

Unit 8 – Manage Amendments

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Overview

The NEMIS HMGP Manage Amendments process allows Grantee Mitigation staff to amend a project application once it has been submitted and either “Approved” or “Denied” by FEMA staff. NEMIS HMGP creates another record for the project application with an incremental amendment number while the Application ID stays the same. The Grantee enters the new information and submits the amendment to FEMA.

CAUTION: Data from most screens are copied from the original application, except for the Eligibility Review and Authorization screens, which are blank. Data must be re-entered for those screens. NEPA or other environmental review revisions must be reflected in the amendment.

Table 8-1 provides an overview of the Manage Amendments process.

Table 8-1: Manage Amendments Process

ITEM	DESCRIPTION
Purpose	Make changes to a project application that has been approved or denied by FEMA
When does it start?	After FEMA staff has completed the eligibility review process described in Unit 7: Manage Eligibility Determination and determined the status of the project application
Who does it?	Grantee Mitigation staff
How is it done?	Execute four tasks: Task 1: Determine Status of the Project Application Task 2: Select Project to Amend Task 3: Create Amendment and Enter New Information Task 4: Verify and Submit Amended Project Applications

CAUTION: For Amendments, Laws/EOs and NEPA Process reviews are optional if no environmental information has been changed. The Environmental Officer Review must be completed, however, whether or not environmental information was changed.

Task 1: Determine Status of the Project Application

NOTE: This task determines whether the project application has gone through FEMA’s eligibility review process and has been designated as “Approved,” “Denied,” or “Withdrawn.”

1. On the MITIGATION menu bar, click on Projects > Eligibility Determination > View All (Figure 8-1).

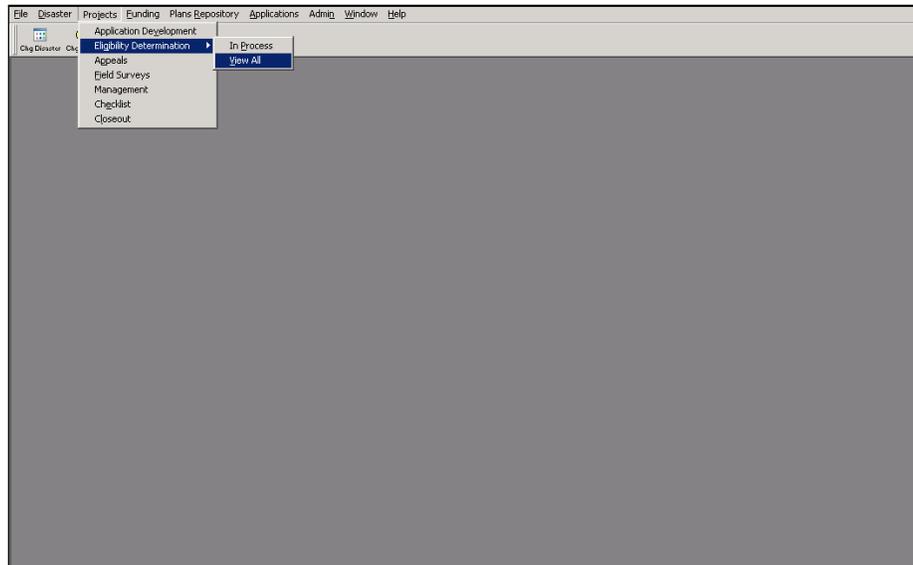


Figure 8-1: Mitigation →Projects →Eligibility Determination →View All

2. A table listing project applications submitted to FEMA for this disaster is displayed (Figure 8-2). Table 8-2 describes the Project Application List data fields.

FEMA Proj Nr	Amendment Nr	Applic ID	Suffix	ST	Region	Project Title
1	0	2	R	AZ	9	V3MR11 Allocation test project
1	1	2	R	AZ	9	V3MR11 Allocation test project
2	0	1	R	AZ	9	Test project
2	1	1	R	AZ	9	Test project
3	0	6	P	AZ	9	Conchise County Multi-Hazard Mit Plan
3	1	6	P	AZ	9	Conchise County Multi-Hazard Mit Plan
4	0	10	F	AZ	9	Pima County Generator Phase III
5	0	11	P	AZ	9	7512-02 La Paz County Multi-Jurisdictional HMP Application
6	0	14	P	AZ	9	Golden Triangle PDD Multi-Jurisdictional Hazard Mitigation Plan
7	0	12	R	AZ	9	BISBEE FIRE STATION-WIND RETROFIT
8	0	22	F	AZ	9	Pima County Generator Phase III
9	0	30		AZ	9	1604-0011 Golden Triangle PDD Multi-Jurisdictional HMP

Figure 8-2: Project Application List

HINT: If the project application is not listed in the table, it has not yet been submitted to FEMA.

