

Unit 11 – Manage Project and Program Oversight Tasks

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Overview

The NEMIS HMGP Manage Project and Program Oversight process allows FEMA Regional Mitigation Staff members to oversee HMGP projects that have been approved. The system provides the following tools to assist users in implementing the oversight tasks:

- Field Survey Documentation - Provide access to field survey reports;
- Project Management - Provides project activity and work schedule information;
- Project Checklist - Provides information and dates for critical project actions;
- Quarterly Reports - Provide quarterly reporting information throughout the life of the project; and
- Global Matching - Provide monitoring of the overall Federal share of the program.

Table 11-1 lists questions and answers about performing project and program oversight tasks.

Table 11-1: Manage Project and Program Oversight Tasks

ITEM	DESCRIPTION
Purpose	Monitor HMGP projects and manage program oversight tasks
When does it start?	Throughout the disaster
Who does it?	Regional Mitigation staff
How is it done?	Execute six tasks: Task 1: Document Field Surveys Task 2: Perform Project Management Task 3: Review Project Checklist Task 4: Prepare Quarterly Reports Task 5: Monitor SF-424 Information Task 6: Perform Global Matching

Information Requirements

Table 11-2: Tasks, Information Needed and Where It Can Be Obtained

TASK	INFORMATION NEEDED	LOCATION IN NEMIS
Task 1: Document Field Surveys	Project number and title for which survey was conducted	Mitigation → Projects → Application Development → Project Info tab
Task 2: Perform Project Management	Work schedule information	Mitigation → Projects → Application Development → Work Schedule tab
Task 3: Review Project Checklist	Application Development and Eligibility Determination information	Mitigation → Projects → Application Development tabs; Mitigation → HMGP → Eligibility Determination tabs
Task 4: Prepare Quarterly Reports	Current Quarterly Reports	Mitigation → Admin → Quarterly Report
Task 5: Monitor SF-424 Information	Funding sources for each project to be assigned to the SF-424	Mitigation → Disaster → Overview → SF 424 Information tab
Task 6: Perform Global Matching	Project Federal Share Percentage	Mitigation → Funding → Estimate tabs

Task 1: Document Field Surveys

1. On the NEMIS menu bar, click on the MITIGATION icon. On the Mitigation menu, click Projects → Field Surveys (Figure 11-1).

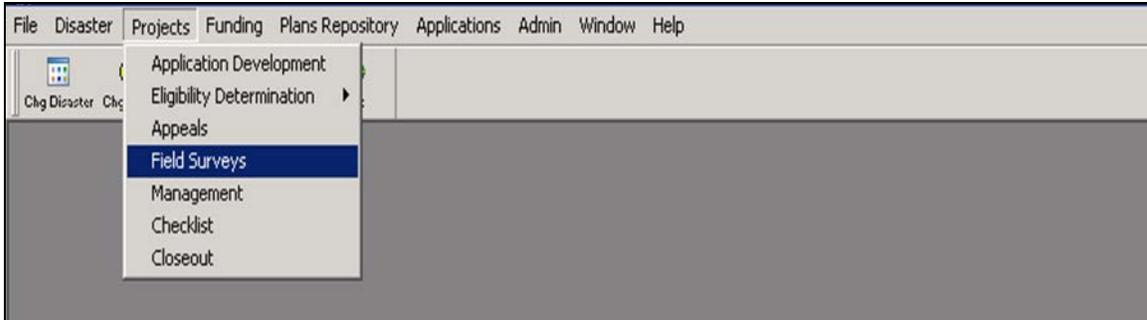


Figure 11-1: Mitigation →Projects →Field Surveys

2. The Field Survey screen is displayed (Figures 11-2 and 11-3).

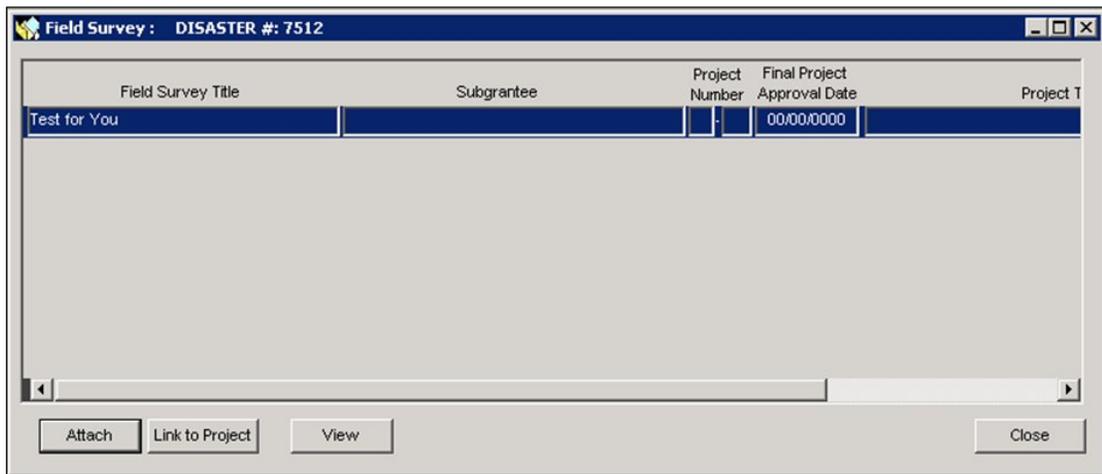


Figure 11-2: Field Survey Screen - Left Side

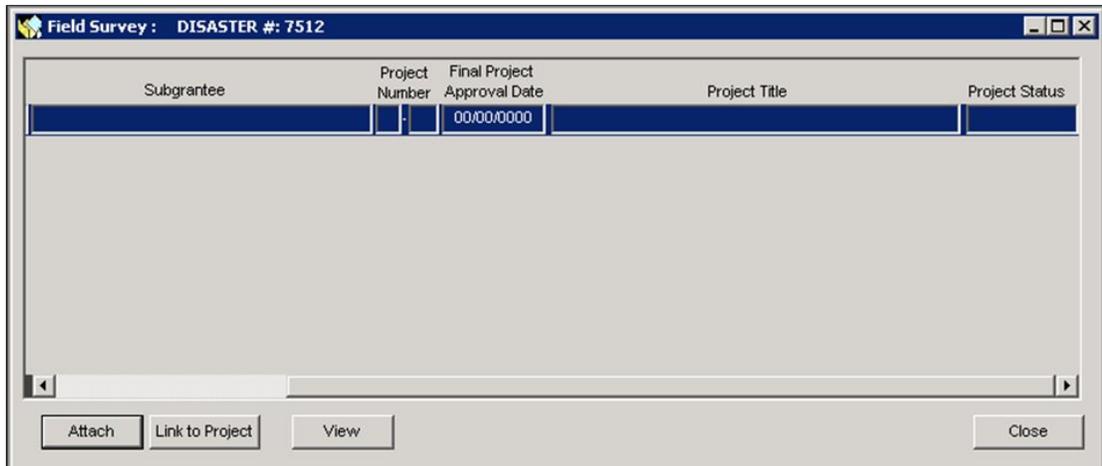


Figure 11-3: Field Survey Screen - Right Side

3. On the bottom left part of the screen, click the ATTACH button. The Attach/Scan a Document dialog box is displayed (Figure 11-4).

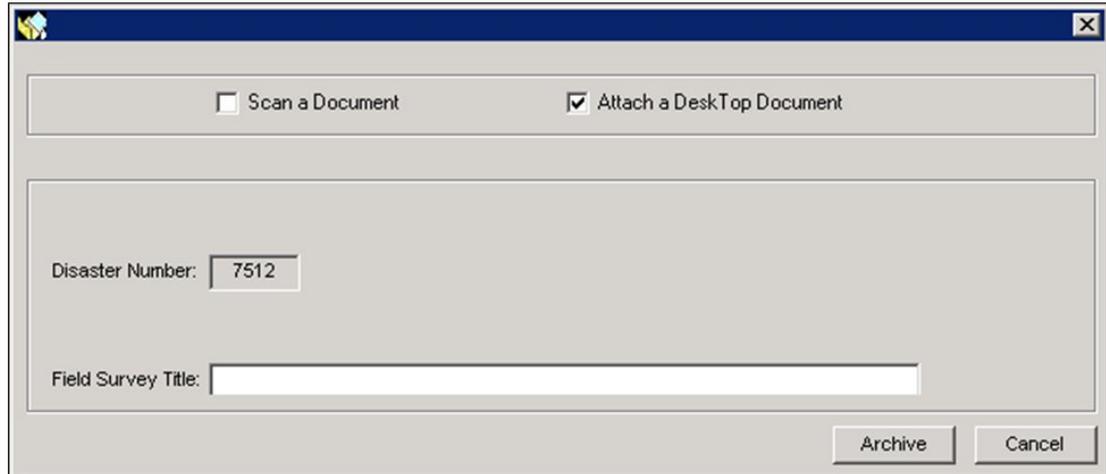


Figure 11-4: Attach/Scan a Document Dialog Box

4. Enter a unique Field Survey Title.
5. You are strongly urged to read and follow the instructions in Appendix A: Attach/Scan Documents.

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

6. The Successful Archive of Document message is displayed (Figure 11-5).



Figure 11-5: Successful Archive Message

7. Click the OK button. The field survey document title is displayed on the left-most column of the Field Survey screen (Figure 11-6).

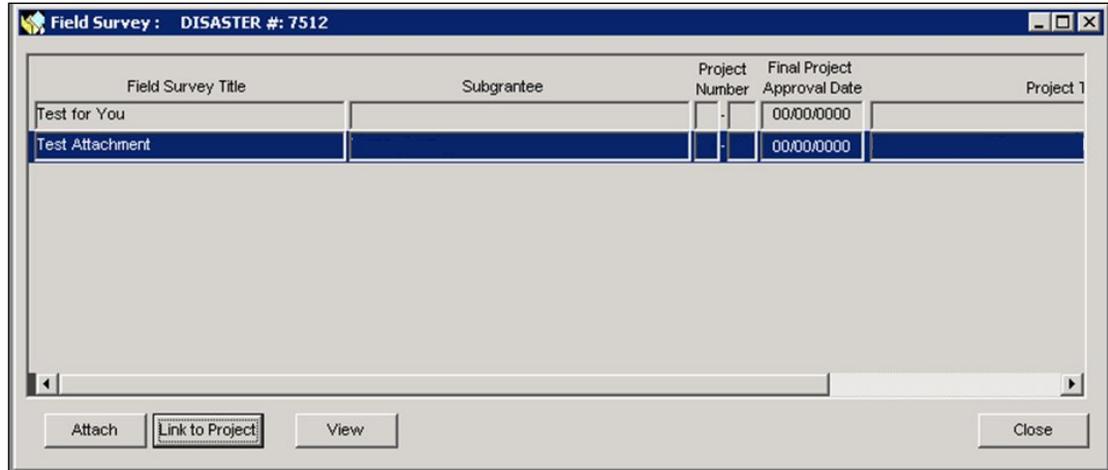


Figure 11-6: Field Survey Screen with New Document - Left

- Highlight the row of the document you attached. Click the LINK TO PROJECT button (Figure 11-7).

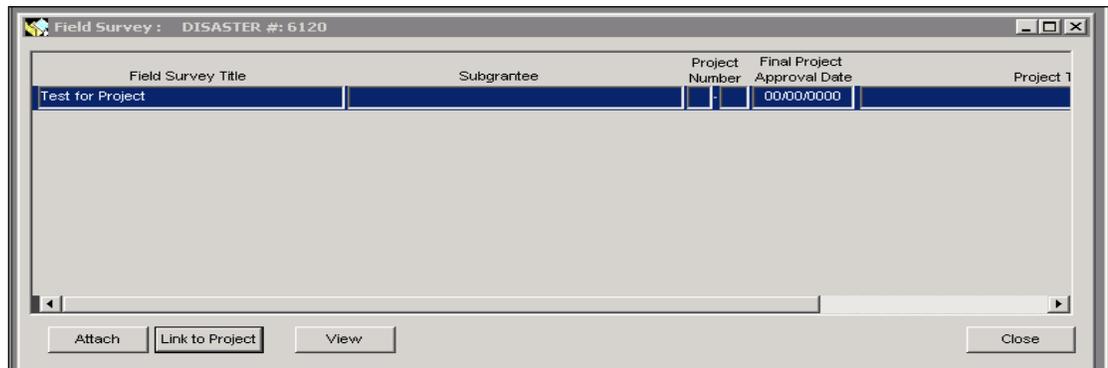


Figure 11-7: Field Survey Screen with New Document - Right Side

- The Field Survey Project List is displayed (Figure 11-8).

