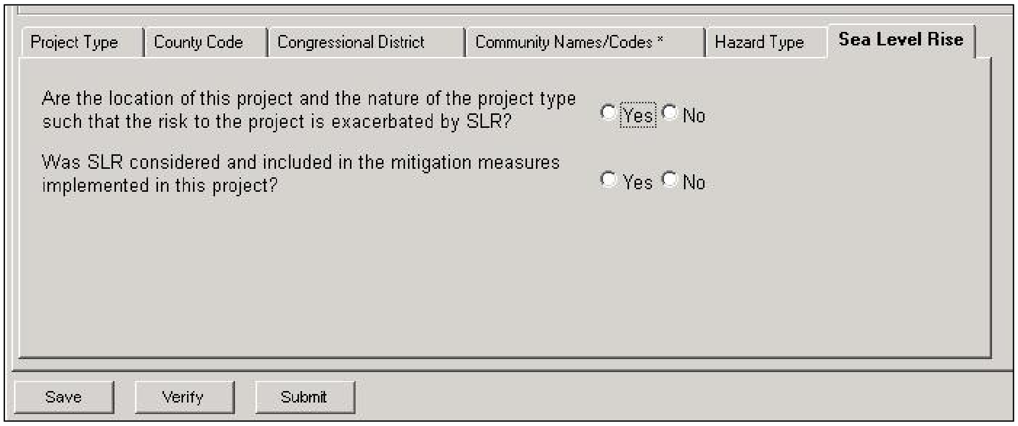

Figure 6-40: Mitigation →Projects →Application Development →Project Info → Sea Level Rise Sub-tab

16. When the project type and hazard selected are applicable to SLR, the SLR sub-tab will appear. Answer the following questions:
    a. 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.
    b. 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:
    a. Was SLR pursuant to 2011-OPPA-01included 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:
    b. 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).

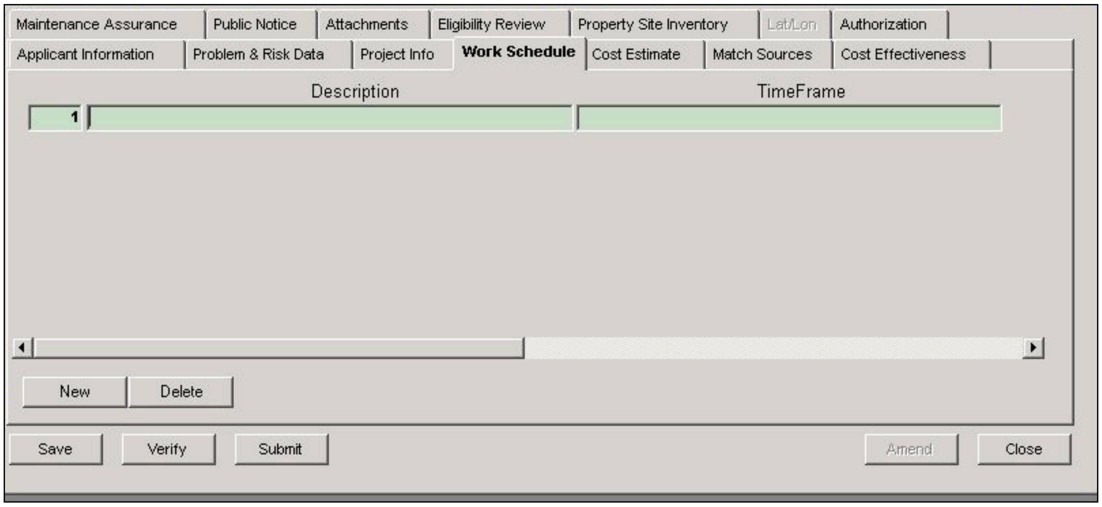

Figure 6-41: Work Schedule - New Row

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).

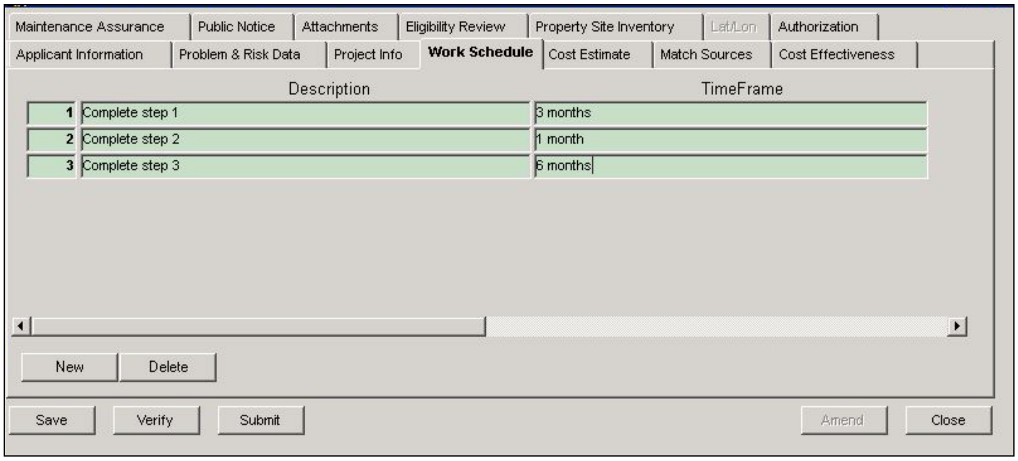

Figure 6-42: Work Schedule - New Items Added

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).

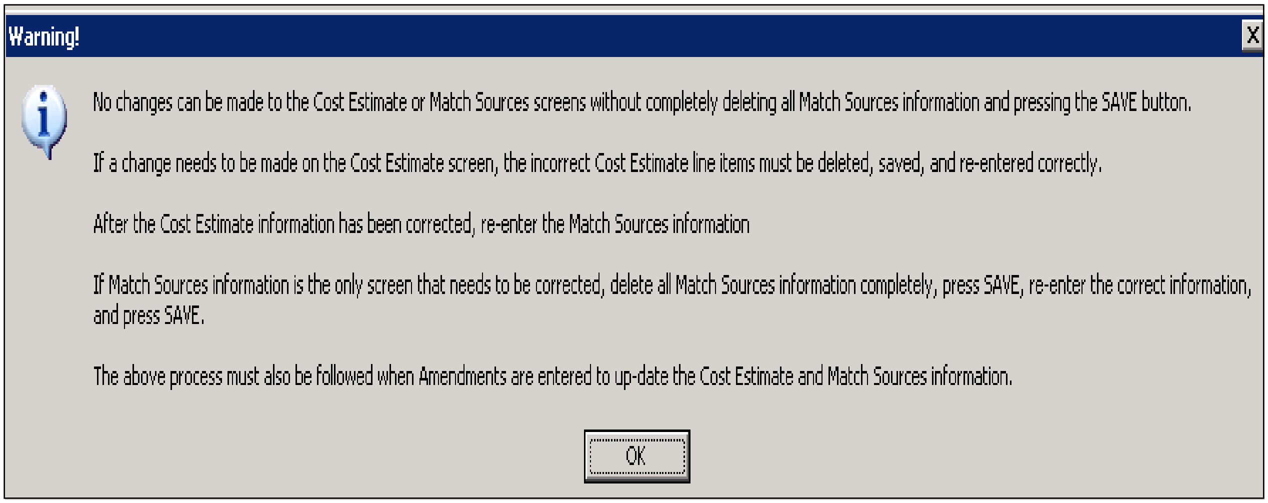

Figure 6-43: Warning About Cost Estimate or Match Sources Changes

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.

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).

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).

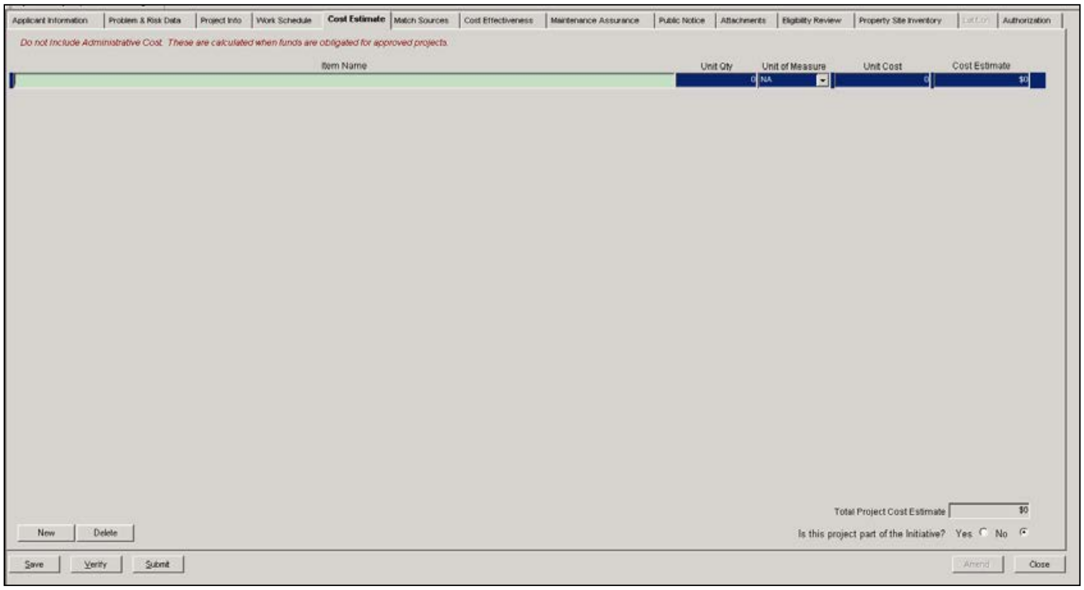

Figure 6-45: Cost Estimate - New Row

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

Table 6-4: Cost Estimate Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Item Name **Required Field**	Descriptive name of cost item
Unit Qty **Required Field**	Number of units
Unit of Measure	Standard measure for each unit
Unit Cost **Required Field**	Cost per unit. **CAUTION:** ***Value must never be $0.***
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

5. Repeat Steps 3-4 for each cost item you need to add.

6. Figure 6-46 shows Cost Estimate rows added to the project.

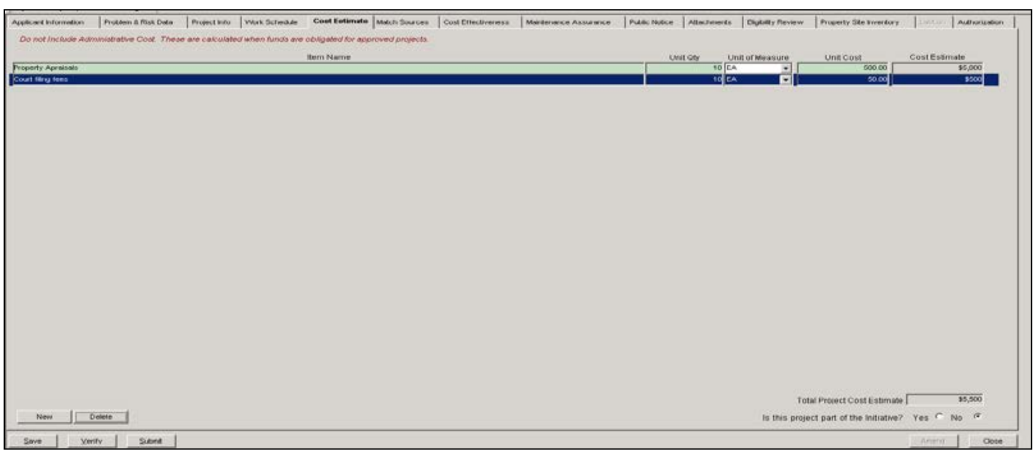

Figure 6-46: Cost Estimate Information Added

7. 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 template can be found on the HMA SharePoint site at https://intranet.fema.net/org/fima/collab/RRD/GIB/HMA/Pages/default.aspx. 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 found at https://intranet.fema.net/org/fima/collab/RRD/GIB/HMA/Pages/default.aspx, or contact your NEMIS HMGP regional POC for a copy of the approved spreadsheet template.

The spreadsheet validations include:

- Whole Numbers – The user must enter whole numbers ONLY, between the values of 1 and 999,999,999. Attempting otherwise will result in the following Cost Estimate message:

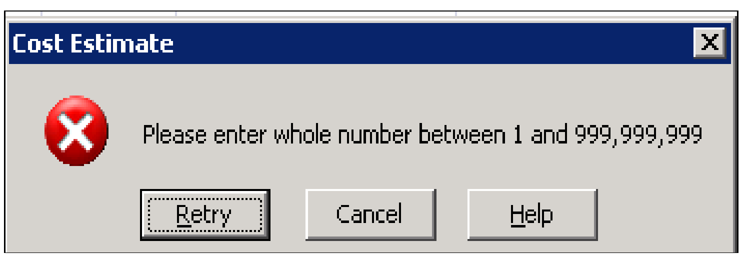

Figure 6-47: Cost Estimate Whole Number Warning Message

- 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:

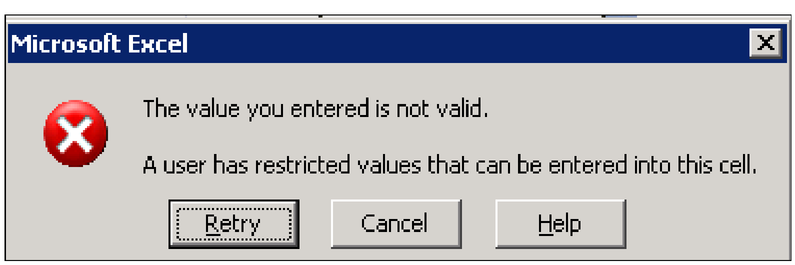

Figure 6-48: Invalid Entry Warning Message

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.
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.

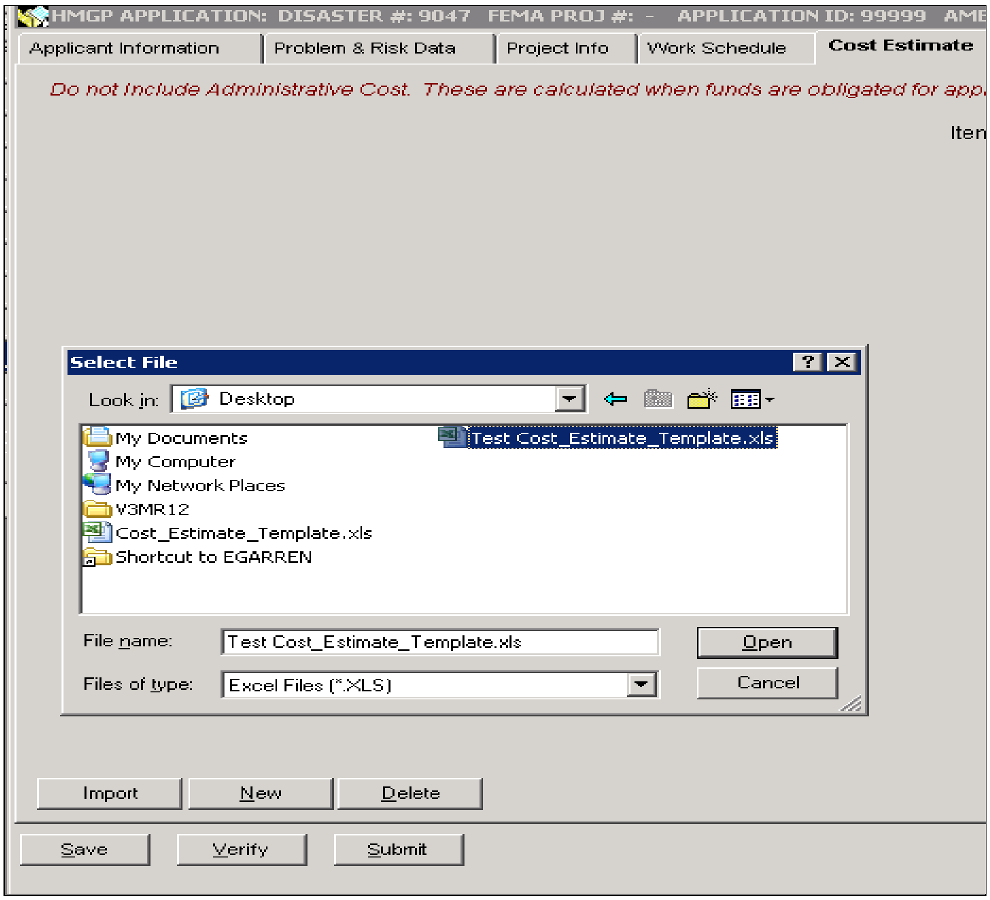

Figure 6-49: Select File Window

3. If the import is successful, the following Cost Estimate message will be displayed:

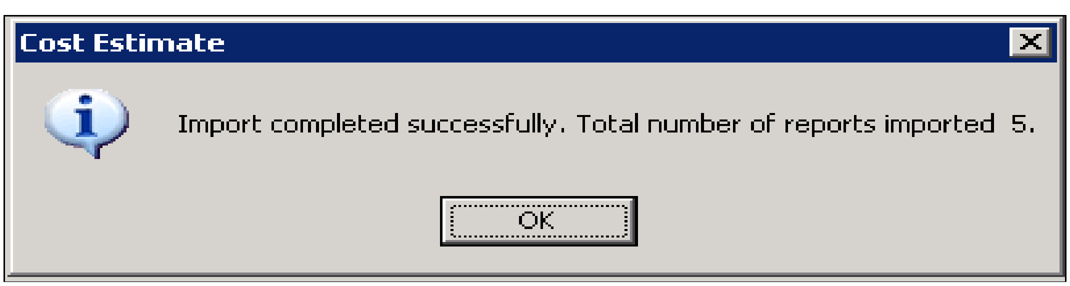

Figure 6-50: Import Completed Successfully Message

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

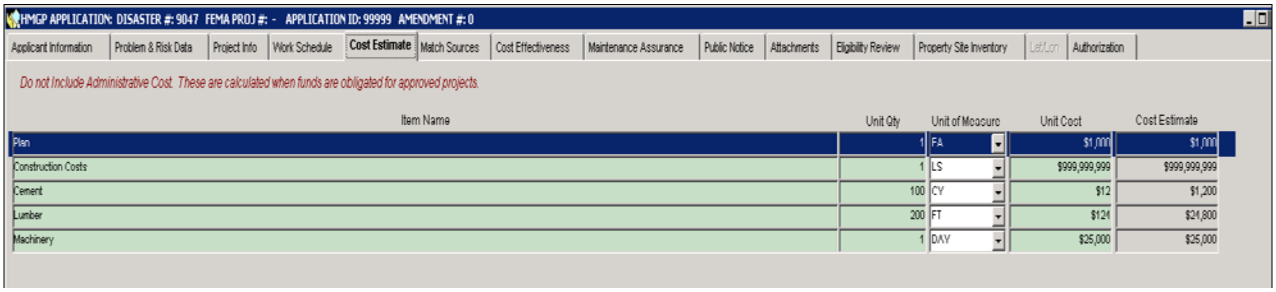

Figure 6-51: Cost Estimate Tab with Imported Values

5. 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.

6. 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.

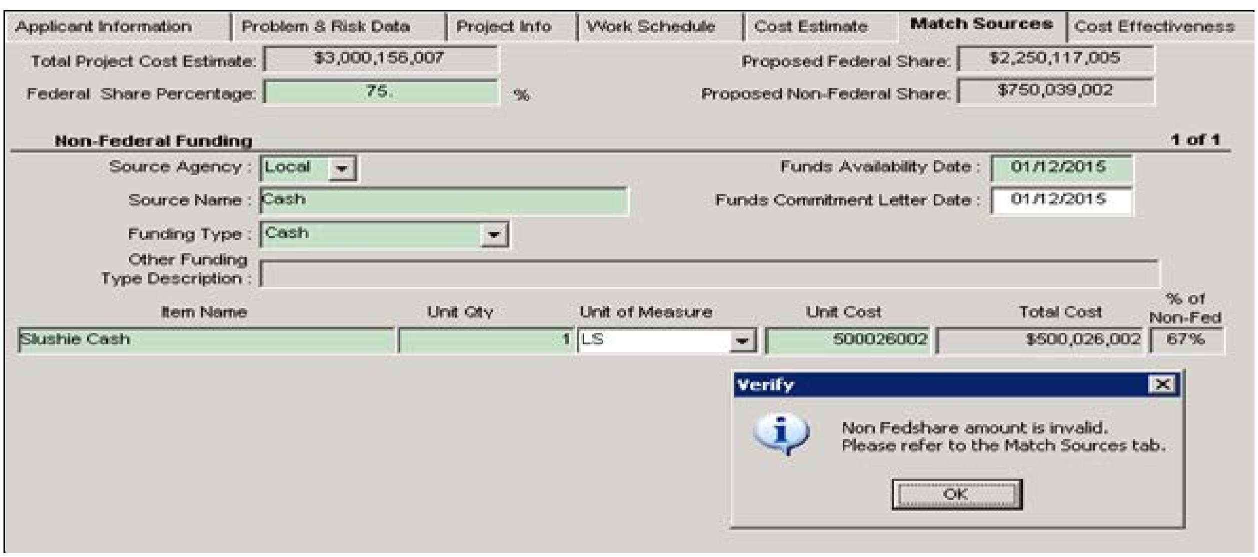

Figure 6-52: Verify Message – Non Fedshare amount is invalid. Please refer to the Match Sources tab

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).