Table 8-2: Project Application List Data Fields

DATA FIELD	INFORMATION DISPLAYED
Disaster Nr	FEMA disaster number
FEMA Proj Nr	System-generated FEMA project application number when project is submitted to FEMA
Amendment Nr	Project application Amendment Number
Applic ID	Grantee project application number
Suffix	Type of funding requested. Suffix codes are R (Regular project funding), M (Management costs), P (Planning projects), and F (Initiative projects).
ST	State where disaster occurred
Region	FEMA Region where disaster occurred
Project Title	Project Title

3. Select the project you wish to display. Click the OK button.
4. The **Overall Review** tab is displayed (Figure 8-3).

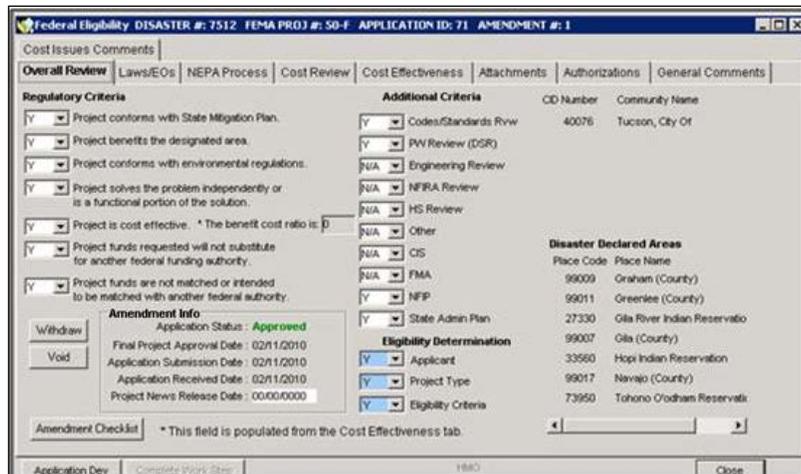


Figure 8-3: Overall Review Tab

NOTE: In the Application Info section, the Application Status field indicates one of the following:

If the status is “Approved,” “Denied,” or “Withdrawn,” the project application can be amended.

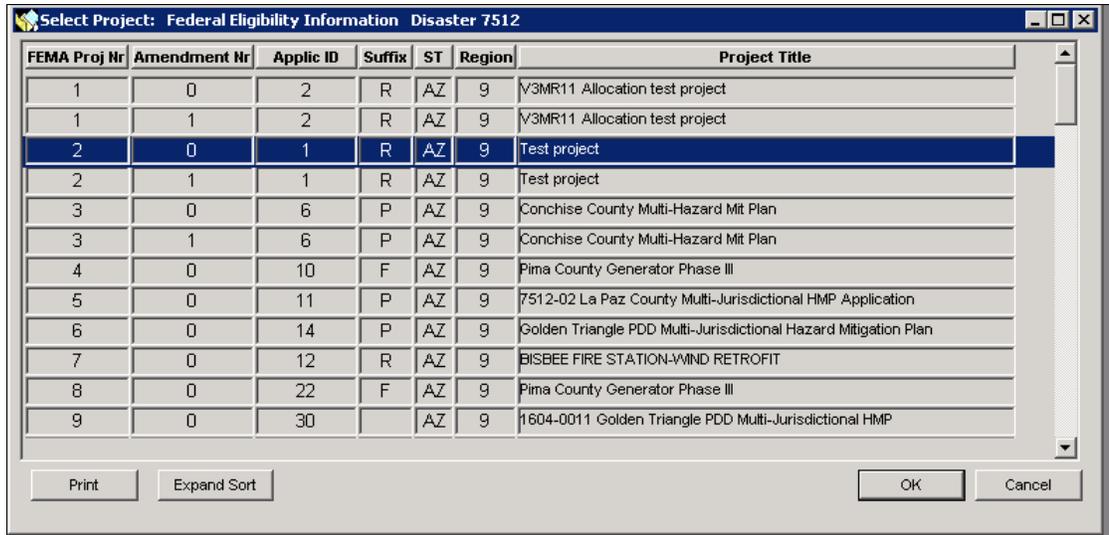
If the status is “Pending,” the Eligibility Review process is incomplete, and the application cannot be amended. However, it may be possible to edit certain parts of the current amendment provided the work step approving the component in need of amendment has not been completed. See the Application Development process (Unit 6: Manage Project Application).

