

Unit 7 – Manage Eligibility Determination

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Overview

The NEMIS HMGP Manage Eligibility Determination process allows FEMA staff to track the review and approval process for each HMGP project application submitted for FEMA approval.

Table 7-1 provides an overview of the Manage Eligibility Determination process.

Table 7-1: Manage Eligibility Determination Process

| ITEM | DESCRIPTION |
|---------------------|--|
| Purpose | Review and determine project eligibility for HMGP funding |
| When does it start? | After the Grantee has submitted the project applications |
| Who does it? | <ul style="list-style-type: none"> • FEMA Regional Hazard Mitigation Officers (HMO) • FEMA Mitigation Analysts (MA) • FEMA Headquarters Staff • FEMA Regional Environmental Officer |
| How is it done? | Execute 13 tasks: Task 1: Access an Eligibility Determination Work Packet Task 2: Execute Receipt and Delegate Task 3A: Execute Application Completeness Review Task 3B: Execute Withdraw or Void Task 4: Execute Laws/Executive Orders Review Task 5: Execute NEPA Documentation Review Task 6: Execute Environmental Officer Review Task 7: Execute Cost Review Task 8: Execute Eligibility Review Task 9: Execute Project Approval Decision Task 10: Execute Approval Decision Concurrence Task 11: Complete the Application Detail Tab Task 12: Execute Final Project Approval Decision |

Work Packets

To manage the Eligibility Determination process workflow, NEMIS HMGP provides system work packets. For each task in the Eligibility Determination process, there is a system work packet. While the task is ongoing, the work packet status starts out as "REVIEW." When the task gets completed, the work packet status changes to "COMPLETE". The system automatically creates the work packet for the next task. If concurrent tasks follow the completed task, a work packet is created concurrently for each of the tasks.

Work packets follow the workflow sequence of the HMGP Eligibility Determination process. The flow of the work packets can be bidirectional. If, at several key points, a reviewer determines that a task needs to be reworked, the direction of the workflow is reversed. The work packet is sent back to the assigned user for rework and the status changes to "REWORK."

Figure 7-1 illustrates the Eligibility Determination process workflow in the system. The diagram shows that after the Application Completeness Review task is completed, the following four tasks are executed concurrently. Thus, the system will generate the four work packets simultaneously.

- Laws/EOs Review
- NEPA Documentation Review
- Cost Review
- Eligibility Review

The Project Approval Decision work packet provides an example of a possible reverse flow. While completing that task, the reviewer may identify a need for rework. Depending on which review needs reworked, the work packet can be sent back to the Environmental Officer Review, the Cost Review, or the Eligibility Review.

After projects are submitted for Federal eligibility, any changes made to the project are verified to pass validation. If the steps taken do not pass validation, an appropriate message is displayed.

While attempting to "complete work step" during the Federal eligibility a notification of missing data may be received. It will be necessary to update the project to include missing data to proceed with the Federal eligibility process. Any attempts to improperly revise the application by removing required data will be prohibited.

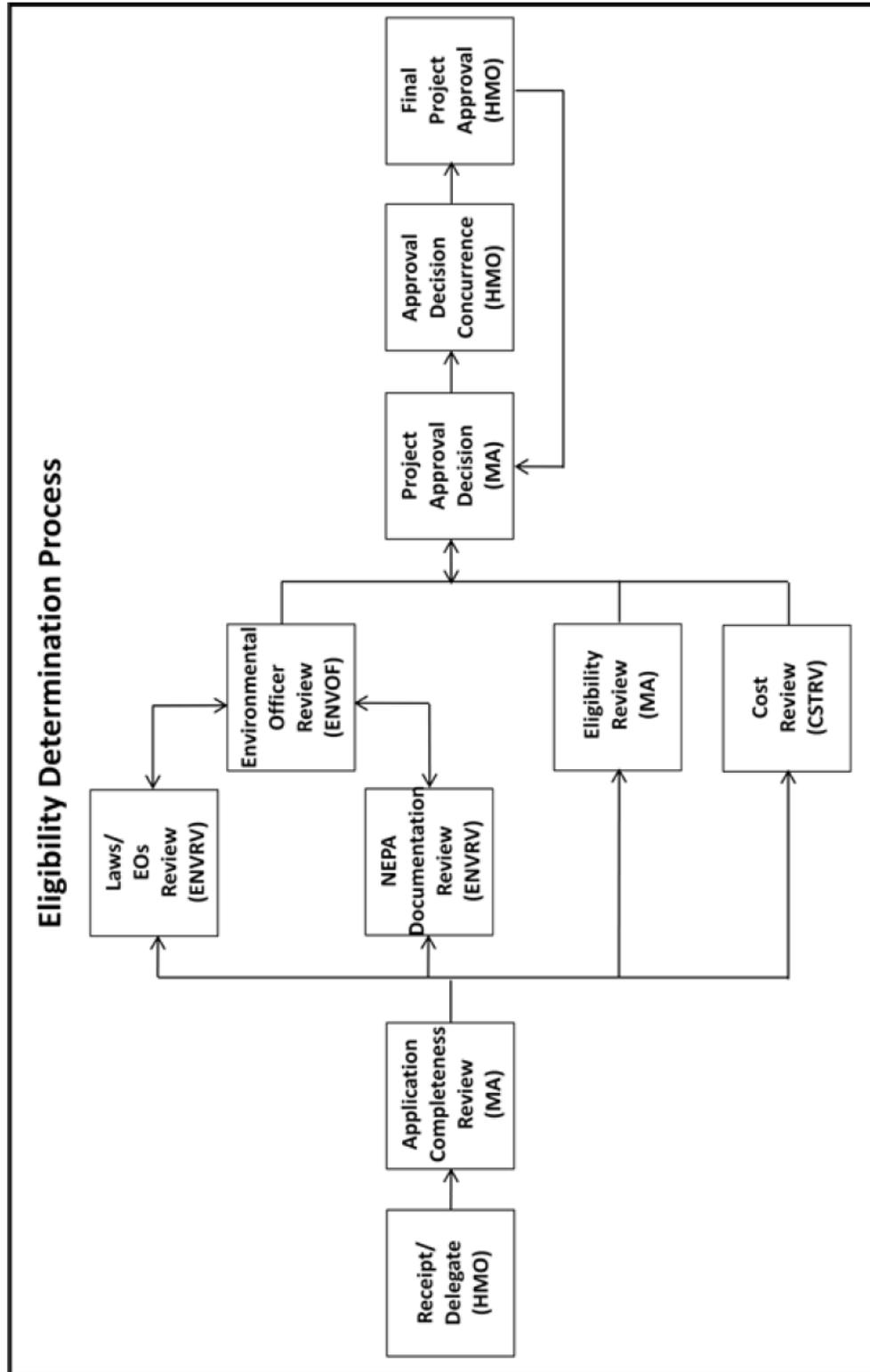


Figure 7-1: Eligibility Determination Work Packet Sequence

Table 7-2 lists the NEMIS HMGP Group ID and the workflow tasks that each group is responsible for.

Table 7-2: Group ID - Work Packets Assignment Table

| GROUP ID |
|--|
| ASSIGNED WORKFLOW TASKS |
| MT HMO Receipt and Delegate Approval Decision Concurrence Final Project Approval |
| MT Analyst (MA) Application Completeness Review Eligibility Review Project Approval Decision |
| MT Cost Reviewer (CSTRV) Cost Review |
| MT Environmental Reviewer (ENVRV) Laws/EOs Review NEPA Documentation Review |
| MT Environmental Officer (ENVOF) Environmental Officer Review |

Task 1: Access an Eligibility Determination Work Packet

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process (Figure 7-2).

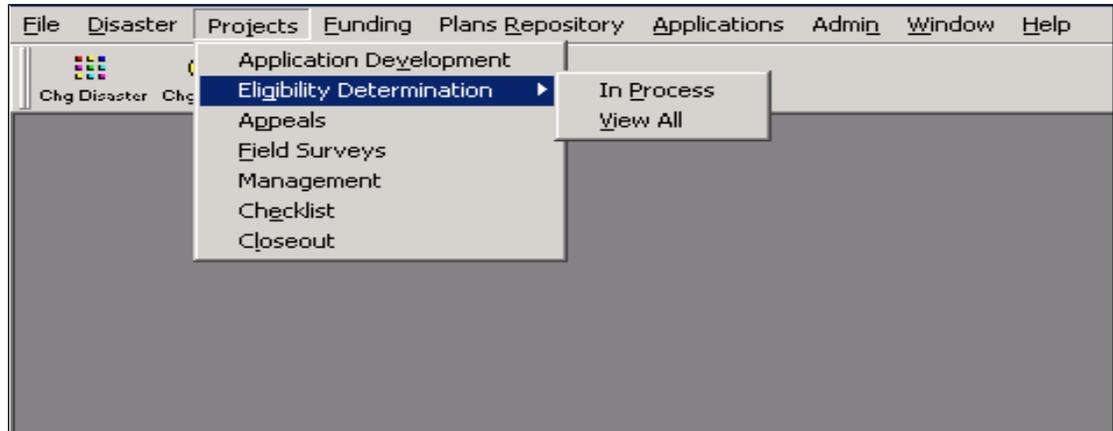


Figure 7-2: Mitigation →Projects →Eligibility Determination →In Process

2. If you see this message, the project applications for the disaster have not yet been submitted (Figure 7-3).

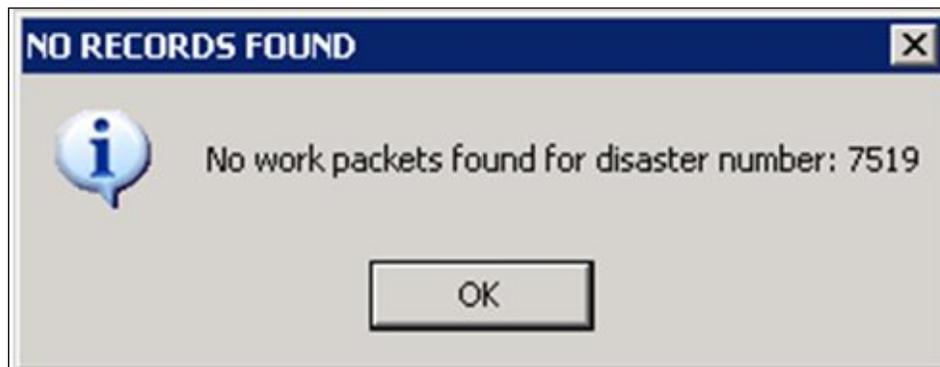


Figure 7-3: No Work Packets Found Message

3. If project applications have been submitted, the Mitigation Work Packet List is displayed (Figures 7-4 and 7-5). Table 7-3 describes the information displayed on the screen.

NOTE: *The Group ID of the current user is displayed on the top left part of the screen.*

| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | FEMA Reviewer |
|--------|-----------|--------------|--------------|-------|---------------------------------|----------|---|---------------|
| 9 | 76 | 1 | 53 | AZ | Receipt and Delegate | REVIEW | Tempe Courthouse Wind Retrofit | |
| 9 | 11 | 1 | 5 | AZ | Eligibility Review | REVIEW | 7512-02 La Paz County Multi-Jurisdictio | |
| 9 | 11 | 1 | 5 | AZ | Environmental Officer Review | REVIEW | 7512-02 La Paz County Multi-Jurisdictio | |
| 9 | 11 | 1 | 5 | AZ | Cost Review | REVIEW | 7512-02 La Paz County Multi-Jurisdictio | |
| 9 | 67 | 0 | 48 | AZ | Application Completeness Review | REVIEW | Pima County Generator Phase III | |
| 9 | 56 | 1 | 45 | AZ | Final Project Approval Decision | REVIEW | Ridgeland School Creek at Fortuna Roa egarren | |
| 9 | 64 | 2 | 44 | AZ | Final Project Approval Decision | REVIEW | Ridgeland School Creek at Fortuna Roa eJordan | |
| 9 | 10 | 1 | 4 | AZ | Application Completeness Review | REVIEW | Pima County Generator Phase III | |
| 9 | 57 | 0 | 38 | AZ | Cost Review | REVIEW | Hancock County Community Shelters-> | |
| 9 | 57 | 0 | 38 | AZ | Environmental Officer Review | COMPLETE | Hancock County Community Shelters-> | |
| 9 | 57 | 0 | 38 | AZ | Eligibility Review | REVIEW | Hancock County Community Shelters-> | |
| 9 | 55 | 1 | 33 | AZ | Environmental Officer Review | REVIEW | Pima County Generator Project | |
| 9 | 55 | 1 | 33 | AZ | Cost Review | REVIEW | Pima County Generator Project | |
| 9 | 55 | 1 | 33 | AZ | Eligibility Review | REVIEW | Pima County Generator Project | |
| 9 | 18 | 2 | 27 | AZ | Receipt and Delegate | REVIEW | City of Bisbee Fire Station Wind Retrofit | |

Figure 7-4: Mitigation Work Packet List - Left Side

| Previous Reviewer Userid | Assigned Analyst | LOI Prompt Answer | PIO Notification | SF424 Notification | Application Submission Date | Application Receipt Date | Workflow Queue | Application Name |
|--------------------------|------------------|-------------------|------------------|--------------------|-----------------------------|--------------------------|----------------|---------------------------|
| | | 0 | 0 | 0 | 06/22/2010 | | MTRECDELQ | MT Receipt Delegate App |
| egarren | | 1 | 0 | 1 | 09/16/2013 | 09/16/2013 | MTELRVWV | MT Eligibility Review App |
| egarren | | 1 | 0 | 1 | 09/16/2013 | 09/16/2013 | MTENVOFFCR | MT Env Officer App |
| egarren | | 1 | 0 | 1 | 09/16/2013 | 09/16/2013 | MTCOSTRVW | MT Cost Review App |
| mbanford | | 0 | 0 | 0 | 02/10/2010 | 01/16/2013 | MTAPPLRVWQ | MT Application Review App |
| aacuna | | 1 | 0 | 1 | 02/11/2010 | 02/11/2010 | MTFINAPRVQ | MT Final Project Aprv App |
| maceved2 | | 1 | 0 | 1 | 02/11/2010 | 02/11/2010 | MTFINAPRVQ | MT Final Project Aprv App |
| egarren | | 0 | 0 | 0 | 09/13/2013 | 09/13/2013 | MTAPPLRVWQ | MT Application Review App |
| egarren | | 1 | 0 | 1 | 02/10/2010 | 07/16/2010 | MTCOSTRVW | MT Cost Review App |
| egarren | | 1 | 0 | 1 | 02/10/2010 | 07/16/2010 | MTENVOFFCR | MT Env Officer App |
| egarren | | 1 | 0 | 1 | 02/10/2010 | 07/16/2010 | MTELRVWV | MT Eligibility Review App |
| maceved2 | | 1 | 0 | 1 | 02/11/2010 | 02/11/2010 | MTENVOFFCR | MT Env Officer App |
| maceved2 | | 1 | 0 | 1 | 02/11/2010 | 02/11/2010 | MTCOSTRVW | MT Cost Review App |
| maceved2 | | 1 | 0 | 1 | 02/11/2010 | 02/11/2010 | MTELRVWV | MT Eligibility Review App |
| | | 0 | 0 | 0 | 06/18/2013 | | MTRECDELQ | MT Receipt Delegate App |

Figure 7-5: Mitigation Work Packet List - Right Side

4. The box on the far left column of each row in the Mitigation Work Packet list indicates the following:

- A green solid box means you can execute that work packet now.
- A green patterned box means you can execute that work packet once other required workflow tasks are completed.
- A yellow solid box means that the work packet must be executed by a user logged in with a different Group ID. You can view the information however.

Table 7-3: Mitigation Work Packet List Data Fields

| DATA FIELD | INFORMATION DISPLAYED |
|--|---|
| Region | FEMA Region where disaster occurred |
| Dstr No | FEMA disaster number |
| Applic ID | Grantee project application number |
| Amend Number | Project application Amendment Number |
| FEMA Proj No | System-generated FEMA project application number when project is submitted to FEMA |
| State | State where disaster occurred |
| Workflow Description | Current task in the Eligibility Determination process |
| Status | Work Packet status |
| Project Title | Project Title |
| FEMA Reviewer | For amendments, the person who executed the Project Approval Decision of the project application for which this is an amendment |
| Previous Reviewer User Id | For amendments, the NEMIS HMGP user identification of the MA who processed the original or previous project application |
| Assigned Analyst | The name of the MA designated to oversee the project application's eligibility review |
| Declaration Request Letter Prompt Answer | Was the Declaration Request Letter received? 0 - No or Unanswered 1 - Yes |
| Public Information Officer Notification | Was the Public Information Officer notified? 0 - No or Unanswered 1 - Yes |
| SF-424 Notification | Was the SF-424 received? 0 - No or Unanswered 1 - Yes |
| Application Submission Date | Date of project application submission in NEMIS HMGP |
| Application Receipt Date | If the project application was submitted in NEMIS HMGP, same as the Application Submission Date If the project application was submitted in hard copy, date received at the FEMA Regional Office |
| Workflow Queue Name | Internal system name for the workflow queue |
| Application Name | Work Packet name |

- On the bottom part of the Mitigation Work Packet List screen, the following buttons are available (Figure 7-6).



Figure 7-6: Mitigation Work Packet List Buttons

- On the bottom left part of the screen, click the WORK FLOW MAP button. A graphic of the project application's work packets, their place in the eligibility determination workflow, and your current Group ID is displayed (Figure 7-7). 6a-6d describes the steps you can do on the Workflow Map Diagram screen.

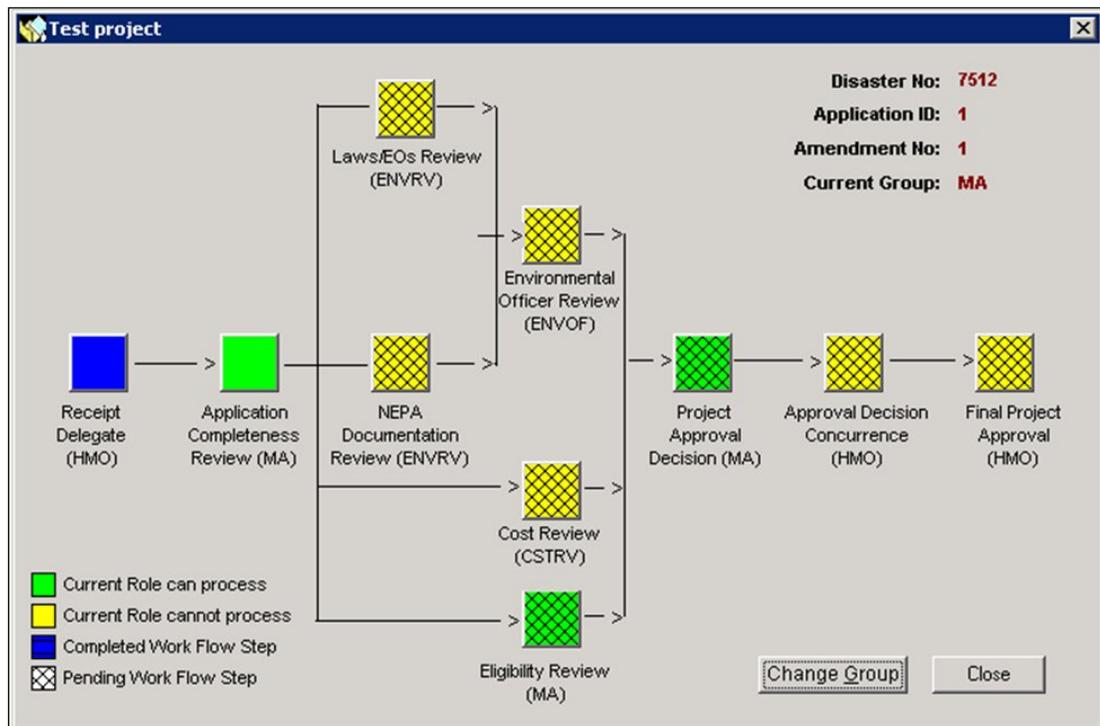


Figure 7-7: Workflow Map Diagram

The squares in the diagram follow the legend below:

- Blue solid squares represent workflow tasks that have been completed.
- Green solid squares represent workflow tasks that are ready for you to execute.
- Yellow squares (solid or crisscrossed) represent workflow tasks that you cannot execute with your current Group ID. You can however view the work packet information.
- Squares with crisscrossed lines represent workflow tasks that cannot be completed until other reviews are completed first.

- a. On the bottom of the Workflow Map Diagram screen, click the CHANGE GROUP button. This allows you to change your Group ID without going back to the MT Login process.
 - b. After you select your new Group ID, the diagram is refreshed automatically.
 - c. From this diagram screen, you can choose to execute a work packet by clicking on a green solid square. Remember, green solid squares represent tasks that are ready for you to work on.
 - d. If you do not choose to execute or view any of the work packets in the diagram, click the CLOSE button. The Mitigation Work Packet List is displayed once again.
7. On the bottom right part of the Mitigation Work Packet List screen, the CHANGE GROUP button is available. Clicking that button and selecting another group will refresh the Work Packet List automatically.
 8. Clicking the REFRESH button will update the Work Packet List.
 9. You can choose to execute a work packet on the list by completing the following steps. Make sure there is a green solid box on the far left column.
 - a. Highlight the work packet row that you wish to access.
 - b. On the bottom right part of the screen, click the OK button. The selected work packet review screen is displayed.
 10. You can choose to view a work packet on the list by repeating Steps 9a - 9b. You have read-only access to work packet information if there is a yellow solid box on the far left column. The Work Packet review screen will be displayed but you will not be able to enter any information.
 11. When the work packet review screen is displayed, the Mitigation Work Packet List automatically gets minimized to the bottom left part of the screen. You can display the list again by clicking the Restore button (Figure 7-8).