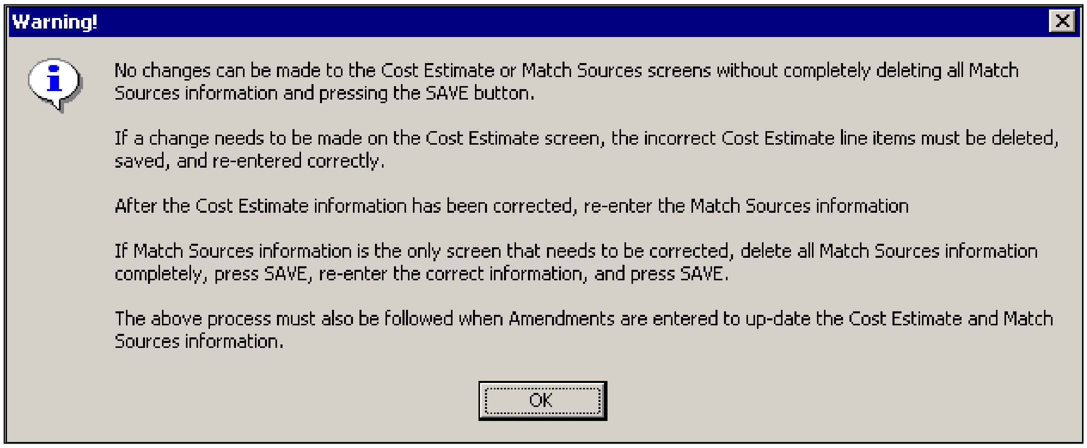

Figure 6-53: Warning About Cost Estimate or Match Sources Changes

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

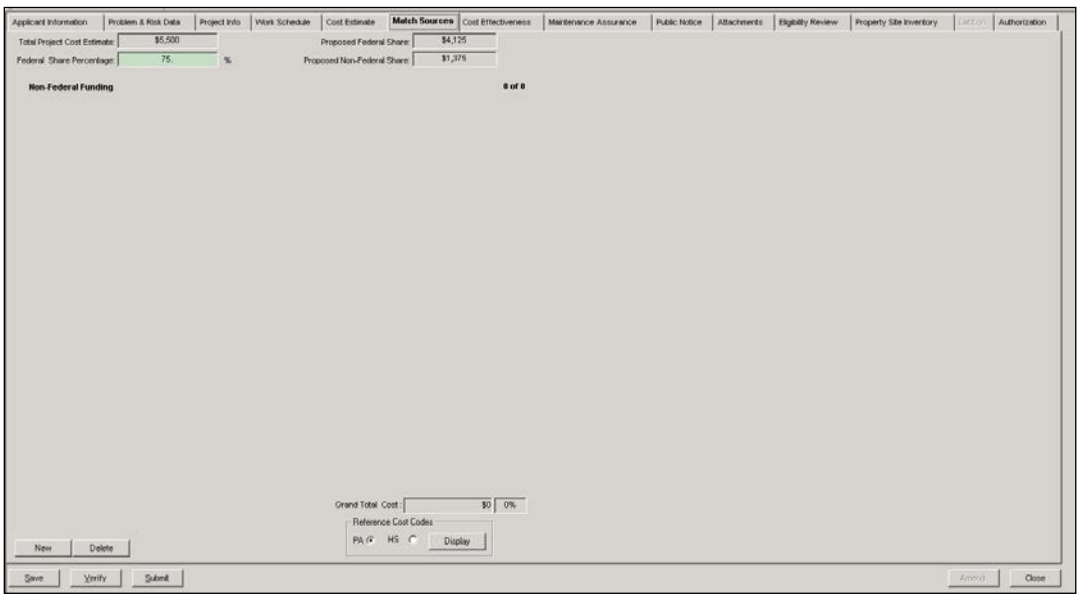

Figure 6-54: Mitigation →Projects →Application Development →Match Sources Tab

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 **Cost Estimate** tab - Total Project Cost Estimate field.
Federal Share Percentage **Required Field**	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).

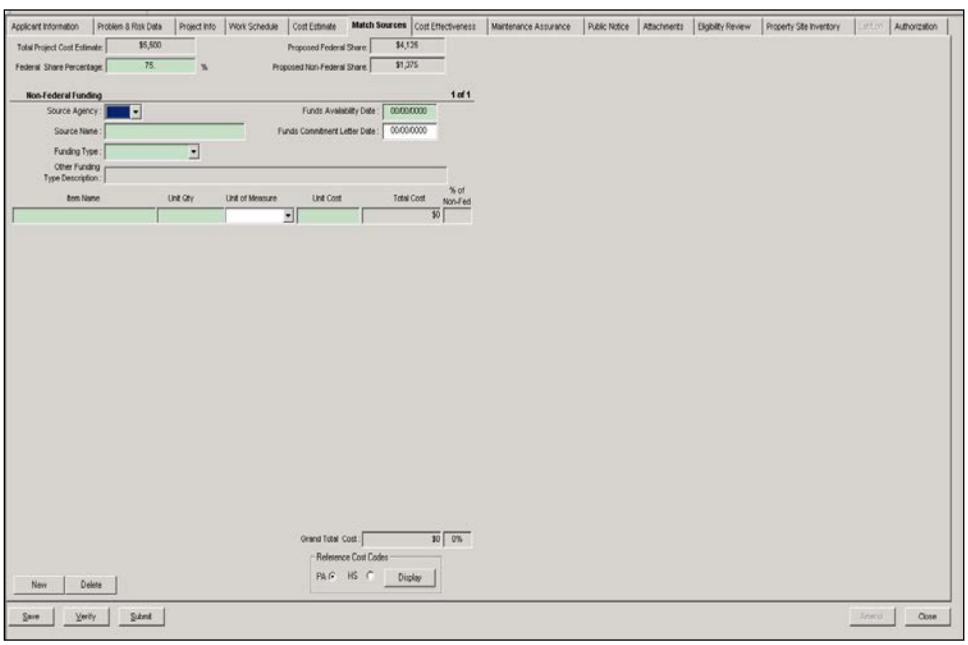

Figure 6-55: Non-Federal Funding Source Data Fields

b. On the bottom right part of the Match Sources tab, select the Public Assistance (PA) or the Human Services (HS) Reference Cost Code List that you will need as a reference. Click the DISPLAY button to display the reference list.
c. 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: • Local • Other • Private Non-Profit • State
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: • Administration • Cash • Consulting Fees • Engineering Fees • Equipment Operation/Rental • Labor • Other • Program Income • Supplies
Other Funding Type Description	If "Other" is selected for Funding Type, enter the description.
Funds Availability Date **Required field**	Date the non-Federal funds will be available. ***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.***
Funds Commitment Letter Date **Required field**	Date the funds will be committed ***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.***

DATA FIELD	INFORMATION TO BE ENTERED
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
Unit Cost	Cost per unit ***CAUTION*: *Value must never be $0.***
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.
percent of Non-Fed	percent of Non-Fed = Total Cost/Proposed Non-Federal Share Percentage. Auto-calculated by the system.

d. 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.

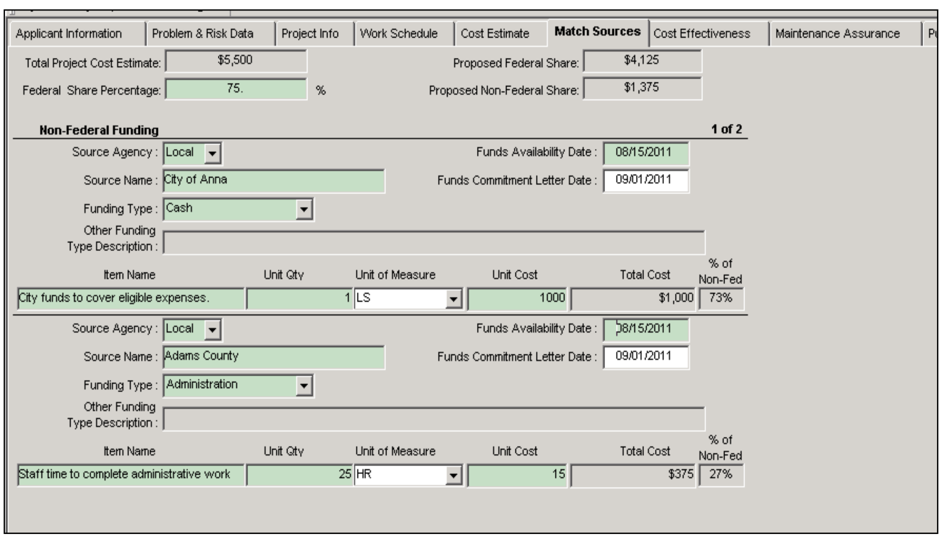

Figure 6-56: Match Sources Tab with Two Non-Federal Funding Sources

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 percent's of Non-Fed under each funding source are also added up. The sum percentage 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.

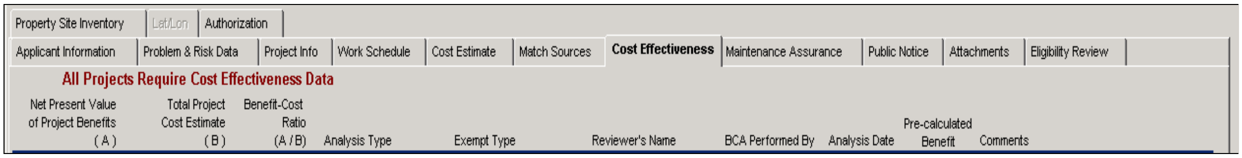

Figure 6-57: Mitigation →Projects →Application Development →Cost Effectiveness Tab

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).

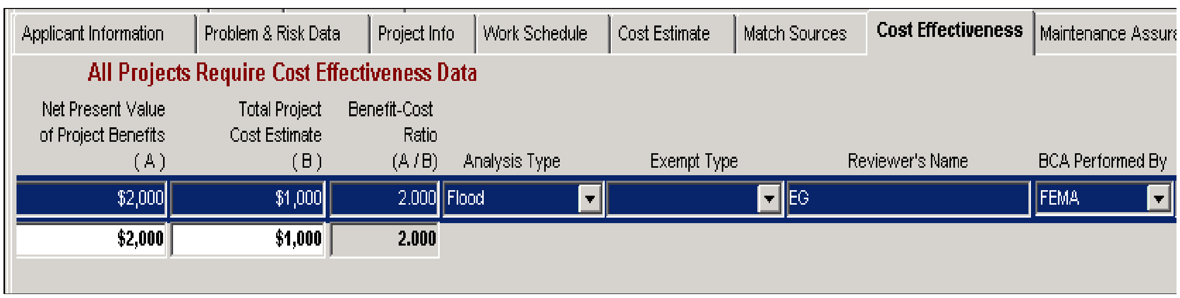

Figure 6-58: Cost Effectiveness Data Fields - Left Side

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

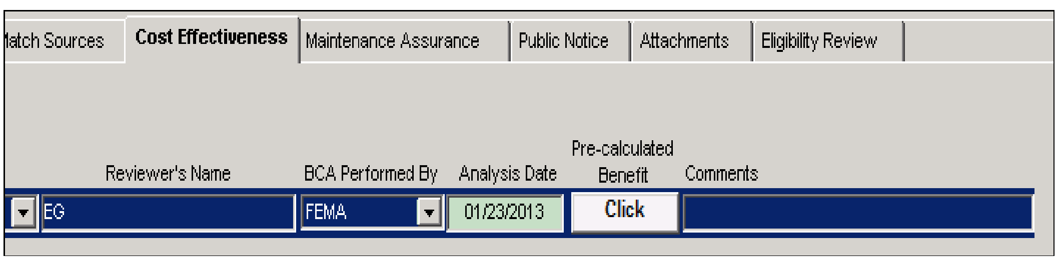

Figure 6-59: Cost Effectiveness - Right Side

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

Data Field	Information to Be Entered
Community	Community name where project is located. Select from the places available in the drop-down list. ***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: Add Community Names/Codes*.**
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: • Flood • Wildfire • DFA • Tornado • Hurricane Wind • Upper Bound • Lower Bound • Best Data • Not Applicable • Exempt • Seismic • Hurricane Shelter
Exempt Type	Type of exemption if the selected Analysis Type is "Exempt." Select one of the following: • Initiative Projects (5 percent and 10 percent) • Other • Plans (7 percent) • Substantially Damaged Acquisition • State Management Costs
Reviewer's Name	Name of person who reviewed the BCA
BCA Performed By	Organization of the reviewer. Select one of the following: • FEMA • State • Contractor
Analysis Date	Date the BCA was conducted

DATA FIELD	INFORMATION TO BE ENTERED
Pre-calculated Benefit	Identify and verify if pre-calculated benefits were included. Select one or more of the following: • None • Environmental • 100 YR FP Acquisition • 100 YR FP Elevation • Pre-determined
Comments	Comments or notes about the BCA

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

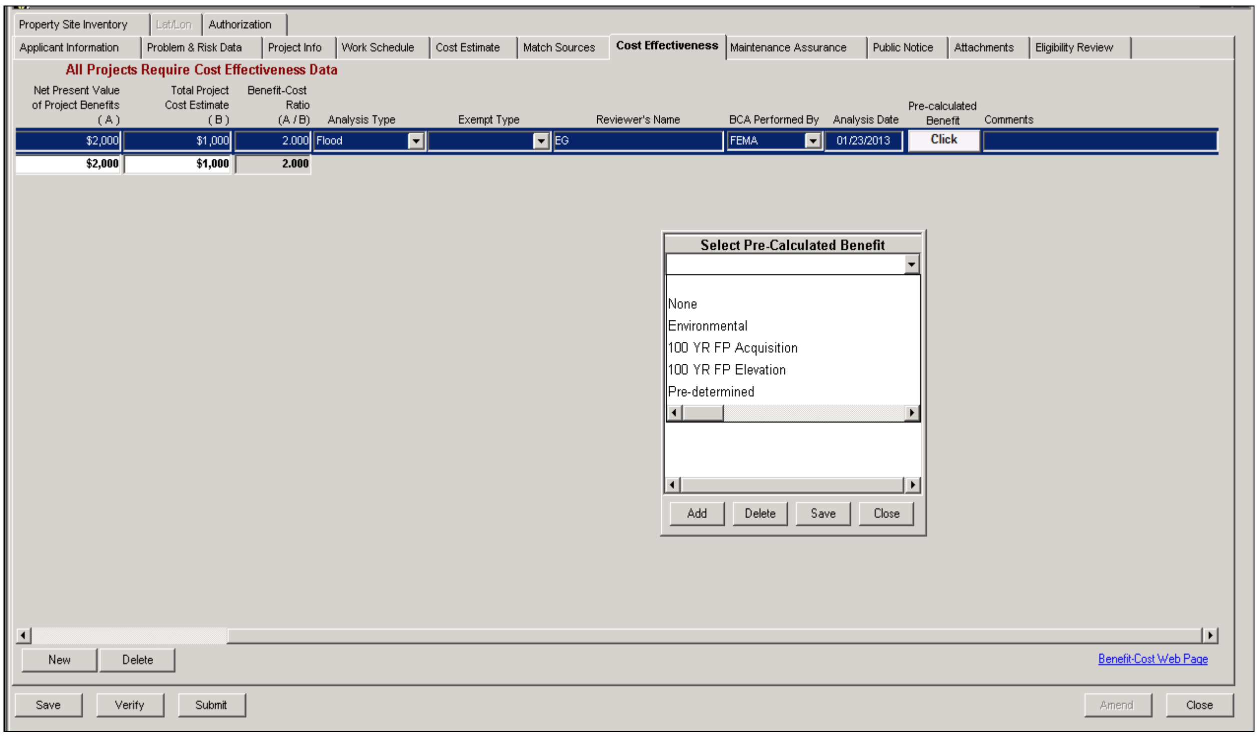

Figure 6-60: Cost Effectiveness Data Fields Completed Showing Pre-calculated Benefit field

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: 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 1 GB.

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

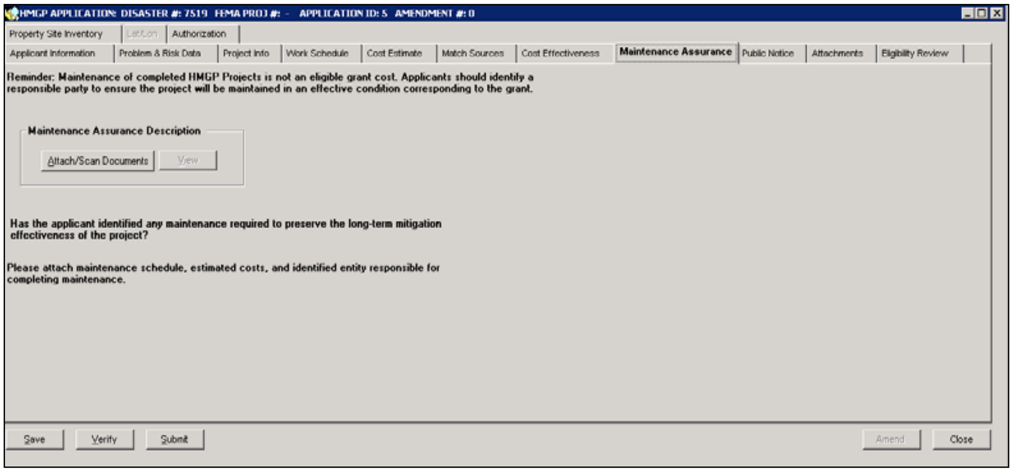

Figure 6-61: Mitigation →Projects →Application Development → Maintenance Assurance Tab

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

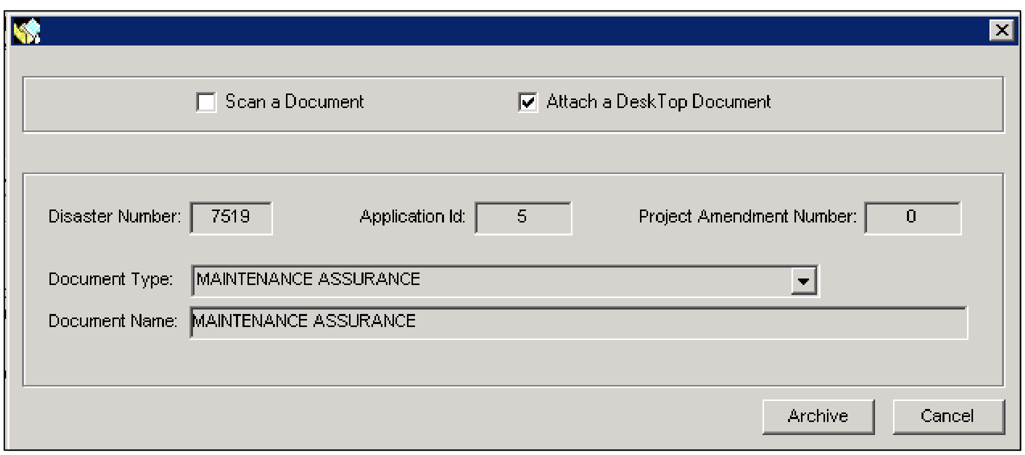

Figure 6-62: Attach/Scan Documents Dialog Box

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

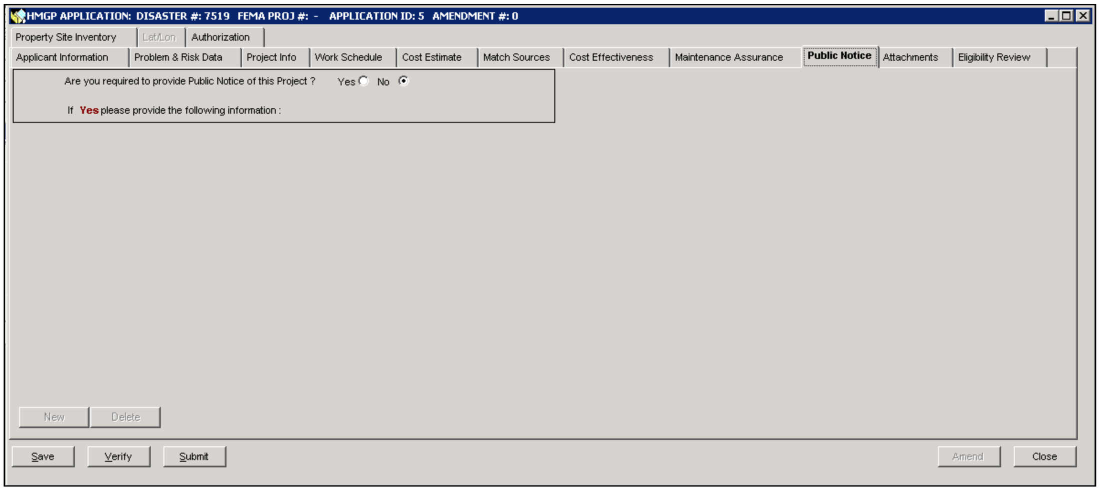

Figure 6-63: Mitigation →Projects →Application Development →Public Notice Tab

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).