If the status is “Void,” the project could be amended; however, Void indicates the intent was to permanently remove the project application from consideration, so a new project should be submitted.

5. Click the CLOSE button.

Task 2: Select Project to Amend

1. On the MITIGATION menu bar, click on Projects >Application Development. A table listing project applications for the selected disaster is displayed.
2. Highlight the highest amendment number for the project to be amended. Click the OK button (Figure 8-4).



FEMA Proj Nr	Amendment Nr	Applic ID	Suffix	ST	Region	Project Title
1	0	2	R	AZ	9	V3MR11 Allocation test project
1	1	2	R	AZ	9	V3MR11 Allocation test project
2	0	1	R	AZ	9	Test project
2	1	1	R	AZ	9	Test project
3	0	6	P	AZ	9	Conchise County Multi-Hazard Mit Plan
3	1	6	P	AZ	9	Conchise County Multi-Hazard Mit Plan
4	0	10	F	AZ	9	Pima County Generator Phase III
5	0	11	P	AZ	9	7512-02 La Paz County Multi-Jurisdictional HMP Application
6	0	14	P	AZ	9	Golden Triangle PDD Multi-Jurisdictional Hazard Mitigation Plan
7	0	12	R	AZ	9	BISBEE FIRE STATION-WIND RETROFIT
8	0	22	F	AZ	9	Pima County Generator Phase III
9	0	30		AZ	9	1604-0011 Golden Triangle PDD Multi-Jurisdictional HMP

Figure 8-4: Application Development Project List

3. The Project Eligibility Completed message is displayed (Figure 8-5).

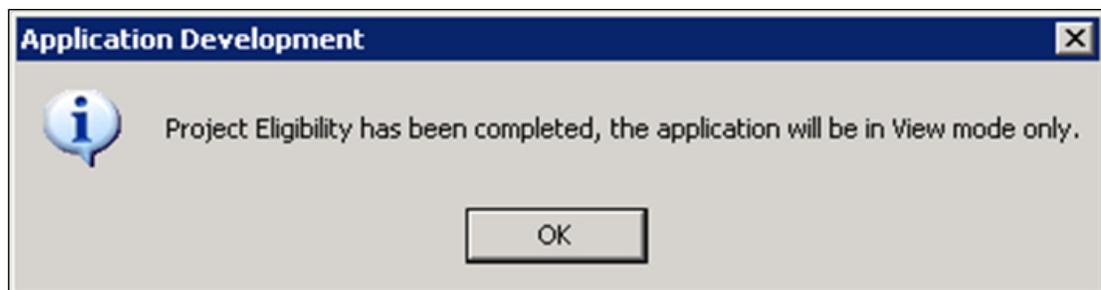


Figure 8-5: Project Eligibility Completed

4. Click the OK button. Proceed immediately to Task 3: [Create Amendment and Enter New Information](#).

NOTE: Before you amend a project, it is advisable to print out the "Funding Estimate" to ensure the necessary funds are available. In addition, performing a print screen of the cost estimate tab and match sources tab screens is also advisable for use as a reference. The project Management report will provide a record of the total approved cost, total approved federal and non-federal share, and a record of the financial transactions to date.

Task 3: Create Amendment and Enter New Information

1. After you click the OK button, the **Applicant Information** tab is displayed. (Figure 8-6).

The screenshot shows the 'Applicant Information' tab of the HMGP application. The window title is 'HMGP APPLICATION: DISASTER #: 7512 FEMA PROJ #: 17-R APPLICATION ID: 37 AMENDMENT #: 0'. The 'Applicant Information' tab is selected, showing fields for Grantee (Statewide), Subgrantee (Yuma County), and Subgrantee Mitigation Plan. Buttons for Save, Amend, and Close are visible at the bottom.

Figure 8-6: Applicant Information Tab

2. Click the AMEND button. The Amendment Checklist is displayed. (Figure 8-7).

The screenshot shows the 'Amendment Checklist' dialog box. The window title is 'Amendment Checklist: Disaster #: 7512 Application ID: 76 Project Amendment #: 1'. The dialog contains a list of items to be modified, each with a checkbox. Buttons for OK and Cancel are visible at the bottom.

Figure 8-7: Amendment Checklist

NOTE: The Amendment Checklist identifies the changes to the project application that are being made with the amendment.