Figure 7-8: Minimized List Screen

Task 2: Execute Receipt and Delegate

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed (Figure 7-9).

| Work Packets for: HMO | | | | | | | | | | Previous Reviewer | Assigned Analyst | LOI Prompt Answer | PIO Notification | SF-424 Notification |
|-----------------------|-----------|--------------|--------------|-------|---------------------------------|----------|--|---------------|----------|-------------------|------------------|-------------------|------------------|---------------------|
| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | FEMA Reviewer | Userid | Analyst | Answer | Notification | Notification | |
| 9 | 25 | 1 | 26 | AZ | Cost Review | REVIEW | Maricopa County Elevation oh Property- | | maceved2 | | 1 | 0 | 1 | |
| 9 | 25 | 1 | 26 | AZ | Eligibility Review | REVIEW | Maricopa County Elevation oh Property- | | maceved2 | | 1 | 0 | 1 | |
| 9 | 25 | 1 | 26 | AZ | Environmental Officer Review | REVIEW | Maricopa County Elevation oh Property- | | maceved2 | | 1 | 0 | 1 | |
| 9 | 55 | 1 | 33 | AZ | Cost Review | REVIEW | Pima County Generator Project | | maceved2 | | 1 | 0 | 1 | |
| 9 | 55 | 1 | 33 | AZ | Eligibility Review | REVIEW | Pima County Generator Project | | maceved2 | | 1 | 0 | 1 | |
| 9 | 55 | 1 | 33 | AZ | Environmental Officer Review | REVIEW | Pima County Generator Project | | maceved2 | | 1 | 0 | 1 | |
| 9 | 56 | 1 | 45 | AZ | Project Approval Decision | REWORK | Ridgeland School Creek at Fortuna Roa rwinning | | aacuna | | 1 | 0 | 1 | |
| 9 | 57 | 0 | 38 | AZ | Cost Review | REVIEW | Hancock County Community Shelters-À | | egarren | | 1 | 0 | 1 | |
| 9 | 57 | 0 | 38 | AZ | Eligibility Review | REVIEW | Hancock County Community Shelters-À | | egarren | | 1 | 0 | 1 | |
| 9 | 57 | 0 | 38 | AZ | Environmental Officer Review | COMPLETE | Hancock County Community Shelters-À | | egarren | | 1 | 0 | 1 | |
| 9 | 64 | 2 | 44 | AZ | Final Project Approval Decision | REVIEW | Ridgeland School Creek at Fortuna Roa eJordan | | maceved2 | | 1 | 0 | 1 | |
| 9 | 67 | 0 | 48 | AZ | Application Completeness Review | REVIEW | Pima County Generator Phase III | | mbarford | | 0 | 0 | 0 | |
| 9 | 76 | 1 | 53 | AZ | Receipt and Delegate | REVIEW | Tempe Courthouse Wind Retrofit | | | | 0 | 0 | 0 | |

Figure 7-9: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the HMO Group ID.
3. Highlight the row of the project that says "Receipt and Delegate" under Workflow Description. Check that there is a solid green box on the far left column of the row.
4. Click the OK button. The Eligibility Determination screen is displayed with ten tabs. The **Overall Review** tab is displayed by default (Figure 7-10).

Cost Issues Comments | Application Detail

Overall Review | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

| <p>Regulatory Criteria</p> <p><input type="checkbox"/> Project conforms with State Mitigation Plan.</p> <p><input type="checkbox"/> Project benefits the designated area.</p> <p><input type="checkbox"/> Project conforms with environmental regulations.</p> <p><input type="checkbox"/> Project solves the problem independently or is a functional portion of the solution.</p> <p><input type="checkbox"/> Project is cost effective. * The benefit cost ratio is: <input type="text" value="1"/></p> <p><input type="checkbox"/> Project funds requested will not substitute for another federal funding authority.</p> <p><input type="checkbox"/> Project funds are not matched or intended to be matched with another federal authority.</p> | <p>Additional Criteria</p> <p><input type="checkbox"/> Codes/Standards Rvw CID Number: 179999 Community Name: Statewide</p> <p><input type="checkbox"/> PW Review (DSR)</p> <p><input type="checkbox"/> Engineering Review</p> <p><input type="checkbox"/> NFIRA Review</p> <p><input type="checkbox"/> HS Review</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> CIS</p> <p><input type="checkbox"/> FMA</p> <p><input type="checkbox"/> NFIP</p> <p><input type="checkbox"/> State Admin Plan</p> | <p>Disaster Declared Areas</p> <table border="1"> <thead> <tr> <th>Place Code</th> <th>Place Name</th> </tr> </thead> <tbody> <tr><td>99031</td><td>Cook (County)</td></tr> <tr><td>99177</td><td>Stephenson (County)</td></tr> <tr><td>99141</td><td>Ogle (County)</td></tr> <tr><td>99015</td><td>Carroll (County)</td></tr> <tr><td>99043</td><td>DuPage (County)</td></tr> <tr><td>99085</td><td>Jo Daviess (County)</td></tr> </tbody> </table> | Place Code | Place Name | 99031 | Cook (County) | 99177 | Stephenson (County) | 99141 | Ogle (County) | 99015 | Carroll (County) | 99043 | DuPage (County) | 99085 | Jo Daviess (County) |
|--|--|---|------------|------------|-------|---------------|-------|---------------------|-------|---------------|-------|------------------|-------|-----------------|-------|---------------------|
| Place Code | Place Name | | | | | | | | | | | | | | | |
| 99031 | Cook (County) | | | | | | | | | | | | | | | |
| 99177 | Stephenson (County) | | | | | | | | | | | | | | | |
| 99141 | Ogle (County) | | | | | | | | | | | | | | | |
| 99015 | Carroll (County) | | | | | | | | | | | | | | | |
| 99043 | DuPage (County) | | | | | | | | | | | | | | | |
| 99085 | Jo Daviess (County) | | | | | | | | | | | | | | | |

Amendment Info
 Application Status: **Pending**
 Approval: 00:00:0000
 Submission: 09/25/2013
 Received: 09/25/2013
 Release: 00:00:0000

Amendment Checklist * This field is populated from the Cost Effectiveness tab.

Application Dev | Complete Work Step | Eligibility Review HMO |

Figure 7-10: Mitigation → Projects → Eligibility Determination → Overall Review Tab

- On the bottom left part of the Overall Review tab, click the COMPLETE WORK STEP button. The Workflow Receipt and Delegate dialog box is displayed (Figure 7-11).

Figure 7-11: Receipt and Delegate Dialog Box

- Enter the information listed in Table 7-4.

Table 7-4: Receipt and Delegate Dialog Box Data Fields

| DATA FIELD | INFORMATION TO BE ENTERED |
|-----------------------------|--|
| Receipt Date | Date the project application was submitted to FEMA. The system auto-fills the current date. Edit the date if necessary. If the project application was submitted in NEMIS HMGP, enter the same date as the Application Submission Date in the Mitigation Work Packet List. If the project application was submitted in hard copy, date received at the FEMA Regional Office. |
| Mitigation Analyst | Name of the FEMA Mitigation Analyst (MA) who will oversee the eligibility review of the project. <i>NOTE: Other MAs will not be excluded from viewing this project application.</i> |
| Generate Letter of Response | Should the system launch MS Word to generate a letter of response to the Grantee? Click Yes or No. |

- Click the OK button. The Forward Work Packet Dialog Box is displayed (Figure 7-12).

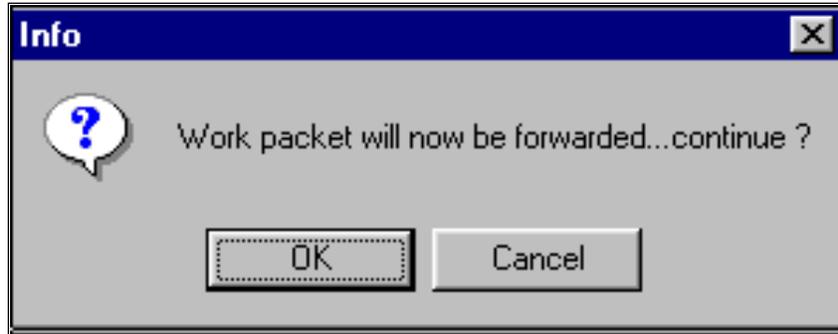


Figure 7-12: Forward Work Packet Dialog Box

8. Click the OK button. This will update the Receipt and Delegate work packet status to "COMPLETE." The next work packet in the workflow, Application Completeness Review, will be created by the system. A Workflow Success system message is displayed (Figure 7-13).

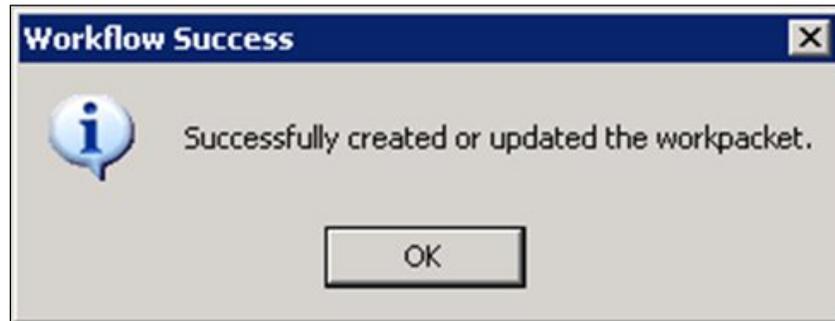


Figure 7-13: Workflow Success Message

9. If you selected "Yes" in the Generate a Letter of Response data field, MS Word is automatically launched with a form letter. The References section of this unit provides a Sample Letter of Response.
 - a. Type the project-specific data on the form letter. If your Region uses another form letter, open the file for that other form letter.
 - b. Address the letter to the State Director or State HMO, depending on Regional policy.
 - c. Save the document using the Save As feature, making sure to give the letter a different file name.
 - d. Print the document.
 - e. Exit out of MS Word.
10. Back on the bottom right of the **Overall Review** tab, click the CLOSE button.

11. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the MAXIMIZE button (the square icon). The screen is now maximized.
12. On the bottom right part of the screen, click the REFRESH button. Notice that the project application that just went through the Receipt and Delegate process now says "Application Completeness Review" under Workflow Description (Figure 7-14).

| Work Packets for: MA | | | | | | | | | | | | | | |
|----------------------|---------|-----------|--------------|--------------|-------|---------------------------------|--------|--|---------------|--------------------------|------------------|-------------------|------------------|--------------------|
| Region | Dstr No | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | FEMA Reviewer | Previous Reviewer Userid | Assigned Analyst | LOI Prompt Answer | PIO Notification | SF424 Notification |
| 9 | 7512 | 25 | 1 | 26 | AZ | Cost Review | REVIEW | Maricopa County Elevation oh Property- | | maceved2 | | 1 | 0 | 1 |
| 9 | 7512 | 25 | 1 | 26 | AZ | Eligibility Review | REVIEW | Maricopa County Elevation oh Property- | | maceved2 | | 1 | 0 | 1 |
| 9 | 7512 | 25 | 1 | 26 | AZ | Environmental Officer Review | REVIEW | Maricopa County Elevation oh Property- | | maceved2 | | 1 | 0 | 1 |
| 9 | 7512 | 55 | 1 | 33 | AZ | Cost Review | REVIEW | Pima County Generator Project | | maceved2 | | 1 | 0 | 1 |
| 9 | 7512 | 55 | 1 | 33 | AZ | Eligibility Review | REVIEW | Pima County Generator Project | | maceved2 | | 1 | 0 | 1 |
| 9 | 7512 | 55 | 1 | 33 | AZ | Environmental Officer Review | REVIEW | Pima County Generator Project | | maceved2 | | 1 | 0 | 1 |
| 9 | 7512 | 1 | 1 | 2 | AZ | Project Approval Decision | REVIEW | Test project | | jahlquis | | 1 | 0 | 1 |
| 9 | 7512 | 56 | 1 | 45 | AZ | Cost Review | REVIEW | Ridgeland School Creek at Fortuna Roa | | aacuna | | 1 | 0 | 1 |
| 9 | 7512 | 56 | 1 | 45 | AZ | Eligibility Review | REVIEW | Ridgeland School Creek at Fortuna Roa | | aacuna | | 1 | 0 | 1 |
| 9 | 7512 | 2 | 1 | 1 | AZ | Final Project Approval Decision | REVIEW | V3MR11 Allocation test project | egarren | egarren | | 1 | 0 | 1 |
| 9 | 7512 | 67 | 0 | 46 | AZ | Receipt and Delegate | REVIEW | Pima County Generator Phase II | | | | 0 | 0 | 0 |
| 9 | 7512 | 57 | 0 | 38 | AZ | Application Completeness Review | REVIEW | Hancock County Community Shelters-A | | egarren | | 0 | 0 | 0 |
| 9 | 7512 | 76 | 1 | 53 | AZ | Receipt and Delegate | REVIEW | Tempe Courthouse Wind Retrofit | | | | 0 | 0 | 0 |
| 9 | 7512 | 56 | 1 | 45 | AZ | Environmental Officer Review | REVIEW | Ridgeland School Creek at Fortuna Roa | | aacuna | | 1 | 0 | 1 |
| 9 | 7512 | 64 | 2 | 44 | AZ | Project Approval Decision | REVIEW | Ridgeland School Creek at Fortuna Roa | | maceved2 | | 1 | 0 | 1 |

Figure 7-14: Refreshed Mitigation Work Packet List

Task 3A: Execute Application Completeness Review

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed (Figure 7-15).

| Work Packets for: MA | | | | | | | | | | Previous Reviewer | Assigned Analyst | LOI Prompt Answer | PIO Notification | SF424 Notification |
|----------------------|---------|-----------|--------------|--------------|-------|---------------------------------|--------|--|---------------|-------------------|------------------|-------------------|------------------|--------------------|
| Region | Dstr No | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | FEMA Reviewer | Userid | | | | |
| 9 | 7512 | 25 | 1 | 26 | AZ | Cost Review | REVIEW | Maricopa County Elevation oh Property- | | maceved2 | 1 | 0 | 1 | |
| 9 | 7512 | 25 | 1 | 26 | AZ | Eligibility Review | REVIEW | Maricopa County Elevation oh Property- | | maceved2 | 1 | 0 | 1 | |
| 9 | 7512 | 25 | 1 | 26 | AZ | Environmental Officer Review | REVIEW | Maricopa County Elevation oh Property- | | maceved2 | 1 | 0 | 1 | |
| 9 | 7512 | 55 | 1 | 33 | AZ | Cost Review | REVIEW | Pima County Generator Project | | maceved2 | 1 | 0 | 1 | |
| 9 | 7512 | 55 | 1 | 33 | AZ | Eligibility Review | REVIEW | Pima County Generator Project | | maceved2 | 1 | 0 | 1 | |
| 9 | 7512 | 55 | 1 | 33 | AZ | Environmental Officer Review | REVIEW | Pima County Generator Project | | maceved2 | 1 | 0 | 1 | |
| 9 | 7512 | 1 | 1 | 2 | AZ | Project Approval Decision | REVIEW | Test project | | lahiquis | 1 | 0 | 1 | |
| 9 | 7512 | 56 | 1 | 45 | AZ | Cost Review | REVIEW | Ridgeland School Creek at Fortuna Roa | | aacuna | 1 | 0 | 1 | |
| 9 | 7512 | 56 | 1 | 45 | AZ | Eligibility Review | REVIEW | Ridgeland School Creek at Fortuna Roa | | aacuna | 1 | 0 | 1 | |
| 9 | 7512 | 2 | 1 | 1 | AZ | Final Project Approval Decision | REVIEW | V3MR11 Allocation test project | egarren | egarren | 1 | 0 | 1 | |
| 9 | 7512 | 67 | 0 | 49 | AZ | Receipt and Delegate | REVIEW | Pima County Generator Phase II | | | 0 | 0 | 0 | |
| 9 | 7512 | 57 | 0 | 38 | AZ | Application Completeness Review | REVIEW | Hancock County Community Shelters-A | | egarren | 0 | 0 | 0 | |
| 9 | 7512 | 76 | 1 | 53 | AZ | Receipt and Delegate | REVIEW | Tempe Courthouse Wind Retrofit | | | 0 | 0 | 0 | |

Figure 7-15: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the MA Group ID.
3. Highlight the row of the project that says "Application Completeness Review" under Workflow Description. Check that there is a solid green box on the far left column of the row.
4. Click the OK button. The Eligibility Determination screen is displayed with ten tabs. The **Overall Review** tab is displayed by default (Figure 7-16).

Cost Issues Comments | Application Detail

Overall Review | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

Regulatory Criteria

Project conforms with State Mitigation Plan.

Project benefits the designated area.

Project conforms with environmental regulations.

Project solves the problem independently or is a functional portion of the solution.

Project is cost effective. * The benefit cost ratio is: 1

Project funds requested will not substitute for another federal funding authority.

Project funds are not matched or intended to be matched with another federal authority.

Amendment Info

Application Status: **Pending**

Approval: 00/00/0000

Submission: 09/25/2013

Received: 09/25/2013

Release: 00/00/0000

Withdraw

Void

Additional Criteria

Codes/Standards Rvw CID Number: 179999 Community Name: Statewide

P/W Review (DSR)

Engineering Review

NFIRA Review

HS Review

Other

CIS

FMA

NFIP

State Admin Plan

Disaster Declared Areas

| Place Code | Place Name |
|------------|---------------------|
| 99031 | Cook (County) |
| 99177 | Stephenson (County) |
| 99141 | Ogle (County) |
| 99015 | Carroll (County) |
| 99043 | DuPage (County) |
| 99085 | Jo Daviess (County) |

Eligibility Determination

Applicant

Project Type

Eligibility Criteria

Amendment Checklist * This field is populated from the Cost Effectiveness tab.

Application Dev | Complete Work Step | Eligibility Review - MA | Close

Figure 7-16: Mitigation → Projects → Eligibility Determination → Overall Review Tab

5. On the bottom left part of the tab, click the APPLICATION DEV button. The system displays the Mitigation → Projects → Application Development tabs for that project (Figure 7-17).

The screenshot displays a web application interface with a top navigation bar containing tabs: Maintenance Assurance, Public Notice, Attachments, Eligibility Review, Property Site Inventory, List/Lon, Authorization, and Checklist. Below this is a secondary set of tabs: Applicant Information, Problem & Risk Data, Project Info, Work Schedule, Cost Estimate, Match Sources, and Cost Effectiveness. The 'Applicant Information' tab is selected and contains several sections:

- Grantee:** Fields for Statewide, State Code (IL), County Code (0), and Statewide.
- Subgrantee:** Fields for Statewide, State Code (IL), County Code (0), and Statewide.
- Subgrantee Mitigation Plan:** Includes Plan Type, a red warning message: "When Subgrantee is the Grantee, no Subgrantee Mitigation Plan is necessary.", and an 'Edit Subgr Link...' button.
- Subgrantee Application Preparer:** A field for the preparer's name.

Figure 7-17: Mitigation →Project →Application Development

6. In the Application Development tabs, complete the following steps:
 - a. Review the information in all the tabs for consistency, completeness, and accuracy.
 - b. Click the **Project Info** tab.
 - i. On the bottom half of the tab, click the **Project Type** sub-tab.
 - ii. Note the Project Description(s) listed on the right-hand box. You will need this information in Step 12.
 - c. Click the **Cost Estimate** tab. On the bottom right part of the tab, note the answer to the question "Is the project part of the initiative?" You will need this information in Step 12.
 - d. On the bottom right part of the **Cost Estimate** tab, click the CLOSE button. The **Overall Review** tab of Eligibility Determination is displayed.

7. On the bottom left part of the **Overall Review** tab, click the COMPLETE WORK STEP button. The Application Completeness Review dialog box is displayed (Figure 7-18).

Figure 7-18: Application Completeness Review Dialog Box

8. To obtain the information for each of the questions in the dialog box, complete steps 9 - 12.
9. Question: Has the State HMGP Administrative Plan been Approved?
- On the MITIGATION menu bar, click Disaster → Overview → **Grantee Information** tab.
 - In the middle section of the tab, the Grantee HMGP Administrative Plan details are displayed.
 - If there is an Approval Date, the answer to the question is "Yes."
10. Question: Has a Letter of Intent been Received?

HINT: You may also refer to the Governor's Letter of Request to check if HMGP assistance was requested. If yes, this is equivalent to receiving the State's Letter of Intent. If there is no Letter of Intent, AND, HMGP assistance was not requested, contact your Regional MT Help Desk for guidance.

11. Question: Has a SF-424 been received?

- a. On the MITIGATION menu bar, click on Disaster →Overview. The eight tabs of Disaster Overview are displayed.
- b. Click the **SF424** tab.
- c. Locate the row of the correct Grantee/Subgrantee.
- d. If there is a number in the SF424 Number column, the answer to the question is "Yes."

HINT: If the SF424 Number column is blank, indicating that the SF424 has not been received, contact your Regional MT Help Desk for guidance.

12. Question: Suffix Type Code

SELECT THE CORRECT SUFFIX TYPE CODE!

CAUTION: If the Suffix Type Code is entered incorrectly, it cannot be changed in the Eligibility Determination tabs. The project application must first be voided by the HMO (Task 2: Execute Receipt and Delegate Review). Second, the Grantee must create a new project application and submit it.

- a. The drop-down selection list of Suffix Type Codes includes:
 - Project Planning (P)
 - Management (M)
 - Initiative (I)
 - Regular (R)
- b. In Step 6b you obtained the Project Descriptions(s) for this project application.
 - i. If the project description refers to a plan, the Suffix Type Code is **Project Planning**.
 - ii. If the project description refers to management, the Suffix Type Code is **Management**.
- c. In Step 6c you obtained the answer to the question "Is the project part of the initiative?" If the answer was "Yes," the Suffix Type Code is **Initiative**.
- d. If none of the conditions listed in Steps 12b and 12c apply to the project, then the Suffix Type Code is **Regular**.

13. After you answer all the questions in the Application Completeness Review dialog box, click the OK button.
- If you selected "No" to any of the first three questions, the system confirms if it should continue completing the work step (Figure 7-19).

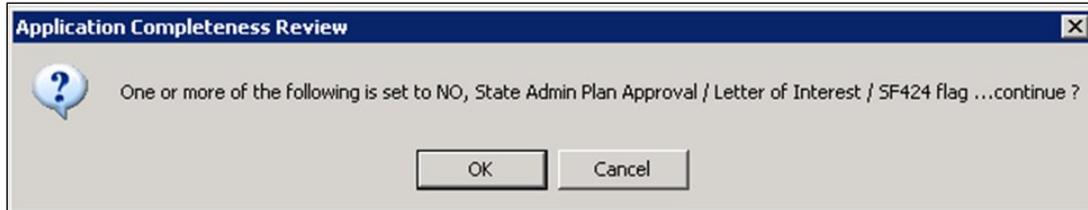


Figure 7-19: Continue Completing Work Step Confirmation Message

- Click the CANCEL button to return to the Eligibility Determination - **Overall Review** tab OR
 - Click the OK button if you wish to continue. The Forward Work Packet dialog box is displayed (Figure 7-20).
- If you selected "Yes" for all the three questions in the Application Completeness Review dialog box, the Forward Work Packet dialog box is displayed (Figure 7-22).

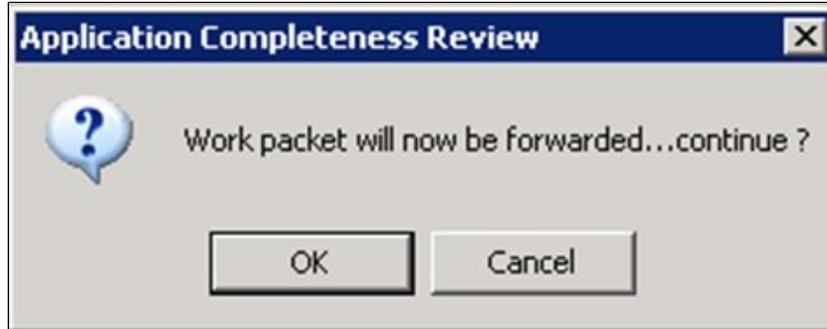


Figure 7-20: Forward Work Packet Dialog Box

14. Click the OK button in the Forward Work Packet dialog box. The Workflow Success system message is displayed (Figure 7-21).