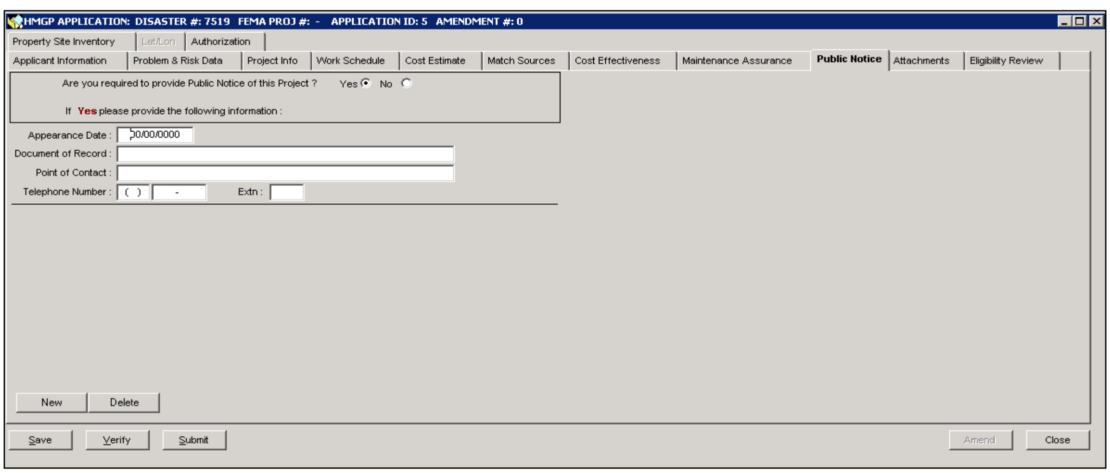

Figure 6-64: Public Notice Data Fields

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: 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 1 GB.

NOTE: The user must have access to the V drive where the ViewStar operational files are maintained. The V drive must be active or opened. For additional ViewStar information, please see Appendix A of the User Manual.

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

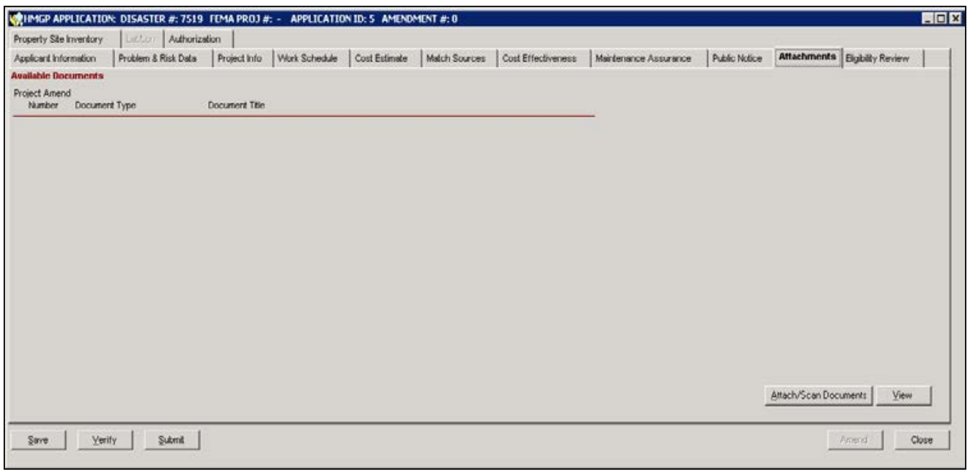

Figure 6-65: Mitigation →Projects→ Application Development →Attachments Tab

2. On the right side of the **Attachments** tab, click the ATTACH/SCAN DOCUMENTS button. The Attach/Scan Document 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.

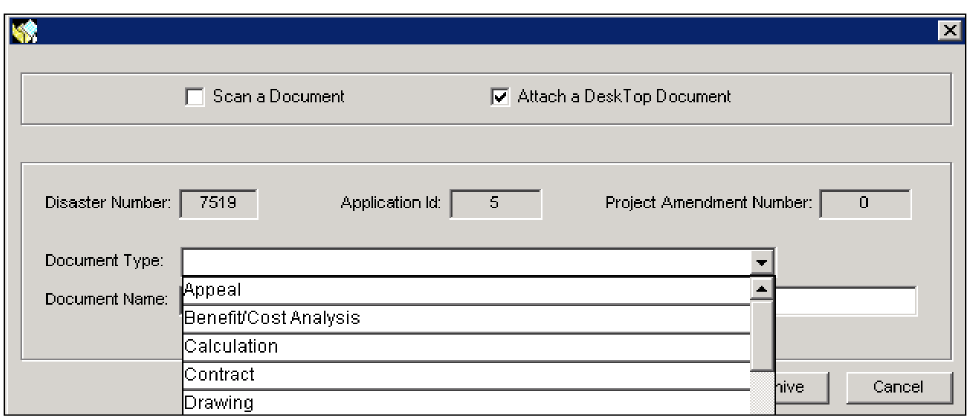

Figure 6-66: Attach/Scan Documents Dialog Box

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

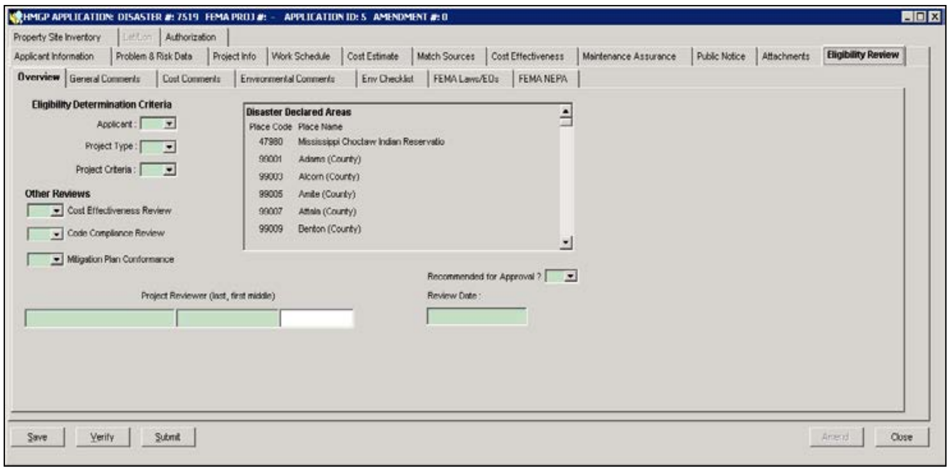

Figure 6-67: Mitigation →Projects →Application Development →Eligibility Review →Overview Sub-tab

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
Applicant **Required field**	Does the Project Applicant meet the Applicant Criteria in 44 CFR 206.434(a)? Select one of the following: • Y (Yes) • P (Pending) • N (No) Refer to the Grantee checklist, if applicable.
Project Type **Required field**	Does the project meet the Project Type criteria in 44 CFR 206.434(c)? Select one of the following: • Y (Yes) • N (No) Refer to the Grantee checklist, if applicable.
Project Criteria **Required field**	Does the project meet the Project criteria in 44 CFR 206.434(b)? Select one of the following: • Y (Yes) • P (Pending) • N (No)

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 **Required field**	Is the Cost Effectiveness Review complete? Select one of the following: • Y (Yes) • N (No)
Code Compliance Review **Required field**	Has the Project Applicant filed Code Compliance and Permit Granted documents? Select one of the following: • Y (Yes) • N (No)
Mitigation Plan Conformance **Required field**	Has the Project Applicant documented the part of the Multihazard Mitigation Plan with which the project conforms? Select one of the following: • Y (Yes) • N (No)
Project Reviewer **Required field**	Name of Grantee Mitigation Staff member who reviewed the application for eligibility considerations. It may be the same as the name of the preparer.
Recommended for Approval? **Required field**	Do you recommend this project for approval? Select one of the following: • Y (Yes) • N (No)
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.

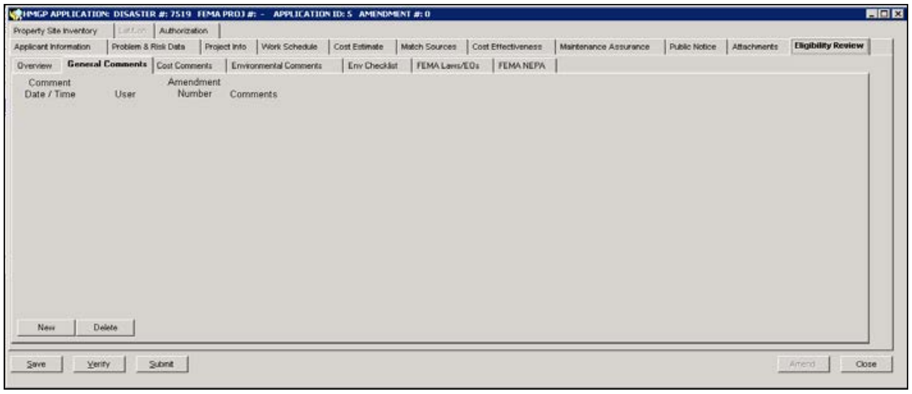

Figure 6-68: Mitigation →Projects →Application Development → Eligibility Review →General Comments Sub-tab

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).

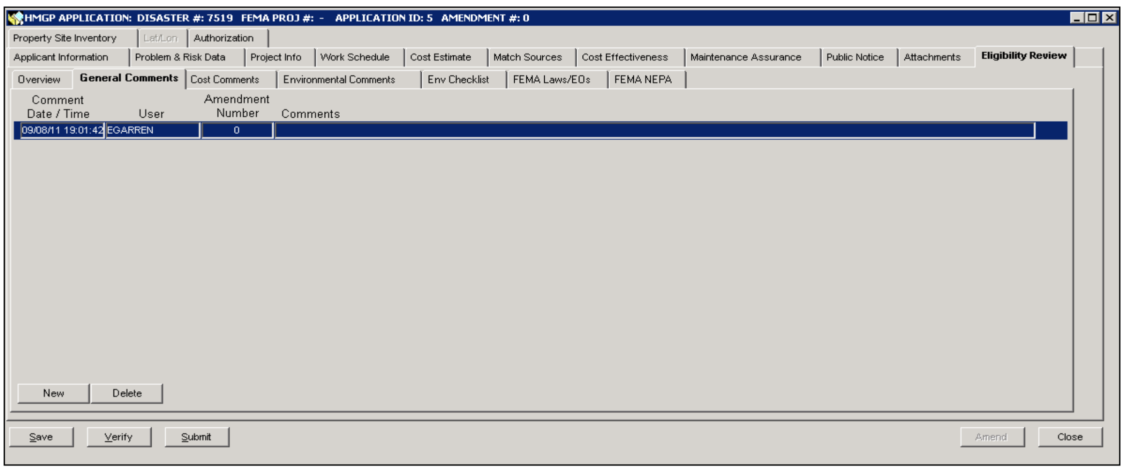

Figure 6-69: General Comments Sub-tab with New Row

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).

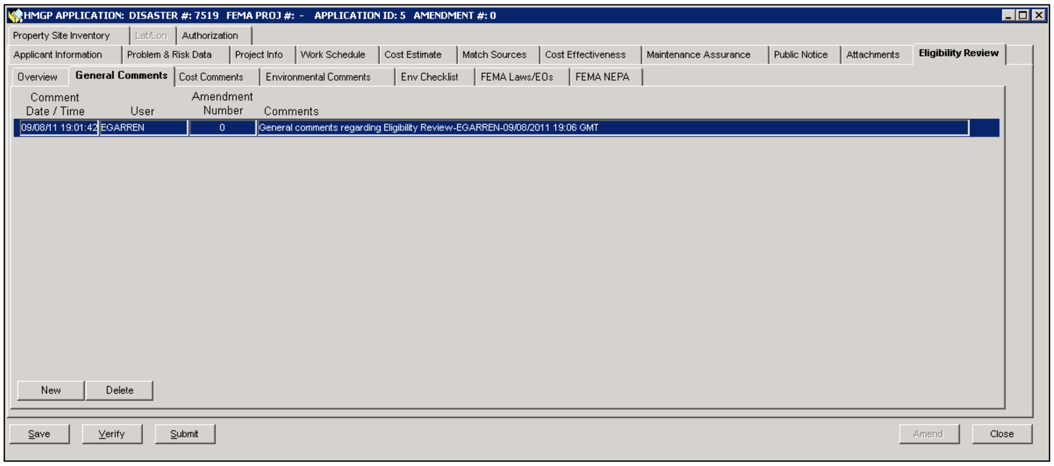

Figure 6-70: General Comments Sub-tab with Comments Added

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

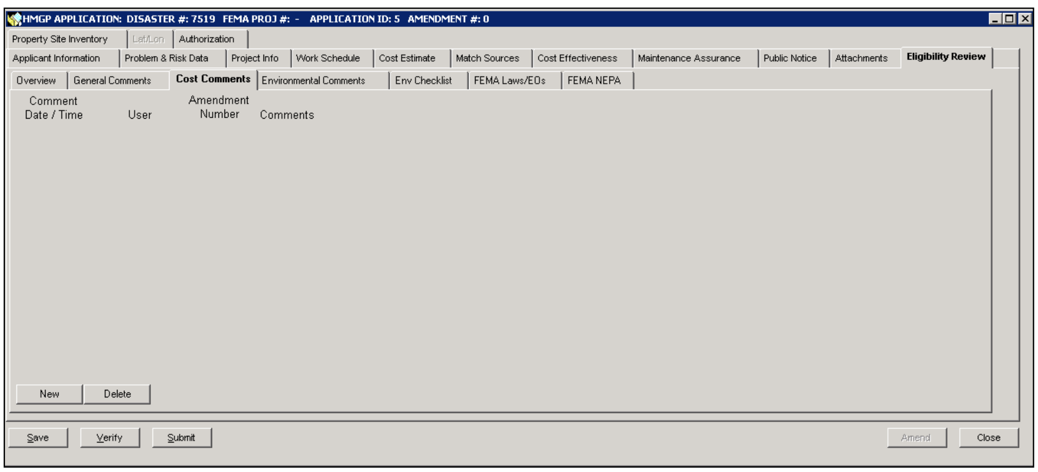

Figure 6-71: Mitigation →Projects →Application Development → Eligibility Review →Cost Comments Sub-tab

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 6-66).

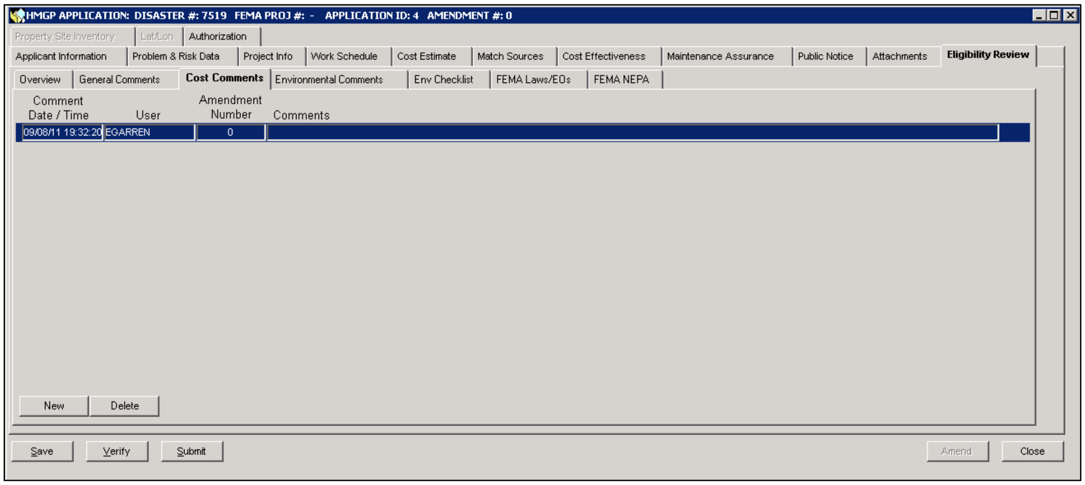

Figure 6-72: Cost Comments Sub-tab with New Row

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).

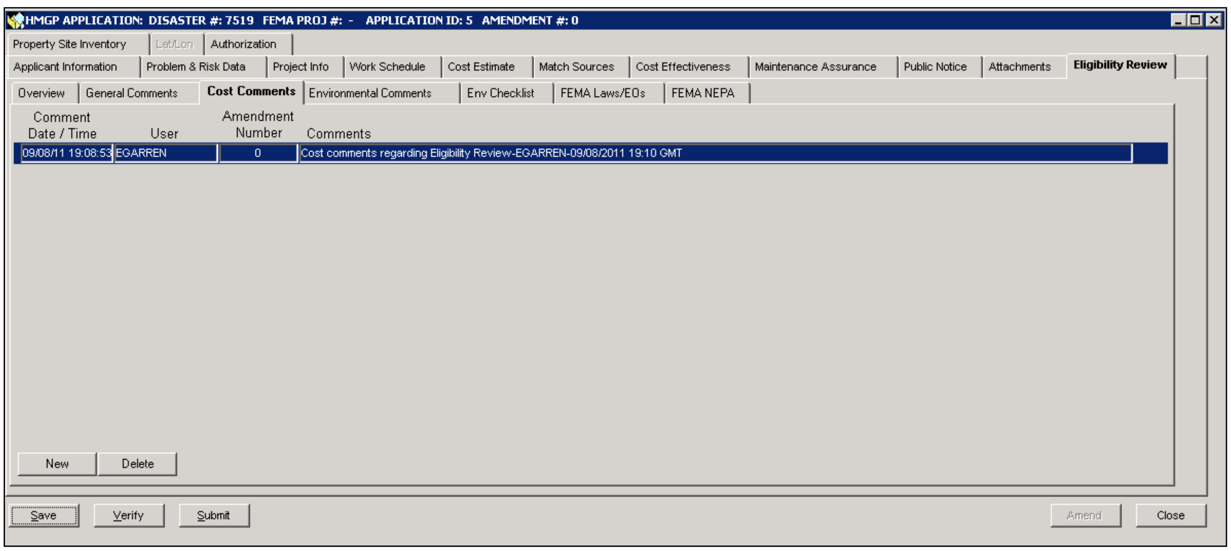

Figure 6-73: Cost Comments Sub-tab with Comments Added

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

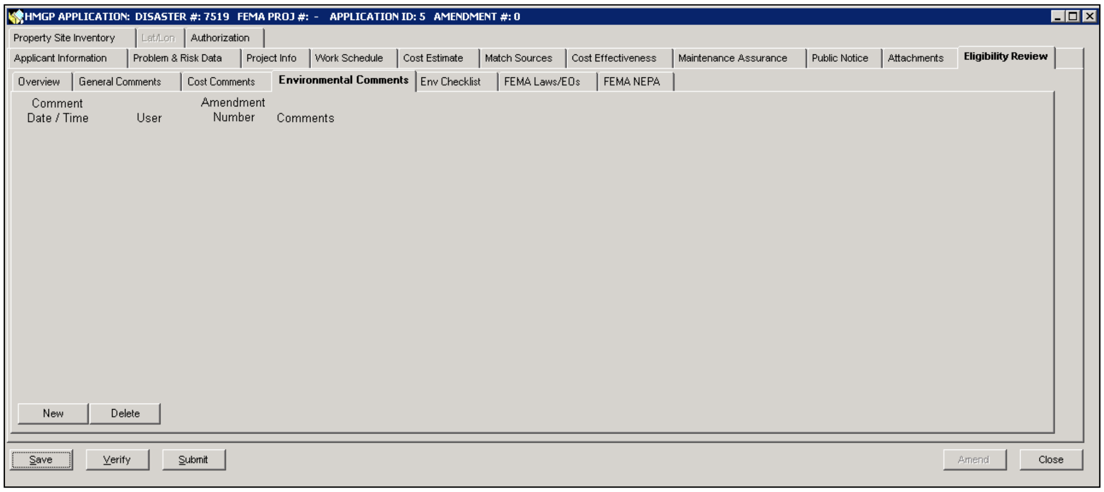

Figure 6-74: Mitigation →Projects →Application Development → Eligibility Review →Environmental Comments Sub-tab

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).

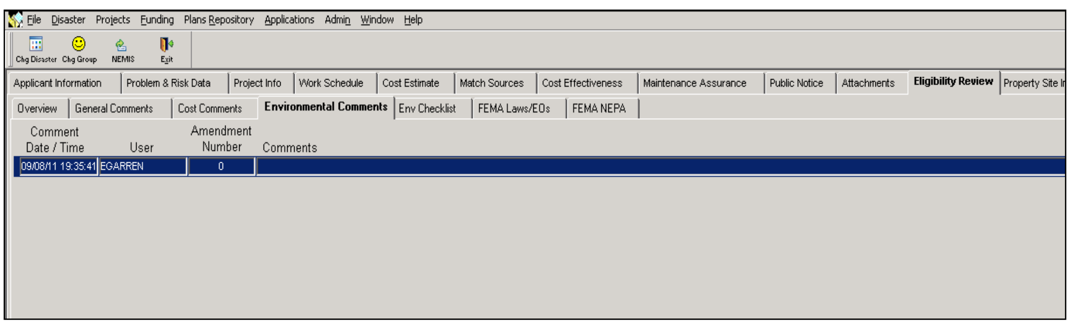

Figure 6-75: Environmental Comments Sub-tab with New Row

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).