3. Click inside the checkboxes of the items you will be revising. Click the OK button.
4. The Amend Completed Successfully message is displayed (Figure 8-8).

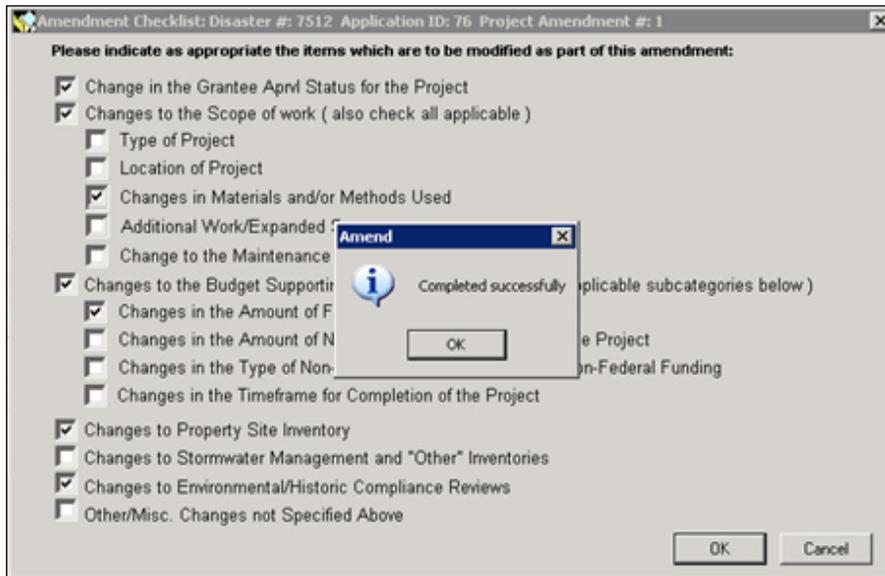


Figure 8-8: Completed Successfully Message

5. Click the OK button.
6. A **Checklist** tab becomes available. Click the tab to view the Amendment items (Figure 8-9).

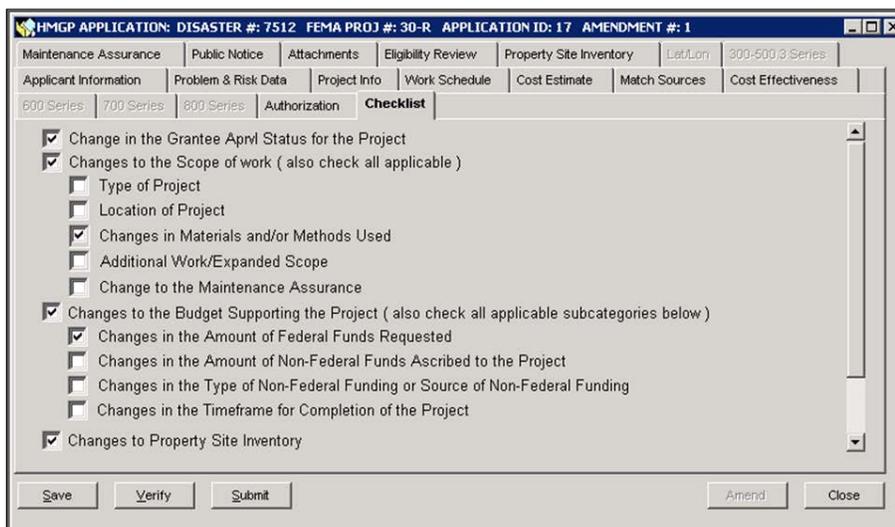


Figure 8-9: Mitigation → Projects → Application Development → Checklist Tab

7. Table 8-3 lists the checklist items and where to make the changes in NEMIS HMGP.

CAUTION: Some data fields cannot be changed in an amendment. These include the Subgrantee and the Project Type Codes, such as Initiative, Planning or Regular. If these fields have been incorrectly entered, the project application must be Withdrawn or Voided by FEMA, and a new project application must be created by the Grantee. If withdrawn or voided, the project must be zeroed out in the cost estimate and then closed out.