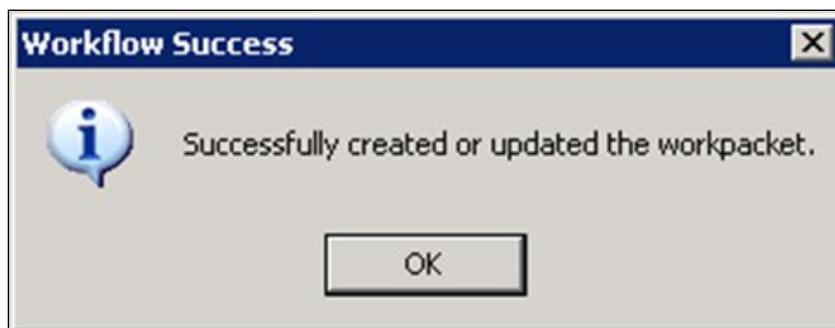


Figure 7-21: Workflow Success Message

15. Click the OK Button. The **Overall Review** tab is displayed.
16. On the bottom right part of the **Overall Review** tab, click the CLOSE button.
17. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
18. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Application Completeness Review process now has four work packets displayed under the Workflow Description column (Figure 7-22):
 - Laws/EOs Review
 - NEPA Documentation Review
 - Cost Review
 - Eligibility Review

| | | | | | | | | |
|---|------|----|---|----|----|---------------------------|--------|--------------------------|
| 9 | 7512 | 57 | 0 | 38 | AZ | Eligibility Review | REVIEW | Hancock County Commur |
| 9 | 7512 | 67 | 0 | 48 | AZ | Receipt and Delegate | REVIEW | Pima County Generator Pl |
| 9 | 7512 | 57 | 0 | 38 | AZ | Cost Review | REVIEW | Hancock County Commur |
| 9 | 7512 | 57 | 0 | 38 | AZ | Laws/EOs Review | REVIEW | Hancock County Commur |
| 9 | 7512 | 57 | 0 | 38 | AZ | NEPA Documentation Review | REVIEW | Hancock County Commur |

Figure 7-22: Work Packets after Application Completeness Review

The project application is now ready to go through four work packets concurrently and can be completed in any order. Refer to the following tasks for each of the four processes:

- Task 4: [Execute Laws/EOs Review](#)
- Task 5: [Execute NEPA Documentation Review](#)
- Task 7: [Execute Cost Review](#)
- Task 8: [Execute Eligibility Review](#)

NOTE: Once the Application Completeness Review is complete, the project amounts are added to the figures on the HMGP Budget Planning screen. For details on this tab, refer to Unit 5, Task 8: Review Budget Planning Information.

Task 3B: Execute Withdraw or Void

HINT: At any point during the Eligibility Determination process, the project application can be withdrawn or voided.

1. Follow Steps 1 – 4 from Task 3A above. The Eligibility Determination screen is displayed with ten tabs. The **Overall Review** tab is displayed by default (Figure 7-23).

Figure 7-23: Mitigation → Projects → Eligibility Determination → Overall Review Tab

2. On the bottom left part of the tab, in the Amendment Info section, the WITHDRAW and VOID buttons are available (Figure 7-24).

Figure 7-24: Withdraw and Void Buttons

The WITHDRAW and VOID buttons both delete the project application from the Eligibility Determination process.

- a. Click the WITHDRAW button if the Grantee wishes to modify the project application and resubmit it as an amendment. The project's Application Status displays as "Withdrawn."

- b. Click the VOID button if the Grantee has decided to **permanently** withdraw the project application. The project's Application Status displays as "Voided."
- c. Whichever button is selected (Withdrawn or Void), the following warning message will appear. (Figure 7-25)



Figure 7-25: Confirmation of Withdraw or Void warning

3. Select OK to continue with the withdrawal or void process.

NOTE: If the project being withdrawn or voided included a property site inventory (PSI), the question, "is this property included as part of the final project" will be set to NO for each property in the PSI. No properties in the PSI of a withdrawn or voided project will be considered to be missing required data during project closeout.

Task 4: Execute Laws/EOs Review

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed (Figure 7-26).



Figure 7-26: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the ENVRV Group ID.
3. Highlight the row of the project that says "Laws/EOs Review" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."
4. Click the OK button. The **Laws/EOs** tab is displayed by default (Figure 7-27).

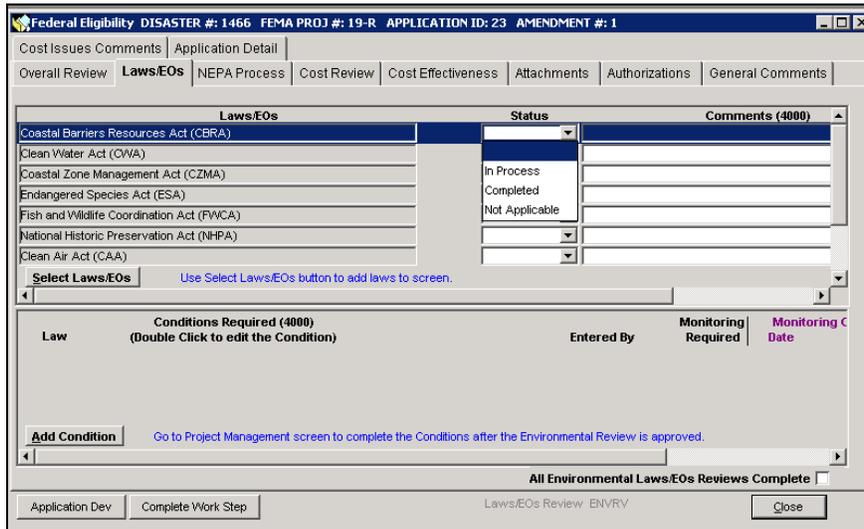


Figure 7-27: Mitigation → Projects → Eligibility Determination → Laws/EOs Tab

5. The top half of the **Laws/EOs** tab displays a list of Environmental Laws and Executive Orders. For each item in the list, complete Steps 5a - 5e.

- a. Select the status of the project application with regards to the Environmental Law or Executive Order. Select "In Process," "Completed" or "Not Applicable" (Figure 7-28):

Figure 7-28: Project Application Status of Laws/EOs

- b. Double-click inside the Comments field to access the Comment Editor.
- c. In the Comment Editor text area, enter comments relevant to the project application and to the Law/EO.
- d. Click the OK button. The comments you entered are now displayed on that row. Your User Name, the date, and the time of entry are appended to the end of the text (Figure 7-29).

Figure 7-29: Laws/EOs Tab with Comments Added

- e. If you need to edit existing comments, click the EDIT button. The Comment Editor is displayed. Repeat Steps 5c-5d.
6. In the middle left part of the tab, click the SELECT LAWS/EOS button if you need to add Laws/EOs to the list (Figure 7-30). Complete Steps 6a-6d.

Figure 7-30: Select Laws/EOs Button

a. The Laws Selection window is displayed (Figure 7-31).

Figure 7-31: Laws Selection Window

- b. Highlight the Law/EO that you wish to add.
 - c. Click the OK button.
 - d. The Law/EO is now added to the list on the **Laws/EOs** tab. Repeat Steps 5a - 5e for each Law/EO that you added to the list.
7. The bottom half of the **Laws/EOs** tab displays the Conditions Required section (Figure 7-32). For each condition required, complete Steps 7a - 7g.

The screenshot shows the 'Laws/EOs' tab with a list of laws and their status. Below this is a table for 'Conditions Required (4000)'. The table has columns for 'Law', 'Entered By', 'Monitoring Required', and 'Monitoring Date'. An 'Add Condition' button is located at the bottom left of the table area.

| Law | Entered By | Monitoring Required | Monitoring Date |
|-----|------------|---------------------|-----------------|
| | | | |

Figure 7-32: Conditions Required Section

- a. On the bottom left part of the **Laws/EOs** tab, click the **ADD CONDITION** button. A new row is added with your User Name displayed in the Entered By column (Figure 7-33).

This screenshot shows the same 'Conditions Required' table as Figure 7-32, but with a new row added. The 'Entered By' field for this row contains the name 'EGARREN'. The 'Add Condition' button is still visible at the bottom left.

| Law | Entered By | Monitoring Required | Monitoring Date |
|-----|------------|---------------------|-----------------|
| | EGARREN | | 00/00/0000 |

Figure 7-33: New Row Added for Conditions Required

- b. In the Law column, click the triangle. A drop-down list of Environmental Laws is displayed (Figure 7-34).

Figure 7-34: Environmental Laws Selection List

- c. Highlight the Environmental Law that you wish to add conditions to the project application for.
- d. In the new row, click the EDIT button. The Comment Editor is displayed.
- e. In the Comment Editor text area, enter the conditions required. Click the OK button.
- f. The newly-added required condition is displayed (Figure 7-35).

Figure 7-35: Laws/EOs Tab - Conditions Required - Left Side

- g. Scroll to the right to display the other Conditions Required data fields (Figure 7-36).

The screenshot shows the 'Laws/EOs' tab with the following data:

| Laws/EOs | Status | Comments (4000) |
|----------|------------|---|
| CBRA) | In Process | The CBRA may or may not be applicable to this project application.-EC |
| ZMA) | | |
| (FWCA) | | |
| (NHPA) | | |

Below the table, there is a 'Conditions Required (4000)' section with the following data:

| Law | Entered By | Monitoring Required | Monitoring Completed Date |
|--------------------------------------|------------|--------------------------|---------------------------|
| the following conditions to ensure c | EGARREN | <input type="checkbox"/> | 00/00/0000 |

At the bottom right, the checkbox 'All Environmental Laws/EOs Reviews Complete' is unchecked.

Figure 7-36: Laws/EOs Tab - Conditions Required - Right Side

- 8. The Laws/EOs Review process is considered complete if each Law/EO in the list has a Status of "Completed" or "Not Applicable." At that point, the system allows you to click inside the All Environmental Laws/EOs Reviews Complete checkbox located on the bottom right part of the tab (Figure 7-37).

The screenshot shows the 'Laws/EOs' tab with the following data:

| Laws/EOs | Status | Comments (4000) |
|---|----------------|---|
| Coastal Barriers Resources Act (CBRA) | Completed | The CBRA may or may not be applicable to this |
| Clean Water Act (CWA) | Completed | |
| Coastal Zone Management Act (CZMA) | Completed | |
| Endangered Species Act (ESA) | Completed | |
| Fish and Wildlife Coordination Act (FWCA) | Not Applicable | |
| National Historic Preservation Act (NHPA) | Completed | |
| Clean Air Act (CAA) | Completed | |

Below the table, there is a 'Conditions Required (4000)' section with the following data:

| Law | Entered By | Monitoring Required | Monitoring Completed Date |
|-----|------------|--------------------------|---------------------------|
| ESA | EGARREN | <input type="checkbox"/> | 00/00/0000 |

At the bottom right, the checkbox 'All Environmental Laws/EOs Reviews Complete' is checked.

Figure 7-37: All Environmental Laws/EOs Reviews Complete Checkbox

CAUTION: *If at least one of the Laws/EOs in the list has a Status of blank or "In Process," the system does not allow you to click inside the All Environmental Laws/EOs Reviews Complete checkbox. The system also displays the Status Review dialog box (Figure 7-38).*



Figure 7-38: Status Reviews Dialog Box

9. On the bottom left part of the tab, click the COMPLETE WORK STEP button.

CAUTION: *If you click the COMPLETE WORK STEP button without clicking inside the All Environmental Laws/EOs Reviews Complete checkbox, the Completed Status validation message is displayed (Figure 7-39).*

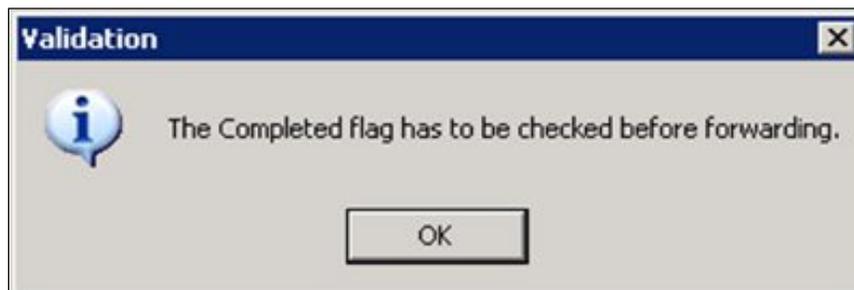


Figure 7-39: Completed Flag Validation Message

If the checkbox has been completed, the Forward Work Packet dialog box is displayed (Figure 7-40).

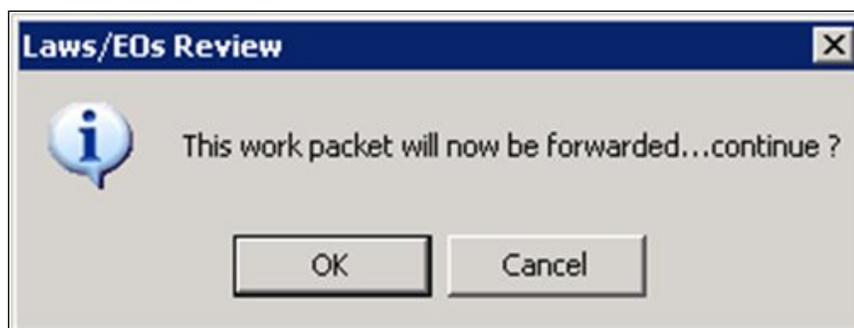


Figure 7-40: Forward Work Packet Dialog Box

- Click the OK button. The Workflow Success Message is displayed (Figure 7-41).

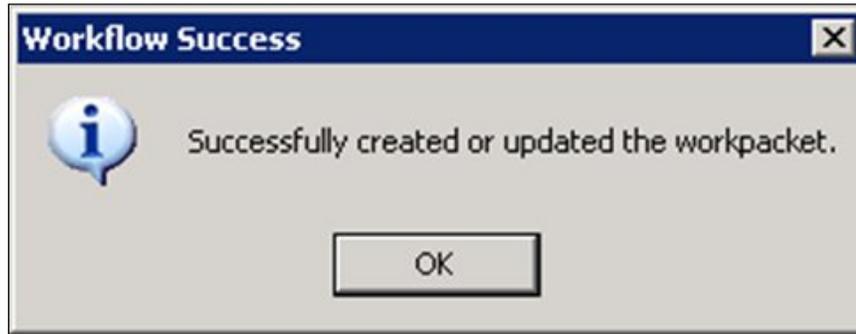


Figure 7-41: Workflow Success Message

- Click the OK button. The **Laws/EOs** tab is displayed.
- On the bottom right part of the **Laws/EOs** tab, click the CLOSE button.
- On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
- On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Laws/EOs Review process now displays a status of COMPLETE (Figure 7-42).

| Work Packets for: ENVRV | | | | | | | | |
|-------------------------|-----------|--------------|--------------|-------|------------------------------|----------|------------------------|--|
| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | |
| 5 | 23 | 1 | 19 | IL | Cost Review | REVIEW | Try again | |
| 5 | 6 | 2 | 6 | IL | Cost Review | COMPLETE | test2 | |
| 5 | 7 | 0 | 7 | IL | Cost Review | REVIEW | `Project Application E | |
| 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | `Project Application E | |
| 5 | 6 | 2 | 6 | IL | Eligibility Review | REVIEW | test2 | |
| 5 | 23 | 1 | 19 | IL | Eligibility Review | REVIEW | Try again | |
| 5 | 6 | 2 | 6 | IL | Environmental Officer Review | COMPLETE | test2 | |
| 5 | 7 | 0 | 7 | IL | Laws/EOs Review | COMPLETE | `Project Application E | |
| 5 | 23 | 1 | 19 | IL | Laws/EOs Review | COMPLETE | Try again | |
| 5 | 7 | 0 | 7 | IL | NEPA Documentation Review | REVIEW | `Project Application E | |
| 5 | 23 | 1 | 19 | IL | NEPA Documentation Review | REVIEW | Try again | |
| 5 | 8 | 0 | 8 | IL | Project Approval Decision | REVIEW | `Project Application F | |

Figure 7-42: Work Packets After Laws/EOs Review

Task 5: Execute NEPA Documentation Review

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed (Figure 7-43).

| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | FEMA Reviewer | Previous Reviewer Userid | Assigned Analyst |
|--------|-----------|--------------|--------------|-------|------------------------------|----------|------------------------|---------------|--------------------------|------------------|
| 5 | 23 | 1 | 19 | IL | Cost Review | REVIEW | Try again | | | egarren |
| 5 | 6 | 2 | 6 | IL | Cost Review | COMPLETE | test2 | | | egarren |
| 5 | 7 | 0 | 7 | IL | Cost Review | REVIEW | 'Project Application E | | | egarren |
| 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | 'Project Application E | | | egarren |
| 5 | 6 | 2 | 6 | IL | Eligibility Review | REVIEW | test2 | | | egarren |
| 5 | 23 | 1 | 19 | IL | Eligibility Review | REVIEW | Try again | | | egarren |
| 5 | 6 | 2 | 6 | IL | Environmental Officer Review | COMPLETE | test2 | | | egarren |
| 5 | 7 | 0 | 7 | IL | Laws/EOs Review | COMPLETE | 'Project Application E | | | egarren |
| 5 | 23 | 1 | 19 | IL | Laws/EOs Review | COMPLETE | Try again | | | egarren |
| 5 | 7 | 0 | 7 | IL | NEPA Documentation Review | REVIEW | 'Project Application E | | | egarren |
| 5 | 23 | 1 | 19 | IL | NEPA Documentation Review | REVIEW | Try again | | | egarren |
| 5 | 8 | 0 | 8 | IL | Project Approval Decision | REVIEW | 'Project Application F | | | macedved2 |

Figure 7-43: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the ENVRV Group ID.
3. Highlight the row of the project that says "NEPA Documentation Review" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."
4. Click the OK button. The **NEPA Process** tab is displayed by default (Figure 7-44).

Cost Issues Comments | Application Detail

Overall Review | Laws/EOs | **NEPA Process** | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

Indicate Level of Review

FEMA Status: *No NEPA determination: User must select a level of review and status.*

Conditions Required (4000)
(Double Click to edit the Condition)

Monitoring Required: Entered By, Monitoring Completed: Date, By

Add Condition: [Go to Project Management screen to complete the Conditions after the Environmental Review is approved.](#)

Comment:

Append | View

Application Dev | Complete Work Step | NEPA Documentation Review ENVRV | Close

Figure 7-44: Mitigation → Projects → Eligibility Determination → NEPA Process Tab

5. The top portion of the tab is the Level of Review section. Select one of the following from the FEMA Status drop-down list. Depending on your selection, the top right section displays a different set of data fields and buttons.

Proceed to the indicated Step Number for instructions specific to the selected FEMA Status.

- Catex Completed - Step 6
- Environmental Impact Statement - In Process - Step 7
- Environmental Impact Statement - Completed - Step 7
- Environmental Assessment - In Process - Step 8
- Environmental Assessment - Completed - Step 8

6. If you selected "Catex Completed" for FEMA Status, complete Steps 6a - 6i.
 - a. The top right part of the **NEPA Process** tab displays the following (Figure 7-45).

The screenshot shows the 'NEPA Process' tab in a software application. At the top, there are several tabs: 'Cost Issues Comments', 'Application Detail', 'Overall Review', 'Laws/EOs', 'NEPA Process' (selected), 'Cost Review', 'Cost Effectiveness', 'Attachments', 'Authorizations', and 'General Comments'. Under the 'NEPA Process' tab, there is a section titled 'Indicate Level of Review' with a 'FEMA Status' dropdown menu set to 'Catex - Completed'. To the right of this dropdown is an 'Extraordinary Circumstance Ref' field and a 'Select Applicable 10.8 (d) CATEX(s)' field showing '0 CATEX Type Code'. Below these fields is a checkbox for 'No Extraordinary Circumstances Requiring an EA.' and a 'Documentation Complete' dropdown set to '0000/0000'. A blue link below reads 'Please indicate what extraordinary circumstances were considered in the NEPA tab's comment area.' Below this is a table with columns: 'Conditions Required (4000) (Double Click to edit the Condition)', 'Entered By', 'Monitoring Required', and 'Monitoring Completed'. Below the table is an 'Add Condition' button and a blue link: 'Go to Project Management screen to complete the Conditions after the Environmental Review is approved.' At the bottom of the form is a 'Comment:' field with 'Append' and 'View' buttons. The footer of the application shows 'Application Dev', 'Complete Work Step', 'NEPA Documentation Review ENVRV', and a 'Close' button.

Figure 7-45: FEMA Status - Catex Completed

- b. Click the EXTRAORDINARY CIRCUMSTANCE REF button. The description of ten extraordinary circumstances is displayed (Figure 7-46). Note the instruction to use the **NEPA Process** tab's Comment area.

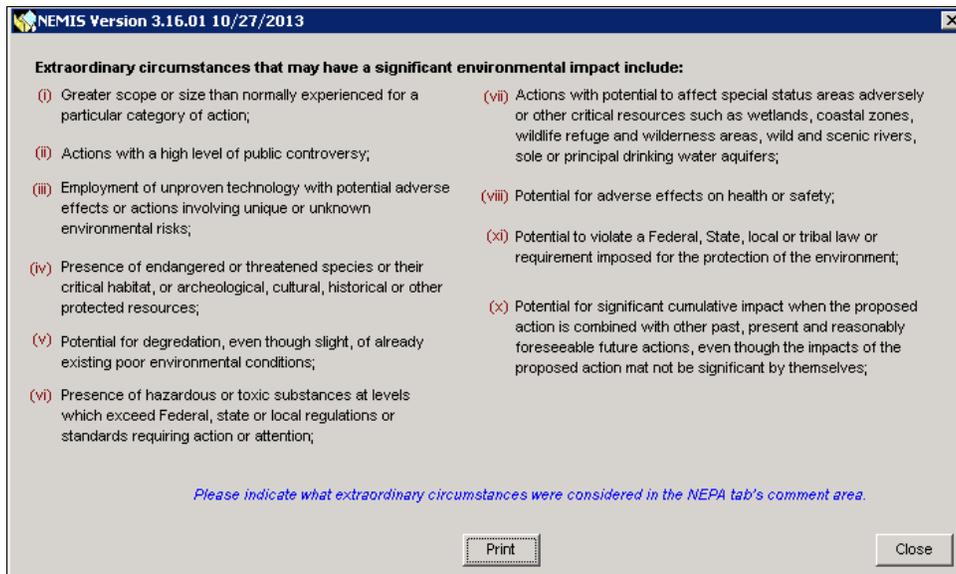


Figure 7-46: FEMA Status - Catex Completed: Extraordinary Circumstances Reference

- c. Click the CLOSE button.
- d. Click the SELECT APPLICABLE 10.89(d) CATEX(s) button. The Catex Categories window is displayed (Figure 7-47).

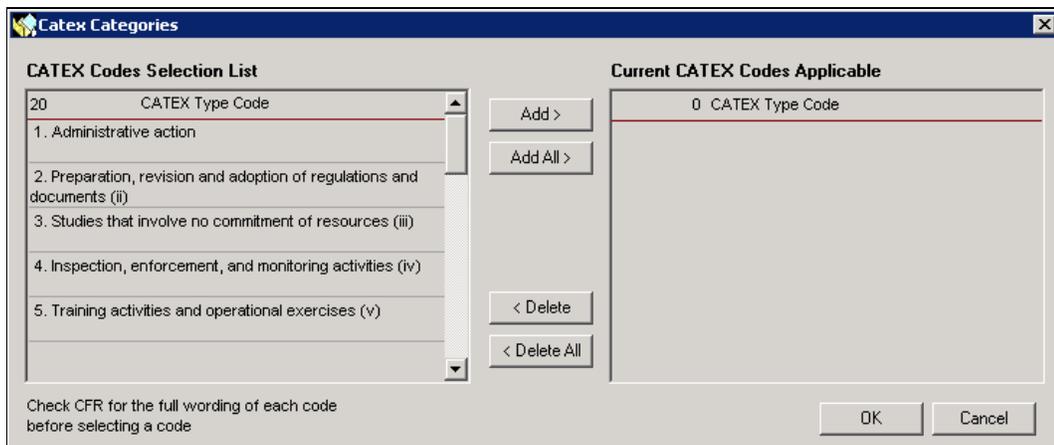


Figure 7-47: CATEX Categories

- e. On the left side of the window, select the CATEX Type Codes you wish to add. Click the ADD button.
- f. The CATEX Type Codes are now displayed on the right side (Figure 7-48).