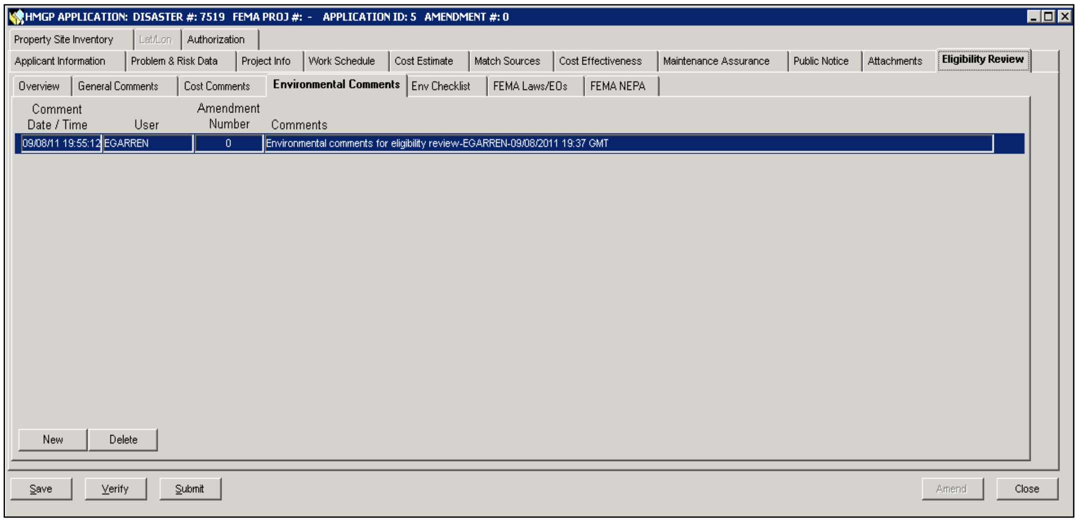

Figure 6-76: Environmental Comments Sub-tab with Comments Added

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

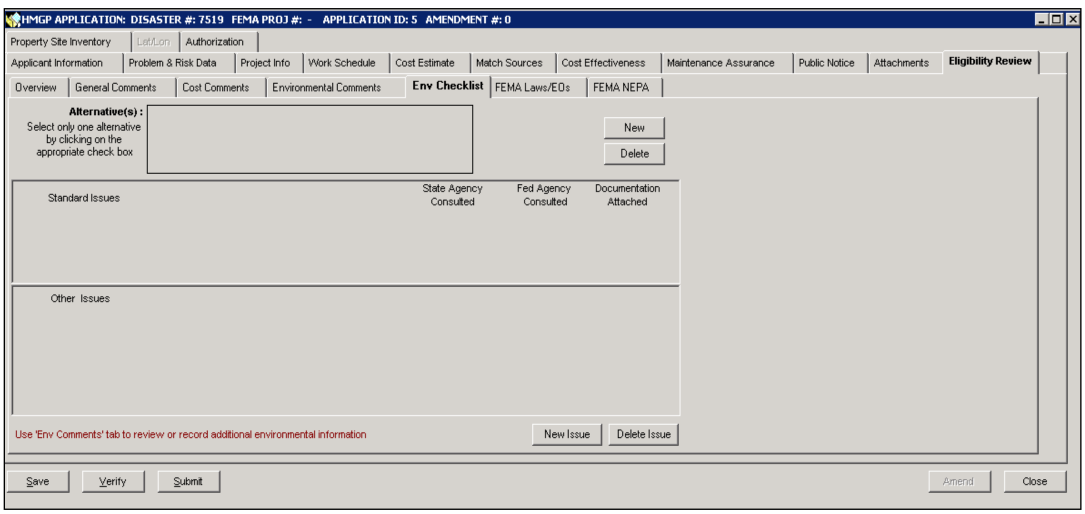

Figure 6-77: Mitigation →Projects →Application Development →Eligibility Review →Env Checklist Sub-tab

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

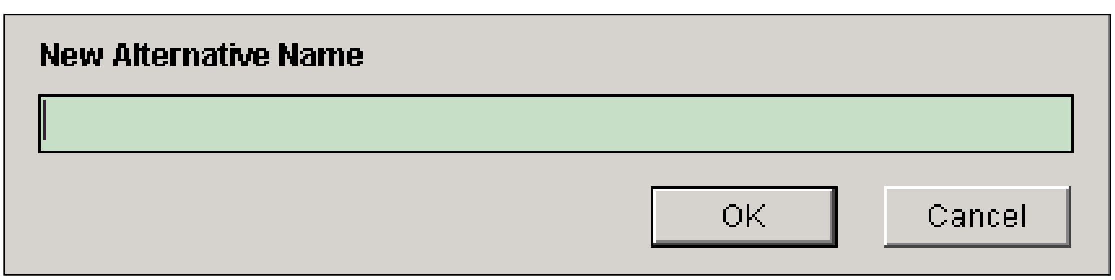

Figure 6-78: New Alternative Name Dialog Box

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.

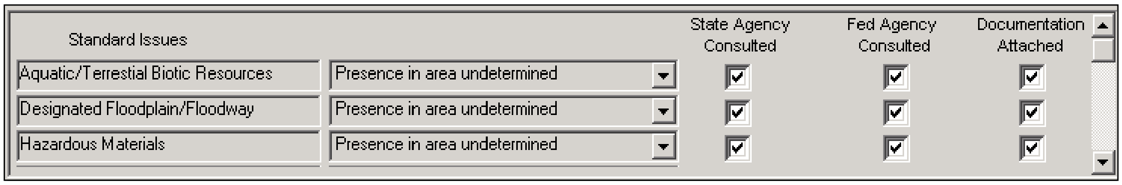

Figure 6-79: Standard Environmental and Historical Issues

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: Attach Documents.
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: Attach Documents.
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).

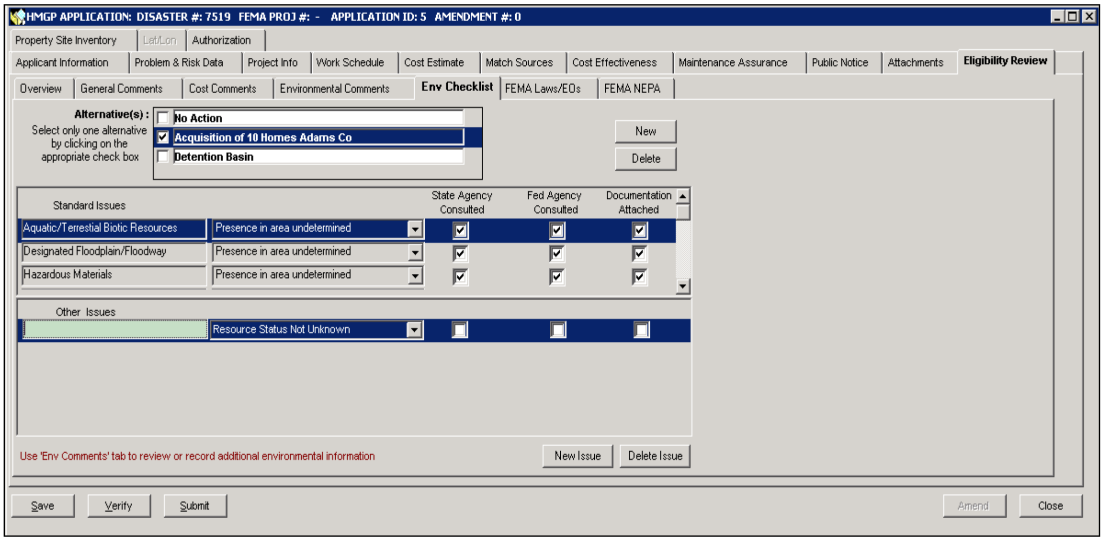

Figure 6-80: Other Issues Section - New Row

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).

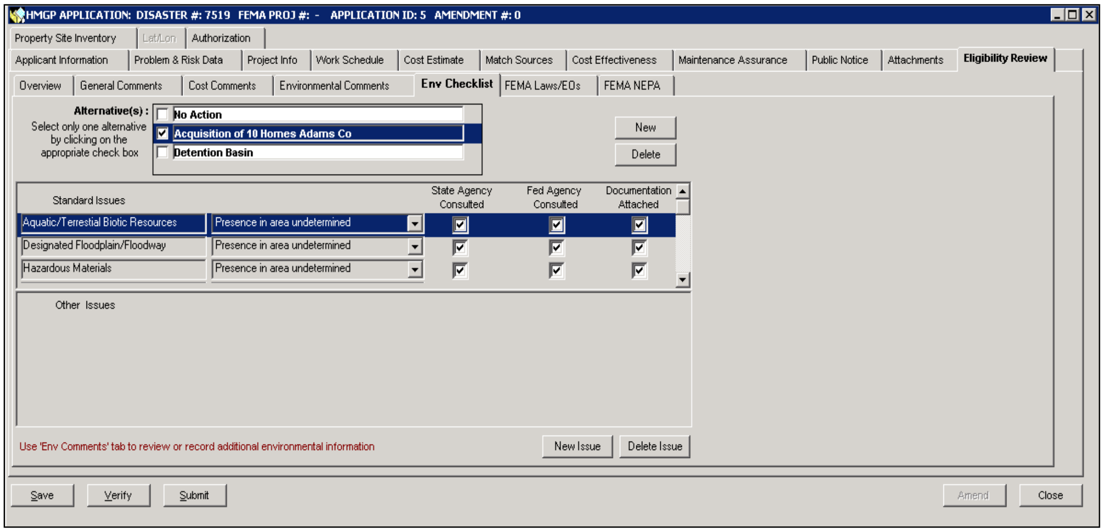

Figure 6-81: Env Checklist Sub-tab - Alternatives Section

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).

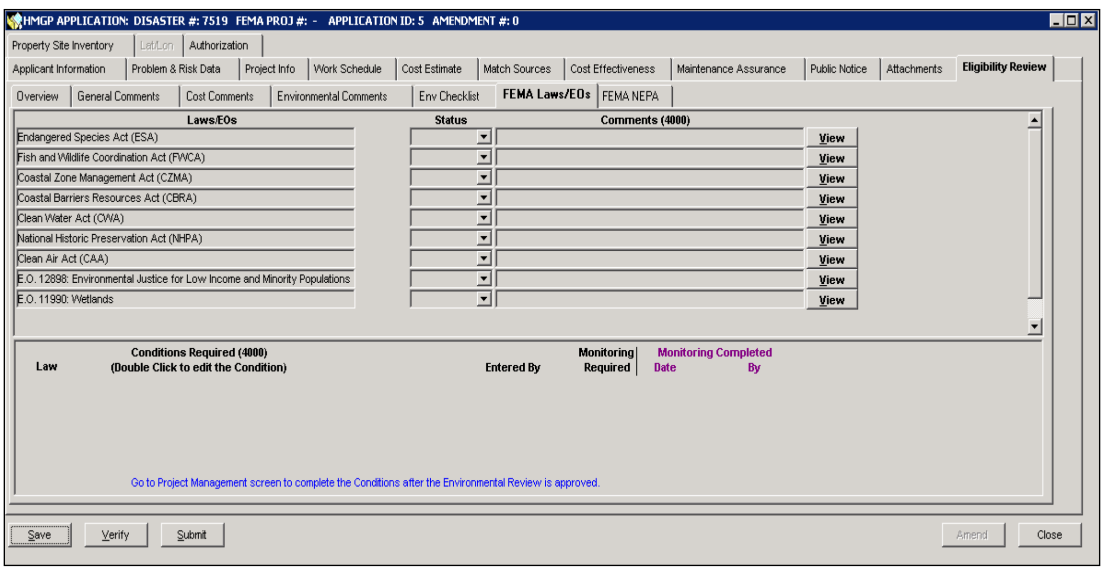

Figure 6-82: Mitigation →Projects →Application Development →Eligibility Review →FEMA Laws/EOs Sub-tab

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

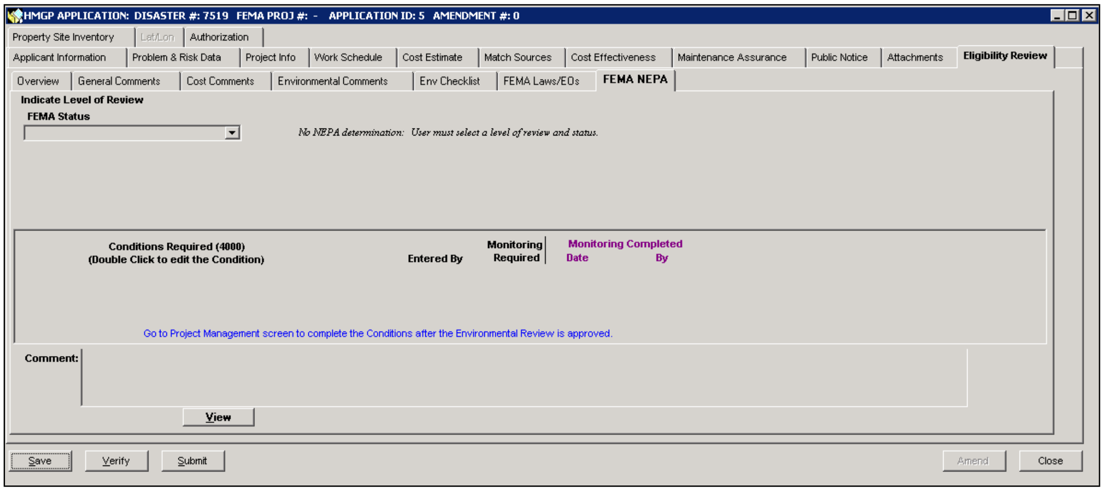

Figure 6-83: Mitigation →Projects →Application Development →Eligibility Review →FEMA NEPA Sub-tab

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).

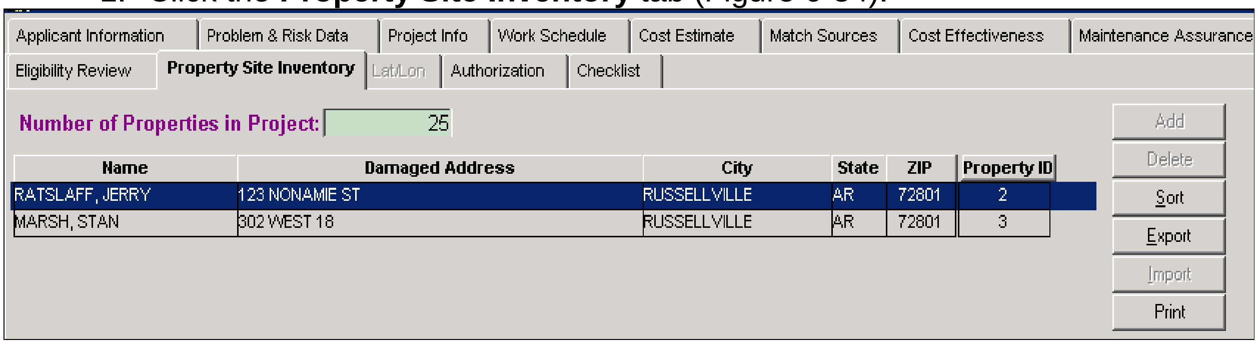

Figure 6-84: Mitigation →Projects →Application Development →Property Site Inventory Tab

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).

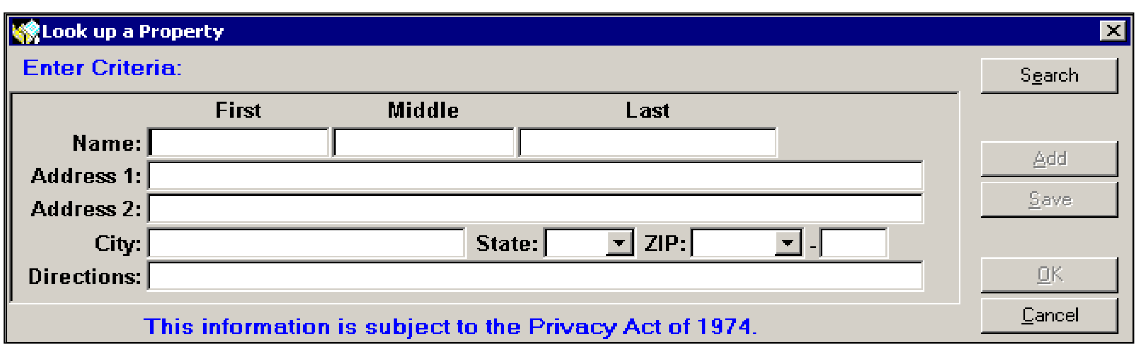

Figure 6-85: Look up a Property

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).

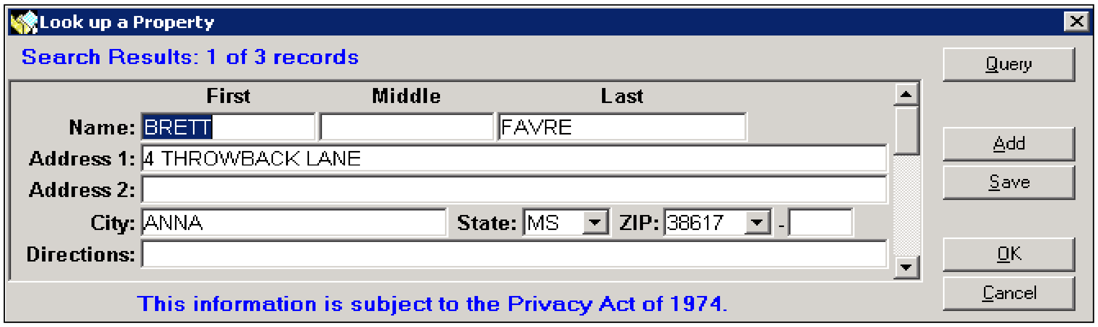

Figure 6-86: Displayed Information of a Found Property

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

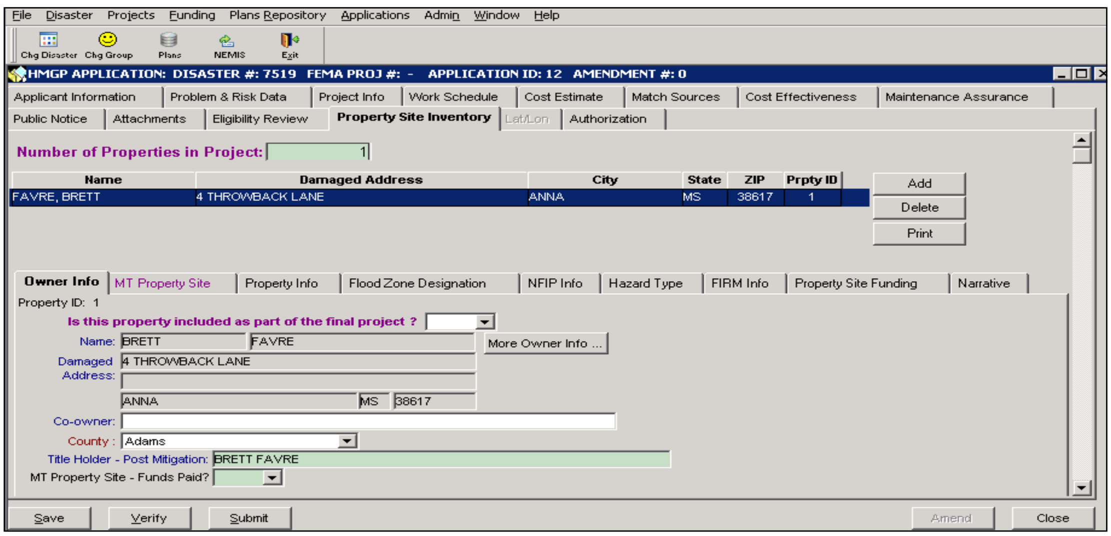

Figure 6-87: Selected Property Displayed on Property Site Inventory Tab

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.

NOTE: Fields in Purple text are required before a project closeout. Fields in Navy or blue text, are property attributes, which means that they will be carried over from project to project for a particular property site. If you update a blue field in one project, the field will be updated in all projects where this property appears. Fields in Red are both. Fields with a green background are required at application submission.

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: • Yes • No - **If No is selected, no further property information is required**.
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 **Required field**	Name of the organization, community, or person who will own the title to this property following the mitigation measures.
MT Property Site – Funds Paid? Required Field	Were funds paid to the owner for the mitigation of the property? Select one of the following: • Yes • No

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

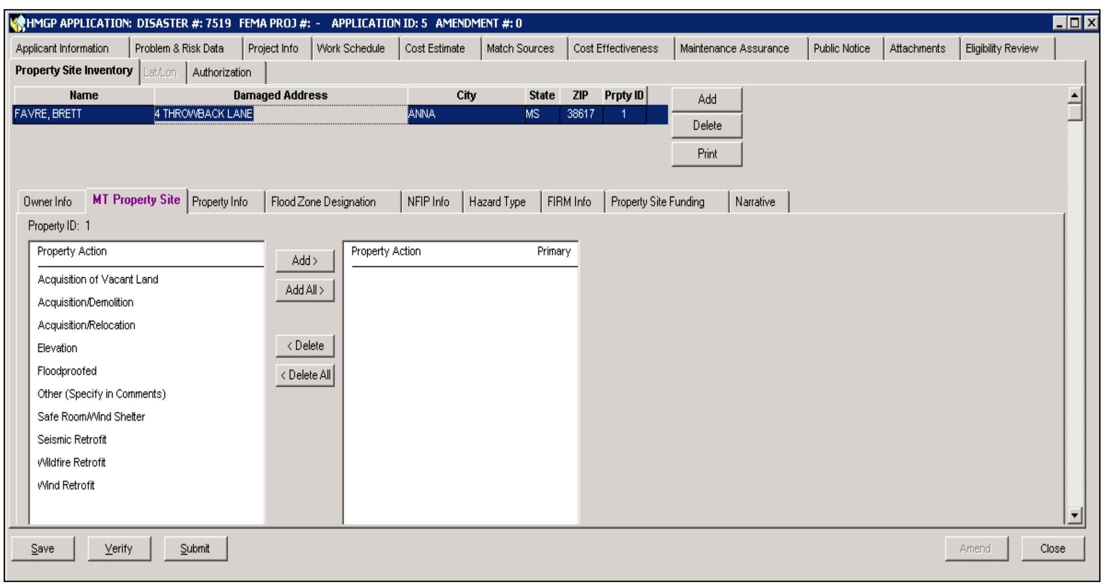

Figure 6-88: Mitigation →Projects →Application Development → Property Site Inventory →MT Property Site Sub-tab

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).