FEMA Proj Nr	Amend Number	Applic ID	Subgrantee Name	Project Title	Approval Date	Grant Amount
16	0	27	Parker	La Paz County Multi-Jurisdictional HM	02/09/2010	\$124,775
17	0	37	Yuma (County)	Ridgeland School Creek at Fortuna R	02/09/2010	\$374,021
18	0	36	Maricopa (County)	Maricopa County Acquisition Phase 1	02/09/2010	\$105,293
19	0	23	Bisbee	Biloxi Fire Stations Wind Retrofit	02/09/2010	\$146,820

Figure 11-8: Field Survey Project Selection Screen

- Table 11-3 describes the Field Survey Project List information.

Table 11-3: Field Survey Project List Data Fields

DATA FIELD	INFORMATION DISPLAYED
FEMA Proj Nr	System-generated FEMA project application number when project is submitted to FEMA
Amend Number	Project application Amendment Number
Applic ID	Grantee project application number
Subgrantee Name	Name of Subgrantee
Project Title	Project Title
Approval Date	Date on which the project was given final approval in the eligibility determination process
Grant Amount	Total eligible project costs (Federal and non-Federal shares)

11. Highlight the project to which the field survey should be linked. Click the OK button. The Project is now linked to the attachment (Figure 11-9).

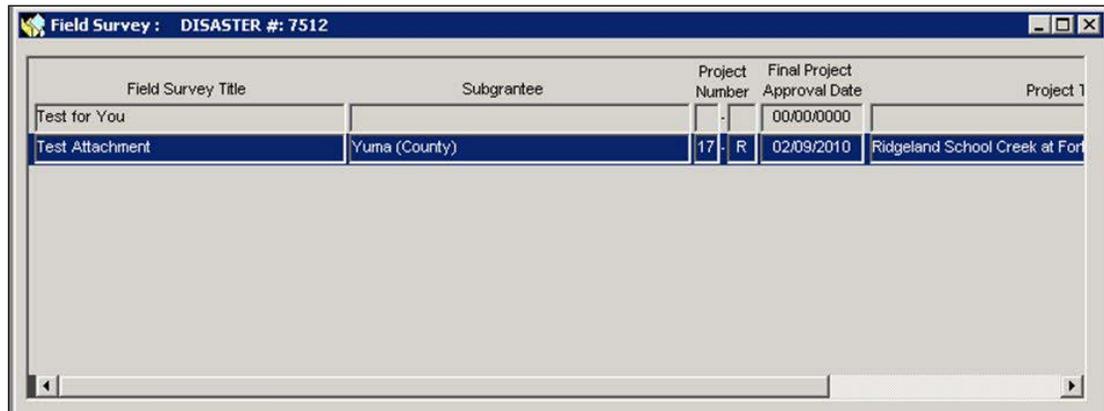


Figure 11-9: Field Survey Linked to Project

12. On the bottom right part of the screen, click the CLOSE button.

HINT: To track the Document Field Survey process, generate the standard Field Survey Report. Follow the instructions described in Unit 14: Generate Standard HMGP Reports.

NOTE: To view a document, highlight the row on which it is listed and click the VIEW button.

Task 2: Perform Project Management

1. On the MITIGATION menu, click on Projects → Management (Figure 11-10).

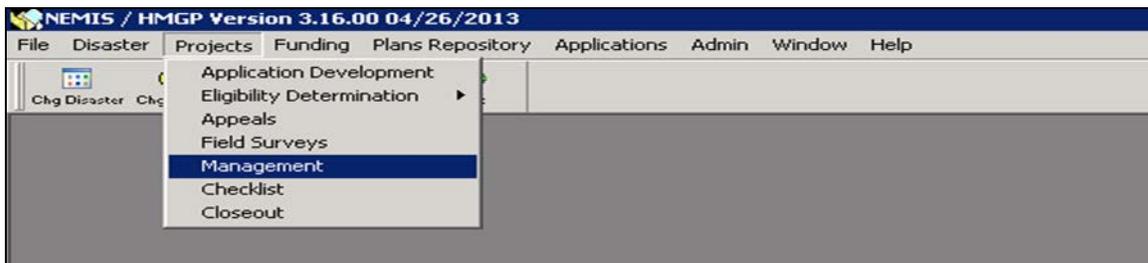


Figure 11-10: Mitigation →Projects →Management

2. The Select Project List is displayed (Figure 11-11).

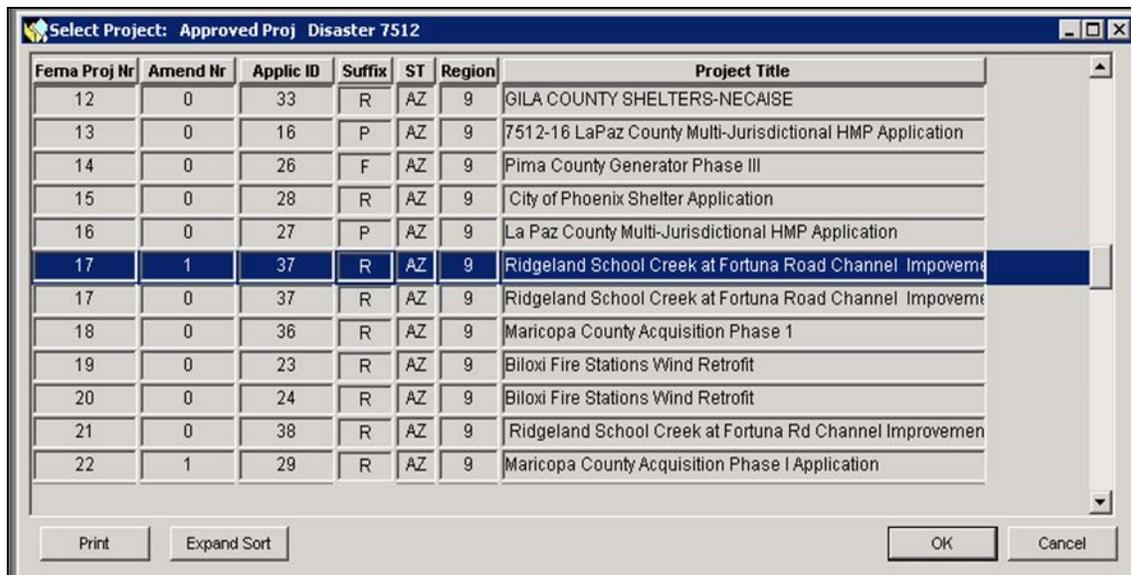


Figure 11-11: Select Project List

NOTE: The Select Project List displays all project applications, whether they have been approved or not.

3. Table 11-4 describes the Project List information.

Table 11-4: Select Project 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

DATA FIELD	INFORMATION DISPLAYED
Amend Nr	Project application Amendment Number
Applic ID	Grantee project application number
Suffix	Identifies the funding type of the project—R (Regular); F (Initiative); P (Project Management)); or M (Management Costs)
ST	State where disaster occurred
Region	FEMA Region where disaster occurred
Project Title	Project Title

- Select the project you wish to manage - choose the highest amendment number to view the most current information.
- Click the OK button. The **HMGP Project Management** tab is displayed by default (Figure 11-12).

Mitigation Project Description

Amendment Status : Pending Approval Status : Approved

Project Title : Ridgeland School Creek at Fortuna Road Channel Impovement Application

Grantee : Statewide Subgrantee : Yuma (County)

Grantee County Name : Statewide Subgrantee County Name : Yuma

Grantee County Code : 0 Subgrantee County Code : 27

Grantee Place Name : Statewide Subgrantee Place Name : Yuma (County)

Grantee Place Code : 0 Subgrantee Place Code : 99027

Project Closeout Date : 00/00/0000

Work Schedule Status

Description	TimeFrame	Due Date	Revised Date	Completion Date
Grant Approval	Feb 26, 2010 9 days	00/00/0000	00/00/0000	00/00/0000
Engineering, Survey & Design	Jul 16, 2010 140 days	00/00/0000	00/00/0000	00/00/0000

Federal Eligibility Application Dev Environment Condition

Print Close

Figure 11-12: Mitigation → Projects → Management → HMGP Project Management Tab

- The top part of the tab displays Mitigation Project Description information.
- The bottom part of the tab displays Work Schedule Status information. For each work schedule item, edit the Due Date, the Revised Date, and the Completion Date if necessary.

8. On the bottom left part of the **HMGP Project Management** tab, click the **FEDERAL ELIGIBILITY** button to review eligibility information.
9. The Federal Eligibility tabs are displayed (Figure 11-13). Click the tab where you wish to view information or add additional comments.

The screenshot shows a window titled "Federal Eligibility" with the following details:

- DISASTER #: 7512, FEMA PROJ #: 17-R, APPLICATION ID: 37, AMENDMENT #: 1
- Cost Issues Comments
- 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: 1.178
 - 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.
- 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
40102	Yuma, City Of
99009	Graham (County)
99011	Greenlee (County)
27330	Gila River Indian Reservatio
99007	Gila (County)
33560	Hopi Indian Reservation
99017	Navajo (County)
73950	Tohono O'odham Reservatik
- Amendment Info:**
 - Application Status:
 - Approval: 00/00/0000
 - Submission: 00/00/0000
 - Received: 00/00/0000
 - Release: 00/00/0000
- Eligibility Determination:**
 - Applicant
 - Project Type
 - Eligibility Criteria
- Buttons: Withdraw, Void, Amendment Checklist, Application Dev, Complete Work Step, HMO, Close

Figure 11-13: Mitigation →Projects →Management →Federal Eligibility

10. To exit out of the Federal Eligibility tabs, click the **CLOSE** button on the bottom right part of the screen.
11. On the bottom left part of the **HMGP Project Management** tab, click the **APPLICATION DEV** button.

HINT: You may get the **Project Eligibility Has Been Completed** message (Figure 11-14). Click the **OK** button to view application information.



Figure 11-14: Project Eligibility Completed Message

12. The Application Development tabs are displayed (Figure 11-15). Click the tab where you wish to view information or add additional comments.

Figure 11-15: Mitigation → Projects → Management → Application Development

13. To exit out of the Application Development tabs, click the CLOSE button on the bottom right part of the screen.
14. On the bottom left part of the **HMGP Project Management** tab, click the **ENVIRONMENT CONDITION** button. Complete Steps 14a - 14h.

HINT: The ENVIRONMENT CONDITION button is active only if the Monitoring Required checkbox was checked for Conditions Required in the Mitigation → Projects → Eligibility Determination → NEPA Process Tab.

By completing Steps 14a - 14h in the system, you indicate that the required monitoring was completed.

- a. The Environment Conditions dialog box is displayed (Figure 11-16).