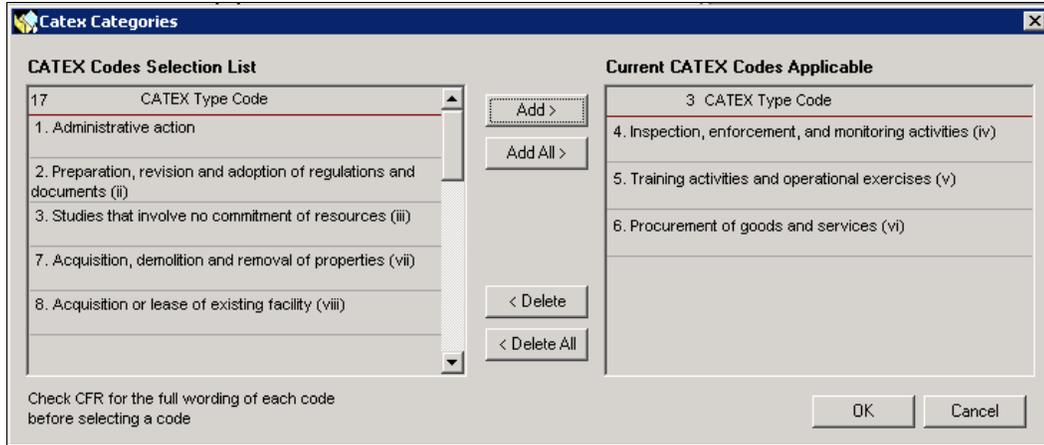


Figure 7-48: CATEX Categories Added

- g. Click the OK button. The added CATEX Categories are displayed on the **NEPA Process** tab.
- h. If applicable, click inside the No Extraordinary Circumstances Requiring an EA checkbox.
- i. Enter the Documentation Complete date. Clicking the triangle displays a calendar where you can select the date to auto-fill the field (Figure 7-49).

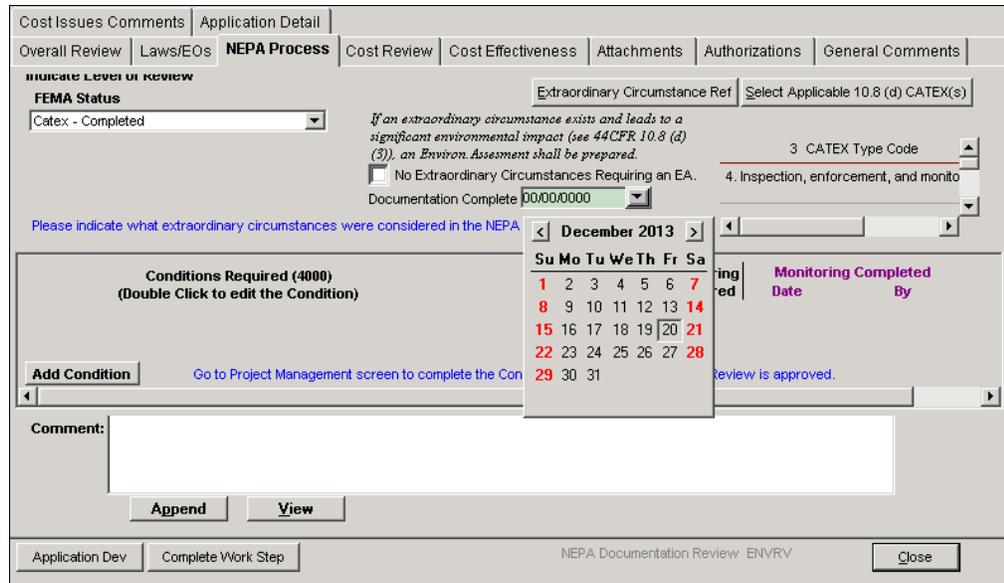


Figure 7-49: Calendar for Documentation Complete Date Field

- 7. If you selected "Environmental Impact Statement - In Process" or "Environmental Impact Statement - Completed" for FEMA Status, complete Steps 7a - 7c.
 - a. The top right part of the **NEPA Process** tab displays the following (Figure 7-50).

Cost Issues Comments | Application Detail

Overall Review | Laws/EOs | **NEPA Process** | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

Indicate Level of Review

FEMA Status

Environmental Impact Statement - In Process

Publication of Notice of Intent to Prepare EIS 00/00/0000

Record of Decision (ROD) 00/00/0000

Conditions Required (4000)
(Double Click to edit the Condition)

Entered By

Monitoring Required

Monitoring Completed Date By

Figure 7-50: FEMA Status - Environmental Impact Statement

- b. Enter the date for Publication of Notice of Intent to Prepare EIS. Clicking the triangle displays a calendar where you can select the date to auto-fill the field.
- c. Enter the date for Record of Decision.
- 8. If you selected "Environmental Assessment - In Process" or "Environmental Assessment - Completed" for FEMA Status, complete Steps 8a - 8e.
 - a. The top right part of the **NEPA Process** tab displays the following (Figure 7-51).

Cost Issues Comments | Application Detail

Overall Review | Laws/EOs | **NEPA Process** | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

Indicate Level of Review

FEMA Status

Environmental Assessment - In Process

Draft EA Date 00/00/0000

Final EA Date 00/00/0000

Final Public Notice Publication Date 00/00/0000
(Initiating Public Comment of EA)

Finding of No Significant Impact (FONSI) 00/00/0000

Conditions Required (4000)
(Double Click to edit the Condition)

Entered By

Monitoring Required

Monitoring Completed Date By

Figure 7-51: FEMA Status - Environmental Assessment

- b. Enter the Draft EA Date. Clicking the triangle displays a calendar where you can select the date to auto-fill the field.
- c. Enter the Final EA Date.
- d. Enter the Final Public Notice Publication Date.
- e. Enter the Finding of No Significant Impact (FONSI) date.

9. The middle portion of the **NEPA Process** tab is the Conditions Required section (Figure 7-52).

The screenshot displays the 'NEPA Process' tab within a software application. The 'Conditions Required (4000)' section is active, showing a table with columns for 'Entered By', 'Monitoring Required', and 'Monitoring Completed'. Above the table, there are fields for 'FEMA Status' (set to 'Catex - Completed'), 'Documentation Complete' (set to '00.00/0000'), and 'Extraordinary Circumstance Ref'. A note states: 'If an extraordinary circumstance exists and leads to a significant environmental impact (see 44CFR 10.8 (d) (3)), an Environ. Assessment shall be prepared.' Below the table, there is a 'Comment' text area and buttons for 'Append' and 'View'. The bottom of the screen shows 'Application Dev', 'Complete Work Step', 'NEPA Documentation Review: ENVRV', and a 'Close' button.

Figure 7-52: NEPA Process Tab - Conditions Required Section

To add a condition, complete Steps 9a - 9g.

- Click the ADD CONDITION button. A new row is added to the Conditions Required section with your User Name displayed in the Entered By column.
- Double-click inside the Conditions Required field. The Comment Editor is displayed.
- In the Comment Editor text area, enter the description of the conditions required. Click the OK button.
- The conditions are displayed on the **NEPA Process** tab.
- If applicable, click inside the Monitoring Required checkbox.
- If applicable, complete the Monitoring Completed Date and Monitoring Completed By data fields.
- Figure 7-53 shows a condition required that has been added to the **NEPA Process** tab.

Cost Issues Comments | Application Detail

Overall Review | Laws/EOs | **NEPA Process** | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

Indicate Level of Review

FEMA Status: **CateX - Completed**

Extraordinary Circumstance Ref: Select Applicable 10.8 (d) CATEX(s)

If an extraordinary circumstance exists and leads to a significant environmental impact (see 44CFR 10.8 (d) (3)), an Environ. Assessment shall be prepared.

No Extraordinary Circumstances Requiring an EA.

Documentation Complete: 00/00/0000

3 CATEX Type Code

4. Inspection, enforcement, and monito

Please indicate what extraordinary circumstances were considered in the NEPA tab's comment area.

| Conditions Required (4000) (Double Click to edit the Condition) | Entered By | Monitoring Required | Monitoring Completed Date | Monitoring Completed By |
|--|------------|--------------------------|---------------------------|-------------------------|
| This project application must meet the following conditions in o | EGARREN | <input type="checkbox"/> | 00/00/0000 | |

Add Condition [Go to Project Management screen to complete the Conditions after the Environmental Review is approved.](#)

Comment:

Append **View**

Application Dev | Complete Work Step | NEPA Documentation Review ENVRV | **Close**

Figure 7-53: NEPA Process Tab - Conditions Required Added

10. The bottom portion of the **NEPA Process** tab is the Comment section. To add, view or append comments, complete Steps 10a - 10g.
 - a. Double-click inside the Comment field to access the Comment Editor.
 - b. In the Comment Editor text area, enter your review comments. Click the OK button.
 - c. The comments are displayed on the **NEPA Process** tab. The system adds your User Name, the Date, and the Time of the entry at the end of the comments.
 - d. To view comments previously entered that are not displayed in full, click the VIEW button.
 - e. To append to the original comments, click the APPEND button. The Comment Editor is displayed.
 - f. In the Comment Editor text area, enter additional comments. Click the OK button.
 - g. Both comments are now displayed on the NEPA Process tab (Figure 7-54).

Figure 7-54: NEPA Process Tab - Comments Added

11. If you wish to attach any NEPA Process documentation, click the **Attachments** tab. You are strongly urged to read and follow the instructions in Appendix A: Attach/Scan Documents. The Attachments are now displayed in the **Attachments** tab (Figure 7-55).

| Project Amend Number | Document Type | Document Title |
|----------------------|---------------|--------------------------------------|
| 0 | Misc | Environmental Law/EO Review Document |

Figure 7-55: Attachments Tab - Document List

12. When you are done attaching documents, click the CLOSE button on the bottom right part of the **Attachments** tab.
13. Click the **NEPA Process** tab.
14. The NEPA Documentation Review process is considered complete if the FEMA Status field on the top left part of the **NEPA Process** tab has one of the following values. All fields to the right of FEMA Status must also be completed.
 - "Statex-Completed"
 - "Catex-Completed"
 - "Environmental Assessment-Completed"
 - "Environmental Impact Statement-Completed"

15. On the bottom left part of the tab, click the COMPLETE WORK STEP button. If the NEPA Documentation Review process is not complete, the Completed Status validation message is displayed (Figure 7-56).

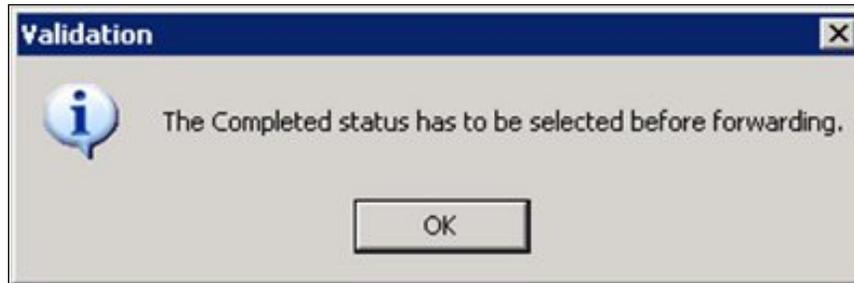


Figure 7-56: Completed Status Validation Message

16. If the NEPA Documentation Review process is complete, the Forward Work Packet dialog box is displayed (Figure 7-57).

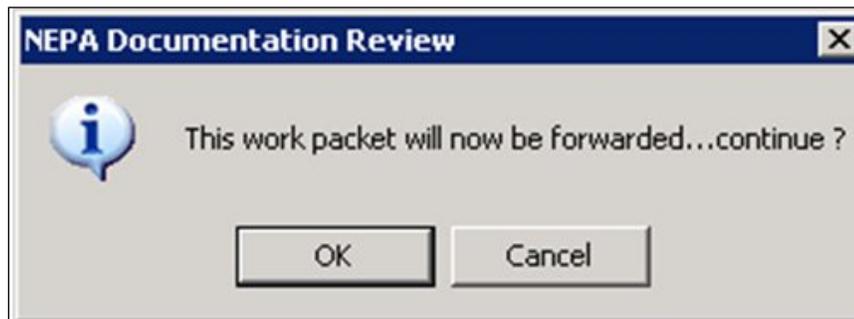


Figure 7-57: Forward Work Packet Dialog Box

17. Click the OK button. The Workflow Success Message is displayed (Figure 7-58).

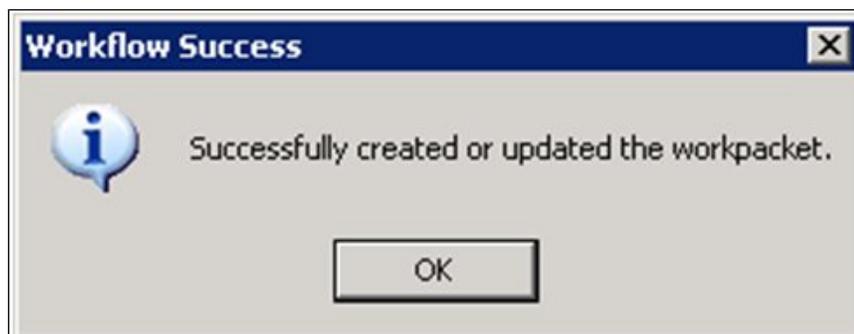


Figure 7-58: Workflow Success Message

18. Click the OK button. The **NEPA Process** tab is displayed.
19. On the bottom right part of the **NEPA Process** tab, click the CLOSE button.

20. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
21. On the bottom right part of the screen, click the REFRESH button. The project application that just went through both the Laws/EOs Review and the NEPA Documentation Review process now displays "Environmental Officer Review" under Workflow Description (Figure 7-59).

| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title |
|--------|-----------|--------------|--------------|-------|------------------------------|----------|------------------------|
| 5 | 23 | 1 | 19 | IL | Eligibility Review | REVIEW | Try again |
| 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | 'Project Application E |
| 5 | 23 | 1 | 19 | IL | Environmental Officer Review | REVIEW | Try again |
| 5 | 6 | 2 | 6 | IL | Environmental Officer Review | COMPLETE | test2 |
| 5 | 7 | 0 | 7 | IL | Laws/EOs Review | COMPLETE | 'Project Application E |
| 5 | 7 | 0 | 7 | IL | NEPA Documentation Review | REVIEW | 'Project Application E |
| 5 | 8 | 0 | 8 | IL | Project Approval Decision | REVIEW | 'Project Application F |

Figure 7-59: Work Packets After NEPA Documentation Review

Task 6: Execute Environmental Officer Review

Executing the Environmental Officer Review requires that two tabs be reviewed: **Laws/EOs** and **NEPA Process**.

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed (Figure 7-60).

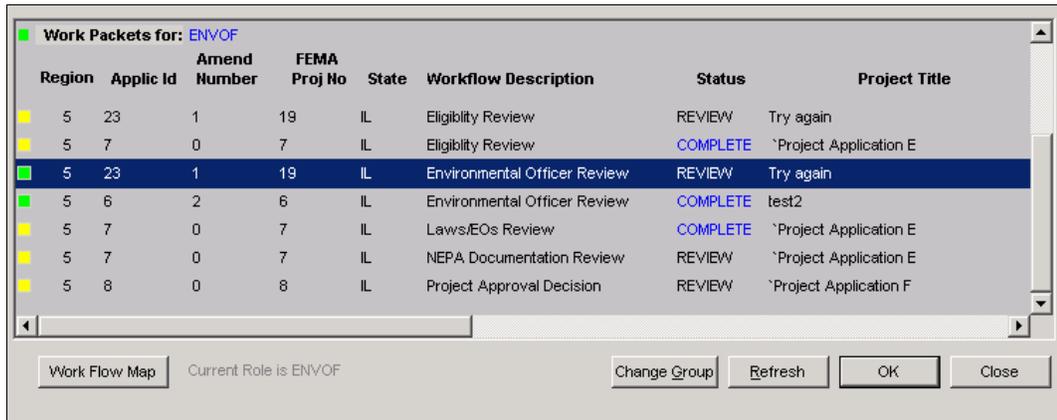


Figure 7-60: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the ENVOF Group ID.
3. Highlight the row of the project that says "Environmental Officer Review" under Workflow Description. Check that there is a solid green box on the far left column of the row.
4. Click the OK button. The **Laws/EOs** tab is displayed by default (Figure 7-61).

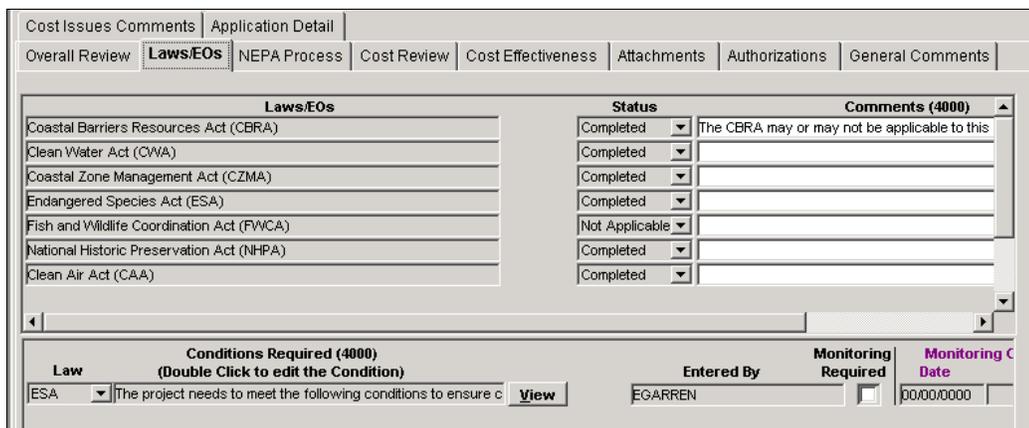


Figure 7-61: Mitigation → Projects → Eligibility Determination → Laws/EOs Tab

5. The top half of the **Laws/EOs** tab displays a list of Environmental Laws and Executive Orders. Steps 5a - 5d describe this section.

- a. For each Environmental Law/EO, the review status of the project application is displayed. The Status could be "Completed," "Not Applicable" or "Gen Revw/NA."
- b. The Comments box is displayed next to Status. To enter comments, click the EDIT button (Figure 7-62).

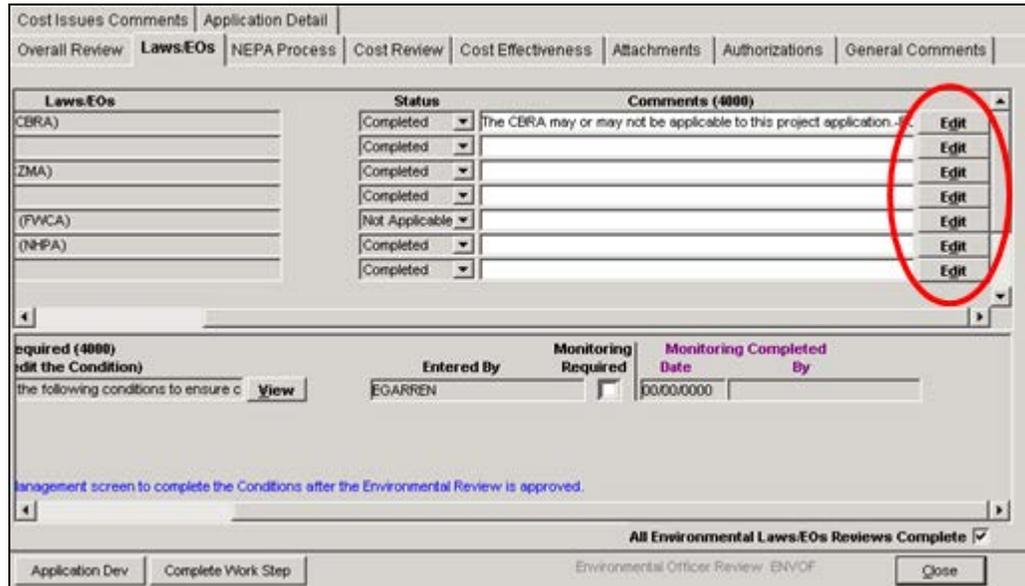


Figure 7-62: Laws/EOs Tab - Right Side

- c. The Comment Editor is displayed. Enter your comments in the Comment Editor text area.
 - d. Click the OK button. Your comments are now displayed in the Comments column. Your User Name, the date, and the time are appended to the end of the text.
6. The lower half of the **Laws/EOs** tab displays the Conditions Required data fields. Review the information.

7. Click the **NEPA Process** tab (Figure 7-63).

Figure 7-63: Mitigation → Projects → Eligibility Determination → NEPA Process Tab

8. The top portion of the **NEPA Process** tab is the Level of Review Section. Review the information.

9. The middle portion of the **NEPA Process** tab is the Conditions Required section. To add a condition, complete Steps 9a - 9d.

a. Click the **ADD CONDITION** button. A new row is added to the Conditions Required section with your User Name displayed in the Entered By column. (Figure 7-64).

Figure 7-64: NEPA Process - Conditions Required

b. Click the **EDIT** button in the new row. The Comment Editor is displayed.

c. Enter the conditions in the Comment Editor text area. Click the **OK** button.

d. The newly-added required condition is displayed.

10. The bottom portion of the **NEPA Process** tab is the Comment section.
 - a. To view comments that are not displayed in full, click the VIEW button.
 - b. To add comments complete the following steps.
 - i. Click the APPEND button. The Comment Editor is displayed.
 - ii. Enter your comments in the text area. Click the OK button.
 - iii. The text you entered is now displayed on the bottom section of the **NEPA Process** tab. Your User Name, the date, and the time are added to the end of the text.
11. If you wish to attach any NEPA Process documentation, click the **Attachments** tab. You are strongly urged to follow the instructions in Appendix A: Attach/Scan Documents.
12. On the bottom left part of the NEPA Process tab, click the COMPLETE WORK STEP button. The Environmental Officer Review dialog box is displayed (Figure 7-65).