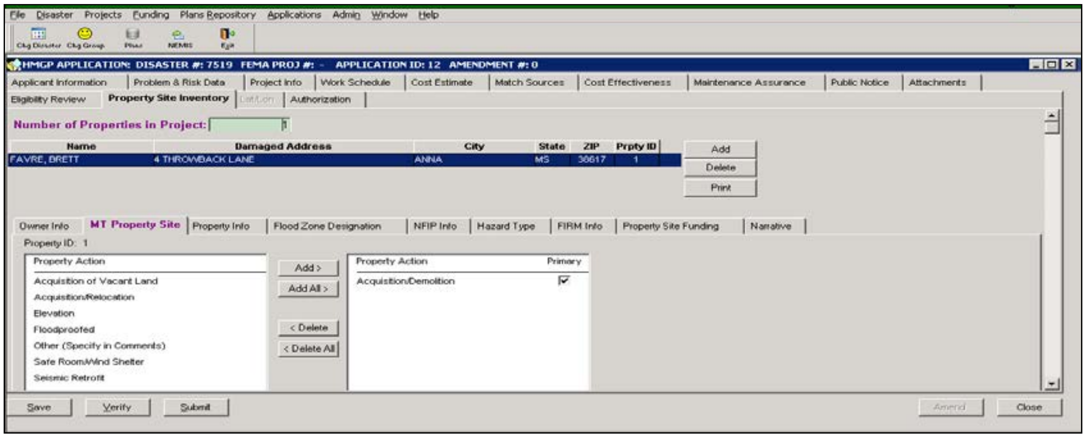

Figure 6-89: Property Action(s) Added

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.

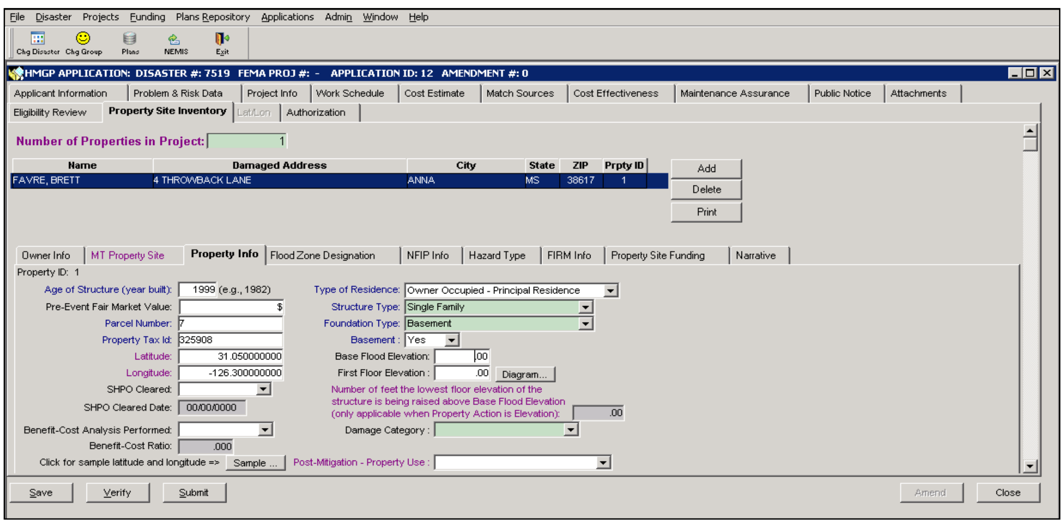

Figure 6-90: Mitigation →Projects →Application Development → Property Site Inventory →Property Info Sub-tab

NOTE: Fields in Purple are required before a project closeout. Fields in Navy or blue, are property attributes, which means that they will be carried over from project to project for a particular property site. If you update a blue field in one project, the field will be updated in all projects where this property appears. Fields in Red are both. Fields with a green background are required at application submission.

Table 6-13: Property Information Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Age of Structure **Required field**	Year the structure was built
Pre-Event Fair Market Value	Dollar amount of the fair market value before the event
Parcel Number **Required field**	Parcel identification number
Property Tax Id **Required field**	Property tax identification number
Latitude and Longitude **Required field**	Latitude and Longitude readings in decimal degrees ***HINT: Click the SAMPLE button to see latitude and longitude entries (Figure 6-82).***
SHPO Cleared	Has the State Historic Preservation Officer (SHPO) approved the property action? Select one of the following: • Yes • No • Not Applicable • Unknown
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: • Yes, • No • Not Applicable • Unknown
Benefit-Cost Ratio	Ratio resulting from the BCA if a BCA was performed
Type of Residence **Required field**	Type of residence. Select one of the following: • Not Applicable • Owner Occupied - Principal Residence • Owner Occupied - Secondary Residence • Rental • Other (specify in comments)

DATA FIELD	INFORMATION TO BE ENTERED
Structure Type **Required field**	Type of structure. Select one of the following: • Single Family • 2-4 Family • Multi-Family Dwelling (5 or more units) • Manufactured Home • Non-residential – private • Non-residential – public • Vacant Land • Other (specify in comments)
Foundation Type **Required field**	Type of foundation. Select one of the following: • Basement • Crawl Space • Elevated on Piers, Piles, Posts, Columns • Slab on grade • Vacant Land • Other (specify in comments)
Basement **Required field**	Is the structure a basement? Select one of the following: • Yes • No
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. ***HINT: Click the DIAGRAM button to see what is meant by the first floor (Figure 6-83).***
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)
Damage Category	Percent of Property Damage. Select one of the following: • 0–49 percent • 50–99 percent • 100 percent • N/A

DATA FIELD	INFORMATION TO BE ENTERED
Post-Mitigation Property Use **While not required here, it is required before project closeout**	Proposed property use. Select one of the following: • Agricultural • Park • Recreation • Vacant Land • Wetlands • Other (specify in comments)

NOTE: Once you enter data in one field on a PSI sub-tab, all fields in green (required) 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.

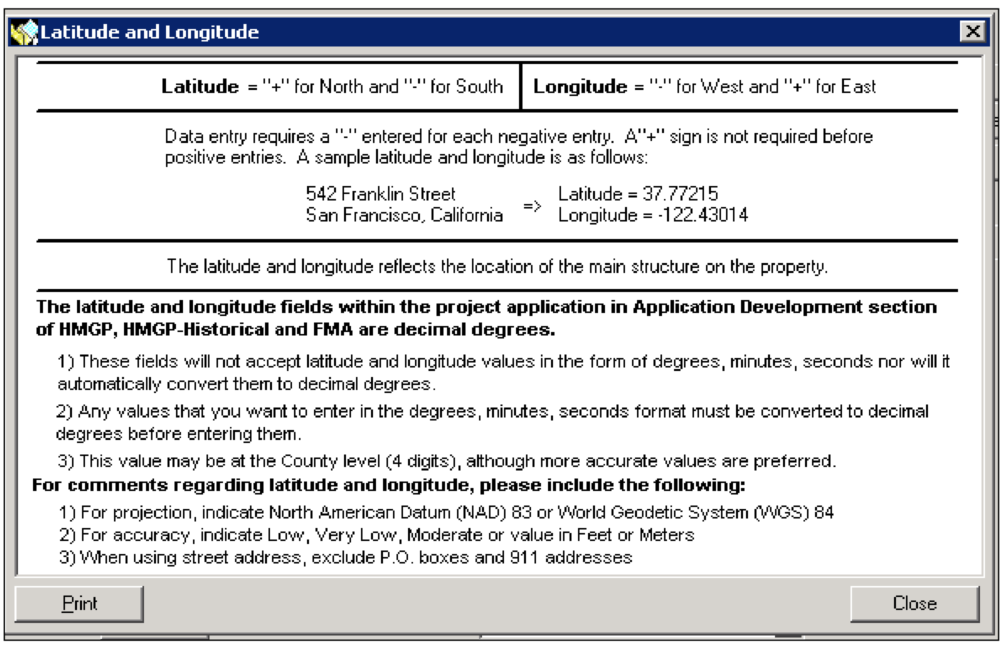

Figure 6-91: Latitude and Longitude Sample

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

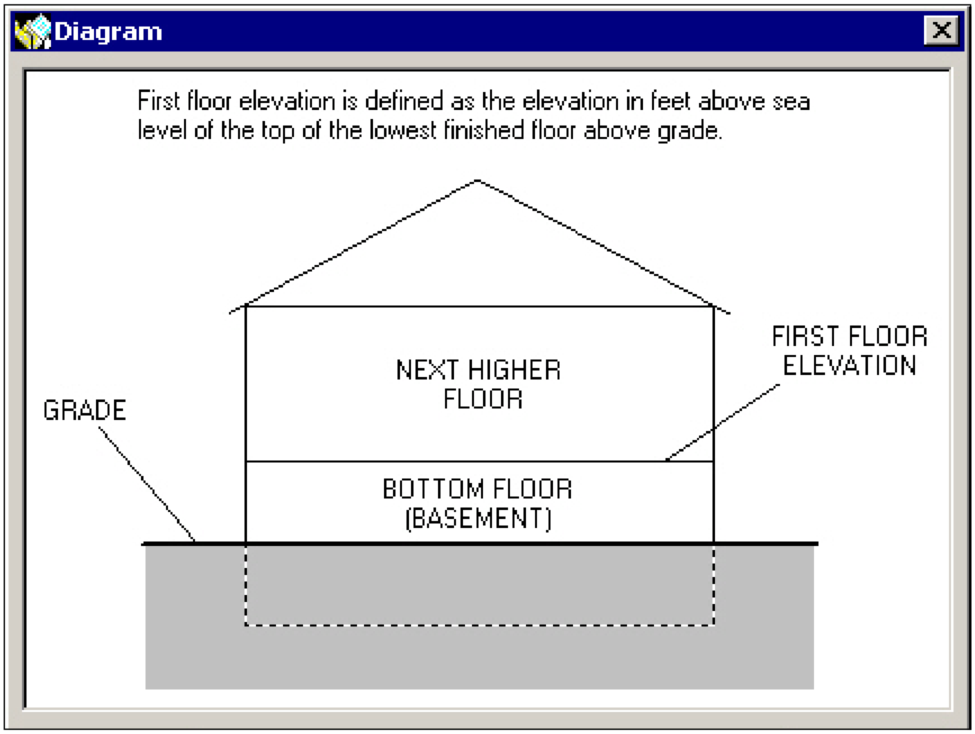

Figure 6-92: First Floor Elevation Diagram

12. Click the **Flood Zone Designation** sub-tab (Figure 6-93). To add Flood Zone Designation information, complete Steps 11a - 11b.

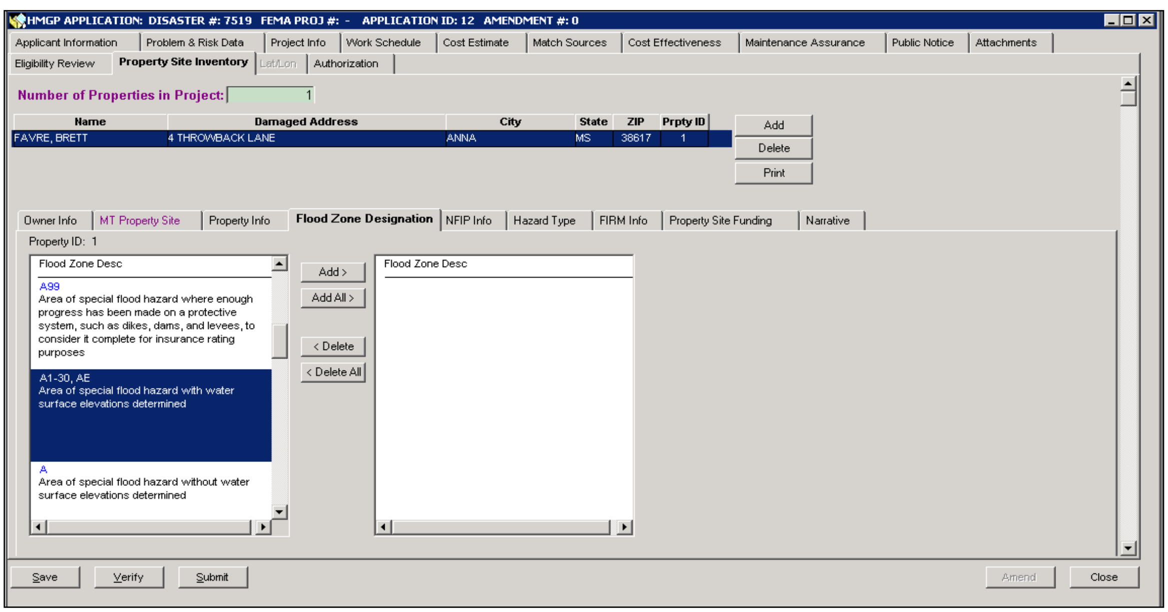

Figure 6-93: Mitigation →Projects →Application Development → Property Site Inventory →Flood Zone Designation Sub-tab

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).

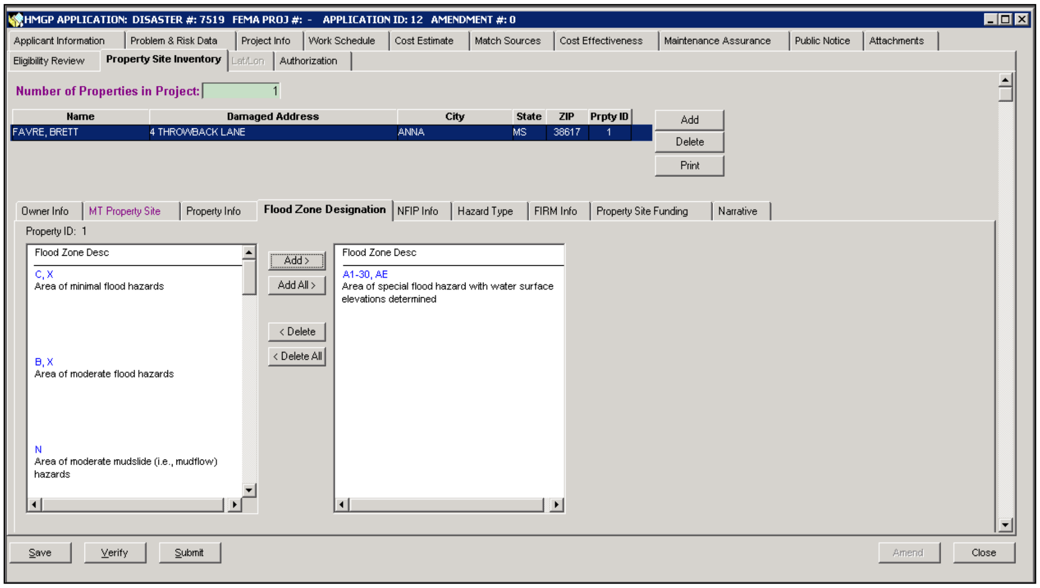

Figure 6-94: Property Site Inventory - Flood Zone Description Added

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

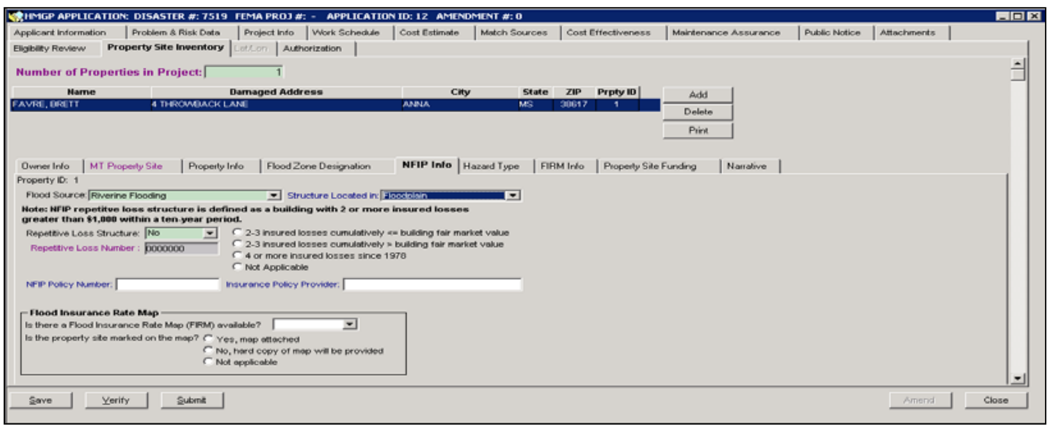

Figure 6-95: Mitigation →Projects →Application Development → Property Site Inventory →NFIP Info Sub-tab

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 **Required field**	Source of the flood hazard. Select one of the following: • Coastal Basin • Closed Basin • Riverine Flooding • Storm water Runoff • Other (comment required)
Structure Located In	Geographical location of structure. Select one of the following: • Floodway • Floodplain • Other High Hazard Area • Not Applicable
Repetitive Loss Structure **Required field**	Does this structure experience repetitive loss? Select one of the following: • Yes • No • Unknown
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: • Yes • No • Unknown Is the property site marked on the map? Click inside one of the following radio buttons: • Yes, map is attached • No, hard copy of map will be provided in hard copy • Not applicable

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

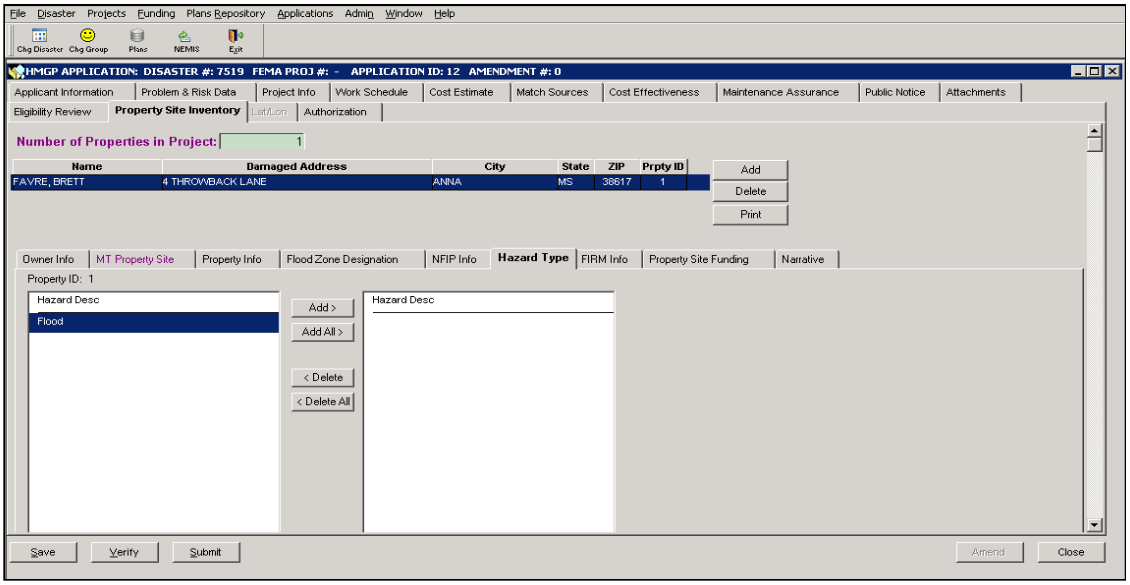

Figure 6-96: Mitigation →Projects → Application Development → Property Site Inventory →Hazard Type Sub-tab

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).

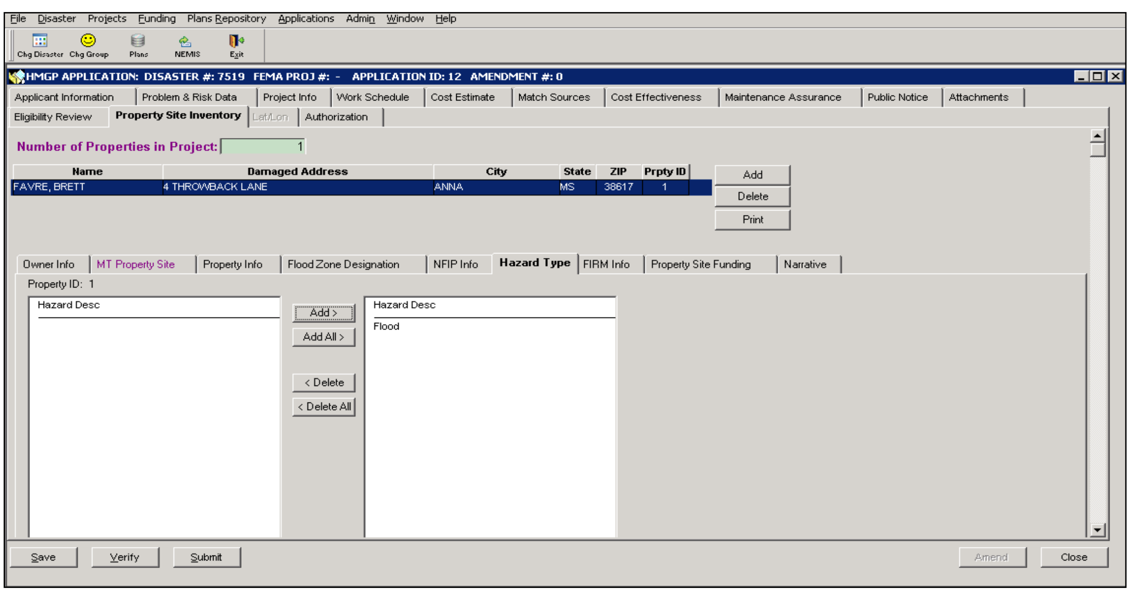

Figure 6-97: Hazard Description Added

15. Click the **FIRM Info** sub-tab (Figure 6-98). To enter Flood Insurance Rate Map (FIRM) information, complete Steps 14a - 14k.

NOTE: FIRM information is required for Closeout.