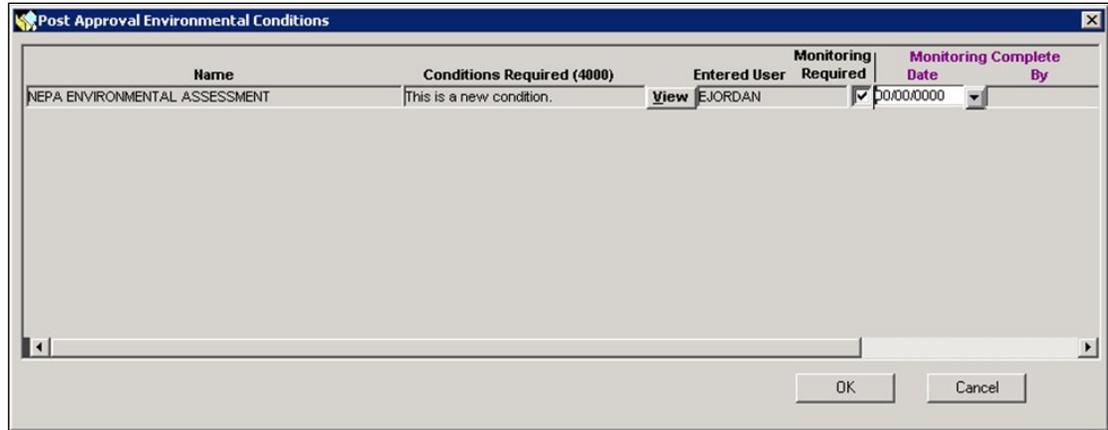


Figure 11-16: Environment Conditions Dialog Box

- b. Enter the Monitoring Complete Date. The system auto-fills your User Name in the Monitoring Complete By field (Figure 11-17).

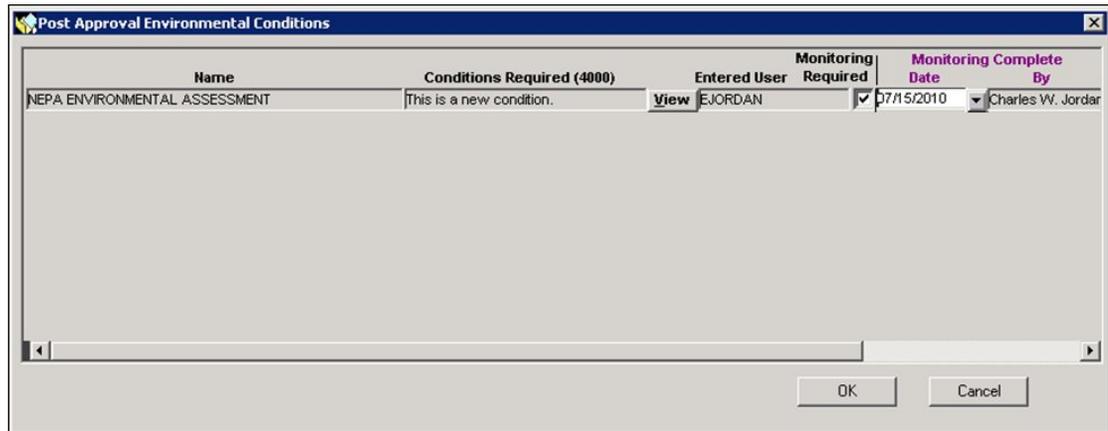


Figure 11-17: Monitoring Complete Data Fields

- c. Scroll to the right to access the Comment field (Figure 11-18).

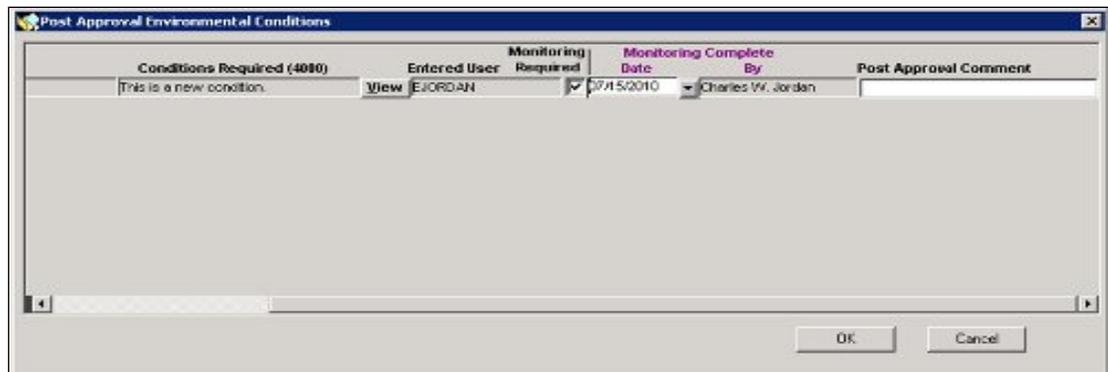


Figure 11-18: Monitoring Complete Comments Field

- d. Double-click inside the Comment field to access the Comment Editor.

- e. Enter your comments in the Comment Editor text area. Click the OK button.

CAUTION: Comments entered here cannot be edited or deleted once you click the OK button.

- f. The comments you entered are displayed in the Environment Conditions dialog box (Figure 11-19). Click the OK button.



Figure 11-19: Monitoring Complete Comments Added

- g. On the MITIGATION menu, click on Projects → Eligibility Determination → View All. Highlight the desired project and select OK. Select the NEPA Process tab. Note that the system auto-filled the Monitoring Complete data fields (Figure 11-20).

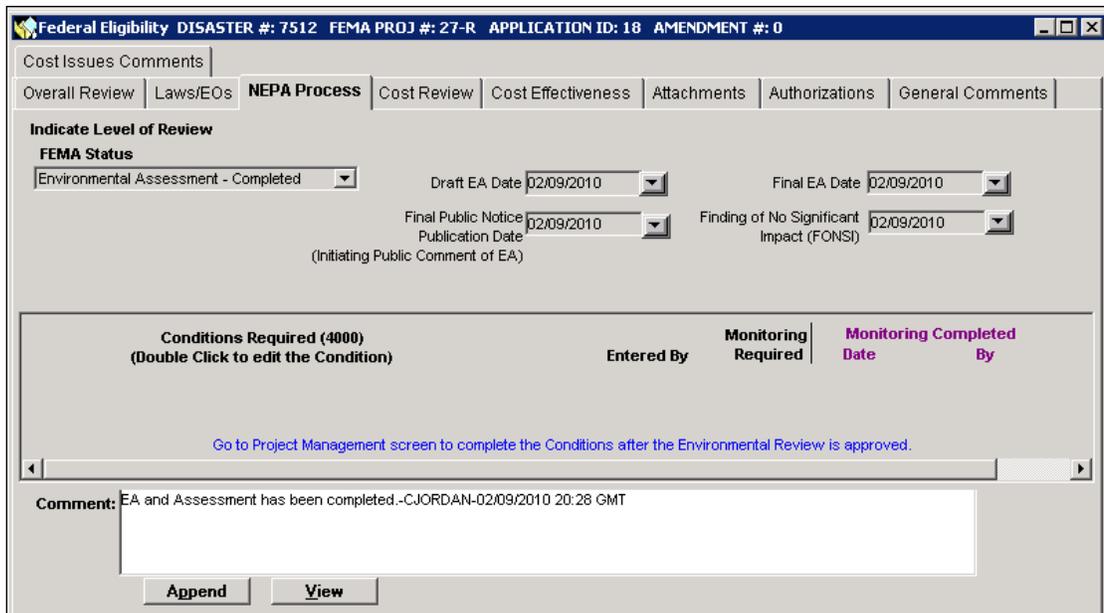


Figure 11-20: Monitoring Complete Information Added to Mitigation → Projects → Eligibility Determination → NEPA Process Tab

HINT: All monitoring requirements for environment conditions required must be marked complete before you can closeout the project.

- h. On the bottom right part of the **NEPA Process** tab, click the **CLOSE** button. The Project Management tabs are displayed.
15. Click the **Funding Activity** tab. The **Funding Activity** tab displays approved Project Costs, and Allocation/Obligation history (Figure 11-21).

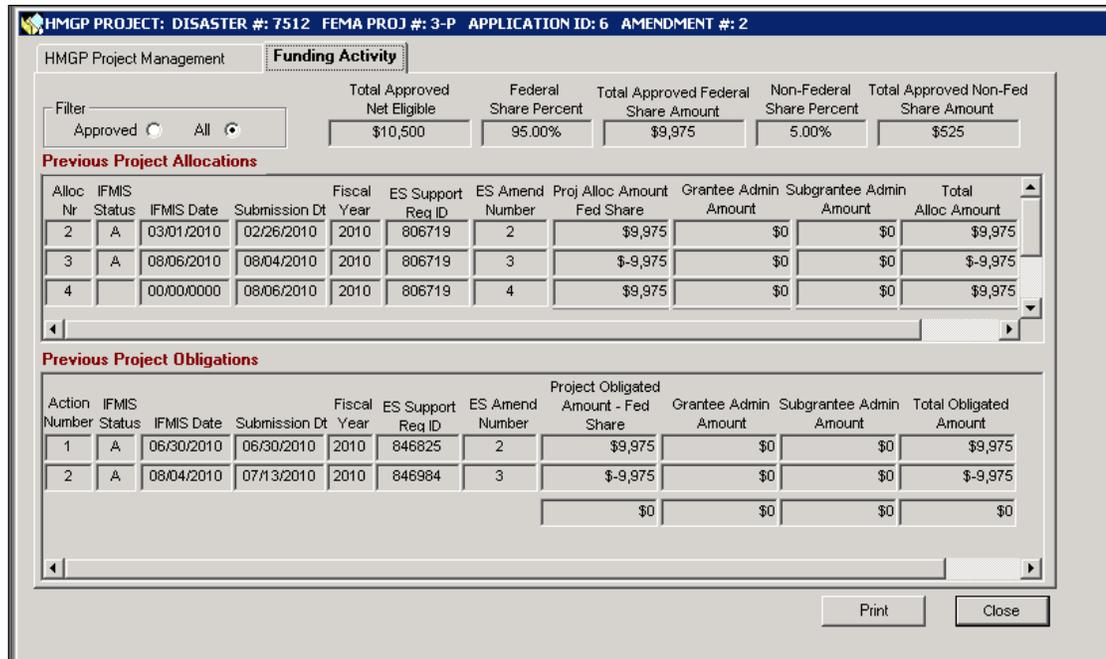


Figure 11-21: Funding Activity Tab

- 16. If you wish to view Funding Activity information only for Approved projects, click inside the “Approved” radio button in the Filter field (Figure 11-22).

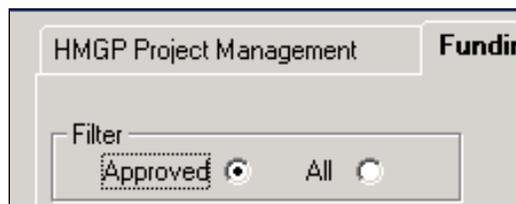


Figure 11-22: Approved Filter

- 17. When you are done reviewing Funding Activity information, click the **CLOSE** button.

Task 3: Review Project Checklist

1. On the MITIGATION menu, click on Projects → Checklist (Figure 11-23).

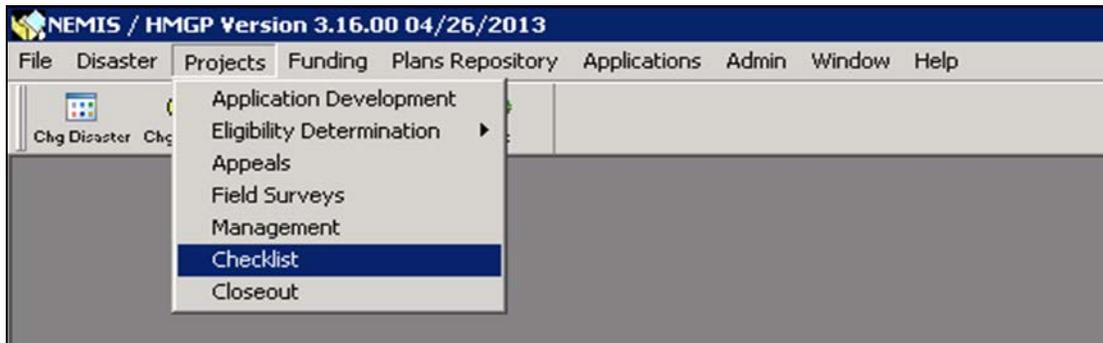


Figure 11-23: Mitigation →Projects →Checklist

2. The Project Status List is displayed (Figure 11-24).

Dstr Nr	Aplcn Id	Amend Nr	Project Status	Aplcn Submit Date	Aplcn Rcvd Date	Final Apprv Date	Title
7512	1	0	Approved	01/15/2010	01/15/2010	01/19/2010	Test project
		1	Withdrawn	02/03/2010	02/03/2010		Test project
	2	0	Approved	12/17/2009	12/17/2009	12/17/2009	V3MR11 Allocation test project
		1	Void	01/21/2010	01/21/2010		V3MR11 Allocation test project
	3	0	Void				Project of Test
	5	0	Void				acq demo
	6	0	Approved	02/03/2010	01/28/2010	02/03/2010	Conchise County Multi-Hazard Mit Plan
		1	Approved	02/04/2010	02/02/2010	02/04/2010	Conchise County Multi-Hazard Mit Plan

Figure 11-24: Project Status List

3. Table 11-5 describes the Project Status List information.

Table 11-5: Select Project List Data Fields

DATA FIELD	INFORMATION DISPLAYED
Dstr Nr	FEMA disaster number
Aplcn Id	Project application ID number
Project Amend Nr	Project application Amendment Number
Project Status	FEMA review status of the project, represented by 5 descriptors: Approved, Not Approved, Withdrawn, Voided or Pending
Aplcn Submit Date	System-generated project application submission date
Aplcn Rcvd Date	If the project application was submitted in NEMIS HMGP, same as the Application Submit Date If the project application was submitted in hard copy, date received at the FEMA Regional Office.
Final Apprv Date	Date the FEMA application approval was reported in NEMIS HMGP
Title	Project Title

4. Click the OK button. The Project Checklist screen is displayed.
5. In the Select field, scroll down to select the project whose checklist you wish to view (Figure 11-25).