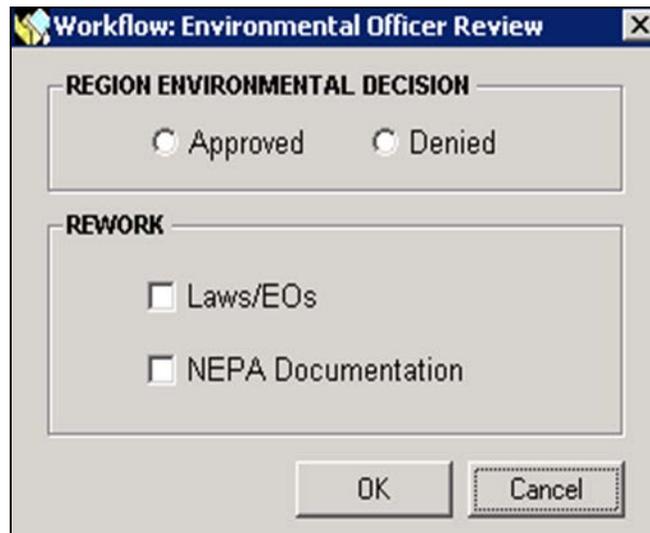


Figure 7-65: Environmental Officer Review Dialog Box

13. If no rework is required, and you are ready to select your Region Environmental Decision, complete Steps 13a - 13g.
 - a. Click inside the Approved or Denied radio button. Click the OK button.
 - b. The Forward Work Packet dialog box is displayed. Click the OK button.
 - c. The Workflow Success message is displayed (Figure 7-66).



Figure 7-66: Workflow Success Message

- d. Click the OK button. The **NEPA Process** tab is displayed.
- e. On the bottom right part of the **NEPA Process** tab, click the CLOSE button.
- f. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the MAXIMIZE button (the square icon). The screen is now maximized.
- g. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Environmental Officer Review process now displays a status of COMPLETE (Figure 7-67).

| Work Packets for: ENVOF | | | | | | | | | |
|-------------------------|-----------|--------------|--------------|-------|------------------------------|----------|-----------------------|---------------|--|
| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | FEMA Reviewer | |
| 5 | 23 | 1 | 19 | IL | Cost Review | REVIEW | Try again | | |
| 5 | 6 | 2 | 6 | IL | Cost Review | COMPLETE | test2 | | |
| 5 | 7 | 0 | 7 | IL | Cost Review | REVIEW | Project Application E | | |
| 5 | 6 | 2 | 6 | IL | Eligibility Review | REVIEW | test2 | | |
| 5 | 23 | 1 | 19 | IL | Eligibility Review | REVIEW | Try again | | |
| 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | Project Application E | | |
| 5 | 23 | 1 | 19 | IL | Environmental Officer Review | COMPLETE | Try again | | |
| 5 | 6 | 2 | 6 | IL | Environmental Officer Review | COMPLETE | test2 | | |
| 5 | 7 | 0 | 7 | IL | Laws/EOs Review | COMPLETE | Project Application E | | |

Figure 7-67: Work Packets After Environmental Officer Review

14. If rework is required, click inside the checkbox(es) that require rework. Click the OK button.

NOTE: Rework of Laws/EOs and NEPA Documentation Reviews are executed by the ENVRV Group ID. Once the Environmental Officer completes the review in their queue, it is necessary for the person delegated to the project to return to the Overall Review tab as the MA and answer the question of "Project conforms to environmental regulations?"

For instructions, proceed to the tasks below:

Task 4: [Execute Laws/EOs Review](#)

Task 5: [Execute NEPA Documentation Review](#)

Task 7: Execute Cost Review

Executing the Cost Review requires that two tabs be reviewed: **Cost Review** and **Cost Effectiveness**.

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed (Figure 7-68).

| Work Packets for: CSTRV | | | | | | | | |
|-------------------------|-----------|--------------|--------------|-------|----------------------|------------------------------|---------------|------------------------|
| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | |
| ■ | 5 | 23 | 1 | 19 | IL | Cost Review | REVIEW | Try again |
| ■ | 5 | 6 | 2 | 6 | IL | Cost Review | COMPLETE | test2 |
| ■ | 5 | 7 | 0 | 7 | IL | Cost Review | REVIEW | `Project Application E |
| ■ | 5 | 6 | 2 | 6 | IL | Eligibility Review | REVIEW | test2 |
| ■ | 5 | 23 | 1 | 19 | IL | Eligibility Review | REVIEW | Try again |
| ■ | 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | `Project Application E |
| ■ | 5 | 23 | 1 | 19 | IL | Environmental Officer Review | COMPLETE | Try again |
| ■ | 5 | 6 | 2 | 6 | IL | Environmental Officer Review | COMPLETE | test2 |
| ■ | 5 | 7 | 0 | 7 | IL | Laws/EOs Review | COMPLETE | `Project Application E |
| ■ | 5 | 7 | 0 | 7 | IL | NEPA Documentation Review | REVIEW | `Project Application E |
| ■ | 5 | 8 | 0 | 8 | IL | Project Approval Decision | REVIEW | `Project Application F |

Figure 7-68: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the CSTRV Group ID.
3. Highlight the row of the project that says "Cost Review" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."

NOTE: If the Status says "REWORK," click the *Cost Issues Comments* tab before editing the information in the *Cost Review* tab (Steps 5-20). The comments will provide the questions, issues and comments regarding the rework required. These comments may have been entered by the MA and HMO reviewers during the *Project Approval Decision*, *Approval Decision Concurrence*, and *Final Project Approval* phases.

4. Click the OK button. The **Cost Review** tab is displayed by default.

HINT: To use the *IS (Infrastructure Support)* or *HS (Human Services)* Reference Cost Code lists for costing items, click inside the *IS* or *HS* radio button on the bottom left part of the *Cost Review* tab. Click the *DISPLAY COST CODES* button. These values have not been updated recently and are seldom used as a basis for approving costs.

5. On the **Cost Review** tab, the cost item information for the project application is displayed (Figure 7-69).

| Item Name | Unit Qty | Unit Meas | Unit Cost | Total Amt | Elig | Approved Cost | Comments |
|-----------|----------|-----------|--------------|-----------|-------------------------------------|---------------|----------|
| test | 1 | EA | \$800,000.00 | \$800,000 | <input checked="" type="checkbox"/> | \$800,000 | |
| test | 1 | EA | \$800,000.00 | \$800,000 | <input checked="" type="checkbox"/> | \$800,000 | |

Proposed Fed Share %: 75.00000000

Total Project Cost Estimate: \$1,600,000

Proposed Project Federal: \$1,200,000

Proposed Project Non-Fed: \$400,000

Total Approved Project Cost: \$1,600,000

Total Ineligible Project Amt: \$0

Approved Fed Share: \$1,200,000

Approved Non-Fed Share: \$400,000

Reference Cost Codes

IS HS

Display Cost Codes

Cost Approval (Y/N) N

1. IF "TOTAL AMT(S)" HAS BEEN CHANGED IN THIS AMENDMENT, CLICK ON EACH "ELIG" CHECK BOX TO INDICATE THAT "APPROVED COST(S)" NEEDS TO BE CHANGED, i.e. YOU NEED TO DELETE THE "APPROVED COST(S)".
 2. CLICK THE BOX (ES) AGAIN TO APPROVE THE AMOUNT(S) SHOWN IN "TOTAL AMT(S)".
 3. REVISE THE AMOUNT(S) SHOWN IN "APPROVED COST(S)", IF NECESSARY.

Figure 7-69: Mitigation → Projects → Eligibility Determination → Cost Review Tab

NOTE: When applicable, processing of a particular application may be halted until the user reduces the approved Federal share for the application and/or other previously approved applications for the project type so that the total Federal share of all of the project applications that have passed application completeness and review, for the applicable project type is at or below the projected Federal share amount available for that project type.

It may also be necessary to review the status of all project amendments to ensure that projects which are not intended to be funded have had all amendments voided or withdrawn. This action will ensure the budget planning tab of the Funding Estimate screen reflects the true amount available for project approval.

6. For each cost item, complete the following steps. You might need to scroll down to see the other cost items.
 - a. Click inside the Elig checkbox if the item is eligible.
 - b. In the Approved Cost field, enter the amount of the approved cost.
 - c. In the Comments field, enter any comments about the cost item or the approved cost.
7. In the lower half of the screen, review the Total Approved Net Eligible Project Cost dollar amount calculated by the system. Edit the amount if necessary.

- In the Cost Approval field, select Y or N to approve or disapprove the cost.

HINT: A selection in the Cost Approval field is required in order to complete the Execute Cost Review task. Once Y is selected and the cost review for the project is complete it is either necessary to rework the cost review back and select N, or to wait until the review is complete and amend the application to edit the Cost Estimate tab of the application.

- Click the **Cost Effectiveness** tab (Figure 7-70).

| Amend # | Community | Net Present Value of Project Benefits (A) | Total Project Cost Estimate (B) | Benefit-Cost Ratio (A / B) | Analysis Type | Exempt Type |
|------------------------------|-----------|---|-----------------------------------|------------------------------|---------------|-------------|
| 1 | Statewide | \$1,000 | \$1,000 | 1.000 | Flood | |
| Amendment # 1 Totals: | | \$1,000 | \$1,000 | 1.000 | | |
| 0 | Statewide | \$1,000 | \$1,000 | 1.000 | Flood | |
| Amendment # 0 Totals: | | \$1,000 | \$1,000 | 1.000 | | |

You must enter all required fields in the Cost Effectiveness tab. Complete A or B below, whichever applies.

A. If COMMUNITY field is not populated, go to Application Development and select a State name or community name(s). Return to the Cost Effectiveness tab, and enter all required fields, at a minimum.

B. If COMMUNITY field is populated, enter all required fields, at a minimum.

Benefit-Cost Web Page New Delete

Figure 7-70: Mitigation →Projects →Eligibility Determination →Cost Effectiveness Tab - Left Side

- Scroll to the right to see the remaining data fields (Figure 7-71).

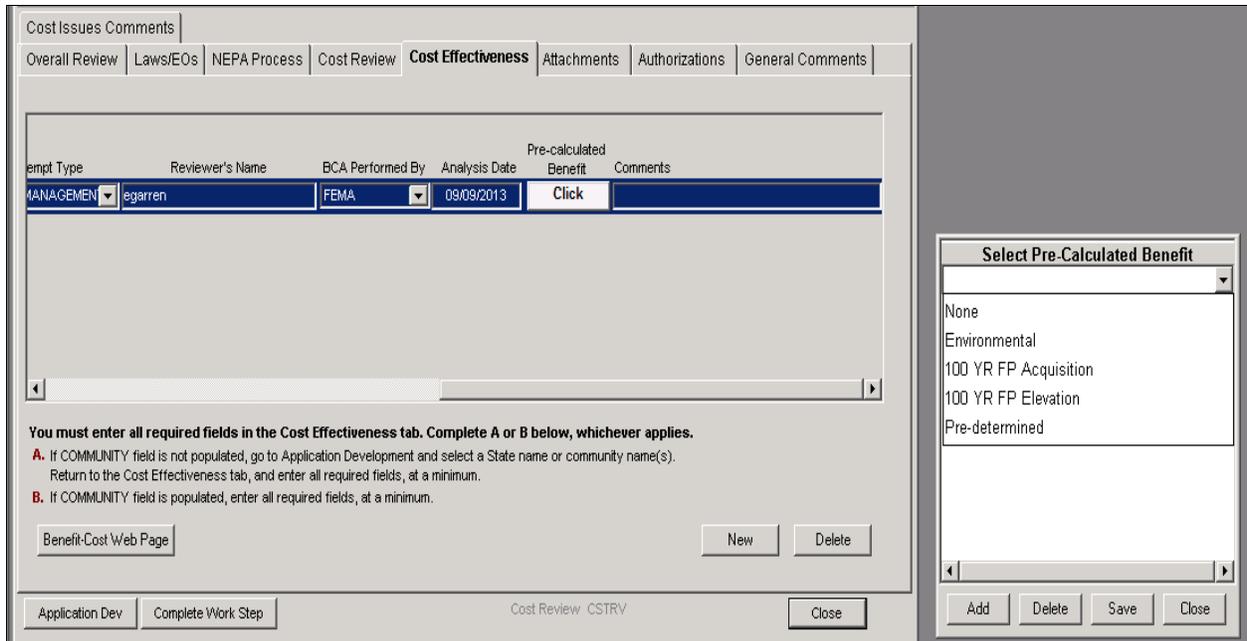


Figure 7-71: Mitigation →Projects →Eligibility Determination →Cost Effectiveness Tab - Right Side

11. Review the information in the **Cost Effectiveness** tab.
12. Click the **Cost Issues Comments** tab.
13. On the bottom middle part of the **Cost Issues Comments** tab, click the ADD button. A new row for comments is added, with your User Name and the Comment Date/Time displayed (Figure 7-72).

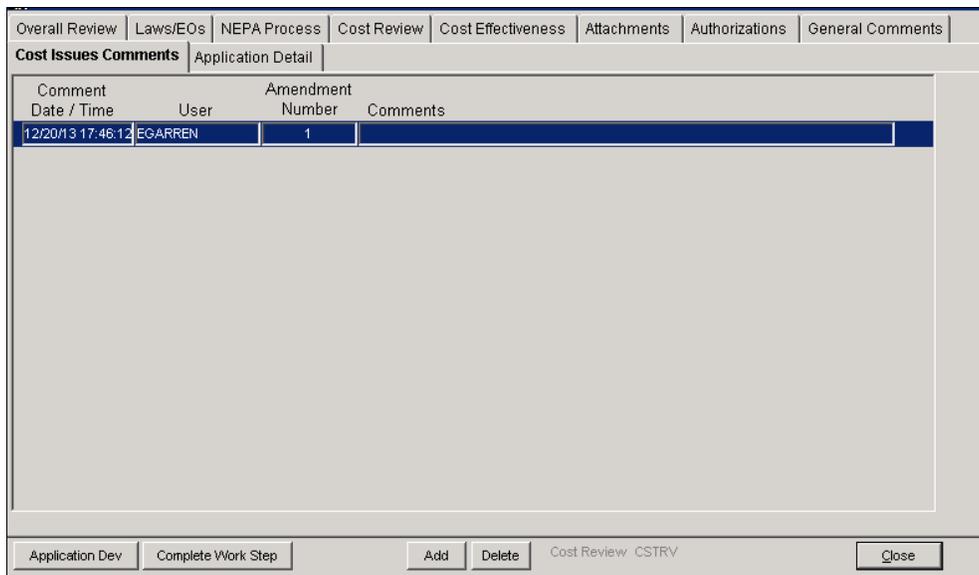


Figure 7-72: Mitigation →Projects →Eligibility Determination →Cost Issues Tab

14. Double-click inside the Comments box. The Comment Editor is displayed.

15. In the text area, enter any comments, questions or issues that pertain to the information in the **Cost Review** and **Cost Effectiveness** tabs.
16. Click the OK button. The comments are now displayed in the **Cost Issues Comments** tab (Figure 7-73).

| Overall Review | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments |
|-----------------------------|----------|---------------------|--|--------------------|-------------|----------------|------------------|
| Cost Issues Comments | | Application Detail | | | | | |
| Comment Date / Time | User | Amendment Number | Comments | | | | |
| 12/20/13 17:46:12 | EGARREN | 1 | This is a new cost issue comment -EGARREN-12/20/2013 17:47 GMT | | | | |

Figure 7-73: Cost Issues Comments Tab with Comments Added

17. Click the **Cost Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. The Forward Work Packet dialog box is displayed (Figure 7-74).

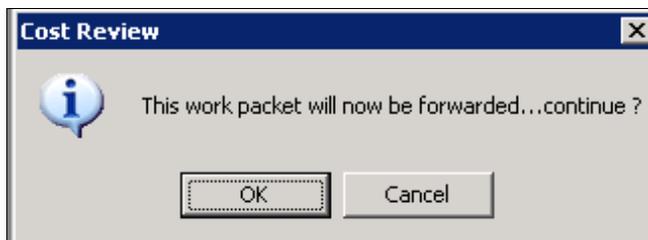


Figure 7-74: Forward Work Packet Dialog Box

18. Click the OK button. The Workflow Success dialog box is displayed (Figure 7-75).

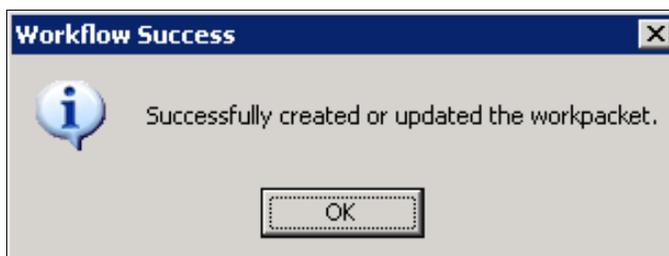


Figure 7-75: Workflow Success Message

19. Click the OK button.
20. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
21. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Cost Review process now displays

"Eligibility Review" under the Workflow Description column. This is the next step in the Eligibility Determination process (Figure 7-76).

| Work Packets for: CSTRV | | | | | | | | | |
|-------------------------|-----------|--------------|--------------|-------|------------------------------|----------|-----------------------|--|--|
| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | | |
| 5 | 23 | 1 | 19 | IL | Cost Review | COMPLETE | Try again | | |
| 5 | 6 | 2 | 6 | IL | Cost Review | COMPLETE | test2 | | |
| 5 | 7 | 0 | 7 | IL | Cost Review | REVIEW | Project Application E | | |
| 5 | 6 | 2 | 6 | IL | Eligibility Review | REVIEW | test2 | | |
| 5 | 23 | 1 | 19 | IL | Eligibility Review | REVIEW | Try again | | |
| 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | Project Application E | | |
| 5 | 23 | 1 | 19 | IL | Environmental Officer Review | COMPLETE | Try again | | |
| 5 | 6 | 2 | 6 | IL | Environmental Officer Review | COMPLETE | test2 | | |
| 5 | 7 | 0 | 7 | IL | Laws/EOs Review | COMPLETE | Project Application E | | |
| 5 | 7 | 0 | 7 | IL | NEPA Documentation Review | REVIEW | Project Application E | | |
| 5 | 8 | 0 | 8 | IL | Project Approval Decision | REVIEW | Project Application F | | |

Figure 7-76: Mitigation Work Packet List

Task 8: Execute Eligibility Review

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed.
2. On the top left corner of the screen, check that you are logged in with the MA Group ID.
3. Highlight the row of the project that says "Eligibility Review" under Workflow Description (Figure 7-77). Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."

| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title |
|--------|-----------|--------------|--------------|-------|------------------------------|----------|-----------------------|
| 5 | 23 | 1 | 19 | IL | Cost Review | COMPLETE | Try again |
| 5 | 6 | 2 | 6 | IL | Cost Review | COMPLETE | test2 |
| 5 | 7 | 0 | 7 | IL | Cost Review | REVIEW | Project Application E |
| 5 | 6 | 2 | 6 | IL | Eligibility Review | REVIEW | test2 |
| 5 | 23 | 1 | 19 | IL | Eligibility Review | REVIEW | Try again |
| 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | Project Application E |
| 5 | 23 | 1 | 19 | IL | Environmental Officer Review | COMPLETE | Try again |

Figure 7-77: Mitigation Work Packet List

NOTE: If the Status says "REWORK," click the General Comments tab before editing the information in the Overall Review tab (Step 5). The comments will provide the questions, issues and comments that may have been entered by the MA and HMO reviewers during the Project Approval Decision, Approval Decision Concurrence, and Final Project Approval phases.

4. Click the OK button. The **Overall Review** tab is displayed by default (Figure 7-78).

The screenshot shows the 'Overall Review' tab of the NEMIS HMGP system. The interface includes several sections for data entry:

- Regulatory Criteria:** Seven dropdown menus (all set to 'N') for criteria such as 'Project conforms with State Mitigation Plan', 'Project benefits the designated area', 'Project conforms with environmental regulations', 'Project solves the problem independently or is a functional portion of the solution', 'Project is cost effective', 'Project funds requested will not substitute for another federal funding authority', and 'Project funds are not matched or intended to be matched with another federal authority'.
- Additional Criteria:** Seven dropdown menus (all set to 'N') for criteria such as 'Codes/Standards Rvw', 'PW Review (DSR)', 'Engineering Review', 'NFIRA Review', 'HS Review', 'Other', and 'CIS'.
- Amendment Info:** A box showing 'Application Status: Pending' and dates for 'Approval: 00/00/0000', 'Submission: 09/25/2013', 'Received: 09/25/2013', and 'Release: 00/00/0000'. It also has 'Withdraw' and 'Void' buttons.
- Disaster Declared Areas:** A table listing 'Place Code' and 'Place Name' for various counties like Cook, Stephenson, Ogle, Carroll, DuPage, and Jo Daviess.
- Eligibility Determination:** Three dropdown menus (all set to green) for 'Applicant', 'Project Type', and 'Eligibility Criteria'.

Figure 7-78: Mitigation →Projects →Eligibility Determination →Overall Review Tab

- On the **Overall Review** tab, complete the following three sections by selecting Y, N, or N/A in each of the fields. Each field and its reference document (if any) are described in the table number listed below.
 - Regulatory Criteria Section Data Fields - Table 7-5
 - Additional Criteria Section Data Fields - Table 7-6
 - Eligibility Determination Section Data Fields - Table 7-7

Table 7-5: Regulatory Criteria Section Data Fields

| DATA FIELD | INFORMATION SOURCE |
|---|---|
| Project conforms with State Mitigation Plan. | Multihazard Mitigation Plan |
| Project benefits the designated area. | FEMA/State Agreement |
| Project conforms with environmental regulations. | Environmental Checklist |
| Project solves the problem independently or is a functional portion of the solution. | Project description attached to project application |
| Project is cost-effective. | Benefit-Cost Analysis |
| The benefit-cost ratio is (Fill in the blank). | Benefit-Cost Analysis Worksheet |
| Project funds requested will not substitute for another Federal funding authority. | Assurances document attached to project application |
| Project funds are not matched or intended to be matched with another Federal authority. | Assurances document attached to project application |

Table 7-6: Additional Criteria Section Data Fields

| DATA FIELD | INFORMATION SOURCE |
|---|---|
| Codes/Standards Rvw | Assurances document attached to project application |
| PW Review (DSR) <i>Project Worksheets have been reviewed for coordinating this project with projects funded by §406 funds.</i> | <ul style="list-style-type: none"> NEMIS PA instructions for checking PWs in NEMIS Damage Survey Report (D-1) (NEMIS-Wide → Management Reporting → Management Reporting → Infrastructure Support (IS) → Project Worksheet Report) |
| Engineering Review | Engineer's Report |
| National Flood Insurance Reform Act (NFIRA) Review <i>Project complies with NFIRA and local regulations.</i> | Contact Flood Insurance section |
| HS Review <i>Human Services review has been conducted and Duplication of Benefit (DOB) elements have been identified.</i> | Duplication of Benefits |
| Other | Document depends on what the additional criteria is |
| CIS Review <i>Community Information System review has been conducted.</i> | Check the CIS data base at https://portal.fema.net/famsRuWeb/home |
| FMA Review <i>Flood Mitigation Assistance review has been conducted.</i> | Data warehouse report |
| NFIP Review <i>National Flood Insurance Program review has been conducted.</i> | Contact Flood Insurance section. |
| State Admin Plan <i>Is there a FEMA-approved State Administrative Plan?</i> | Disaster Overview - Grantee Information |

Table 7-7: Eligibility Determination Section Data Fields

| DATA FIELD | INFORMATION SOURCE |
|---|--------------------|
| Applicant <i>Applicant is eligible.</i> | 44 CFR 206.434(a) |
| Project Type <i>Project Type is eligible.</i> | 44 CFR 206.434(c) |
| Eligibility Criteria <i>Eligibility Criteria has been met.</i> | 44 CFR 206.434(b) |

6. Click the **General Comments** tab (Figure 7-79).

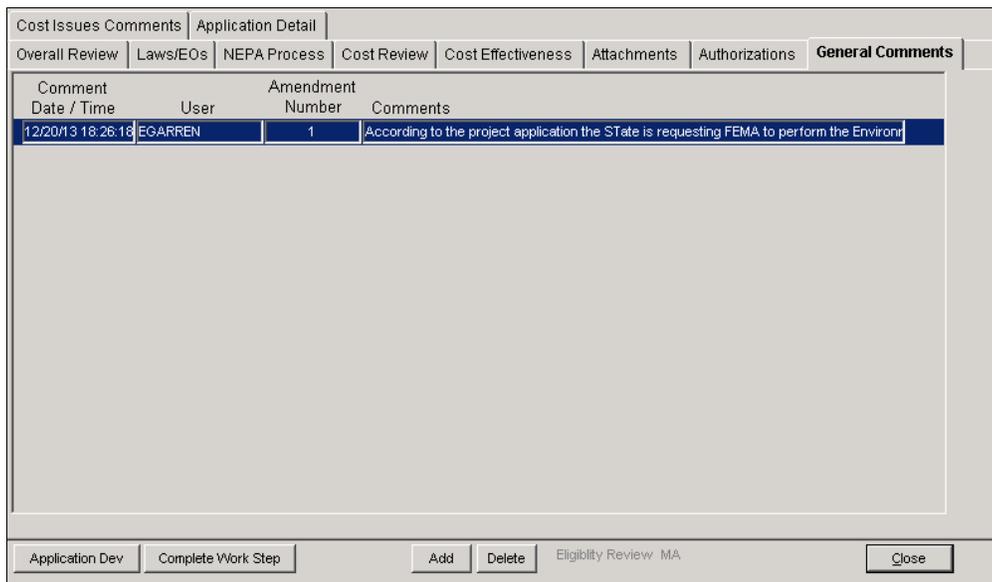


Figure 7-79: Mitigation → Projects → Eligibility Determination → General Comments Tab

7. On the bottom middle part of the tab, click the ADD button. A new row for comments is added, with your User Name and the Comment Date/Time displayed (Figure 7-80).