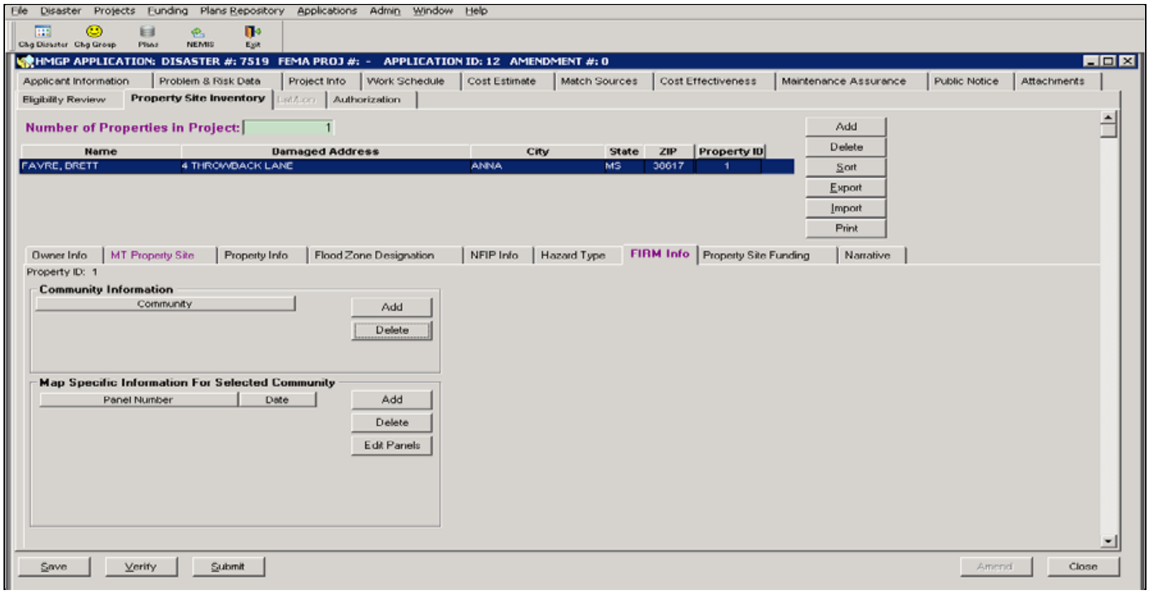

Figure 6-98: Mitigation →Projects →Application Development → Property Site Inventory →FIRM Info Sub-tab

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).

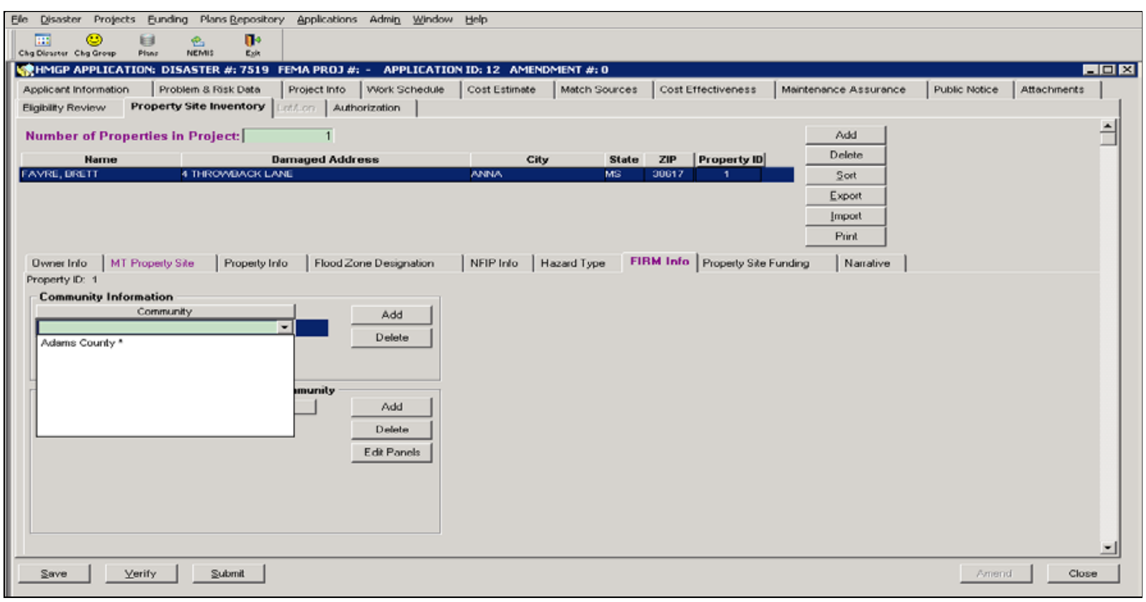

Figure 6-99: FIRM Info Sub-tab →Community Information Section

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.

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).

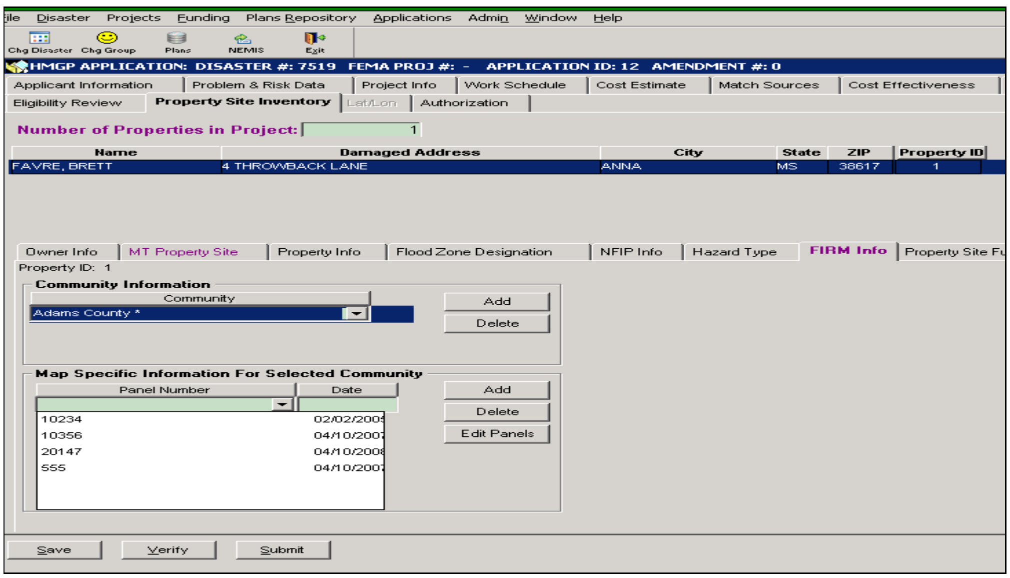

Figure 6-100: Map Specific Information for Selected Community

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).

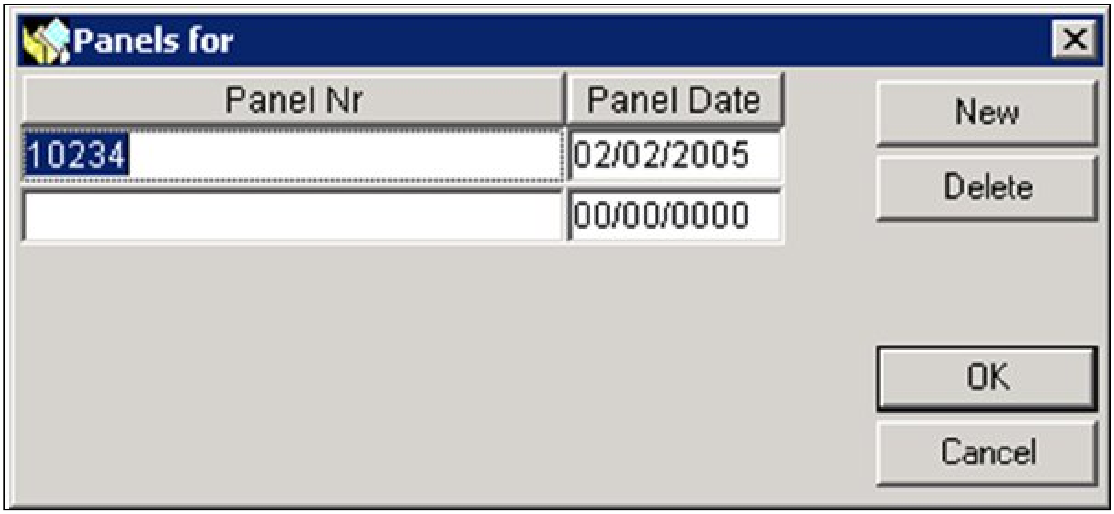

Figure 6-101: Panel Dialog Box

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

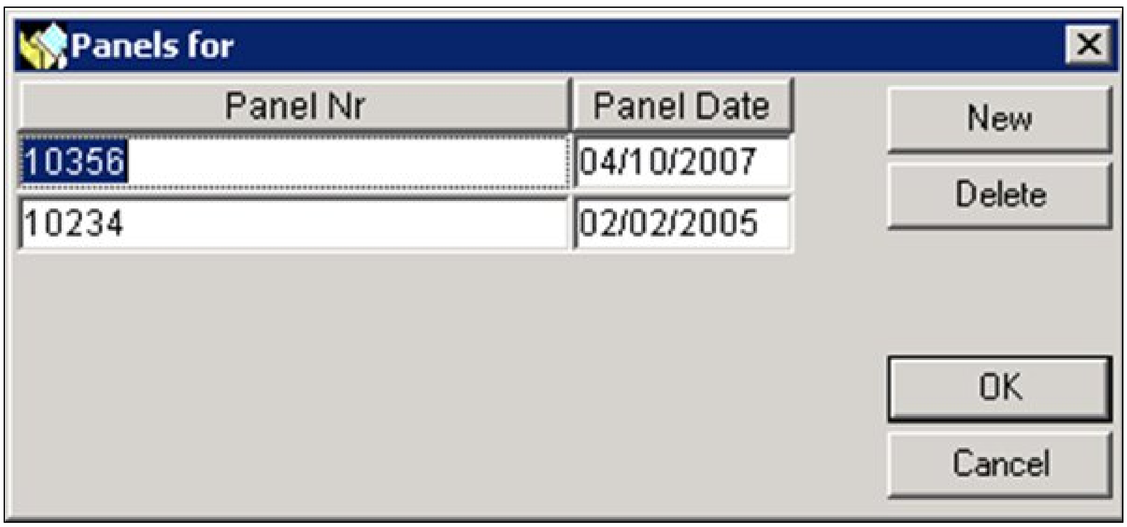

Figure 6-102: New FIRM Panel Number and Date Added

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.

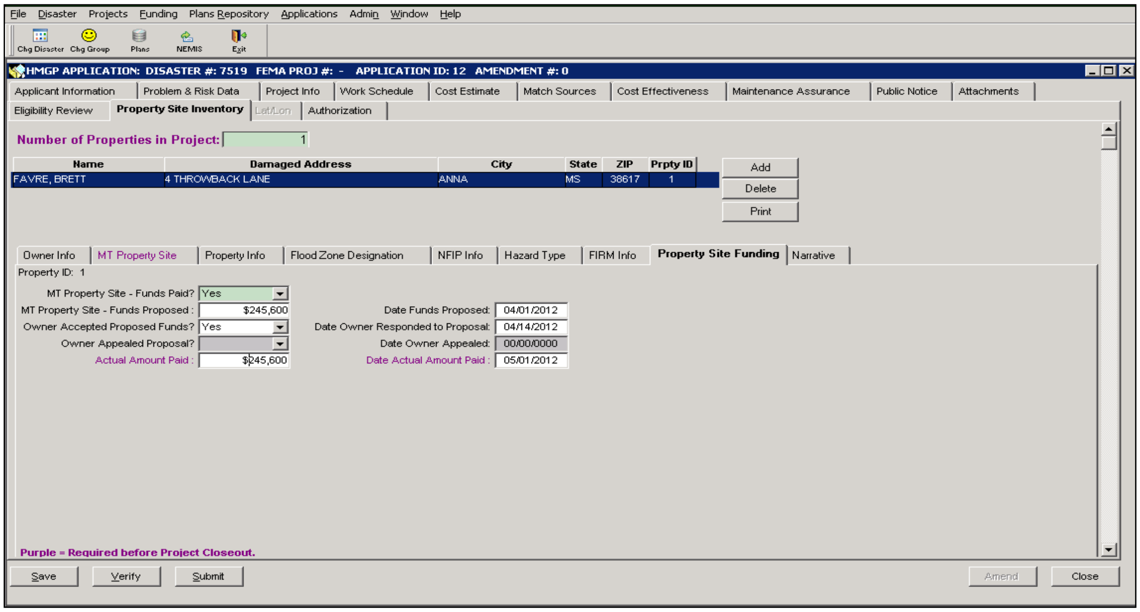

Figure 6-103: Mitigation →Projects →Application Development → Property Site Inventory →Property Site Funding Sub-tab

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: • Yes • No
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: • Yes • Pending • No • Unknown
Date Owner Responded to Proposal	Date the Owner responded.

DATA FIELD	INFORMATION TO BE ENTERED
Owner Appealed Proposal?	If the Owner did not accept proposed funds, did Owner appeal the proposal? Select one of the following: • Yes • No • Unknown
Date Owner Appealed	Date the Owner appealed.
Actual Amount Paid	Amount paid to Owner.
Date Actual Amount Paid	Date amount was paid to Owner.

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

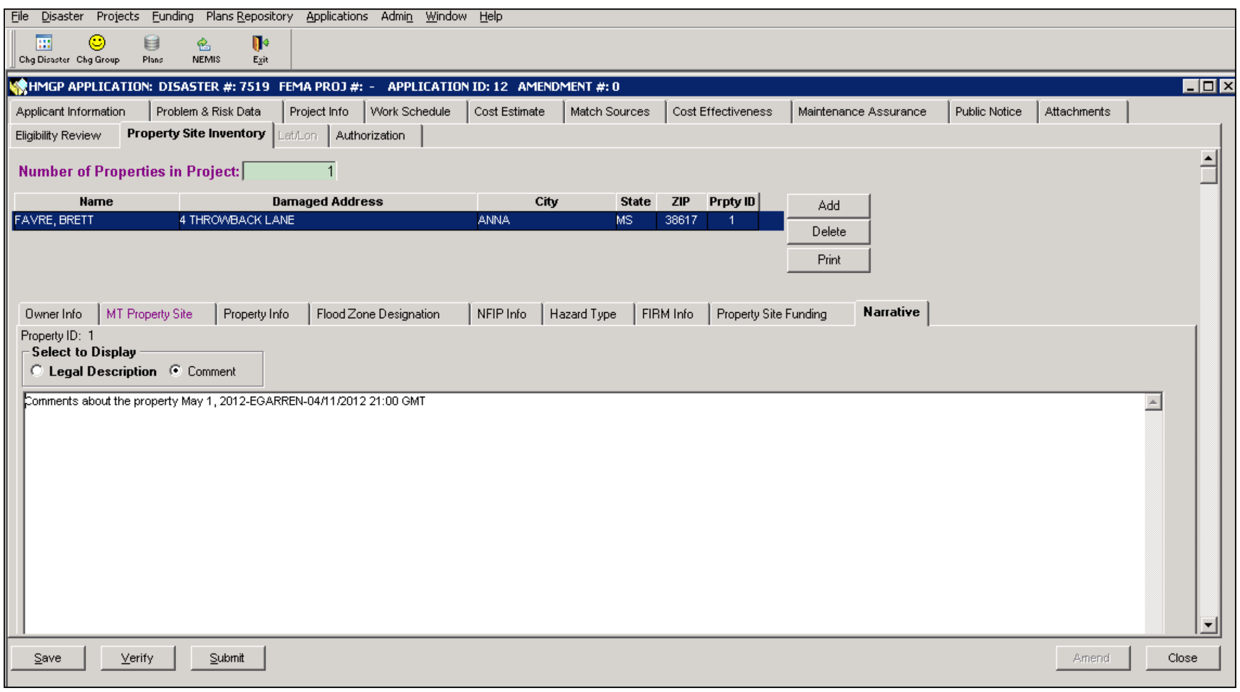

Figure 6-104: Mitigation →Projects →Application Development → Property Site Inventory →Narrative Sub-tab

a. Click the radio button to select either Legal Description or Comment.

b. Double-click inside the text area. The Comment Editor is displayed.

c. Enter your text in the Comment Editor.

d. 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.

e. 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).

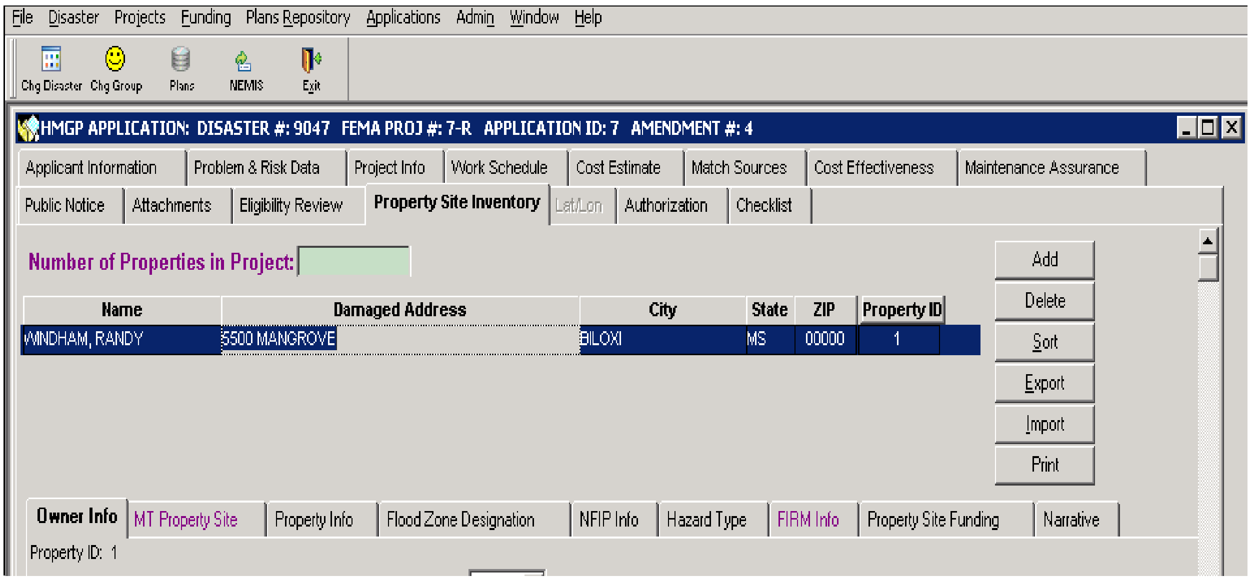

Figure 6-105: Mitigation →Projects →Application Development → Property Site Inventory Tab

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.

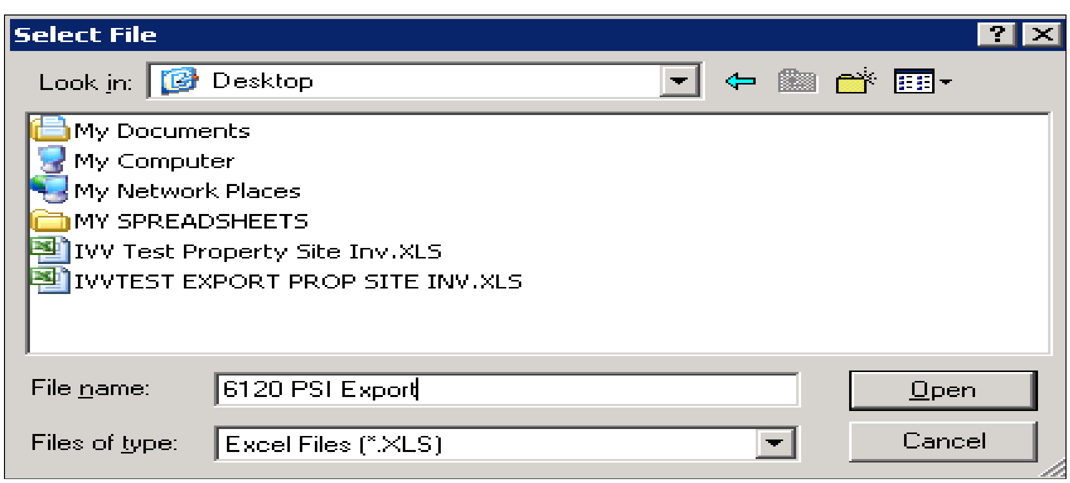

Figure 6-106: Mitigation →Projects →Application Development →PSI Tab→ Export →Select File Window

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: The spreadsheet will list the properties that were exported in numerical order by Property ID in the first column. The spreadsheet column headers are color-coded in line with the system. Green = required to submit project, Purple = required before project closeout, Navy = Property Attribute, Red = both required before project closeout and a property attribute. The spreadsheet itself 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.

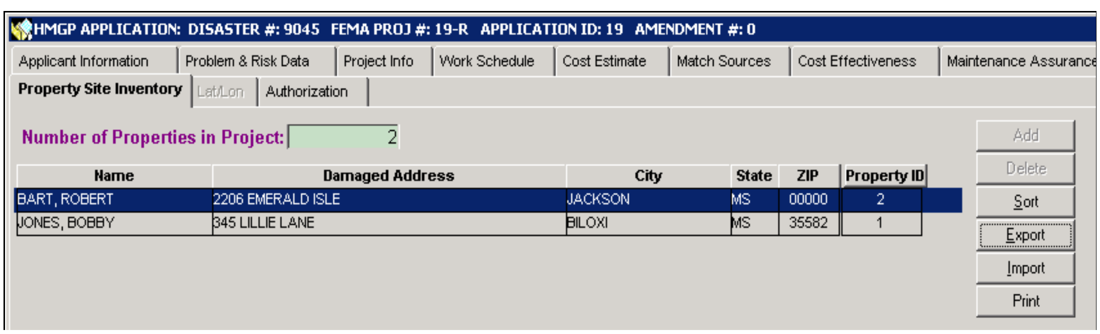

Figure 6-108: Project with Amendment Approved, Add Button Grayed out and Export and Import Buttons Active

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.