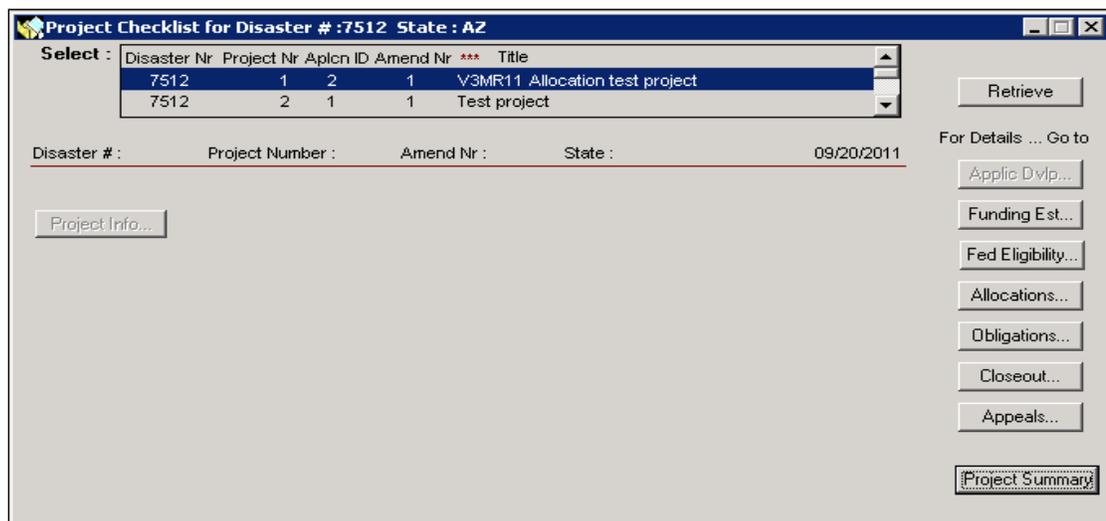


Figure 11-25: Project Checklist Select Field

- Click the RETRIEVE button. The Project Checklist information is displayed (Figure 11-26).

Project Checklist for Disaster # :7512 State : AZ

Select	Disaster Nr	Project Nr	Aplcn ID	Amend Nr	***	Title
<input checked="" type="checkbox"/>	7512	1	2	1	V3MR11	Allocation test project
<input type="checkbox"/>	7512	2	1	1		Test project

Disaster #: 7512 Project Number : 1 Amend Nr : 1 State : AZ 08/03/2012

Application Dev Complete 01/21/2010 Regional PIO Date : 00/00/0000
 SF424 Received
 Application Submitted: 01/21/2010 LOI Rcvd

Eligibility Review Complete
 Date Project Received : 01/21/2010
 Cost Review Completed : 01/21/2010
 Cost Review Elig Amt : \$380,000 *
 Laws/EOs Completed : 01/21/2010
 NEPA Documentation Completed : 01/21/2010
 Environmental Officer Rvw Completed : 01/21/2010
 Project Decision Concurrence : 02/10/2010
 Project Status : Void
 Final Project Approval Date : 07/20/2010

Funding Estimate Complete
Allocation(s) Submit Date : 00/00/0000 **
 Allocation Amt : \$298,000 *
Obligation(s) Submit Date : 00/00/0000 **
 Obligation Amt : \$298,000 *
Project Closeout Complete 00/00/0000
 Final Gtr Rpt Rcvd : 00/00/0000
 SmartLink Report Date : 00/00/0000
 Project Closed Date : 00/00/0000

* Excluding Admin Costs
 ** Latest Allocation/Obligation
 *** Highest Amendment Number

Project Appeals

Level	Issue	Appeal State	Appeal Received	Decision
		Letter Date	FEMA Region Date	Due Date

Buttons: Retrieve, For Details ... Go to, Applic Dvlp..., Funding Est..., Fed Eligibility..., Allocations..., Obligations..., Closeout..., Appeals..., Project Summary, Print, Close

Figure 11-26: Project Checklist Information

- You may select multiple projects by holding down the Ctrl key and selecting the desired rows (Figure 11-27).

Project Checklist for Disaster # :7512 State : AZ

Select	Disaster Nr	Project Nr	Aplcn ID	Amend Nr	***	Title
<input checked="" type="checkbox"/>	7512	1	2	1	V3MR11	Allocation test project
<input checked="" type="checkbox"/>	7512	2	1	1		Test project

Disaster #: 7512 Project Number : 1 Amend Nr : 1 State : AZ 08/03/2012

Application Dev Complete 01/21/2010 Regional PIO Date : 00/00/0000
 SF424 Received
 Application Submitted: 01/21/2010 LOI Rcvd

Eligibility Review Complete
 Date Project Received : 01/21/2010
 Cost Review Completed : 01/21/2010
 Cost Review Elig Amt : \$380,000 *
 Laws/EOs Completed : 01/21/2010
 NEPA Documentation Completed : 01/21/2010
 Environmental Officer Rvw Completed : 01/21/2010
 Project Decision Concurrence : 02/10/2010
 Project Status : Void
 Final Project Approval Date : 07/20/2010

Funding Estimate Complete
Allocation(s) Submit Date : 00/00/0000 **
 Allocation Amt : \$298,000 *
Obligation(s) Submit Date : 00/00/0000 **
 Obligation Amt : \$298,000 *
Project Closeout Complete 00/00/0000
 Final Gtr Rpt Rcvd : 00/00/0000
 SmartLink Report Date : 00/00/0000
 Project Closed Date : 00/00/0000

* Excluding Admin Costs
 ** Latest Allocation/Obligation
 *** Highest Amendment Number

Project Appeals

Level	Issue	Appeal State	Appeal Received	Decision
		Letter Date	FEMA Region Date	Due Date

Buttons: Retrieve, For Details ... Go to, Applic Dvlp..., Funding Est..., Fed Eligibility..., Allocations..., Obligations..., Closeout..., Appeals..., Project Summary, Print, Close

Figure 11-27: Selecting Multiple Projects

- Click the RETRIEVE button. The system retrieves the checklist for each of the selected projects. Scroll arrows are displayed on the top left part of the screen to allow you to scroll to each project checklist (Figure 11-28).

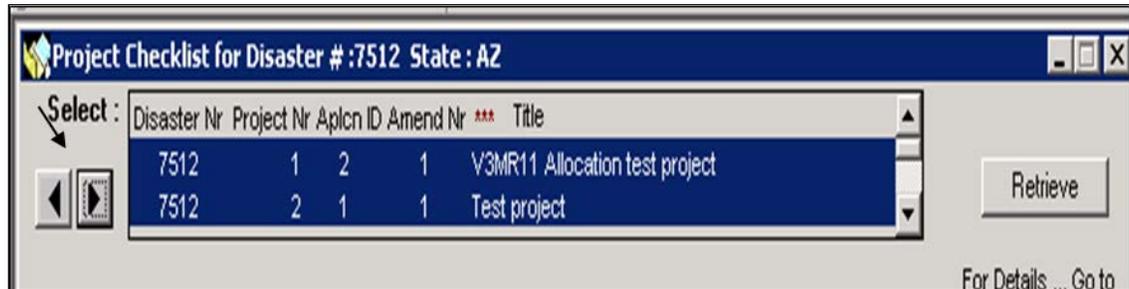


Figure 11-28: Scroll Arrows for Navigating Between Projects

- On the right side of the Project Checklist screen, buttons provide access to the different NEMIS HMGP areas (Figure 11-29).



Figure 11-29: Buttons to NEMIS HMGP Areas

- Clicking the desired button displays the NEMIS HMGP screen where the information was entered.
- On the bottom right part of the screen, (See Figure 11-27), click the PROJECT SUMMARY button. The Project Summary report is displayed (Figure 11-30).

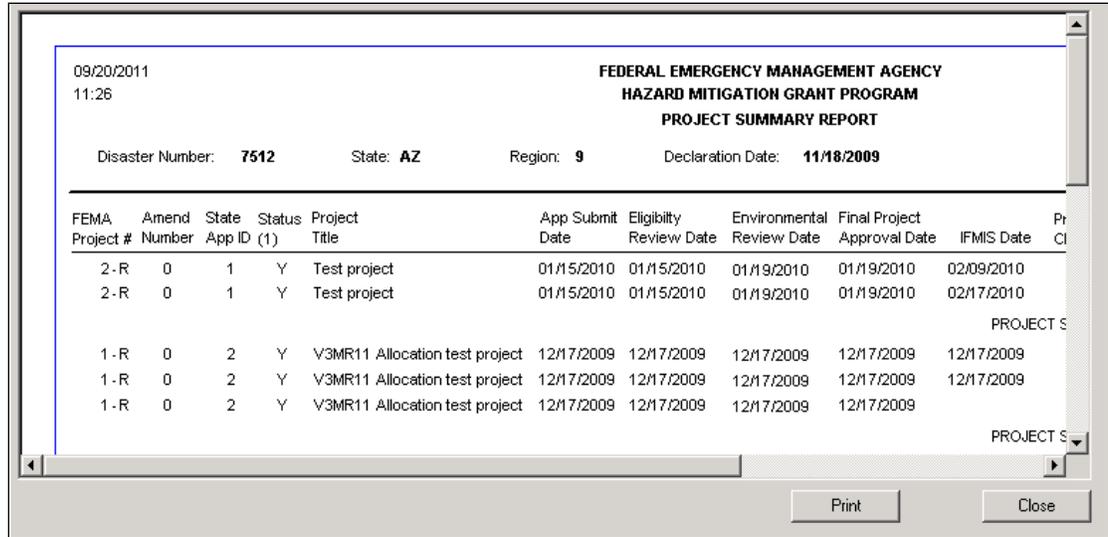


Figure 11-30: Project Summary Report

12. On the bottom right part of the screen, click the CLOSE button to exit out of Project Checklist.

Task 4a: Create and Submit a New Quarterly Report

1. On the MITIGATION menu, click on Admin → Quarterly Report (Figure 11-31).

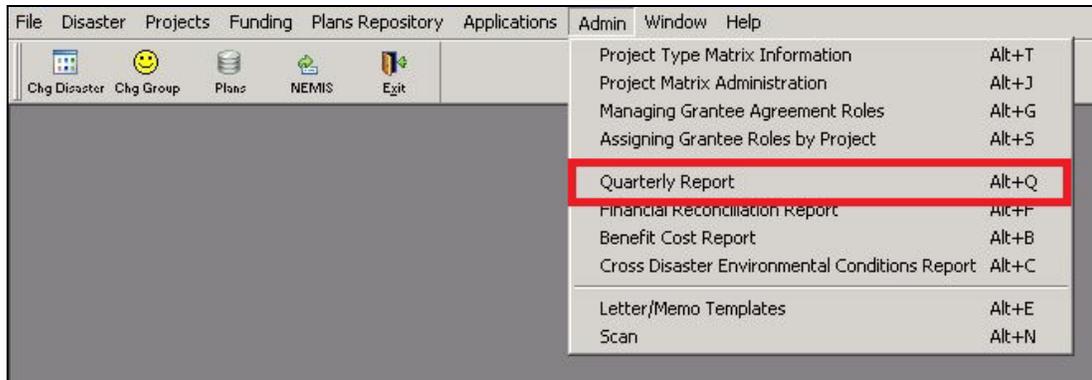


Figure 11-31: Mitigation → Admin → Quarterly Report

2. The Quarterly Report screen is displayed. To create a new Quarterly Report for a project, highlight the project and click the NEW button (Figure 11-32).