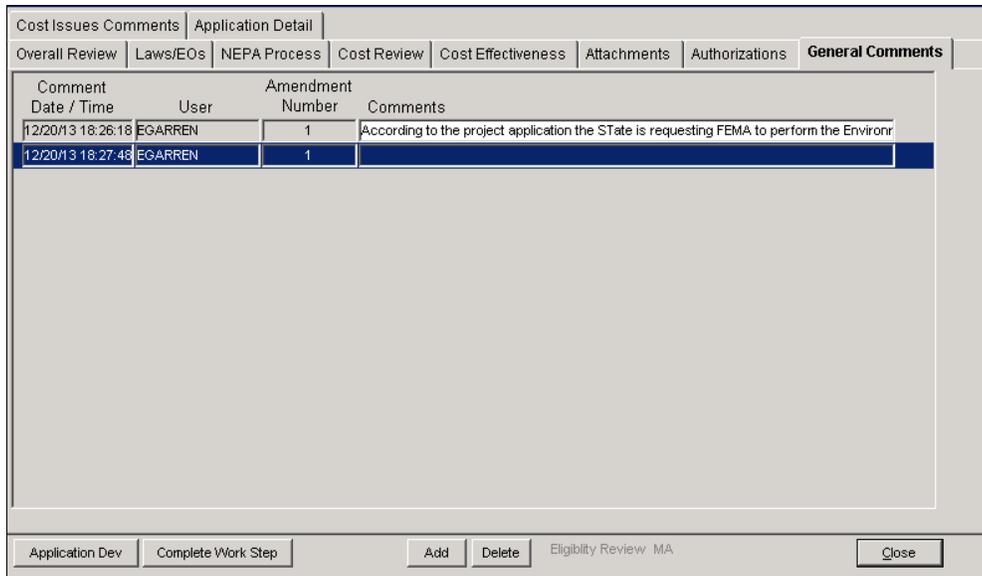


Figure 7-80: General Comments Tab with New Row

8. Double-click inside the Comments box. The Comment Editor is displayed.
9. In the text area, enter any comments, questions or issues that pertain to eligibility information.
10. Click the OK button. The comments are now displayed in the **General Comments** tab (Figure 7-81).

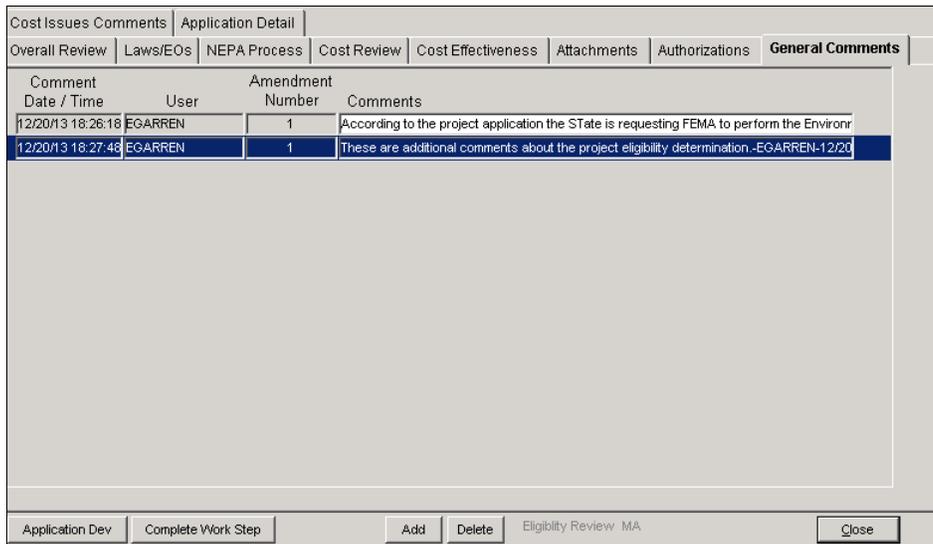


Figure 7-81: General Comments Tab with Comments Added

11. Click the **Overall Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. The Forward Work Packet dialog box is displayed (Figure 7-82).

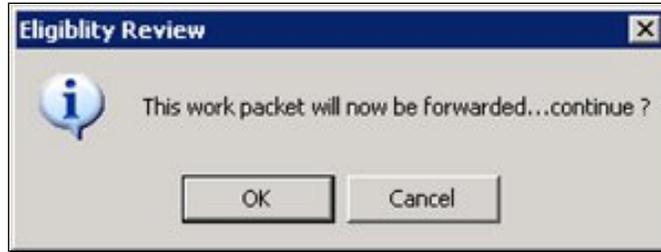


Figure 7-82: Eligibility Review Forward Work Packet Dialog Box

12. Click the OK button. The Workflow Success dialog box is displayed (Figure 7-83).



Figure 7-83: Workflow Success Message

13. Click the OK button.
14. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the MAXIMIZE button (the square icon). The screen is now maximized.
15. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Eligibility Review process now displays "Project Approval Decision" under the Workflow Description column. Project Approval Decision is the next step in the workflow (Figure 7-84).

| Work Packets for: MA | | | | | | | | |
|----------------------|-----------|--------------|--------------|-------|------------------------------|----------|------------------------|--|
| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | |
| 5 | 7 | 0 | 7 | IL | Cost Review | REVIEW | `Project Application E | |
| 5 | 6 | 2 | 6 | IL | Cost Review | COMPLETE | test2 | |
| 5 | 6 | 2 | 6 | IL | Eligibility Review | REVIEW | test2 | |
| 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | `Project Application E | |
| 5 | 6 | 2 | 6 | IL | Environmental Officer Review | COMPLETE | test2 | |
| 5 | 7 | 0 | 7 | IL | Laws/EOs Review | COMPLETE | `Project Application E | |
| 5 | 7 | 0 | 7 | IL | NEPA Documentation Review | REVIEW | `Project Application E | |
| 5 | 8 | 0 | 8 | IL | Project Approval Decision | REVIEW | `Project Application F | |
| 5 | 23 | 1 | 19 | IL | Project Approval Decision | REVIEW | Try again | |

Figure 7-84: Work Packet after Eligibility Review

Task 9: Execute Project Approval Decision

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed (Figure 7-85).

| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title | FEMA Reviewer | Previous Reviewer Userid | Assigned Analyst |
|--------|-----------|--------------|--------------|-------|------------------------------|----------|-----------------------|---------------|--------------------------|------------------|
| 5 | 7 | 0 | 7 | IL | Cost Review | REVIEW | Project Application E | | | egarren |
| 5 | 6 | 2 | 6 | IL | Cost Review | COMPLETE | test2 | | | egarren |
| 5 | 6 | 2 | 6 | IL | Eligibility Review | REVIEW | test2 | | | egarren |
| 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | Project Application E | | | egarren |
| 5 | 6 | 2 | 6 | IL | Environmental Officer Review | COMPLETE | test2 | | | egarren |
| 5 | 7 | 0 | 7 | IL | Laws/EOs Review | COMPLETE | Project Application E | | | egarren |
| 5 | 7 | 0 | 7 | IL | NEPA Documentation Review | REVIEW | Project Application E | | | egarren |
| 5 | 8 | 0 | 8 | IL | Project Approval Decision | REVIEW | Project Application F | | | maceved2 |
| 5 | 23 | 1 | 19 | IL | Project Approval Decision | REVIEW | Try again | | | egarren |

Figure 7-85: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the MA Group ID.
3. Highlight the row of the project that says "Project Approval Decision" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "REVIEW."

NOTE: If the Status says "REWORK," click the General Comments and Cost Review tabs before editing any eligibility information (Steps 5-19). The comments will provide the questions, issues and comments regarding the rework required. These comments may have been entered by the HMO reviewers during the Approval Decision Concurrence and Final Project Approval phases.

NOTE: If you encounter a "Validation Error For Planning Cost to be Allocated," it will be necessary to adjust the funding allocation or project in a manner that brings the allocated totals for the project type down to a level equal to or less than the amount identified as available for the project type in the Financial Activity tab of the Funding Estimate.

- Click the OK button. The **Overall Review** tab is displayed by default (Figure 7-86).

| Regulatory Criteria | | Additional Criteria | | CID Number | Community Name |
|--------------------------|---|----------------------------------|----------------------|------------|----------------|
| <input type="checkbox"/> | Project conforms with State Mitigation Plan. | <input type="checkbox"/> | Codes/Standards Rvw | 179999 | Statewide |
| <input type="checkbox"/> | Project benefits the designated area. | <input type="checkbox"/> | PWV Review (DSR) | | |
| <input type="checkbox"/> | Project conforms with environmental regulations. | <input type="checkbox"/> | Engineering Review | | |
| <input type="checkbox"/> | Project solves the problem independently or is a functional portion of the solution. | <input type="checkbox"/> | NFIRA Review | | |
| <input type="checkbox"/> | Project is cost effective. * The benefit cost ratio is: <input type="text"/> | <input type="checkbox"/> | HS Review | | |
| <input type="checkbox"/> | Project funds requested will not substitute for another federal funding authority. | <input type="checkbox"/> | Other | | |
| <input type="checkbox"/> | Project funds are not matched or intended to be matched with another federal authority. | <input type="checkbox"/> | CIS | | |
| | | <input type="checkbox"/> | FMA | | |
| | | <input type="checkbox"/> | NFIP | | |
| | | <input type="checkbox"/> | State Admin Plan | | |
| | | Disaster Declared Areas | | | |
| | | Place Code | Place Name | | |
| | | 99031 | Cook (County) | | |
| | | 99177 | Stephenson (County) | | |
| | | 99141 | Ogle (County) | | |
| | | 99015 | Carroll (County) | | |
| | | 99043 | DuPage (County) | | |
| | | 99085 | Jo Daviess (County) | | |
| | | Eligibility Determination | | | |
| | | <input type="checkbox"/> | Applicant | | |
| | | <input type="checkbox"/> | Project Type | | |
| | | <input type="checkbox"/> | Eligibility Criteria | | |

Amendment Info
 Application Status: **Pending**
 Approval: 00/00/0000
 Submission: 09/25/2013
 Received: 09/25/2013
 Release: 00/00/0000

Amendment Checklist * This field is populated from the Cost Effectiveness tab.

Application Dev Complete Work Step Project Approval Decision MA Close

Figure 7-86: Mitigation → Projects → Eligibility Determination → Overall Review Tab

- On the bottom left part of the Overall Review tab, click the APPLICATION DEV button. The Application Development tabs are displayed.
- Review the project application information in the Application Development tabs.
- On the bottom right part of the tab, click the CLOSE button. The Eligibility Determination tabs are displayed with the **Overall Review** tab displayed by default.
- In the title bar of the Eligibility Determination tabs, ensure that the Suffix Type Code in the FEMA Project Number is correct.
- In the Regulatory Criteria section, the third field from the top is "Project conforms with environmental regulations." Before selecting Y, N or NA, check with the Regional Environmental Officer (REO) if all environmental criteria have been met. Once the Environmental Officer completes the review in their queue, it is necessary for the person delegated to the project to return to the Overall Review tab as the MA and answer this question.
- Review all the information in the Eligibility Determination tabs.
- If you wish to add Cost Issues Comments, complete Steps 11a - 11e.

HINT: If you have questions about the Cost Review and plan to send the project application back for Cost Review rework, use the Cost Issues Comments tab for your questions or to describe the required rework. The CSTRV Group ID user will use the information in this tab once he

or she receives the Cost Review REWORK task in the Mitigation Work Packet List.

- a. Click the **Cost Issues Comments** tab (Figure 7-87).

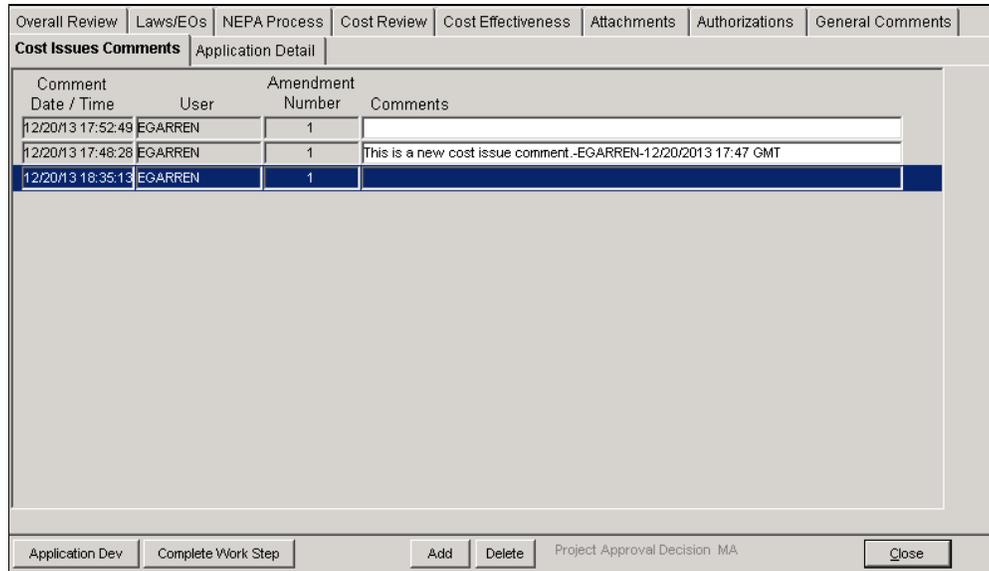


Figure 7-87: Mitigation → Projects → Eligibility Determination → Cost Issues Comments Tab

- b. On the bottom middle part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.
- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **Cost Issues Comments** tab is displayed with the newly-added comments (Figure 7-88).



Figure 7-88: Cost Issues Comments Tab with New Comments Added

- 12. If you wish to add General Comments, complete the following steps.

HINT: If you have questions about the Eligibility Review and plan to send the project application back for Eligibility Review rework, use the General Comments tab for your questions or to describe the required rework. The MA Group ID user will use the information in this tab once the user receives the Eligibility Review REWORK task in the Mitigation Work Packet List.

- a. Click the **General Comments** tab.
- b. On the center bottom part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.
- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **General Comments** tab is displayed with the newly-added comments (Figure 7-89).

| Comment Date / Time | User | Amendment Number | Comments |
|---------------------|---------|------------------|---|
| 12/20/13 18:29:38 | EGARREN | 1 | These are additional comments about the project eligibility determination.-EGARREN-12/20 |
| 12/20/13 18:29:38 | EGARREN | 1 | According to the project application the State is requesting FEMA to perform the Environr |
| 12/20/13 18:37:38 | EGARREN | 1 | Enter general comments here.-EGARREN-12/20/2013 18:38 GMT |

Figure 7-89: General Comments Tab with New Comments Added

13. Click back on the **Overall Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. The Project Approval Decision dialog box is displayed (Figure 7-90).



Figure 7-90: Project Approval Decision Dialog Box

14. If no rework is required, and you are ready to select a Project Approval Recommendation, complete Steps 14a - 14f.
 - a. In the Recommendation section, click inside the Approve or Deny radio button.
 - b. Click the OK button. The Workflow Success message is displayed (Figure 7-91).



Figure 7-91: Workflow Success Message

- c. Click the OK button. The **Overall Review** tab is displayed.
- d. On the bottom right part of the **Overall Review** tab, click the CLOSE button.
- e. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.

- f. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Project Approval Decision process now displays "Approval Decision Concurrence" under Workflow Description.

15. If rework is required, complete Steps 15a - 15f.

- a. In the Rework section, click inside the checkbox(es) of the tasks that require rework.
- b. Click the OK button. The Workflow Success message is displayed (Figure 7-92).



Figure 7-92: Workflow Success Message

- c. Click the OK button. The **Overall Review** tab is displayed.
- d. On the bottom right part of the Overall Review tab, click the CLOSE button.
- e. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the MAXIMIZE button (the square icon). The screen is now maximized.
- f. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Project Approval Decision process now displays the workflow process that needs to be reworked under Workflow Description. The Status now says "REWORK" (Figures 7-93 and 7-93A).

| Region | Dstr No | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title |
|--------|---------|-----------|--------------|--------------|-------|------------------------------|----------|-----------------------------|
| 9 | 7512 | 55 | 1 | 33 | AZ | Eligibility Review | REVIEW | Pima County Generator Pr |
| 9 | 7512 | 55 | 1 | 33 | AZ | Environmental Officer Review | REVIEW | Pima County Generator Pr |
| 9 | 7512 | 64 | 2 | 44 | AZ | Environmental Officer Review | COMPLETE | Ridgeland School Creek at |
| 9 | 7512 | 18 | 1 | 27 | AZ | Eligibility Review | REWORK | City of Bisbee Fire Station |
| 9 | 7512 | 18 | 1 | 27 | AZ | Cost Review | REWORK | City of Bisbee Fire Station |
| 9 | 7512 | 30 | 0 | 9 | AZ | Receipt and Delegate | REVIEW | 1604-0011 Golden Triangle |
| 9 | 7512 | 18 | 1 | 27 | AZ | Environmental Officer Review | COMPLETE | City of Bisbee Fire Station |

Figure 7-93: Mitigation Work Packet List - Eligibility Review Rework

| Region | Dstr No | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title |
|--------|---------|-----------|--------------|--------------|-------|------------------------------|----------|-----------------------------|
| 9 | 7512 | 55 | 1 | 33 | AZ | Environmental Officer Review | REVIEW | Pima County Generator Pr |
| 9 | 7512 | 64 | 2 | 44 | AZ | Environmental Officer Review | COMPLETE | Ridgeland School Creek at |
| 9 | 7512 | 18 | 1 | 27 | AZ | Eligibility Review | REWORK | City of Bisbee Fire Station |
| 9 | 7512 | 18 | 1 | 27 | AZ | Cost Review | REWORK | City of Bisbee Fire Station |
| 9 | 7512 | 30 | 0 | 9 | AZ | Receipt and Delegate | REVIEW | 1604-0011 Golden Triangle |
| 9 | 7512 | 18 | 1 | 27 | AZ | Environmental Officer Review | COMPLETE | City of Bisbee Fire Station |
| 9 | 7512 | 1 | 1 | 2 | AZ | Cost Review | REVIEW | Test project |

Figure 7-93A: Mitigation Work Packet List - Cost Review Rework

Task 10: Execute Approval Decision Concurrence

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed (Figure 7-94).

| Region | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title |
|--------|-----------|--------------|--------------|-------|-------------------------------|-----------|------------------------|
| 5 | 23 | 1 | 19 | IL | Approval Decision Concurrence | PRJ_APPRV | Try again |
| 5 | 7 | 0 | 7 | IL | Cost Review | REVIEW | `Project Application E |
| 5 | 6 | 2 | 6 | IL | Cost Review | COMPLETE | test2 |
| 5 | 6 | 2 | 6 | IL | Eligibility Review | REVIEW | test2 |
| 5 | 7 | 0 | 7 | IL | Eligibility Review | COMPLETE | `Project Application E |
| 5 | 6 | 2 | 6 | IL | Environmental Officer Review | COMPLETE | test2 |
| 5 | 7 | 0 | 7 | IL | Laws/EOs Review | COMPLETE | `Project Application E |
| 5 | 7 | 0 | 7 | IL | NEPA Documentation Review | REVIEW | `Project Application E |
| 5 | 8 | 0 | 8 | IL | Project Approval Decision | REVIEW | `Project Application F |

Figure 7-94: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the HMO Group ID.
3. Highlight the row of the project that says "Approval Decision Concurrence" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "PRJ_APPRV."
4. Click the OK button. The **Overall Review** tab is displayed by default (Figure 7-95).

Overall Review | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

Regulatory Criteria

- Project conforms with State Mitigation Plan.
- Project benefits the designated area.
- Project conforms with environmental regulations.
- Project solves the problem independently or is a functional portion of the solution.
- Project is cost effective. * The benefit cost ratio is: 1
- Project funds requested will not substitute for another federal funding authority.
- Project funds are not matched or intended to be matched with another federal authority.

Amendment Info

Withdraw | Void

Application Status: **Pending**

Approval: 00/00/0000
 Submission: 09/25/2013
 Received: 09/25/2013
 Release: 00/00/0000

Additional Criteria

- Codes/Standards Rvw
- PW Review (DSR)
- Engineering Review
- NFIRA Review
- HS Review
- Other
- CIS
- FMA
- NFIP
- State Admin Plan

Disaster Declared Areas

| Place Code | Place Name |
|------------|---------------------|
| 99031 | Cook (County) |
| 99177 | Stephenson (County) |
| 99141 | Ogle (County) |
| 99015 | Carroll (County) |
| 99043 | DuPage (County) |
| 99085 | Jo Daviess (County) |

Eligibility Determination

- Applicant
- Project Type
- Eligibility Criteria

Amendment Checklist * This field is populated from the Cost Effectiveness tab.

Application Dev | Complete Work Step | Approval Decision Concurrence HMO | Close

Figure 7-95: Mitigation → Projects → Eligibility Determination → Overall Review Tab

5. On the bottom left part of the Overall Review tab, click the APPLICATION DEV button. The Application Development tabs are displayed.
6. Review the information in the Application Development tabs.
7. On the bottom right part of the tab, click the CLOSE button. The Eligibility Determination tabs are displayed with the **Overall Review** tab displayed by default.
8. Review the information in the Eligibility Determination tabs.
9. If you wish to add Cost Issues Comments, complete the following steps.