Table 8-3: Location of Checklist Items in NEMIS HMGP

CHECKLIST ITEM	LOCATION IN NEMIS HMGP
Change in the Grantee Approval Status for the Project	Mitigation → Projects → Application Development → Eligibility Review tab
Changes to the Scope of Work	Mitigation → Projects → Application Development → Various tabs, i.e., Property Site Inventory tab
Type of Project	Mitigation → Projects → Application Development → Project Info tab
Location of Project	Mitigation → Projects → Application Development → Property Site Inventory and Lat/Lon tabs
Changes in Materials and/or Methods Used	Mitigation → Projects → Application Development → Attachments tab; Mitigation → Projects → Application Development → Project Info tab → Project Description
Additional Work/Expanded Scope	Mitigation → Projects → Application Development → Various tabs, i.e., Property Site Inventory tab
Change to the Maintenance Assurance	Mitigation → Projects → Application Development → Maintenance Assurance tab
Changes to the Budget supporting the project (see caution below)	Mitigation → Projects → Application Development → Cost Estimate and Match Sources tabs
Changes in the Amount of Federal Funds requested	Mitigation → Projects → Application Development → Cost Estimate tab

CHECKLIST ITEM	LOCATION IN NEMIS HMGP
Changes in the Amount of Non-Federal Funds ascribed to the project	Mitigation →Projects →Application Development → Match Sources tab
Changes in the type of non-Federal funding or source of non-Federal funding	Mitigation →Projects →Application Development → Match Sources tab
Changes in the time frame for completion of the project	Mitigation →Projects →Application Development → Work Schedule tab
Changes to Property Site Inventory (see the note below)	Mitigation →Projects →Application Development → Property Site Inventory tab
Changes to Stormwater Management and “Other” Inventories	Mitigation →Projects →Application Development → Project Type tab; Mitigation →Projects →Application Development → Lat/Lon tab
Changes to Environmental/Historic Compliance Reviews	Mitigation →Projects →Application Development → Eligibility Review tab → Env Checklist sub-tab

CAUTION: If you are revising or amending your cost estimate, it is imperative that the instructions displayed when selecting the Cost Estimate and Match Sources Funds screens be followed. Failure to do so may prevent project approval or allocation/obligation.

Once the Cost Review portion of an application has been completed and cost approval is marked as Y, it will be necessary to change the Y to an N to edit the Cost Estimate screen.

CAUTION: If the Cost Review work step has been completed, it will no longer be possible to edit the Cost Estimate screen. Once the application is approved, it will be necessary to amend the application to revise the Cost Estimate.

Individual line items cannot be modified for quantity, unit of measure, or unit cost. Each line item that is to be revised must be deleted in its entirety and reentered using the new desired values.

NOTE: If the project was originally submitted prior to the addition of the Number of Properties in Project field and if a PSI is required, it will be required that a number greater than 0 be entered in the field to submit the amendment.

Task 4: Verify and Submit Amended Project Applications

1. Click the **Authorization** tab. On the bottom left part of the tab, click the VERIFY button.
2. If any required fields are empty, error messages will be displayed indicating the missing field and the Application Development tab where you can enter the missing information (Figure 8-10).



Figure 8-10: Authorized Signature Missing Warning Message

3. Make the necessary corrections and click the VERIFY button again.
4. Table 8-4 provides a list of required fields and their location in Mitigation → HMGP → Application Development.

Table 8-4: Required Fields and System Location

REQUIRED INFORMATION	APPLICATION DEVELOPMENT TAB
Grantee/Subgrantee	Applicant Information
Project Type	Project Info
Project Title	Project Info
Counties	Project Info
Congressional Districts	Project Info
Community Name	Project Info
Hazard Type	Project Info
At least one Work Schedule Item	Work Schedule
At least one Cost Estimate Item	Cost Estimate
At least one non-Federal share Line Item	Match Sources
Cost Effectiveness Information for each Community	Cost Effectiveness

REQUIRED INFORMATION	APPLICATION DEVELOPMENT TAB
At least one Property Inventory: Owner, Structure Type, Property Damage Category, Foundation Type	Property Site Inventory
NFIP Info: Flood Source, Repetitive Loss Flag, Flood Zone Code, Repetitive Loss Category	Property Site Inventory → NFIP Info sub-tab
Environmental Checklist for at least one Alternative	Eligibility Review → Env Checklist sub-tab
Authorized Applicant Agent and Authorized Grantee Official Names, Titles and signatures on file	Authorization
Project Reviewer	Eligibility Review → Overview sub-tab
Eligibility Determination Criteria - Applicant, Project type, Project Criteria	Eligibility Review → Overview sub-tab
Other Reviews - C/E Review, Code Compliance, Mt Plan Conformance	Eligibility Review → Overview sub-tab
Approval Recommendation	Eligibility Review → Overview sub-tab

5. Table 8-5 lists attachments that are required for the project application. Project applications may be submitted in NEMIS HMGP without these items, but these documents must be attached before FEMA's final approval in the eligibility determination process (Unit 7: Manage Eligibility Determination).