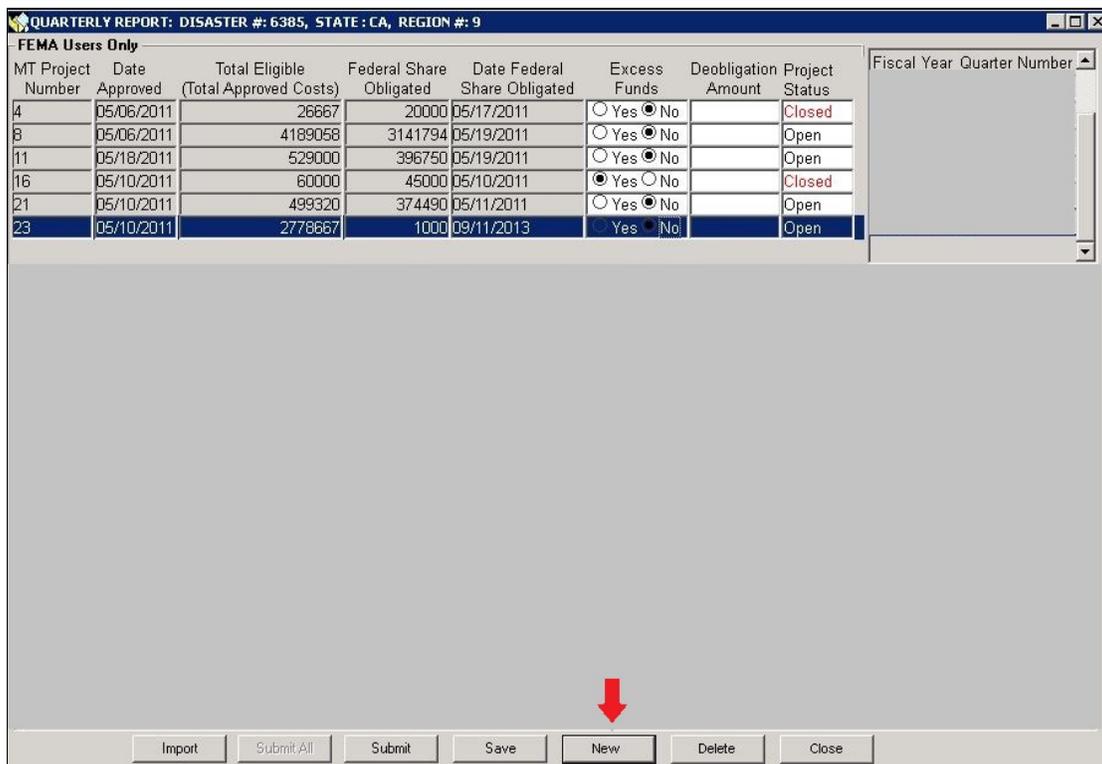


Figure 11-32: Mitigation → Admin → Quarterly Report → New

3. Select the Fiscal Year and Quarter Number from the pull down menu. After the Fiscal Year and Quarter Number pulldowns are selected, the rest of the project information (Application ID, Amendment Number, etc.) auto populates and the lower half fields are available for data entry (Figure 11-33).

QUARTERLY REPORT: DISASTER #: 6385, STATE : CA, REGION #: 9

FEMA Users Only

MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status
4	05/06/2011	26667	20000	05/17/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Closed
8	05/06/2011	4189058	3141794	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open
11	05/18/2011	529000	396750	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open
16	05/10/2011	60000	45000	05/10/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Closed
21	05/10/2011	499320	374490	05/11/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open
23	05/10/2011	2778667	1000	09/11/2013	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open

Application ID: 868 Project Amendment Number: 1 Project Type: R Report Generation Date: 09/16/2015 Applicant ID: 000-00001-00
 Project Title: City of Dariane 5 Residential Structure Acquisition - Cristina Public Entity ID: 00001
 Subgrantee Name: DARIANE APPLICANT FIPS Code: 0

NOT SUBMITTED

Recipient User Only

Final Report : YES NO

Status : Cost Code:

Federal Funds Disbursed: Total Grantee Drawdown:

Percent Work Completed: % Date Final Payment made to Subgrantee: 00/00/0000

Subgrantee Expenditure To Date: Last Drawdown Date: 00/00/0000

Approved Completion Date: 00/00/0000 Time Extension: YES NO

Actual Completion Date: 00/00/0000 Time Extension Date: 00/00/0000

Property ID List*: Total Properties:

Comment:

* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)

Import Submit All Submit Save New Delete Close

Figure 11-33: Quarterly Report Input Screen

- Enter data in the available fields. After entering data, you may Save the report, or Delete the report and start over.
- After data entry always save the report before submitting.
- When the SUBMIT button is selected a series of validations is conducted to ensure the data entered is appropriate.
- Once a report is submitted by selecting the SUBMIT button and by completing the validations, it can not be edited or deleted. An exception is that if the status is Closed, which automatically generates Final Report = Yes, the status of a Submitted closed report may be amended, then saved and submitted as ammended. The Final Report will revert to = NO. Every project is required to have a status of Closed, Final Report = YES and be Submitted when all project activities are completed.
- Except when importing several Quarterly Reports for a single project, a second report for a project cannot be newly created manually unless the previous report has been submitted. Attempting to do so will generate an error message (Figure 11-34).

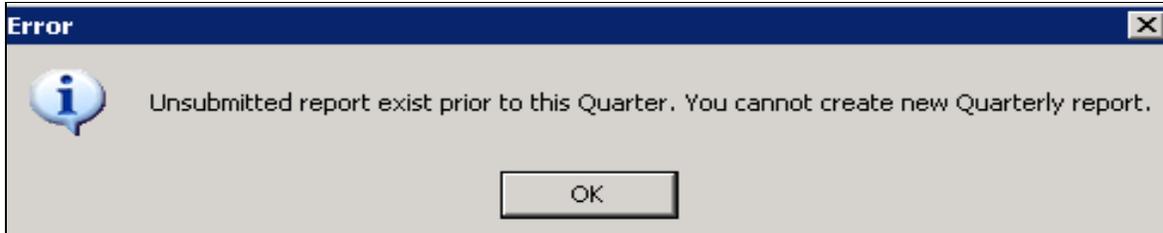


Figure 11-34: Validation error message

9. Ensure you have entered all of the required information before submitting a report. As data is entered, certain validations will be performed (Figure 11-35).

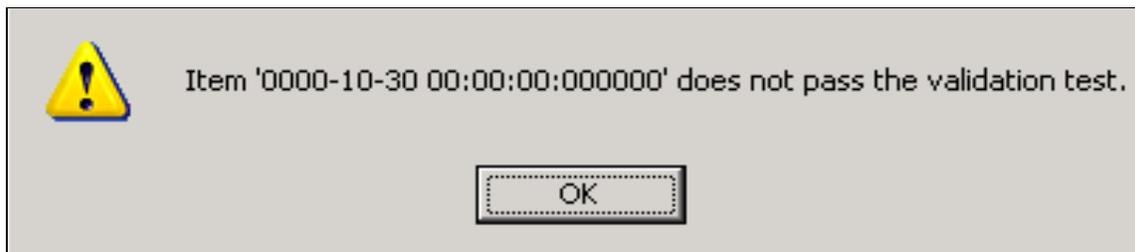


Figure 11-35: Validation message: Item does not pass the validation test

10. A series of Warning messages are generated as you attempt to submit a Quarterly Report. The first message will ask if you are sure you want to submit (Figure 11-36). Select Yes or No.

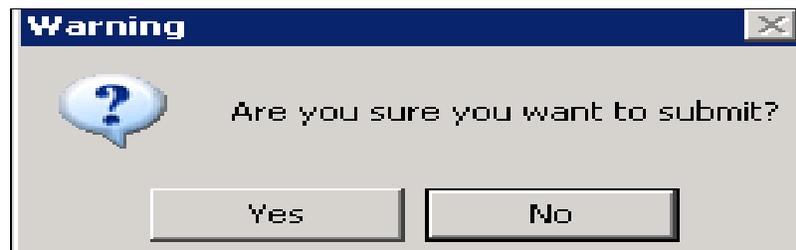


Figure 11-36: Validation warning

11. After selecting Yes, the validation messages will begin. The Total Properties field and the Property ID list are required entries (Figure 11-37). After selecting OK, enter the required data and select the Submit button again. The validation will continue.

Figure 11-37: Validation message: Total Properties must be entered

12. Additional validation messages may be received. Each time a message is received, select OK, correct or enter the validated data and start the submittal process again.
13. If Yes is selected in the Time Extension field, a time extension date must be entered. If a date for Time Extension Date is entered, Yes must be selected (Figure 11-38).

Figure 11-38: Time Extension and Time Extension Date fields

NOTE: Validation messages will be displayed if the Time Extension Date is not after the declaration date or is not a date in the future

14. If project Status = Closed then Date Final Payment made to Subgrantee is required (Figure 11-39).

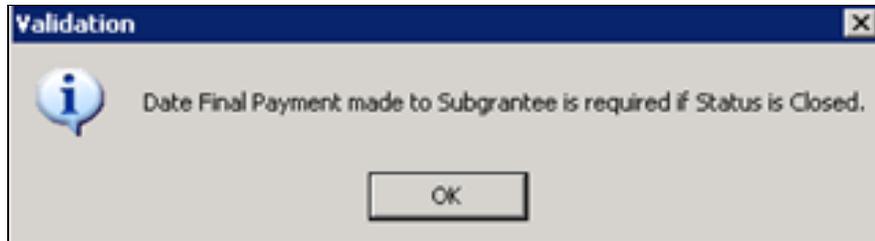


Figure 11-39: Validation message: Date Final Payment made to Subgrantee is required if Status is Closed

15. If project Status = Closed and Final Report = Yes is selected then Actual Completion Date is required (Figure 11-40). Validation will also be conducted to verify date entered is equal to or less than the current date but greater than the declaration date.



Figure 11-40: Validation message: Actual Completion Date must be entered

16. Once the validation is completed and the report is submitted it cannot be deleted. The Delete button is greyed out and not active when a submitted report is selected.
17. Other Validation messages that will be received if appropriate are:
 - a. Status must be selected / Cost Code must be Selected / Subgrantee Expenditures to Date must be entered / Last Drawdown Date is required if Status is closed.
 - b. When submitting a Final Report for a closed project, entries must be made in the FEMA user's only section by a FEMA employee with the appropriate position. When attempting to submit a Final Report Validation messages may include: Calculation of UDO must be entered / Excess Funds must be entered / and Deobligation Amount must be entered.
18. Any attempt to create a new report for a project in a Fiscal Year and Quarter that already exists as a submitted report will result in the message below when attempting to Save or submit the duplicate report. The message will be specific as to the FY and Quarter of the duplicate data (Figure 11-41).