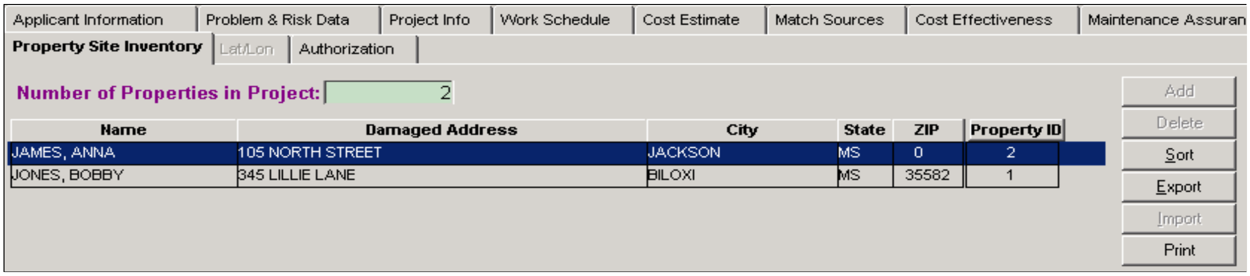

Figure 6-109: Project File with a Higher Amendment, Export Only

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.

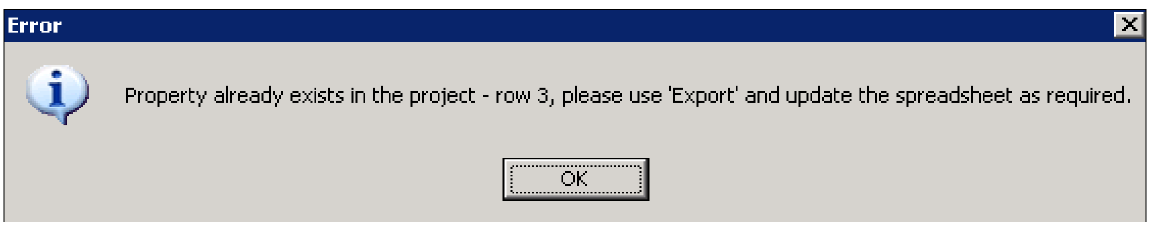

Figure 6-110: Error Message – Duplicate Property

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

CAUTION: Please note that if the number of properties imported is less that 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 succesfully 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.

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

Task 14: Enter Latitude and Longitude Information

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

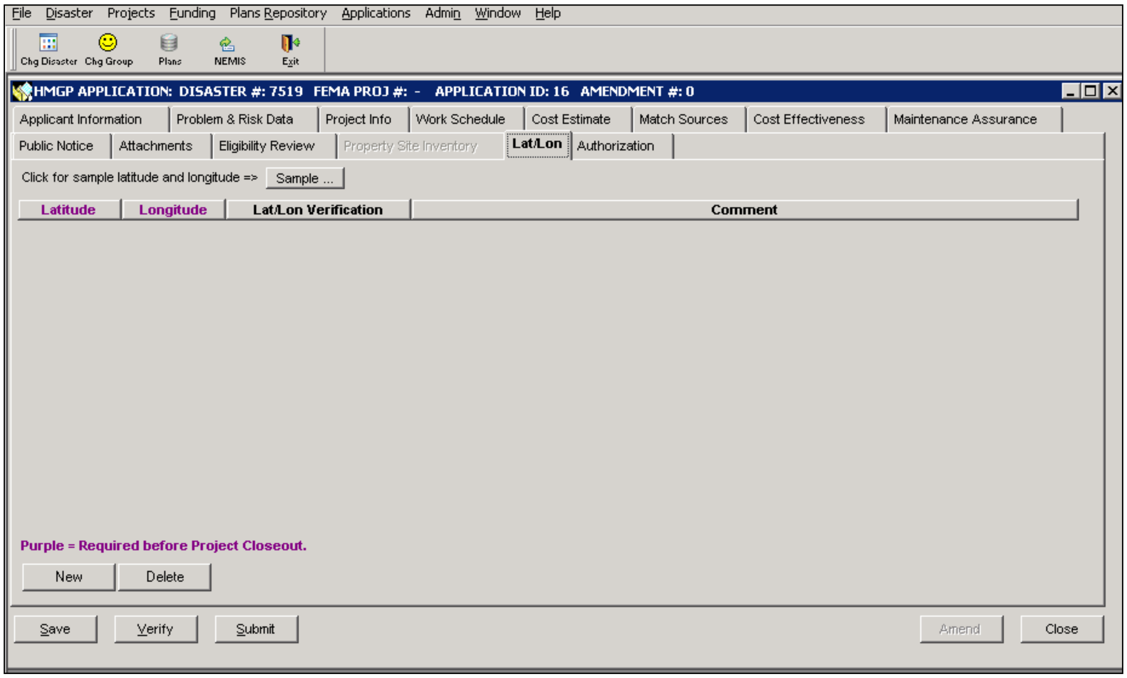

Figure 6-112: Mitigation →Projects →Application Development →Lat/Lon Tab

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).

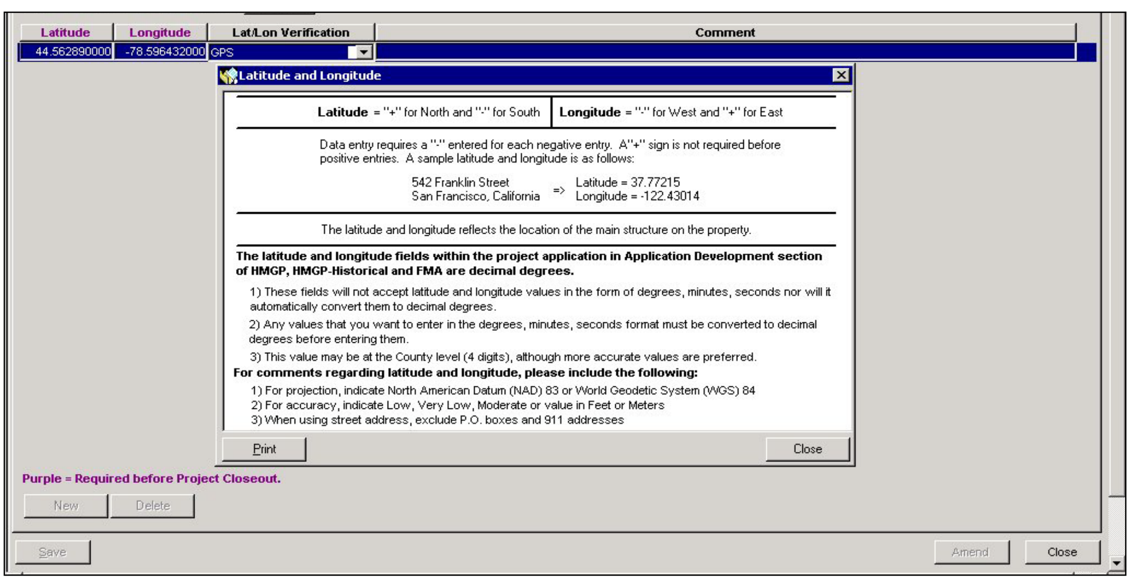

Figure 6-113: Sample Latitude/Longitude Information

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.

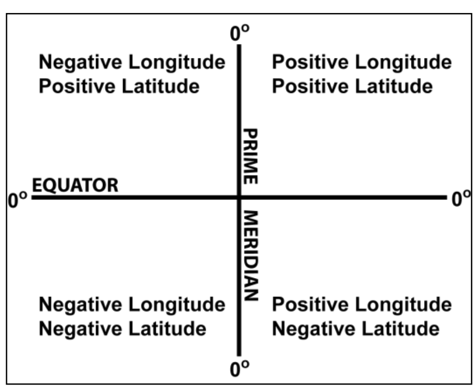

Figure 114: General Rule for Using the + and - Signs

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

5. 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).

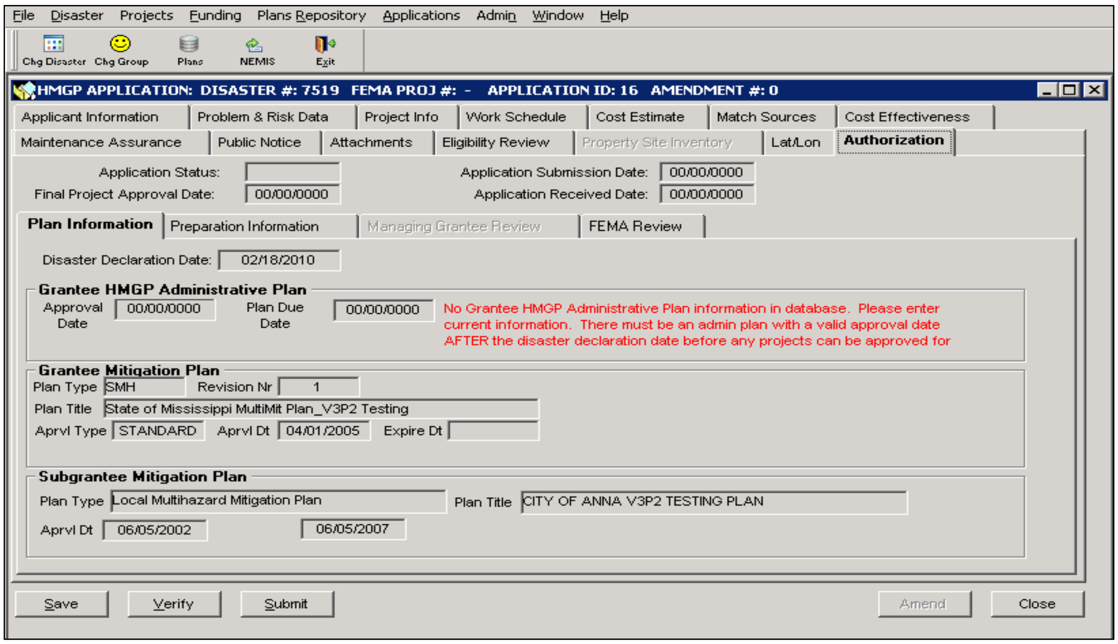

Figure 6-115: Mitigation →Projects →Application Development → Authorization Tab

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 Repository), you will get a warning message on the screen (see Figure 6-1116).

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.

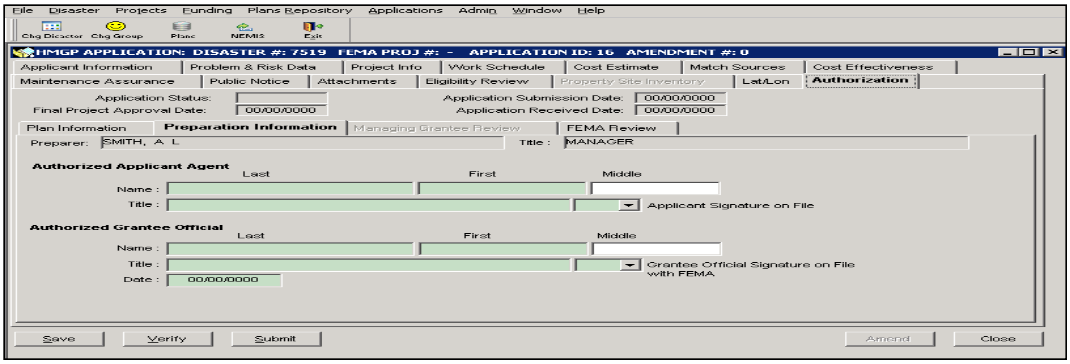

Figure 6-116: Mitigation →Projects →Application Development → Authorization →Preparation Information Sub-tab

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

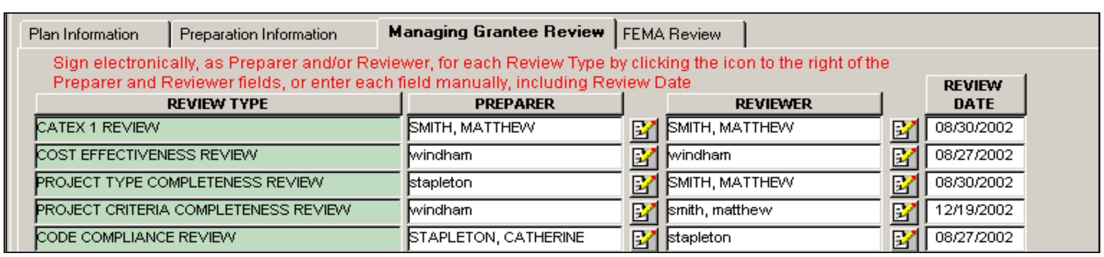

Figure 6-117: Mitigation →Projects →Application Development → Authorization →Managing Grantee Review Sub-tab

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).

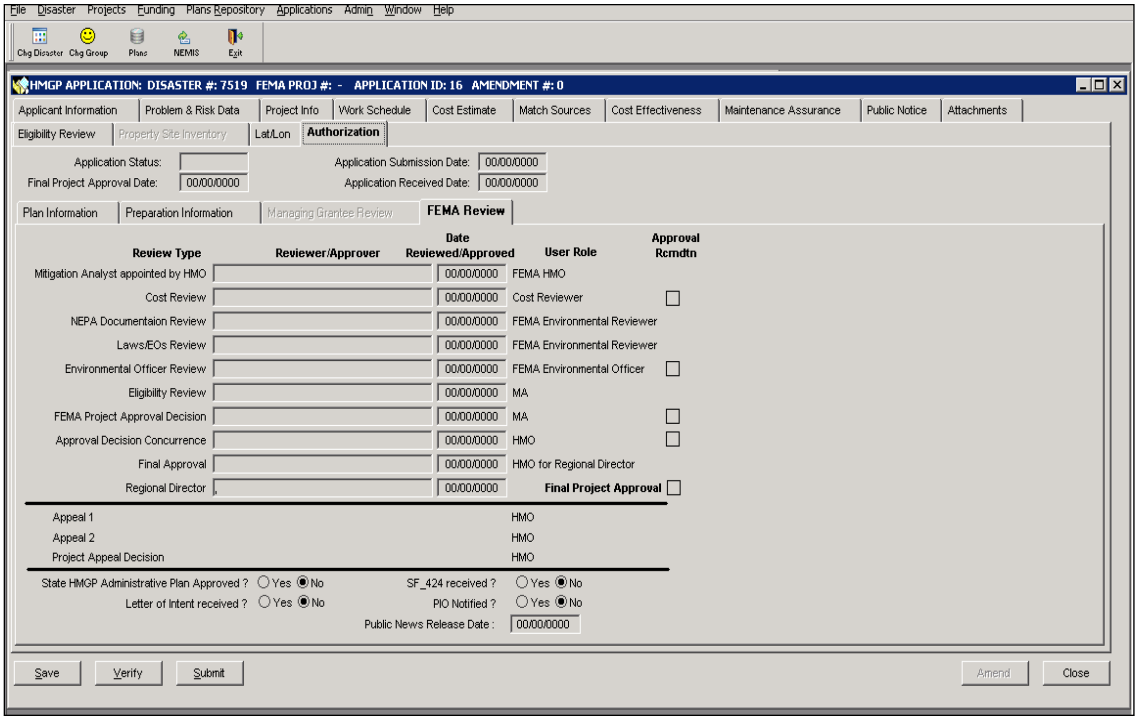

Figure 6-118: Mitigation →Projects →Application Development → Authorization →FEMA Review Sub-tab

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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).

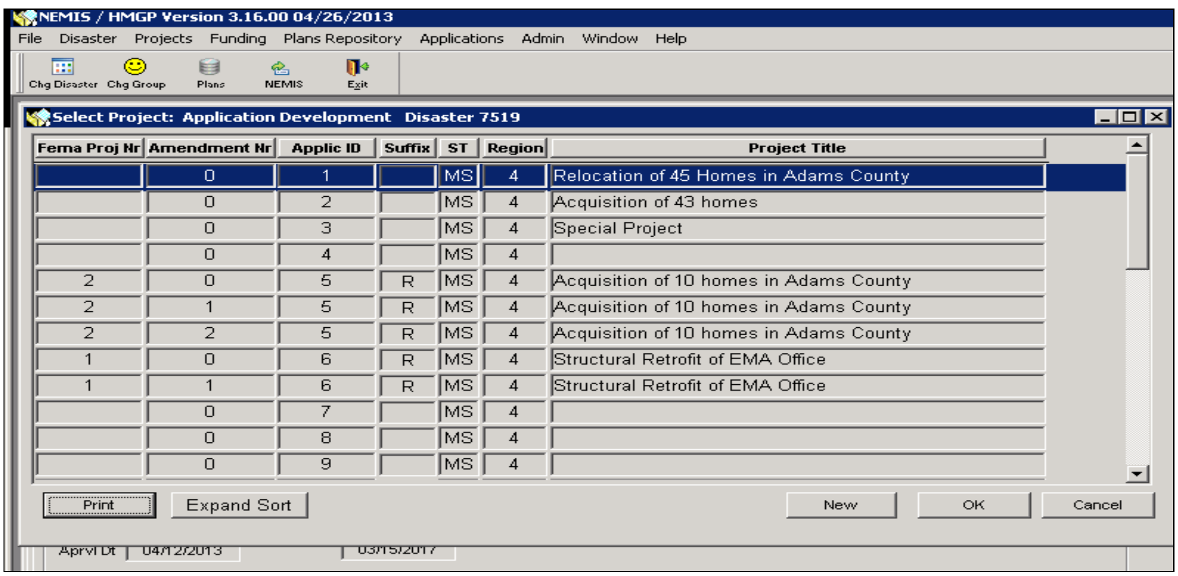


Figure 6-119: Mitigation →Projects →Application Development → Project List

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.

DATA FIELD	INFORMATION DISPLAYED
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.
Applic ID	Number assigned by NEMIS HMGP or by the Grantee when a new record is created
Suffix	Type of funding requested. Codes include: • R (Regular Project Funding) • M (Grantee State Management Costs) • F (Initiative Projects) • P (Planning Projects) 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******.***

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: Authorized Signature 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
Grantee/Sub-grantee	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 Grantee 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: Attach Problem & Risk Data
Project Description	Task 4: Enter Project Information
Maintenance Assurance	Task 9: Attach Maintenance Assurance Information

For any missing attachment, you will get the following warning message (Figure 6-121) when you click the VERIFY button:

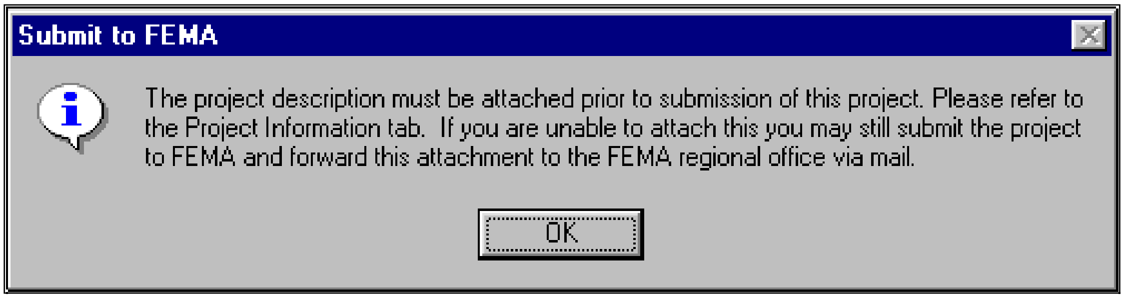


Figure 6-121: Missing Required Attachment Message

6. Click the OK button. A message that all checks were completed successfully is displayed (Figure 6-122).

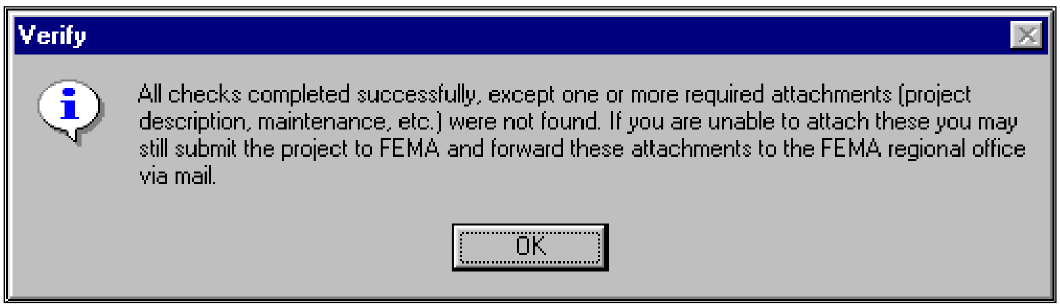


Figure 6-122: Verification Complete Message

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).

NOTE: When you click the SUBMIT button, NEMIS HMGP will automatically verify the application before displaying the Final Submission dialog box.