HINT: If you have questions about the Cost Review and plan to send the project application back for Cost Review rework, use the Cost Issues Comments tab for your questions or to describe the required rework. The MA and the CSTRV Group ID users will use the information in this tab once he or she receives the REWORK task in the Mitigation Work Packet List.

- a. Click the **Cost Issues Comments** tab (Figure 7-96).

| Comment Date / Time | User | Amendment Number | Comments |
|---------------------|---------|------------------|--|
| 12/20/13 17:48:28 | EGARREN | 1 | This is a new cost issue comment.-EGARREN-12/20/2013 17:47 GMT |
| 12/20/13 18:36:54 | EGARREN | 1 | This is another cost issue comment.-EGARREN-12/20/2013 18:36 GMT |
| 12/20/13 18:47:28 | EGARREN | 1 | |

Figure 7-96: Mitigation →Projects →Eligibility Determination → Cost Issues Comments Tab

- b. On the center bottom part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.

- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **Cost Issues Comments** tab is displayed with the newly-added comments (Figure 7-97).

| Comment Date / Time | User | Amendment Number | Comments |
|---------------------|---------|------------------|---|
| 12/20/13 17:48:28 | EGARREN | 1 | This is a new cost issue comment.-EGARREN-12/20/2013 17:47 GMT |
| 12/20/13 18:36:54 | EGARREN | 1 | This is another cost issue comment.-EGARREN-12/20/2013 18:36 GMT |
| 12/20/13 18:47:28 | EGARREN | 1 | This is a cost issues comment at the Approval Decision Concurrence task.-EGARREN-12 |

Application Dev Complete Work Step Add Delete Approval Decision Concurrence HMO Close

Figure 7-97: Cost Issues Comments Tab with New Comments Added

10. If you wish to add General Comments, complete the following steps.

HINT: If you have questions about the project application and plan to send it back for rework, use the General Comments tab for your questions or to describe the required rework. The MA and the other reviewers will use the information in this tab once he or she receives the REWORK task in the Mitigation Work Packet List.

- a. Click the **General Comments** tab.
- b. On the center bottom part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.
- d. Enter your comments in the Comment Editor text area. Click the OK button.
- e. The **General Comments** tab is displayed with the newly-added comments (Figure 7-98).

| Comment | | Amendment | |
|-------------------|---------|-----------|---|
| Date / Time | User | Number | Comments |
| 12/20/13 18:41:16 | EGARREN | 1 | Enter general comments here.-EGARREN-12/20/2013 18:38 GMT |
| 12/20/13 18:29:38 | EGARREN | 1 | These are additional comments about the project eligibility determination.-EGARREN-12/20 |
| 12/20/13 18:29:38 | EGARREN | 1 | According to the project application the State is requesting FEMA to perform the Environr |
| 12/20/13 18:50:17 | EGARREN | 1 | General comment from Approval Decision Concurrence.-EGARREN-12/20/2013 18:51 GM |

Figure 7-98: General Comments Tab with New Comments Added

11. Click back on the **Overall Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. The Approval Decision Concurrence dialog box is displayed (Figure 7-99).



Figure 7-99: Approval Decision Concurrence Dialog Box

12. If no rework is required, and you are ready to select a HMO Recommendation, complete Steps 12a - 12j.
 - a. In the HMO Recommendation section, click inside the Approve or Deny radio button.
 - b. Click the OK button. The Workflow Success message is displayed (Figure 7-100).

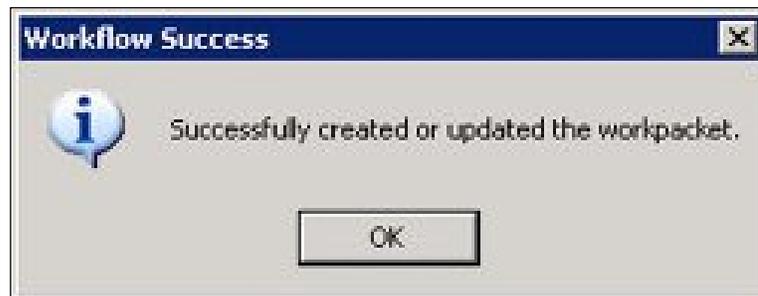


Figure 7-100: Workflow Success Message

- c. Click the OK button. MS Word is launched to generate a form letter for the project approval or decision.
 - d. Enter the project-specific data on the form letter or open a different file if your Region has another form letter or additional documents to send.
 - e. Address the letter to the Grantee Point of Contact(s). Be sure to follow your Regional/Grantee procedures.
 - f. Save the letter (using the Save As feature, giving the letter a different file name) and print it.
 - g. Exit from MS Word.
 - h. On the bottom right part of the **Overall Review** tab, click the CLOSE button.
 - i. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
 - j. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Approval Decision Concurrence process now displays "Final Project Approval" under Workflow Description. The Status says "REVIEW."
13. If rework is required, complete the following steps in the Approval Decision Concurrence dialog box.
- a. Click inside the Rework checkbox.
 - b. Click the OK button. The Workflow Success message is displayed.
 - c. Click the OK button. The **Overall Review** tab is displayed.
 - d. On the bottom right part of the Overall Review tab, click the CLOSE button.
 - e. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Restore the screen by clicking the Maximize Button (the square icon). The screen is now maximized.
 - f. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Approval Decision Concurrence process now displays "Project Approval Decision" under Workflow Description. The Status now says "REWORK" (Figure 7-101).

Mitigation Work Packet List

Work Packets for: HMO

| Region | Dstr No | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title |
|--------|---------|-----------|--------------|--------------|-------|------------------------------|----------|-----------------------------|
| 9 | 7512 | 55 | 1 | 33 | AZ | Environmental Officer Review | REVIEW | Pima County Generator Pr |
| 9 | 7512 | 64 | 2 | 44 | AZ | Environmental Officer Review | COMPLETE | Ridgeland School Creek at |
| 9 | 7512 | 30 | 0 | 9 | AZ | Receipt and Delegate | REVIEW | 1604-0011 Golden Triangle |
| 9 | 7512 | 18 | 1 | 27 | AZ | Project Approval Decision | REWORK | City of Bisbee Fire Station |
| 9 | 7512 | 1 | 1 | 2 | AZ | Project Approval Decision | REVIEW | Test project |
| 9 | 7512 | 56 | 1 | 45 | AZ | Cost Review | REVIEW | Ridgeland School Creek at |
| 9 | 7512 | 56 | 1 | 45 | AZ | Eligibility Review | REVIEW | Ridgeland School Creek at |

Work Flow Map

Change Group Refresh OK Close

HMO

Figure 7-101: Project Approval Decision Rework

Task 11: Complete the Application Detail Tab

For disasters with a declaration on or after October 30, 2012, the **Application Detail** tab (Figure 7-102) must be completed prior to executing Task 12. This tab captures 23 data elements via 14 separate questions to be used for tracking metrics and the initiatives of the Sandy Recovery Improvement Act (SRIA).

Federal Eligibility DISASTER #: 1466 FEMA PROJ #: 6-P APPLICATION ID: 6 AMENDMENT #: 2

Overall Review | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

Cost Issues Comments | **Application Detail**

Application Detail form is complete.

1. Enter date Application submitted to FEMA by Grantee:

2. Did initial Application meet minimum requirement for acceptance? YES NO
If applicable, enter date Application was denied:

3. Was Application discussed with Grantee? YES NO Date:

4. Was a complete Application submitted (an RFI was not required)? YES NO
4a. If no, enter date of initial RFI:
4b. If answer to 4 is NO, enter date Application considered complete:

5. Was FEMA's approval decision completed within 30 days of receipt of a complete Application? YES NO
If NO, enter comments:

6. Does this Project use data or resources provided by advance assistance initiative? YES NO

7. Is this a phased project? YES NO
7a - Is this amendment for phase 2 of a phased project? YES NO

8. If phase 2, was FEMA decision completed within 30 days of receipt of amendment? YES NO
8a. If phase 2, was a complete Application submitted? YES NO

Application Dev | Complete Work Step | Environmental Officer Review HMO | Close

Figure 7-102: Application Detail tab

Any projects approved prior to the release of these requirements will have two options:

- Amend the project, which will require the completion of the new tab, or
- The Application Details data will not be available for the project unless it is amended in the future.

NOTE: Data entry on the tab is limited to the HMO role. All other roles may view but may not alter or enter data.

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed.
2. On the top left corner of the screen, check that you are logged in with the HMO Group ID.
3. Highlight the row of the project that says "Approval Decision Concurrence" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "PRJ_APPRV."
4. Click the OK button. The **Overall Review** tab is displayed by default.

5. Click on the **Application Detail** tab. The applicability of some questions depends upon the user's response to a preceding item in sequence (Table 7-8).

Table 7-8: Eligibility Determination Section Data Fields

| DATA FIELD | INFORMATION TO BE ENTERED |
|--|---|
| 1. Enter date Application submitted to FEMA by Grantee | Enter a valid date between the date of the declaration and today's date. |
| 2. Did initial Application meet minimum requirement for acceptance? | Enter a YES or NO response. If NO is selected the date field for denial will be editable if necessary and applicable. A YES response will render the date field null. |
| 3. Was Application discussed with Grantee? | Enter a YES or NO response. If YES is selected the date field for when the discussion took place will be editable. A NO response will render the date field null. |
| 4. Was a complete Application submitted (an RFI was not required)? 4a. If no, enter date of initial RFI: 4b. If answer to 4=N, enter date Application considered complete: | Enter a YES or NO response. A YES response will render questions 4a and 4b moot. A NO response will require valid dates be entered under question 4a and 4b. |
| 5. Was FEMA's approval decision completed within 30 days of receipt of a complete Application? | Enter a YES or NO response. A NO response will require the entry of comments in the section provided. |
| 6. Does this Project use data or resources provided by advance assistance initiative? | Enter a YES or NO response. |
| 7. Is this a phased project? 7a. Is this amendment for phase 2 of a phased project? | Enter a YES or NO response. A NO response will render question 7a, 8, and 8a, moot. A YES response will require a YES or NO response to question 7a. If applicable based on a YES response to question 7, enter a YES or NO response. A NO response will render questions 8 and 8a moot. |

| DATA FIELD | INFORMATION TO BE ENTERED |
|--|---|
| <p>8. If phase 2, was FEMA decision completed within 30 days of receipt of amendment?</p> <p>8a. If phase 2, was a complete Application submitted?</p> | <p>If answers to questions 7 and 7a are YES, provide a YES or NO response.</p> <p>If the answer to question 7 is YES, the Application Details tab will remain editable for questions 7a, 8, and 8a until question 7a is also marked YES and Questions 8 and 8a have been completed.</p> |
| <p>9. Were national or local cost estimates used in the Application?</p> | <p>Enter a YES or NO response unless the nature of the project application is such that national or local cost estimates are not applicable. If cost estimates are not applicable to the project type, enter a response of N/A.</p> |
| <p>10. Is Project designed to be completed in accordance with national standards?</p> | <p>Enter a YES or NO response.</p> |
| <p>11. Were pre-calculated benefits used?</p> | <p>Enter a YES or NO response unless the nature of the project application is such that pre-calculated benefits are not applicable. If pre-calculated benefits are not applicable to the project type, enter a response of N/A. If a BCA was required for the project, enter the date the BCA was approved.</p> |
| <p>12. Was this Project reviewed for strategic fund management suitability?</p> | <p>Enter a YES or NO response.</p> |
| <p>13. Is strategic fund management implemented for the Project?</p> | <p>Enter a YES or NO response.</p> |
| <p>14. Is the Grantee managing any portion of HMGP for this DR under the Program Administration by State (PAS) pilot?</p> | <p>Enter a YES or NO response. If YES is selected, comments on the extent of PSA activities are required to be entered.</p> |

6. As the tab is completed, save data by tabbing off and back to Application Detail tab or by selecting Close. When tabbing off, if any data entered does not pass validation a validation message such as the three examples shown below will appear (Figure 7-103). The user will not be able to tab off until the data is corrected to pass validation.

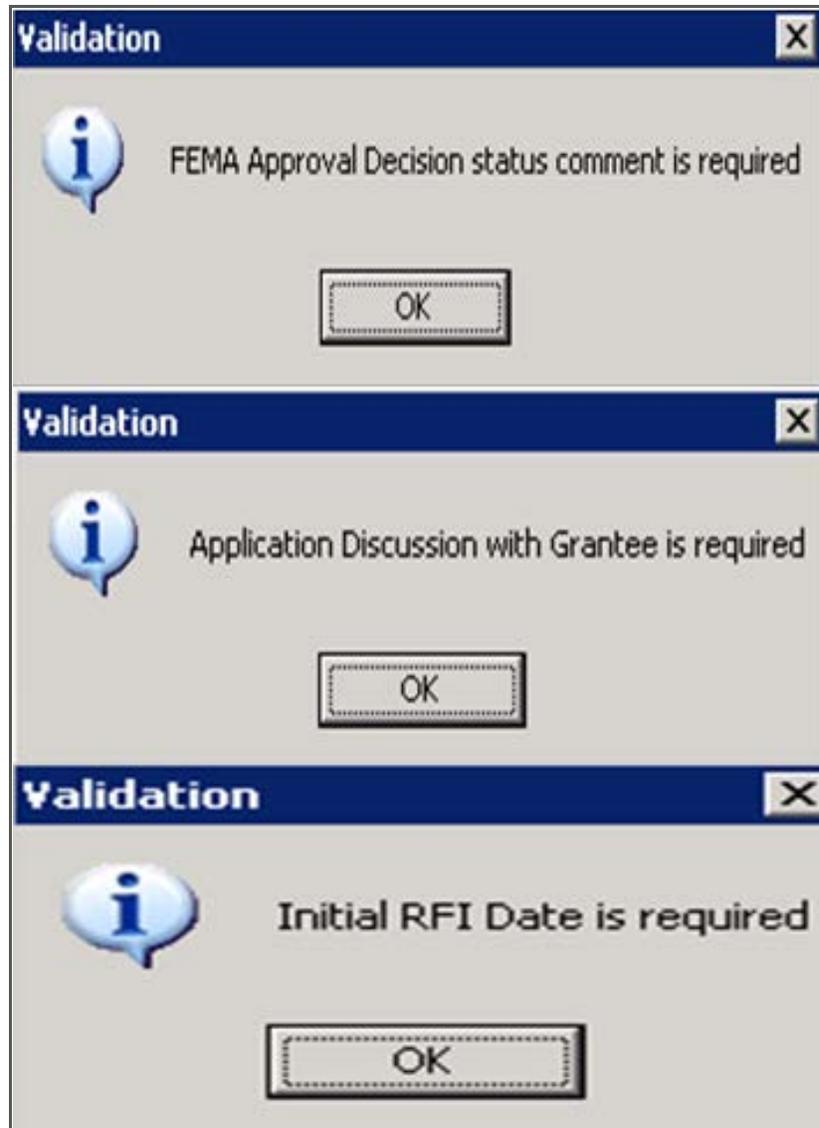


Figure 7-103: Validation messages – Information required

7. If close is selected and data does not pass validation a validation message will appear. Selecting OK will cause a second validation message to appear asking if you wish to close the tab without saving the invalidated entries. This second message is shown below (Figure 7-104).

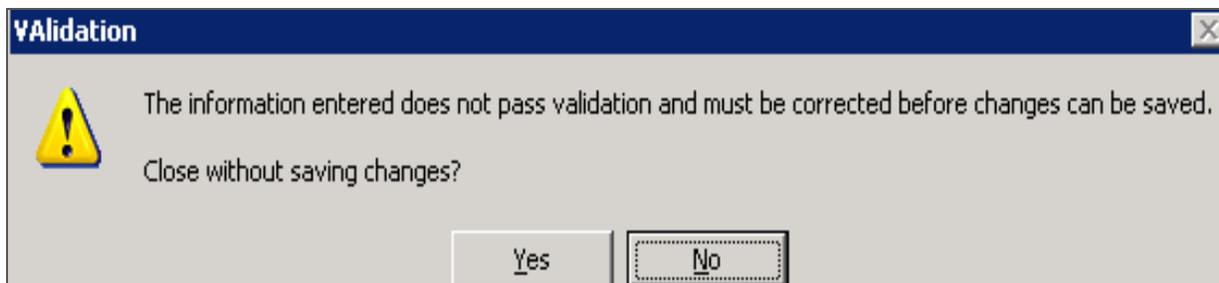


Figure 7-104: Validation error message – Information does not pass validation

8. Date entries are validated. The date entered must occur after the date of the disaster declaration and prior to or on the date of the data entry. If an inappropriate date is entered, the user receives the Validation message shown above when attempting to save or close the tab and the Application Detail tab will not be considered complete (Figure 7-105).

Federal Eligibility DISASTER #: 1466 FEMA PROJ #: 8-R APPLICATION ID: 8 AMENDMENT #: 0

Overall Review | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Au

Cost Issues Comments | **Application Detail**

Application Details form is NOT complete.

1. Enter date Application submitted to FEMA by Grantee : 01/01/2011

Validation [X]

Date Application submitted to FEMA must be between Disaster Declaration Date and the Current Date

OK

Figure 7-105: Validation error message – Incorrect date

9. After the tab is completed and the project is approved, the tab can no longer be edited by any amendment, with one exception. The exception is that if the answer to question 7 is YES and the answer to question 7a is NO, Questions 7a, 8, and 8a will remain editable until question 7a is also marked YES and Questions 8 and 8a have been completed.
10. Once the Application Details tab shows Application Detail form is complete, (see Figure 7-106), the user is ready to proceed to the Final Project Approval Decision work step.

Overall Review | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

Cost Issues Comments | **Application Detail**

Application Detail form is complete.

1. Enter date Application submitted to FEMA by Grantee : 08/12/2013

2. Did initial Application meet minimum requirement for acceptance? YES NO
If applicable, enter date Application was denied : 00/00/0000

3. Was Application discussed with Grantee? YES NO Date : 00/00/0000

4. Was a complete Application submitted (an RFI was not required)? YES NO
4a. If no, enter date of initial RFI : 08/13/2013

Figure 7-106: Application Detail form is complete message

Task 12: Execute Final Project Approval Decision

1. On the MITIGATION menu bar, click on Projects → Eligibility Determination → In Process. The Mitigation Work Packet List is displayed (Figure 7-107).

| Region | Dstr No | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title |
|--------|---------|-----------|--------------|--------------|-------|-------------------------------|-----------|-----------------------------|
| 9 | 7512 | 55 | 1 | 33 | AZ | Environmental Officer Review | REVIEW | Pima County Generator Pri |
| 9 | 7512 | 54 | 2 | 44 | AZ | Environmental Officer Review | COMPLETE | Ridgeland School Creek at |
| 9 | 7512 | 30 | 0 | 9 | AZ | Receipt and Delegate | REVIEW | 1604-0011 Golden Triangle |
| 9 | 7512 | 18 | 1 | 27 | AZ | Approval Decision Concurrence | PRJ_APPRV | City of Bisbee Fire Station |
| 9 | 7512 | 1 | 1 | 2 | AZ | Project Approval Decision | REVIEW | Test project |
| 9 | 7512 | 56 | 1 | 45 | AZ | Cost Review | REVIEW | Ridgeland School Creek at |
| 9 | 7512 | 56 | 1 | 45 | AZ | Eligibility Review | REVIEW | Ridgeland School Creek at |

Figure 7-107: Mitigation Work Packet List

2. On the top left corner of the screen, check that you are logged in with the HMO Group ID.
3. Highlight the row of the project that says "Approval Decision Concurrence" under Workflow Description. Check that there is a solid green box on the far left column of the row. The Status says "PRJ_APPRV."
4. Click the OK button. The **Overall Review** tab is displayed by default (Figure 7-108).

Overall Review | Laws/EOs | NEPA Process | Cost Review | Cost Effectiveness | Attachments | Authorizations | General Comments

| | | | |
|---|---|--------------------------------|---------------------------|
| <input checked="" type="checkbox"/> Project conforms with State Mitigation Plan. | <input checked="" type="checkbox"/> Codes/Standards Rvw | CID Number: 179999 | Community Name: Statewide |
| <input checked="" type="checkbox"/> Project benefits the designated area. | <input checked="" type="checkbox"/> PWV Review (DSR) | | |
| <input checked="" type="checkbox"/> Project conforms with environmental regulations. | <input checked="" type="checkbox"/> Engineering Review | | |
| <input checked="" type="checkbox"/> Project solves the problem independently or is a functional portion of the solution. | <input checked="" type="checkbox"/> NFIRA Review | | |
| <input checked="" type="checkbox"/> Project is cost effective. * The benefit cost ratio is: 1 | <input type="checkbox"/> HS Review | | |
| <input checked="" type="checkbox"/> Project funds requested will not substitute for another federal funding authority. | <input type="checkbox"/> Other | | |
| <input checked="" type="checkbox"/> Project funds are not matched or intended to be matched with another federal authority. | <input checked="" type="checkbox"/> CIS | Disaster Declared Areas | |
| | <input checked="" type="checkbox"/> FMA | Place Code | Place Name |
| | <input checked="" type="checkbox"/> NFIP | 99031 | Cook (County) |
| | <input checked="" type="checkbox"/> State Admin Plan | 99177 | Stephenson (County) |
| | | 99141 | Ogle (County) |
| | | 99015 | Carroll (County) |
| | | 99043 | DuPage (County) |
| | | 99085 | Jo Daviess (County) |

Amendment Info
 Application Status: **Pending**
 Approval: 00/00/0000
 Submission: 09/25/2013
 Received: 09/25/2013
 Release: 00/00/0000

Eligibility Determination
 Applicant
 Project Type
 Eligibility Criteria

Amendment Checklist * This field is populated from the Cost Effectiveness tab.

Application Dev | Complete Work Step | Final Project Approval Decision - HMO | Close

Figure 7-108: Mitigation → Projects → Eligibility Determination → Overall Review Tab

5. On the bottom left part of the Overall Review tab, click the APPLICATION DEV button. The Application Development tabs are displayed.

6. Review the information in the Application Development tabs.
7. On the bottom right part of the tab, click the CLOSE button. The Eligibility Determination tabs are displayed with the **Overall Review** tab displayed by default.
8. Review the information in the Eligibility Determination tabs.
9. If you wish to add Cost Issues Comments, complete the following steps.

HINT: If you have questions about the Cost Review and plan to send the project application back for Cost Review rework, use the Cost Issues Comments tab for your questions or to describe the required rework. The MA and the CSTRV Group ID users will use the information in this tab once he or she receives the REWORK task in the Mitigation Work Packet List.

- a. Click the **Cost Issues Comments** tab (Figure 7-109).