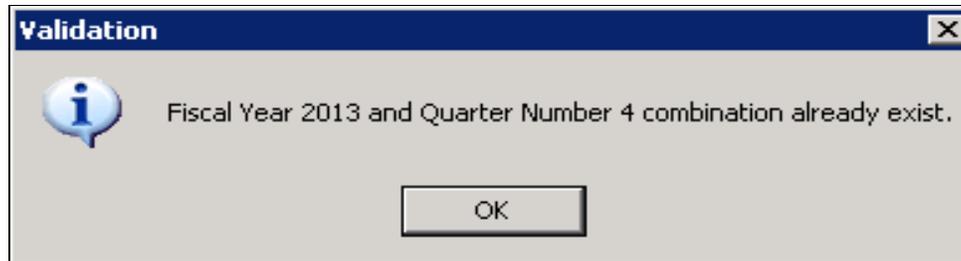


Figure 11-41: Validation message: Actual Completion Date must be entered

19. Select OK, and then delete the duplicate report by highlighting and selecting the Delete button.

Task 4b: Create and Submit a Subsequent Quarterly Report

1. On the MITIGATION menu, click on Admin → Quarterly Report (Figure 11-42).

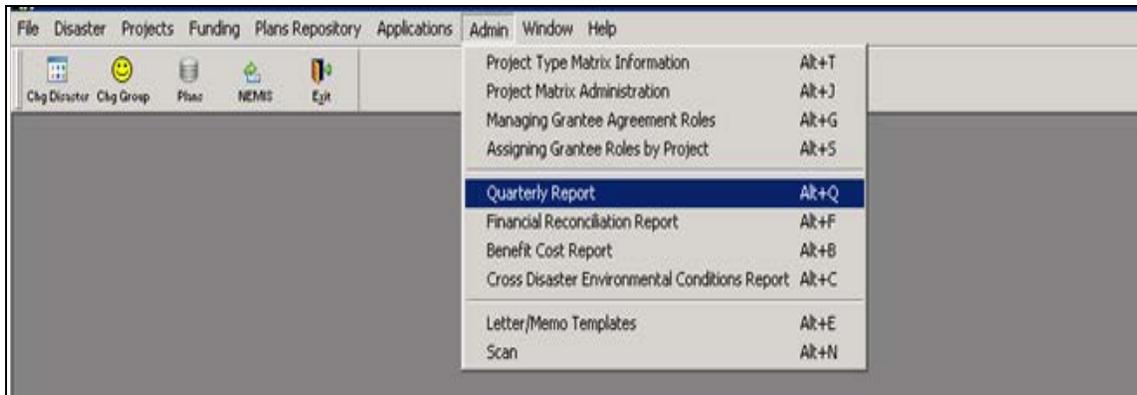


Figure 11-42: Mitigation → Admin → Quarterly Report

2. The Quarterly Report screen is displayed. To create and submit the Quarterly Report for the next quarter, highlight the appropriate project and select New.
3. Select the subsequent Fiscal Year if applicable and/or the next Quarter Number (Figure 11-43).

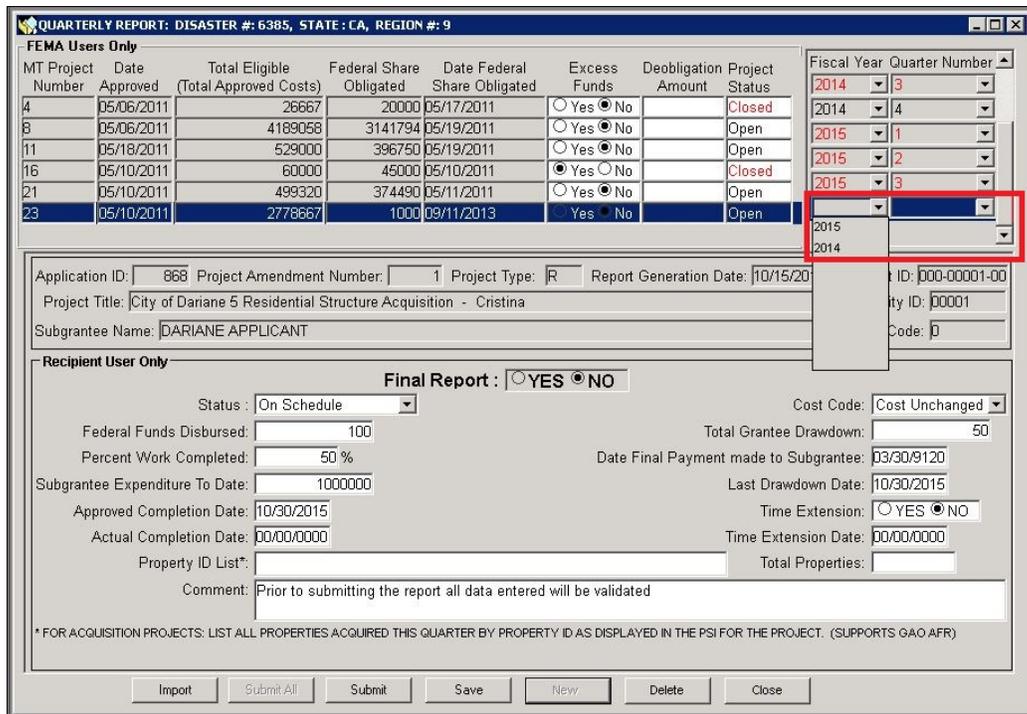


Figure 11-43: Subsequent Fiscal Year and Quarter Number

NOTE: To avoid duplication of effort the information in the previously submitted report is replicated in the new report. Update or edit the existing information, add any new information such as a change in Status or Cost Code or Time Extension, and select Submit. The new report will go through the validation process.

Task 4c: Import a Quarterly Report Spreadsheet

1. Enter the project data into the spreadsheet. The spreadsheet template is available within the HMGP MR 3.17.00 Release Notes or contact your FEMA Regional Office.
2. The spreadsheet can be used to import a single report, or to import data for either multiple projects within a single disaster (Figure 11-44), or to import multiple Quarterly Reports for a single project within a disaster (Figure 11-45).

	A	B	C	D	E	F
1	DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	
2	6385	821	2013	1	4	Co
3	6385	855	2013	1	10	Co
4	6385	857	2013	1	11	Co
5	6385	860	2013	1	14	Co

Figure 11-44: Import a single report or multiple projects within a single disaster

	A	B	C	D	E	F
1	DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	COST
2	6385	861	2013	1	16	Cost
3	6385	861	2013	2	16	Cost
4	6385	861	2013	3	16	Cost
5						

Figure 11-45: Import multiple Quarterly Reports for a single project within a disaster

NOTE: To be successful, the data for the project must be entered in near entirety and must be entered correctly. No duplicates within the spreadsheet or of existing reports is allowed.

3. After entering the data for a single project or multiple projects in the spreadsheet, select the Import button. Navigate to the location of the saved spreadsheet, highlight the spreadsheet file, and select open. You can also double click on the spreadsheet to open (Figure 11-46).

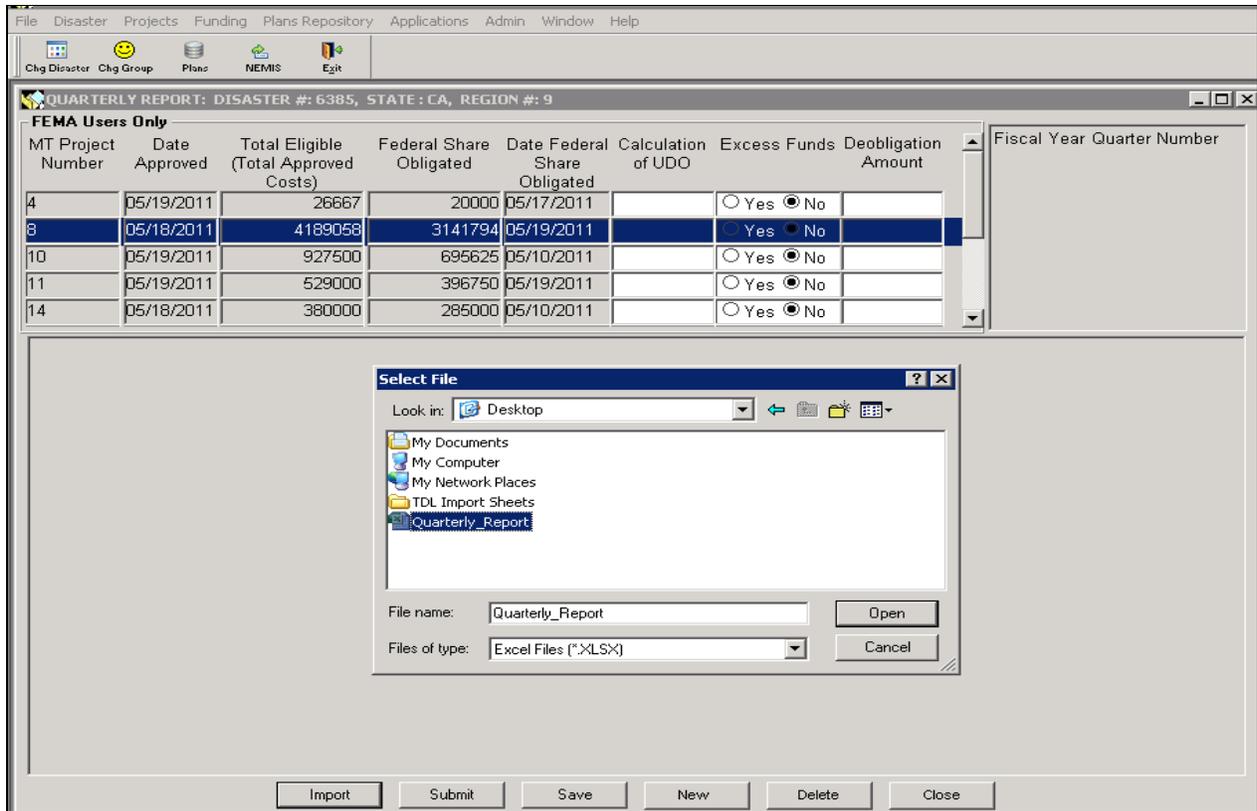


Figure 11-46: Select the spreadsheet file

- The system will go through the spreadsheet row by row and column by column and report any missing or ill-formatted data in need of validation. When importing, the spreadsheet data is validated. You may receive one or more importing error messages ([Table 11-7](#)). When you receive an importing error message, select OK, go back to the spreadsheet, fix the error identified in the message and repeat the import process.

HINT: To save time attempting to conduct multiple imports of the same spreadsheet, ensure you fill out the spreadsheet to accurately identify the disaster number, project number, and application ID, as well as the Fiscal Year and Quarter Number the import is intended to populate. It is best if all requested data can be entered on the spreadsheet in the format expected prior to attempting to import the first time.

- If there are no importing errors, the “Import completed successfully” message is displayed.
- Select OK. The data imported for the project is displayed (Figure 11-47).

QUARTERLY REPORT: DISASTER #: 6385, STATE: CA, REGION #: 9

FEMA Users Only

MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status	Fiscal Year	Quarter Number
4	05/06/2011	26667	20000	05/17/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Closed	2014	1
8	05/06/2011	4189058	3141794	05/19/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Open	2014	2
11	05/18/2011	529000	396750	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2014	3
16	05/10/2011	60000	45000	05/10/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Closed	2014	4
21	05/10/2011	499320	374490	05/11/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2015	1
23	05/10/2011	2778667	1000	09/11/2013	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2015	2

Application ID: 853 Project Amendment Number: 1 Project Type: R Report Generation Date: 00/00/0000 Applicant ID: 000-56330-00
 Project Title: Saferoom at Pechanga Elementary School Public Entity ID:
 Subgrantee Name: Pechanga Indian Reservation FIPS Code: 56330

NOT SUBMITTED

Recipient User Only

Final Report: YES NO

Status: Reporting Completed Cost Code: Cost Unchanged

Federal Funds Disbursed: 1000 Total Grantee Drawdown: 100
 Percent Work Completed: 100 % Date Final Payment made to Subgrantee: 02/12/2015
 Subgrantee Expenditure To Date: 100 Last Drawdown Date: 01/20/2015
 Approved Completion Date: 10/10/2015 Time Extension: YES NO
 Actual Completion Date: 02/12/2015 Time Extension Date: 02/12/2015
 Property ID List*: Total Properties:
 Comment: test

* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)

Import Submit All Submit Save New Delete Close

Figure 11-47: Data imported into Quarterly Report screen

- Once imported, the Quarterly Report information can be edited, saved, submitted, or all three. The import process is not considered complete until the report has been submitted and all potential data validations, as discussed in Task 4A, have been cleared.
- If you try to import or enter the same Quarterly Report as was imported or entered previously, the system will display a validation message: Duplicate Fiscal Year and Quarter Number combination. The report will not be imported a second time.
- Select OK. The “Quarterly Import Failed” message is displayed. If you try to import a blank spreadsheet, a “No valid rows found in the spreadsheet to import” validation is displayed.
- When attempting to import a spreadsheet with one project or several, you could encounter any one of the validation messages. Please refer to the [Reference](#) section at the end of Unit 11.