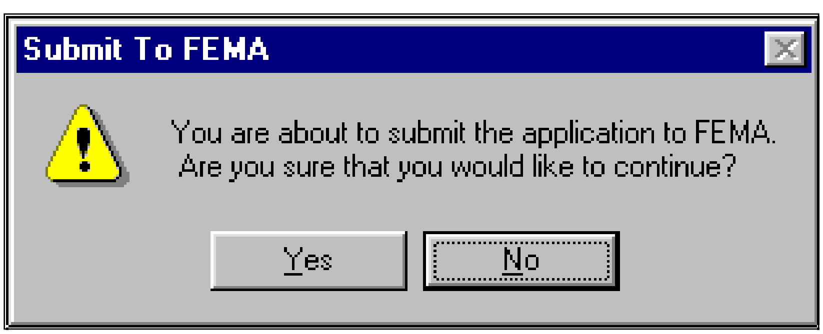


Figure 6-123: Final Submission Dialog Box

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).

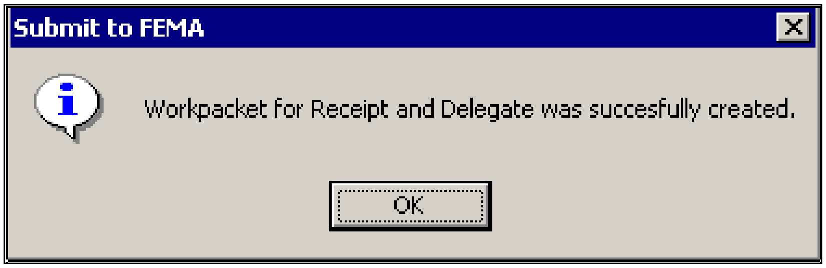


Figure 6-124: Work Packet Created Message

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.

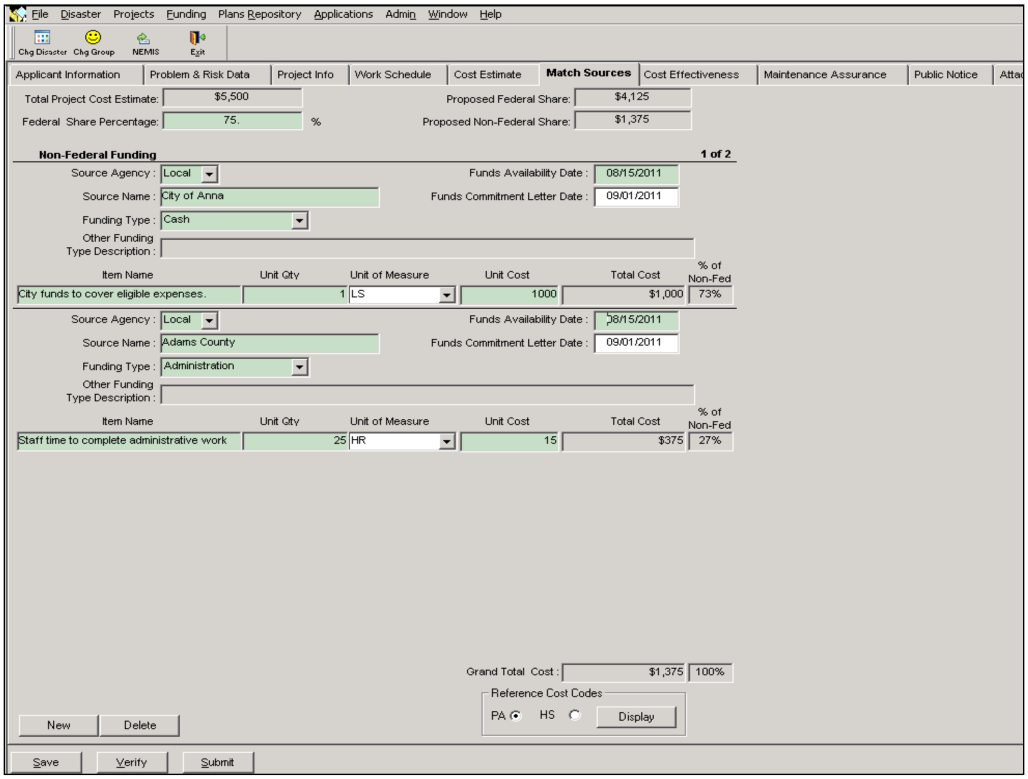


Figure 6-125: Mitigation →Projects → Application Development →Match Sources Tab

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 now 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 Grantee 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).

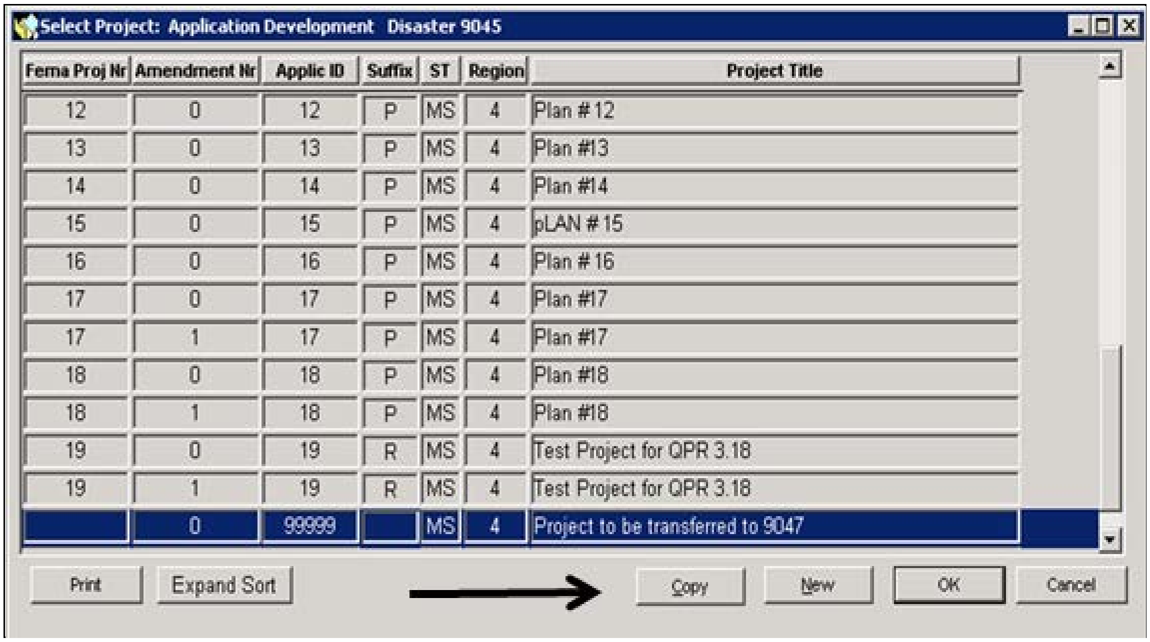


Figure 6-126: Mitigation →Projects → Application Development →Copy

2. 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).

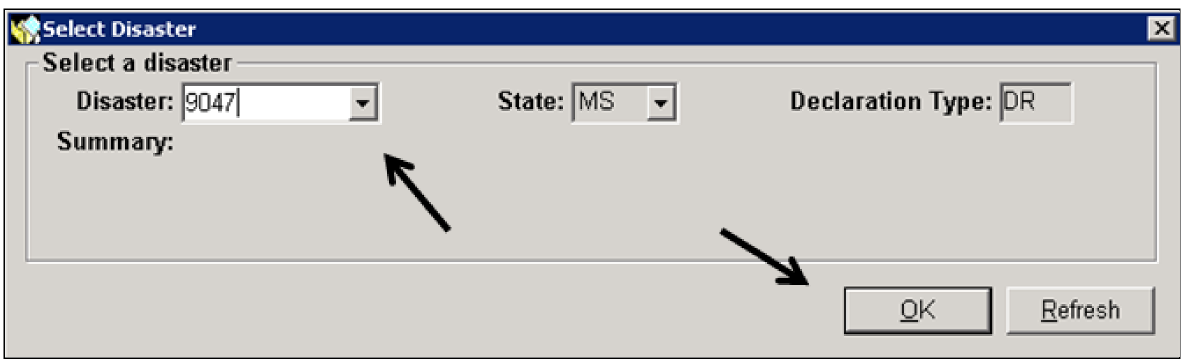


Figure 6-127: Mitigation →Projects → Application Development → Copy →Select Disaster Screen

3. The following Project Copy message will be displayed: ***Subgrantee Mitigation Plan Type, Subgrantee Mitigation Plan Title, Subgrantee Mitigation Plan Approval Date, Subgrantee Mitigation Plan Expiration Date and Eligibility Review – Overview tab information, will not be copied to the new application***.
4. 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).

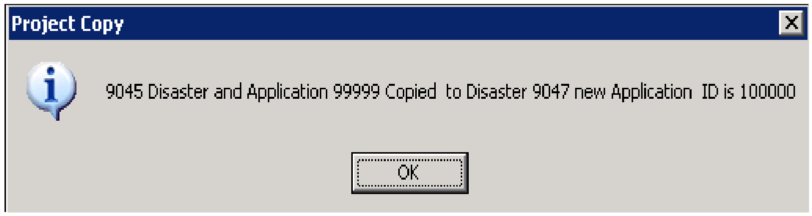


Figure 6-128: Confirmation of Project Copied to a New Disaster

5. The project will now appear in the Select Project: Application Development (Figure 6-129). Change the name of the project, add the Subgrantee plan information, complete the eligibility review and make any additional edits before submitting the project to federal eligibility.

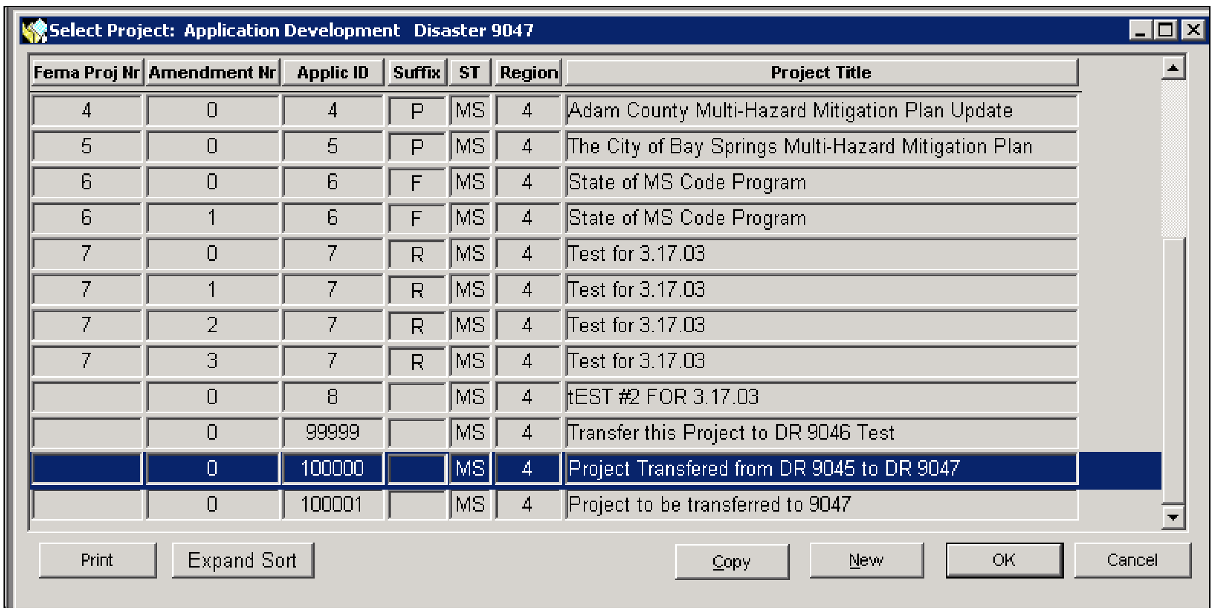


Figure 6-129: Select Project: Application Development Screen Showing Project Copied to the New Disaster

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).

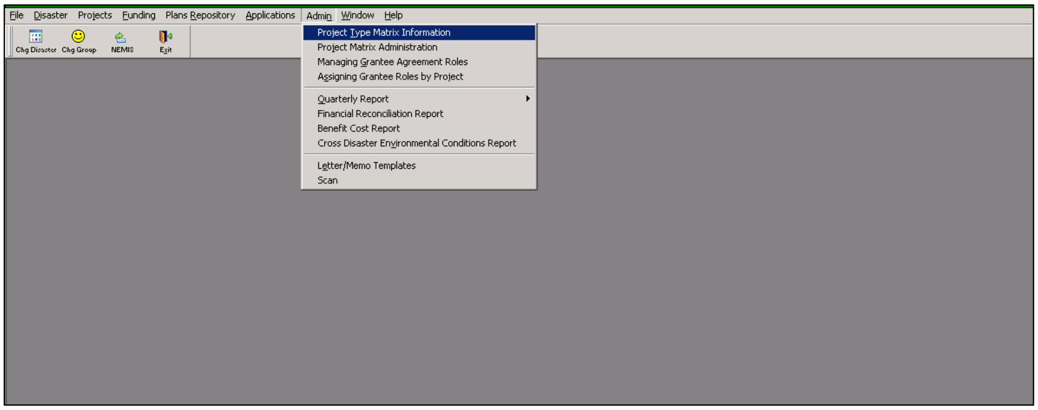
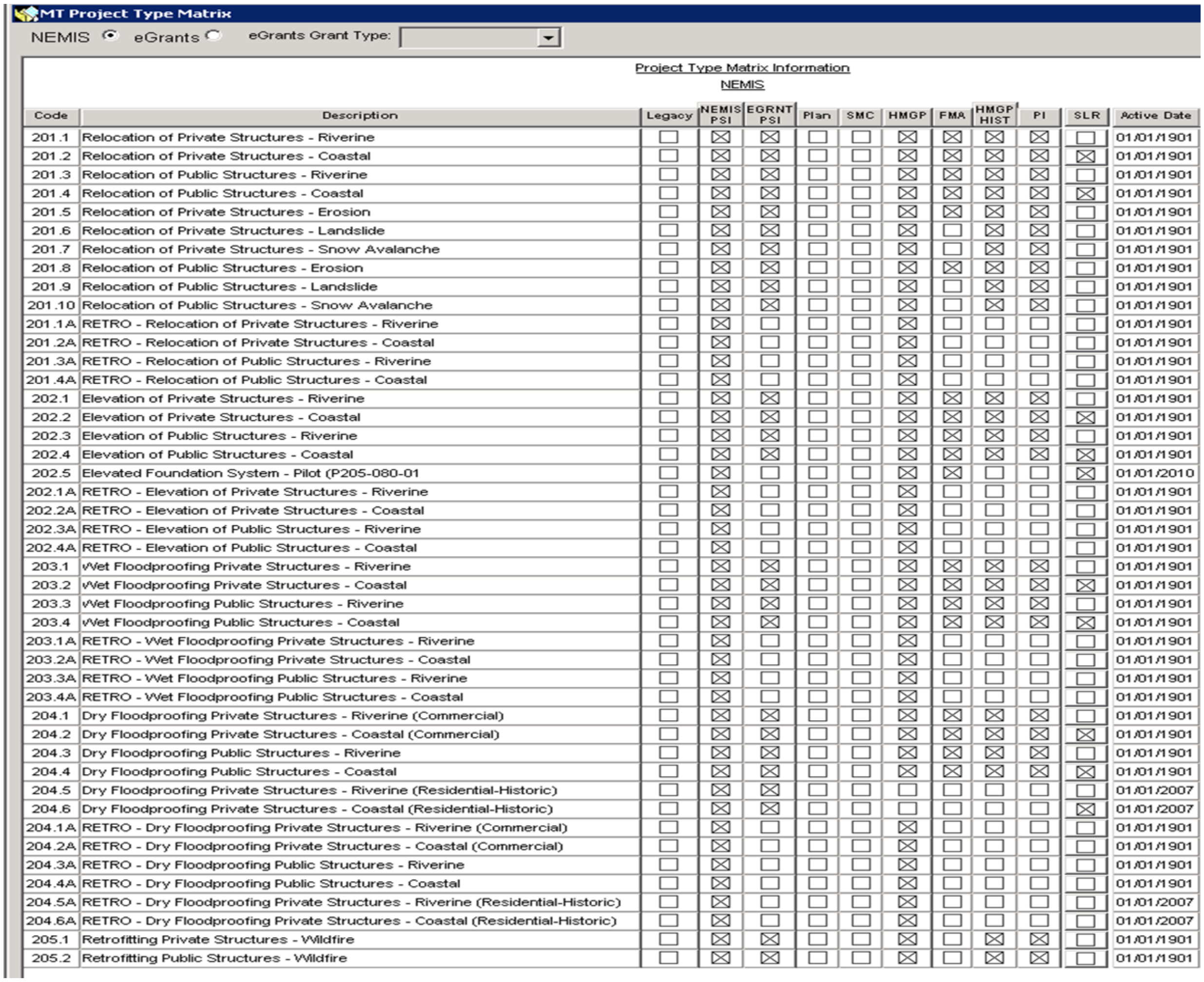


Figure 6-130: Mitigation → Admin → Project Type Matrix Information

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 ◉ eGrants ○ eGrants Grant Type:

Project Type Matrix Information

NEMIS

Code	Description	Legacy	NEMIS PSI	EGRNT PSI	Plan	SMC	HMGP	FMA	HMGP HIST	PI	SLR	Active Date
201.1	Relocation of Private Structures - Riverine	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
201.2	Relocation of Private Structures - Coastal	☐	☒	☒	☐	☐	☒	☒	☒	☒	☒	01/01/1901
201.3	Relocation of Public Structures - Riverine	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
201.4	Relocation of Public Structures - Coastal	☐	☒	☒	☐	☐	☒	☒	☒	☒	☒	01/01/1901
201.5	Relocation of Private Structures - Erosion	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
201.6	Relocation of Private Structures - Landslide	☐	☒	☒	☐	☐	☒	☐	☒	☒	☐	01/01/1901
201.7	Relocation of Private Structures - Snow Avalanche	☐	☒	☒	☐	☐	☒	☐	☒	☒	☐	01/01/1901
201.8	Relocation of Public Structures - Erosion	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
201.9	Relocation of Public Structures - Landslide	☐	☒	☒	☐	☐	☒	☐	☒	☒	☐	01/01/1901
201.10	Relocation of Public Structures - Snow Avalanche	☐	☒	☒	☐	☐	☒	☐	☒	☒	☐	01/01/1901
201.1A	RETRO - Relocation of Private Structures - Riverine	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
201.2A	RETRO - Relocation of Private Structures - Coastal	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
201.3A	RETRO - Relocation of Public Structures - Riverine	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
201.4A	RETRO - Relocation of Public Structures - Coastal	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
202.1	Elevation of Private Structures - Riverine	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
202.2	Elevation of Private Structures - Coastal	☐	☒	☒	☐	☐	☒	☒	☒	☒	☒	01/01/1901
202.3	Elevation of Public Structures - Riverine	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
202.4	Elevation of Public Structures - Coastal	☐	☒	☒	☐	☐	☒	☒	☒	☒	☒	01/01/1901
202.5	Elevated Foundation System - Pilot (P205-080-01	☐	☒	☐	☐	☐	☒	☒	☐	☐	☒	01/01/2010
202.1A	RETRO - Elevation of Private Structures - Riverine	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
202.2A	RETRO - Elevation of Private Structures - Coastal	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
202.3A	RETRO - Elevation of Public Structures - Riverine	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
202.4A	RETRO - Elevation of Public Structures - Coastal	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
203.1	Wet Floodproofing Private Structures - Riverine	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
203.2	Wet Floodproofing Private Structures - Coastal	☐	☒	☒	☐	☐	☒	☒	☒	☒	☒	01/01/1901
203.3	Wet Floodproofing Public Structures - Riverine	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
203.4	Wet Floodproofing Public Structures - Coastal	☐	☒	☒	☐	☐	☒	☒	☒	☒	☒	01/01/1901
203.1A	RETRO - Wet Floodproofing Private Structures - Riverine	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
203.2A	RETRO - Wet Floodproofing Private Structures - Coastal	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
203.3A	RETRO - Wet Floodproofing Public Structures - Riverine	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
203.4A	RETRO - Wet Floodproofing Public Structures - Coastal	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
204.1	Dry Floodproofing Private Structures - Riverine (Commercial)	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
204.2	Dry Floodproofing Private Structures - Coastal (Commercial)	☐	☒	☒	☐	☐	☒	☒	☒	☒	☒	01/01/1901
204.3	Dry Floodproofing Public Structures - Riverine	☐	☒	☒	☐	☐	☒	☒	☒	☒	☐	01/01/1901
204.4	Dry Floodproofing Public Structures - Coastal	☐	☒	☒	☐	☐	☒	☒	☒	☒	☒	01/01/1901
204.5	Dry Floodproofing Private Structures - Riverine (Residential-Historic)	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	01/01/2007
204.6	Dry Floodproofing Private Structures - Coastal (Residential-Historic)	☐	☒	☒	☐	☐	☐	☐	☐	☐	☒	01/01/2007
204.1A	RETRO - Dry Floodproofing Private Structures - Riverine (Commercial)	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
204.2A	RETRO - Dry Floodproofing Private Structures - Coastal (Commercial)	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
204.3A	RETRO - Dry Floodproofing Public Structures - Riverine	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
204.4A	RETRO - Dry Floodproofing Public Structures - Coastal	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/1901
204.5A	RETRO - Dry Floodproofing Private Structures - Riverine (Residential-Historic)	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/2007
204.6A	RETRO - Dry Floodproofing Private Structures - Coastal (Residential-Historic)	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	01/01/2007
205.1	Retrofitting Private Structures - Wildfire	☐	☒	☒	☐	☐	☒	☐	☒	☒	☐	01/01/1901
205.2	Retrofitting Public Structures - Wildfire	☐	☒	☒	☐	☐	☒	☐	☒	☒	☐	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