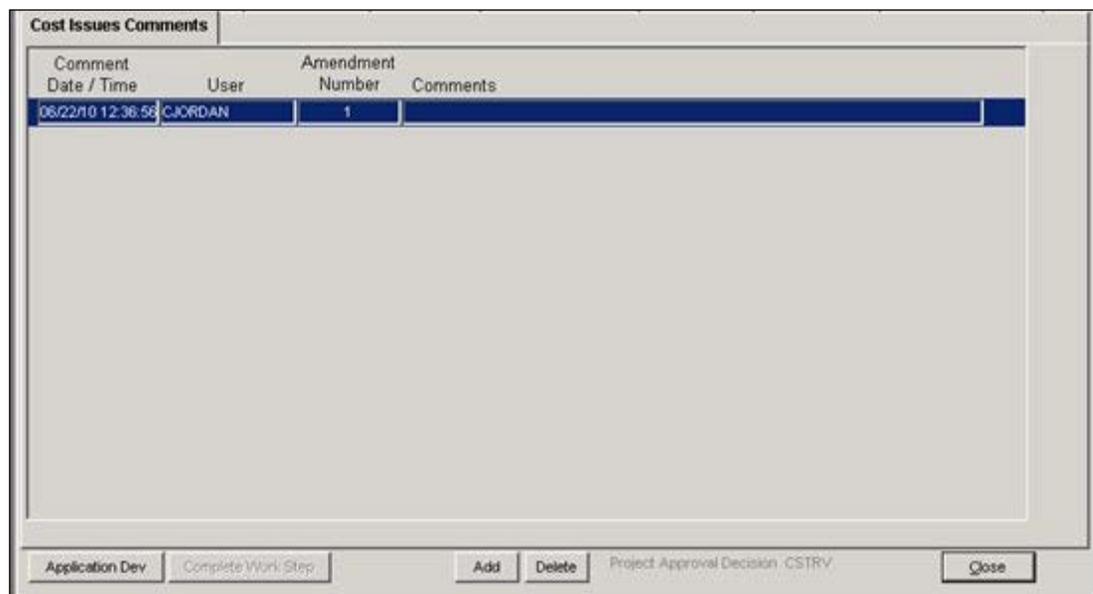


Figure 7-109: Mitigation → Projects → Eligibility Determination → Cost Issues Comments Tab

- b. On the center bottom part of the tab, click the ADD button. A new comment row is added.
- c. Double-click inside the Comments box. The Comment Editor is displayed.
- d. Enter your comments in the Comment Editor text area. Click the OK button.

- e. The **Cost Issues Comments** tab is displayed with the newly-added comments (Figure 7-110).

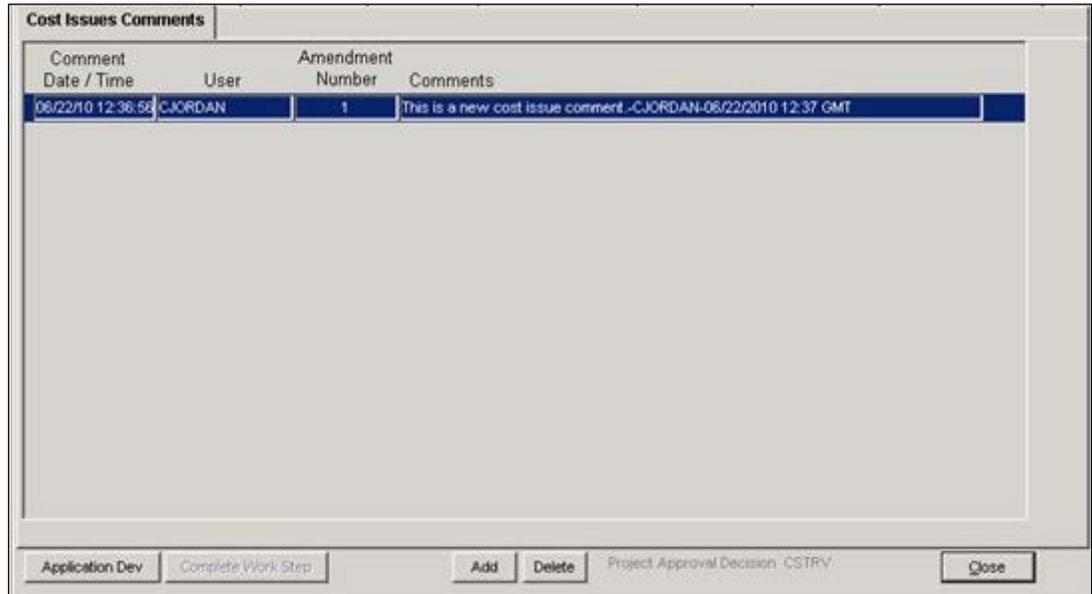


Figure 7-110: Cost Issues Comments Tab with New Comments Added

10. If you wish to add General Comments, complete the following steps.

HINT: If you have questions about the project application and plan to send it back for rework, use the General Comments tab for your questions or to describe the required rework. The MA and the other reviewers will use the information in this tab once he or she receives the REWORK task in the Mitigation Work Packet List.

- Click the **General Comments** tab.
- On the center bottom part of the tab, click the ADD button. A new comment row is added.
- Double-click inside the Comments box. The Comment Editor is displayed.
- Enter your comments in the Comment Editor text area. Click the OK button.
- The **General Comments** tab is displayed with the newly-added comments (Figure 7-111).



Figure 7-111: General Comments Tab with New Comments Added

11. Click back on the **Overall Review** tab. On the bottom left part of the tab, click the COMPLETE WORK STEP button. Any attempt to approve a project without an accurately complete Application Details tab will receive the following error message (Figure 7-112):

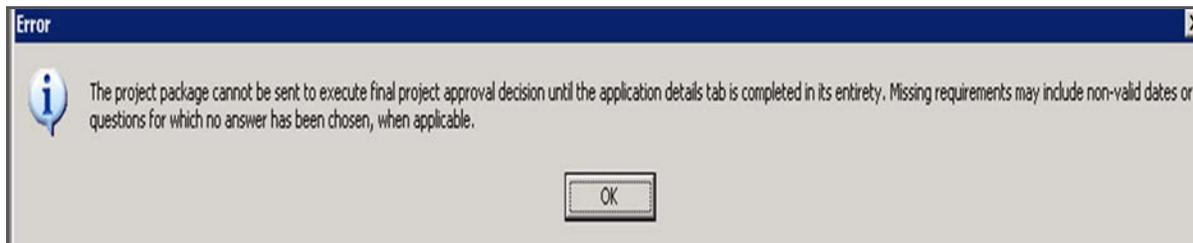


Figure 7-112: Error message - The project package cannot be sent to execute final project approval decision until the application tab is completed in its entirety. Missing requirements may include non-valid dates or questions for which no answer has been chosen, when applicable.

- a. If the **Application Details** tab is complete, the Final Project Approval Decision dialog box is displayed (Figure 7-113):

Figure 7-113: Final Project Approval Decision Dialog Box

- b. If the Application Detail form is not complete, you will receive an error message (Figure 7-112). Complete the application details tab and return to step 11.
12. To enter the information in the Regional Administrator or DRM Authority Name data field, complete Steps 12a - 12p. This is the name of the FEMA official who is making the Final Project Approval Decision.
- a. Click the REGIONAL ADMINISTRATOR button. The Look up a Staff Member window is displayed (Figure 7-114).

Figure 7-114: Look up a Staff Member Window

- b. Enter information in as many of the fields as you can to limit the number of records to be searched.
- c. If you wish to search for the name of an Organization, click the ellipsis button to the right of the Organization data field. The Look Up an Organization window is displayed (Figure 7-115).

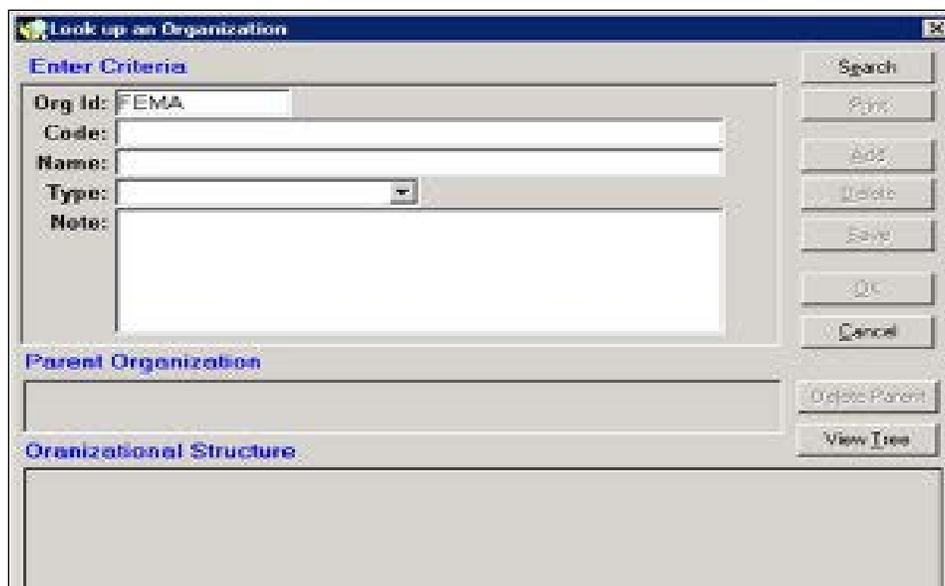
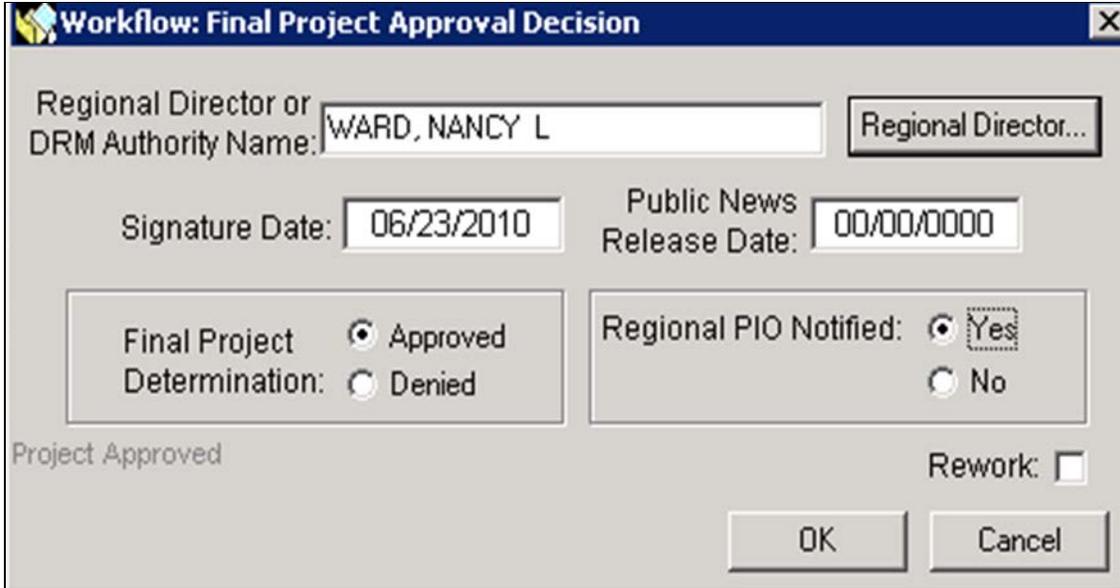


Figure 7-115: Look Up an Organization Window

- d. Enter information in any of the Organization fields to limit the number of records to be searched.
- e. On the top right part of the Look Up an Organization window, click the SEARCH button. The Organization search results are displayed.
- f. Scroll down to the Organization name you wish to use. Click the OK button.
- g. The Organization name is displayed in the Look Up a Staff Member window.
- h. If you wish to search for the name of an Office, click the ellipsis button  to the right of the Office data field. The Look Up an Office window is displayed (Figure 7-116).

Figure 7-116: Look Up an Office Window

- i. Enter information in any of the Office fields to limit the number of records to be searched.
- j. On the top right part of the Look Up an Office window, click the SEARCH button. The Office search results are displayed.
- k. Scroll down to the Office name you wish to use. Click the OK button.
- l. The Office Name is displayed in the Look Up a Staff Member window.
- m. On the top right part of the Look Up a Staff Member window, click the SEARCH button.
- n. The Staff Member search results are displayed.
- o. Scroll down to the Regional Administrator name you wish to use. Click the OK button.
- p. The selected name is displayed in the Final Project Approval Decision dialog box (Figure 7-117).



Workflow: Final Project Approval Decision

Regional Director or
DRM Authority Name: WARD, NANCY L Regional Director...

Signature Date: 06/23/2010 Public News
Release Date: 00/00/0000

Final Project Determination: Approved
 Denied

Regional PIO Notified: Yes
 No

Project Approved Rework:

OK Cancel

Figure 7-117: Regional Administrator Field

13. In the Signature Date data field, enter the date of project approval or denial if it differs from the current date that was auto-filled by the system.
14. In the Public News Release Date data field, enter the date of the publication of the project approval or denial.
15. If no rework is required, and you are ready to select your Final Project Determination, complete Steps 15a - 15k.
 - a. In the Final Project Determination section, click inside the Approved or Denied radio button.
 - b. In the Regional PIO Notified data field, click inside the Yes or No radio button to indicate if the Public Information Officer (PIO) was notified.

NOTE: When the PIO is notified, the Congressional Liaison should also be notified.

- c. Click the OK button. The Final Project Approval Decision Forward Work Packet dialog box is displayed (Figure 7-118).



Figure 7-118: Final Project Approval Decision Forward Work Packet Dialog Box

- d. The Workflow Success message is displayed (Figure 7-119).



Figure 7-119: Workflow Success Message

- e. Click the OK button. The **Overall Review** tab is displayed.

- f. In the Amendment Info section, view the project's Application Status (Figures 7-120 to 7-123).

The screenshot shows a web application interface for managing eligibility determinations. The 'Amendment Info' section is highlighted, showing the application status as 'Approved' in green text. To the left of this section are 'Withdraw' and 'Void' buttons. The interface also includes various criteria sections with dropdown menus and checkboxes, and a table of disaster declared areas.

Figure 7-120: Application Status - Approved

This screenshot shows the 'Amendment Info' section with the application status set to 'Not Approved' in black text. The 'Withdraw' and 'Void' buttons are visible on the left.

Figure 7-121: Application Status - Not Approved

This screenshot shows the 'Amendment Info' section with the application status set to 'Withdrawn' in red text. The 'Withdraw' and 'Void' buttons are visible on the left.

Figure 7-122: Application Status - Withdrawn

This screenshot shows the 'Amendment Info' section with the application status set to 'Void' in red text. The 'Withdraw' and 'Void' buttons are visible on the left.

Figure 7-123: Application Status - Void

- g. On the bottom right part of the **Overall Review** tab, click the CLOSE button.
 - h. On the bottom left part of the screen, the Mitigation Work Packet List window remains minimized. Click the Maximize button (the square icon) to restore the window. The screen is now maximized.
 - i. On the bottom right part of the screen, click the REFRESH button.
 - j. If the project application is approved, the project is cleared from the Mitigation Work Packet List. It is now available for allocating funds and appears in the Allocation List when adding projects to an allocation worksheet (Unit 10: Manage Allocations and Obligations).
 - k. If the project application is not approved, it can be amended by the Grantee to meet the deficiencies cited by FEMA (Unit 8: Manage Amendments) or the Grantee can file an appeal (Unit 9: Manage Appeals).
16. If the project application requires rework, complete Steps 14a - 14e in the Final Project Approval Decision dialog box.
- a. Click inside the Rework checkbox.
 - b. Click the OK button. The Workflow Success message is displayed.
 - c. Click the OK button. The **Overall Review** tab is displayed.
 - d. In the Amendment Info section, the project's Application Status displays as "Pending" (Figure 7-124).

The screenshot shows a software interface for project approval. The 'Overall Review' tab is active, displaying various criteria and their status. The 'Amendment Info' section shows the application status as 'Pending'. The 'Eligibility Determination' section shows 'Applicant', 'Project Type', and 'Eligibility Criteria' as 'Y'. The 'Disaster Declared Areas' section lists several areas with their place codes and names.

| Regulatory Criteria | | Additional Criteria | | Disaster Declared Areas | |
|-------------------------------------|---|-------------------------------------|----------------------|-------------------------|---------------------|
| <input checked="" type="checkbox"/> | Project conforms with State Mitigation Plan. | <input checked="" type="checkbox"/> | Codes/Standards Rvw | 99031 | Cook (County) |
| <input checked="" type="checkbox"/> | Project benefits the designated area. | <input checked="" type="checkbox"/> | PW Review (DSR) | 99177 | Stephenson (County) |
| <input checked="" type="checkbox"/> | Project conforms with environmental regulations. | <input checked="" type="checkbox"/> | Engineering Review | 99141 | Ogle (County) |
| <input checked="" type="checkbox"/> | Project solves the problem independently or is a functional portion of the solution. | <input checked="" type="checkbox"/> | NFIRA Review | 99015 | Carroll (County) |
| <input checked="" type="checkbox"/> | Project is cost effective. * The benefit cost ratio is: 1 | <input type="checkbox"/> | HS Review | 99043 | DuPage (County) |
| <input checked="" type="checkbox"/> | Project funds requested will not substitute for another federal funding authority. | <input type="checkbox"/> | Other | 99085 | Jo Daviess (County) |
| <input checked="" type="checkbox"/> | Project funds are not matched or intended to be matched with another federal authority. | <input checked="" type="checkbox"/> | CIS | | |
| | | <input checked="" type="checkbox"/> | FMA | | |
| | | <input checked="" type="checkbox"/> | NFIP | | |
| | | <input checked="" type="checkbox"/> | State Admin Plan | | |
| | | Eligibility Determination | | | |
| | | <input checked="" type="checkbox"/> | Applicant | | |
| | | <input checked="" type="checkbox"/> | Project Type | | |
| | | <input checked="" type="checkbox"/> | Eligibility Criteria | | |

Amendment Info
 Application Status: **Pending**
 Approval: 00/00/0000
 Submission: 09/25/2013
 Received: 09/25/2013
 Release: 00/00/0000

Disaster Declared Areas

| Place Code | Place Name |
|------------|---------------------|
| 99031 | Cook (County) |
| 99177 | Stephenson (County) |
| 99141 | Ogle (County) |
| 99015 | Carroll (County) |
| 99043 | DuPage (County) |
| 99085 | Jo Daviess (County) |

Amendment Checklist * This field is populated from the Cost Effectiveness tab.

Application Dev Complete Work Step Final Project Approval Decision HMO Close

Figure 7-124: Application Status - Pending

17. On the bottom right part of the Overall Review tab, click the CLOSE button.
18. On the bottom left part of the screen, the Mitigation Work Packet List screen remains minimized. Click the Maximize button (the square icon) to restore the window. The screen is now maximized.
19. On the bottom right part of the screen, click the REFRESH button. The project application that just went through the Final Project Approval process now displays "Project Approval Decision" under Workflow Description. The Status now says "REWORK" (Figure 7-125).

| Region | Dstr No | Applic Id | Amend Number | FEMA Proj No | State | Workflow Description | Status | Project Title |
|--------|---------|-----------|--------------|--------------|-------|------------------------------|----------|-----------------------------|
| 9 | 7512 | 55 | 1 | 33 | AZ | Environmental Officer Review | REVIEW | Pima County Generator Pri |
| 9 | 7512 | 64 | 2 | 44 | AZ | Environmental Officer Review | COMPLETE | Ridgeland School Creek at |
| 9 | 7512 | 30 | 0 | 9 | AZ | Receipt and Delegate | REVIEW | 1604-0011 Golden Triangle |
| 9 | 7512 | 18 | 1 | 27 | AZ | Project Approval Decision | REWORK | City of Bisbee Fire Station |
| 9 | 7512 | 1 | 1 | 2 | AZ | Project Approval Decision | REVIEW | Test project |
| 9 | 7512 | 56 | 1 | 45 | AZ | Cost Review | REVIEW | Ridgeland School Creek at |
| 9 | 7512 | 56 | 1 | 45 | AZ | Eligibility Review | REVIEW | Ridgeland School Creek at |

Work Packets for: HMO

Buttons: Work Flow Map, Change Group, Refresh, OK, Close

HMO

Figure 7-125: Mitigation Work Packet List - Project Approval Decision Rework

References for Manage Eligibility Determination

Available Reports

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

- Federal Eligibility Work Packet Report
- Project Cost Line Item Report
- Project Eligibility Report

Form Letters

Table 7-9: Sample Form Letters

| FORM LETTER | PAGE NUMBER |
|--|-------------|
| Acknowledge Receipt of Project Application | 7-95 |
| Project Approval | 7-96 |
| Project Denial or Withdrawal | 7-97 |

Form Letter for Project Application Acknowledgement Receipt

ADDRESS

SUBJECT: ACKNOWLEDGEMENT OF APPLICATION

FEMA- XXXX -DR-(State)

Hazard Mitigation Grant Program

Applicant: NAME OF APPLICANT

Project Title: TITLE

Dear _____:

This is to acknowledge official receipt on _____ (date) of a FEMA, Section 404, Hazard Mitigation Grant Program (HMGP) project application from _____. It has been assigned FEMA project number _____.

A State Mitigation plan for FEMA-XXXX-DR- (State) has [not] been received [as of this date]. [When preparing this plan, please include the above reference project as an identified measure].

This project is currently being reviewed in the FEMA Regional Office. You will be notified of all HMGP actions concerning this application. For information on the review and other actions, please contact _____(name) at _____(telephone number).

Sincerely,

Hazard Mitigation Officer

Form Letter for Project Approval

ADDRESS

SUBJECT: PROJECT APPROVAL
FEMA-XXXX-DR- (State)
Hazard Mitigation Grant Program
Subgrantee: NAME OF SUBGRANTEE
Project #: FEMA ASSIGNED NUMBER

Dear _____:

The above referenced Hazard Mitigation Grant Program (HMGP) project has been approved and is eligible for funding. The estimated Federal share of the eligible project cost is \$ _____ and has been submitted to Headquarters for funding in that amount. You will be notified when the obligated funds are in Smartlink and available for drawdown, a minimum of 15 days after the date of public notice. Grantee and Subgrantee administrative costs will be included in the funding obligation.

Please refer the Subgrantee to the State HMGP administrative plan for project cost overrun regulations. If project costs exceed the approved Federal share, the Subgrantee must contact the Governor's Authorized Representative (GAR). The GAR will evaluate requests for cost overruns. Written determination of cost overrun eligibility shall be submitted by the GAR to the Regional Administrator. Cost overruns shall meet Federal regulations set forth in 44 CFR 206.438(b).

The State HMGP administrative plan defines the procedure whereby the GAR may advance portions of the approved Federal share to the Subgrantee. Upon completion of the HMGP project, the Subgrantee's closeout reimbursement for the final Federal share of eligible project costs must be submitted to the Regional Administrator for review and determination.

Quarterly progress reports for HMGP projects are required. Please include this HMGP project in your future quarterly reports.

The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a HMGP Subgrantee statement of work (SOW) shall be reviewed by all State and Federal agencies participating in the NEPA process. NEPA sign-off for all SOW additions or amendments is essential before the revised SOW can be approved by FEMA or implemented by the HMGP Subgrantee.

If you have any questions concerning this action or the information on the enclosed report, please contact _____ (name) at _____ (telephone number).

Sincerely,

Regional Administrator or
Mitigation, Disaster Recovery Manager

Form Letter for Project Denial or Withdrawal

Governor's Authorized Representative

ADDRESS

SUBJECT: CLOSEOUT OF DENIED [OR WITHDRAWN] PROJECT
FEMA- XXXX -DR-(State)
Hazard Mitigation Grant Program
Applicant: NAME OF APPLICANT
Project #: FEMA ASSIGNED NUMBER

Dear _____ :

According to our records, the above project was [denied or withdrawn] on _____ [date]. To finalize our records, this project is being officially closed in NEMIS HMGP. If you have any questions, please contact me at _____ (telephone number).

Sincerely,

Hazard Mitigation Officer
Enclosure