Task 4d: Delete a Previously Submitted Quarterly Report

1. Ensure you are signed on with the Hazard Mitigation Operations Specialist (HMOS) group ID. If you are not, change the group ID to HMOS.

NOTE: In rare instances, a deletion may be necessary to allow for the submittal of a corrected QPR. Only users with the Hazard Mitigation Operations Specialist (HMOS) role can delete a submitted QPR. The deletion must be approved by the Grants Implementation Branch at Headquarters. To obtain approval, the Regional Branch Chief should email the HMA inbox at HMAProgram@fema.dhs.gov

2. On the MITIGATION menu, click on Admin → Quarterly Report.
3. The Quarterly Report screen is displayed. To delete a previously submitted Quarterly Report, highlight the report (Figure 11-48). If the report meets the initial criteria for deletion, the Delete button will be available.

QUARTERLY REPORT: DISASTER #: 6385, STATE: CA, REGION #: 9

FEMA Users Only

MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status	Fiscal Year	Quarter Number
4	05/06/2011	26667	20000	05/17/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Closed	2013	2
8	05/06/2011	4189058	3141794	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2013	3
11	05/18/2011	529000	396750	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open	2014	2
16	05/10/2011	60000	45000	05/10/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Closed		
21	05/10/2011	499320	374490	05/11/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		
23	05/10/2011	2778667	1000	09/11/2013	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open		

Application ID: 861 Project Amendment Number: 0 Project Type: P Report Generation Date: 04/04/2014 Applicant ID: 001-00562-00
 Project Title: City of Alameda, HM Plan - Mojica Public Entity ID:
 Subgrantee Name: Alameda FIPS Code: 562

Recipient User Only

Final Report : YES NO

Status: On Schedule Cost Code: Cost Unchanged

Federal Funds Disbursed: 35000 Total Grantee Drawdown: 35000

Percent Work Completed: 62 % Date Final Payment made to Subgrantee: 00/00/0000

Subgrantee Expenditure To Date: 35000 Last Drawdown Date: 06/06/2013

Approved Completion Date: 08/13/2014 Time Extension: YES NO

Actual Completion Date: 00/00/0000 Time Extension Date: 00/00/0000

Property ID List*: 12123 Total Properties: 2

Comment:

* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)

This Quarterly Report is submitted and cannot be modified anymore except status.

Buttons: Import Submit All Submit Save New Delete Close

Figure 11-48: Submitted Quarterly Report

4. Click on the Delete button. The warning window is displayed (Figure 11-49): Are you sure you want to delete? Select Yes or No. If yes, the selected QPR will be deleted.

QUARTERLY REPORT: DISASTER #: 6385, STATE: CA, REGION #: 9

FEMA Users Only

MT Project Number	Date Approved	Total Eligible (Total Approved Costs)	Federal Share Obligated	Date Federal Share Obligated	Excess Funds	Deobligation Amount	Project Status
4	05/06/2011	26667	20000	05/17/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Closed
8	05/06/2011	4189058	3141794	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open
11	05/18/2011	529000	396750	05/19/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open
16	05/10/2011	60000	45000	05/10/2011	<input checked="" type="radio"/> Yes <input type="radio"/> No		Closed
21	05/10/2011	499320	374490	05/11/2011	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open
23	05/10/2011	2778667	1000	09/11/2013	<input type="radio"/> Yes <input checked="" type="radio"/> No		Open

Fiscal Year: 2013, Quarter Number: 2

Application ID: 861 Project Amendment Number: 0 Project Type: P Report Generation Date: 04/04/2014 Applicant ID: 001-00562-00

Project Title: City of Alameda, HM Plan - Mojica Public Entity ID:

Subgrantee Name: Alameda FIPS Code: 562

Recipient User Only

Final Report : YES NO

Status : On Schedule

Federal Funds Disbursed: 35000

Percent Work Completed: 62 %

Subgrantee Expenditure To Date: 35000

Approved Completion Date: 08/13/2014

Actual Completion Date: 00/00/0000

Property ID List*: 12123

Comment:

Cost Code: Cost Unchanged

Total Grantee Drawdown: 35000

ment made to Subgrantee: 00/00/0000

Last Drawdown Date: 06/06/2013

Time Extension: YES NO

Time Extension Date: 00/00/0000

Total Properties: 2

* FOR ACQUISITION PROJECTS: LIST ALL PROPERTIES ACQUIRED THIS QUARTER BY PROPERTY ID AS DISPLAYED IN THE PSI FOR THE PROJECT. (SUPPORTS GAO AFR)

This Quarterly Report is submitted and cannot be modified anymore except status.

Import Submit All Submit Save New Delete Close

Figure 11-49: Warning window - Are you sure you want to delete?

NOTE: The deleted report can be recreated as new and saved by any of the approved users (HMO, MA, MTSU and SAO). However, if outside of the 45 day submittal window for the selected QPR, only the HMOS user while in the HMOS group can submit the replacement QPR. Until the newly created QPR is submitted by the HMOS, the Fiscal Year and Quarter Number of the QPR will display in Red Font and when selected the QPR will display NOT SUBMITTED across the body of the QPR (Figure 11-47).

Task 5: Monitor SF-424 Information

NOTE: NEMIS HMGP assumes that one SF-424 is submitted for each Grantee with a total funding estimate including total Grantee and Subgrantee Administrative costs. As that estimate changes, subsequent SF-424s that are submitted are considered revisions that supersede the previous version.

As you perform project and program monitoring, check to see that the SF-424 is up to date. See Unit 3, Task 8: Enter SF-424 Information.

Task 6: Perform Global Matching

Execute this task if the project has a Federal share other than 75 percent and after projects have been approved and obligated.

1. On the MITIGATION menu, click on Funding → Estimate (Figure 11-50).

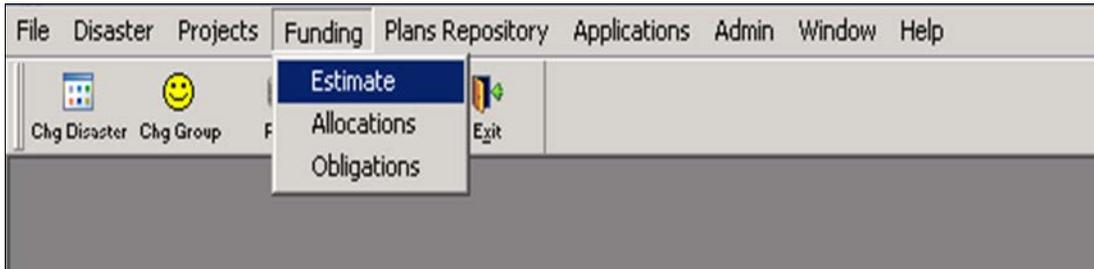


Figure 11-50: Mitigation →Funding →Estimate

2. The Funding Estimate tabs are displayed. Click the scroll arrow or enlarge your screen to display the rest of the tabs (Figure 11-51).

	Projected A	Total Allocated in NEMIS B	Available C (A - B)	Total Obligated in NEMIS D	Available E (A - D)
HMGP Project Funds:	\$40,000,000	\$450,001	\$39,549,999	\$450,001	\$39,549,999
Regular Projects:	\$35,666,667	\$450,001	\$35,216,666	\$450,001	\$35,216,666
Initiative Projects:	\$1,000,000	\$0	\$1,000,000	\$0	\$1,000,000
Planning Projects:	\$3,333,333	\$0	\$3,333,333	\$0	\$3,333,333
Subtotal:	\$40,000,000	\$450,001	\$39,549,999	\$450,001	\$39,549,999
State Management Cost:	\$3,000,000	\$0	\$3,000,000	\$0	\$3,000,000
Total:	\$43,000,000	\$450,001	\$42,549,999	\$450,001	\$42,549,999

For disasters declared on or after 11/13/2007: HMGP Project Funds = Regular Projects + Initiative Projects + Planning Projects.
State Management Cost is separate from HMGP Project Funds.

Figure 11-51: Funding Estimate Tabs

3. Scroll to the right and click the **Project Global Match** tab. The top section of the tab lists all approved projects for the disaster (Figure 11-52).

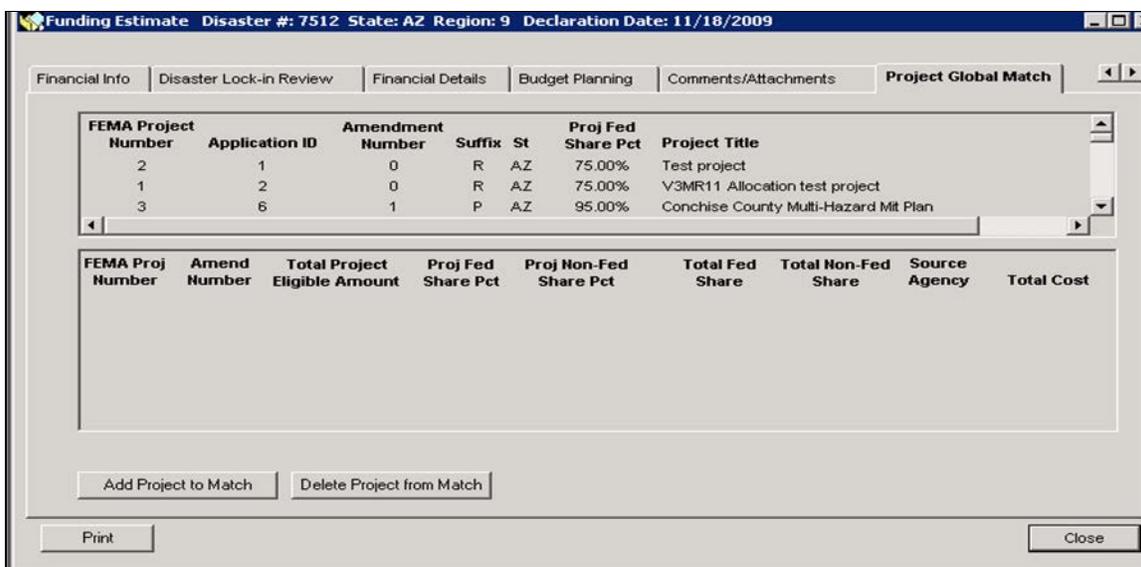


Figure 11-52: Mitigation →Funding →Estimate → Project Global Match Tab

4. Table 11-6 describes the Approved Projects List information.

Table 11-6: Approved Projects List Data Fields

DATA FIELD	INFORMATION DISPLAYED
FEMA Project Number	System-generated FEMA project application number when project is submitted to FEMA
Application ID	Grantee project application number
Amendment Number	Project application Amendment Number
Suffix	Funding type of the project—R (Regular); F (Initiative); P (Planning); or M (Management Costs)
St	State where disaster occurred
Proj Fed Share Pct	percent of the project costs funded by HMGP HINT: If this is greater than 75 percent, the project must be globally matched with other projects to balance the total Federal share to 75 percent or less.
Project Title	Project Title

5. Scroll down to find the project that has a Project Fed Share Pct other than 75 percent. Highlight the project (Figure 11-53).