Table 8-5: Required Project Application Attachments

DOCUMENTS	LOCATION IN NEMIS
History, Alternatives, Proposed Actions	Mitigation → Projects → Application Development → Problem and Risk Data tab
Project Description	Mitigation → Projects → Application Development → Project Info tab
Maintenance Assurance	Mitigation → Projects → Application Development → Maintenance Assurance tab

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

For any missing attachment, you will get the following warning message (Figure 8-11) when you click the VERIFY button:

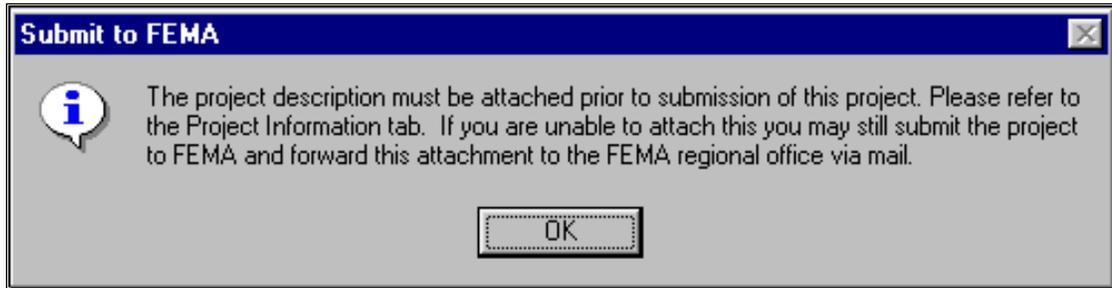


Figure 8-11: Missing Required Attachment Message

6. Click the OK button. A message that all checks were completed successfully is displayed (Figure 8-12).

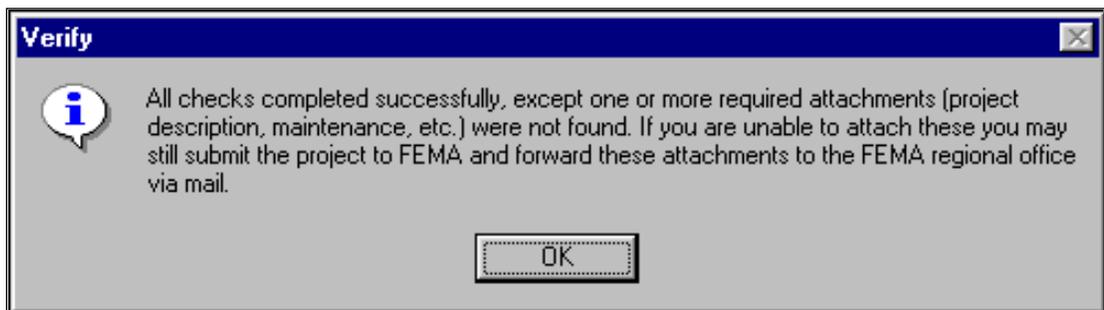


Figure 8-12: Verification Complete Message

7. Click the OK button.
8. On the bottom left part of the tab, click the SUBMIT button. The Final Submission dialog box is displayed (Figure 8-13).

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

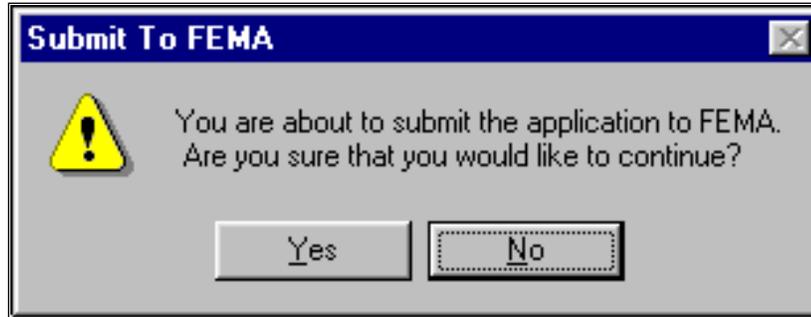


Figure 8-13: Final Submission Dialog Box

9. Click the YES button. The project application is submitted to FEMA. A message is displayed that the work packet for the Receipt and Delegate task in the Eligibility Determination process was created (Figure 8-14).



Figure 8-14: Work Packet Created Message

10. On the bottom right part of the tab, click the CLOSE button.

NOTE: The amended project application gets added to the HMGP project lists.