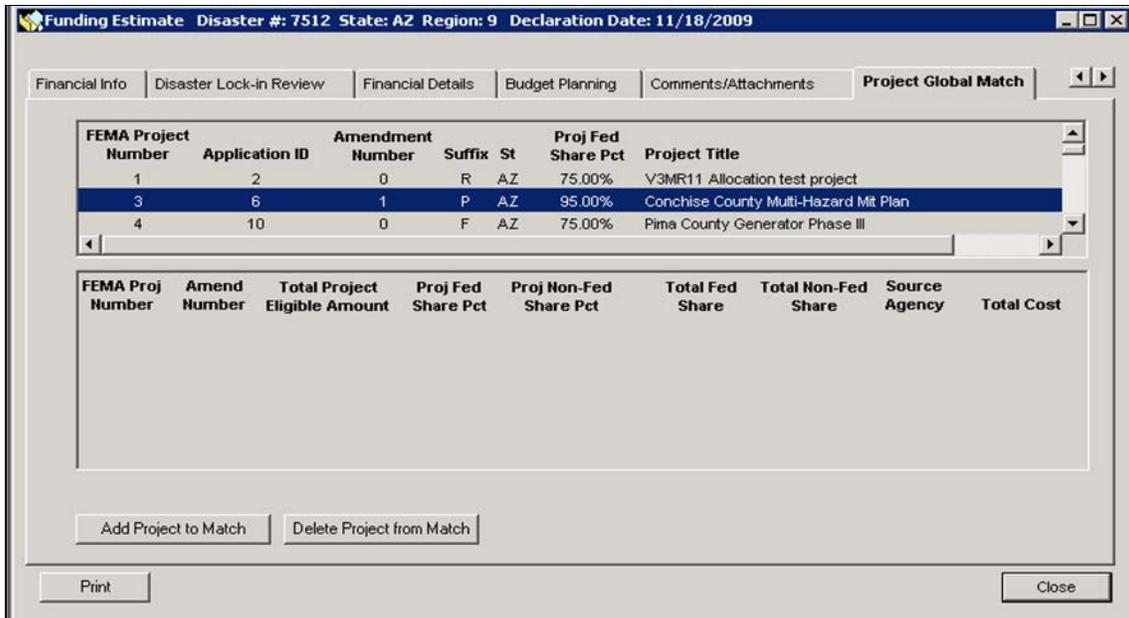


Figure 11-53: Select Project for Global Match

- Click the ADD PROJECT TO MATCH button. The project gets added to the list of projects in the bottom section of the tab (Figure 11-54).

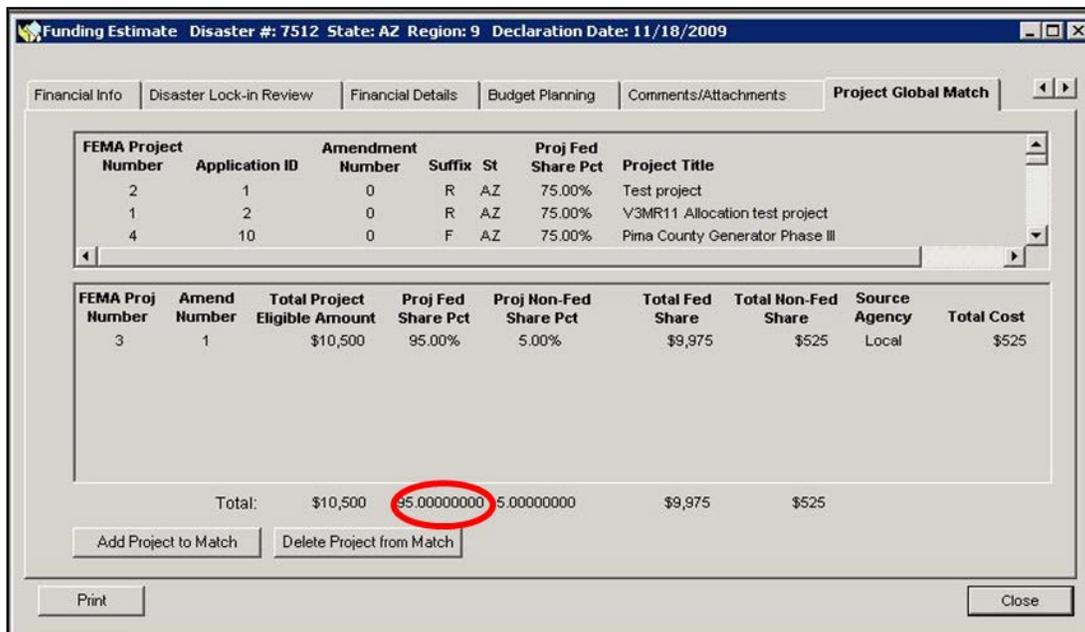


Figure 11-54: Project Added to Match

7. Repeat Steps 5 and 6 for all projects that have a Project Fed Share Pct other than 75 percent.

CAUTION: The Total Project Fed Share Pct, (Figure 11-54), must be equal to or less than 75 percent.

8. Closely monitor the Total Project Fed Share Pct (Figure 11-54) throughout the obligation process.

CAUTION: Amended projects do not automatically update in the selected projects screen. The latest approved amendment will appear as available for selection to the match. However, if the total eligible project cost or Federal share percentage have changed, it will be necessary to manually delete the old amendment from the match and then add the new amendment to the match.

References for Errors Importing a Spreadsheet

The system will go through the spreadsheet row by row and column by column and report any missing or ill formatted data in need of validation. Table 11-7 shows a list of possible importing errors and validation messages.

Table 11-7: Possible Importing Errors and Validation Messages

POSSIBLE IMPORTING ERRORS AND VALIDATION MESSAGES
No valid rows found in the spreadsheet to import
Error Importing, "Disaster Number in row #" must be same as the selected Disaster in the application
Disaster Number cannot contain characters, in row #
Project Number does not exist in the application, in row #
Application ID does not exist or is not approved in the application, in row #
Application ID cannot be empty, in row #
Application ID cannot contain characters, in row #
Closed Project in the application cannot be imported, in row #
Fiscal Year must be 'Year'
Fiscal Year cannot contain characters, in row #
Quarter Number must be between 1 and 4, in row #
Quarter Number cannot contain characters, in row #
Subgrantee Expenditure to Date must be an amount, in row #
Total Grantee Drawdown must be an amount, in row #
Last Drawdown Date has an invalid format, in row #, expected format is mm/dd/yyyy'
Federal Funds Disbursed must be an amount, in row #
Time Extension Date has an invalid format, in row #, expected format is mm/dd/yyyy
Invalid Time Extension flag, in row #, expected value is Y or N
Percent Work Completed must be number, in row #
Comment cannot exceed 500 characters, in row #
Total Properties must be number, in row #
Property ID List cannot exceed 500 characters, in row #
Date Final Payment made to Subgrantee has an invalid format, in row # expected format is mm/dd/yyyy

POSSIBLE IMPORTING ERRORS AND VALIDATION MESSAGES
Approved Completion Date has an invalid format, in row #, expected format is mm/dd/yyyy
Actual Completion Date has an invalid format, in row #, expected format is mm/dd/yyyy
Invalid Cost Code, in row #
Invalid Status, in row #
Actual Completion Date is required, in row #
Actual Completion Date must be less than or equal to the current date, in row #
Actual Completion Date must be greater than or equal to Declaration Date, in row #
Date Final payment made to Subgrantee is required if Status is Closed, in row #
Last Drawdown Date is required if Status is Closed, in row #
Time Extension Date is required, in row #
Time Extension Date must be a future date, in row #
Time Extension Date must be after Declaration Date, in row #
Quarterly Report import failed
Import Completed Successfully – Total Number of Reports Imported _.

Error Examples:

1. In this example, the user is attempting to import reports for several different projects within the same disaster. However, the user has transposed the Disaster Number in Row 2 (Figure 11-55).

	A	B	C	D	E	F	G	H	I
	DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	COST CODE	STATUS	SUBGRANTEE EXPENDITURE TO DATE	TOTAL GRANTEE DRAWDOWN
1									
2	6358	821	2013	2	4	Cost Unchang	On Schedule	25000	20000
3	6385	855	2013	2	10	Cost Unchang	Closed	695625	696000
4	6385	857	2013	2	11	Cost Underrun	Suspended	529000	529000
5	6385	859	2013	2	14	Cost Overrun	Completed	285000	285000

Figure 11-55: Disaster Number transposed in the spreadsheet

HINT: Row 1 of the spreadsheet is the header, so the first row of project data is row 2.

- The system will return the following Error Importing message (Figure 11-56). Select OK, correct the Disaster Number and attempt to import the spreadsheet again using the process described previously.

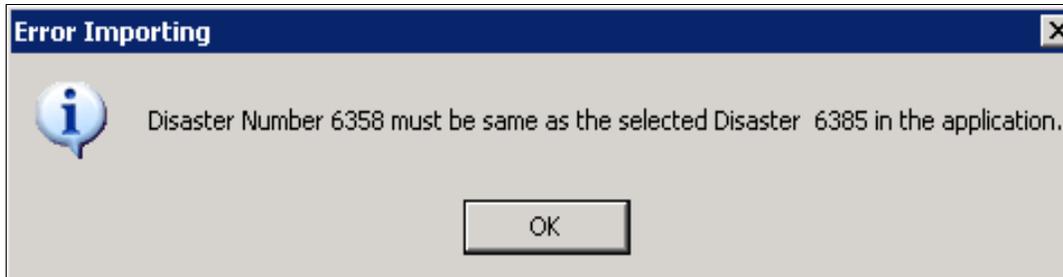


Figure 11-56: Disaster Number 6358 must be same as the selected Disaster 6385 in the application

- In this example the Application ID in Row 2 was entered incorrectly (Figure 11-57). The Application ID cannot be blank and must match exactly the Application ID of the Project Number.

	A	B	C	D	E	F	G	H	I
	DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	COST CODE	STATUS	SUBGRANTEE EXPENDITURE TO DATE	TOTAL GRANT DRAWDOWN
2	6385	8	2013	1	4	Cost Unchang	On Schedule	25000	
3	6385	855	2013	1	10	Cost Unchang	Closed	695625	69
4	6385	857	2013	1	11	Cost Underrur	Suspended	529000	52
5	6385	860	2013	1	14	Cost Overrun	Completed	285000	28

Figure 11-57: Project Added to Match

- The system will return the following Error Importing message (Figure 11-58). While the message says “Project Number does not exist”, this message or another possible message, “Application ID does not exist or is not approved in the application” will be displayed anytime the MT Project Number and Application ID do not match or if the project does not exist in the system as eligible to be reported out. Select OK, correct or enter the Application ID or Project Number or both and attempt to import the spreadsheet again.



Figure 11-58: Project Added to Match

- In this example the date entered under Last Drawdown Date in Row 3 was not entered in the correct format (Figure 11-59). The forward slash (/) separators are missing. The expected format is MM/DD/YYYY. Also, in this instance the date is required for a Status of Closed.

DISASTER NUMBER	APPLICATION ID	FISCAL YEAR	QUARTER NUMBER	PROJECT NUMBER	COST CODE	STATUS	SUBGRANTEE EXPENDITURE TO DATE	TOTAL GRANTEE DRAWDOWN	LAST DRAWDOWN DATE (MM/DD/YYYY)	FEDERAL FUNDS DISBURSED	TIME EXTENSION (Y/N)	TIME EXTENSION DATE (MM/DD/YY)
6385	821	2013	1	4	Cost Unchang	On Schedule	25000	20000	09/12/2013	20000	N	
6385	855	2013	1	10	Cost Unchang	Closed	695625	696000	9122013	696000	N	
6385	857	2013	1	11	Cost Underrun	Suspended	529000	529000	09/12/2014	52900	Y	
6385	860	2013	1	14	Cost Overrun	Completed	265000	265000	09/12/2013	26500	N	

Figure 11-59: Project Added to Match

- The system will return the following Error Importing message (Figure 11-60). Select OK, enter the date in the correct MM/DD/YYYY format and attempt to import the spreadsheet again.

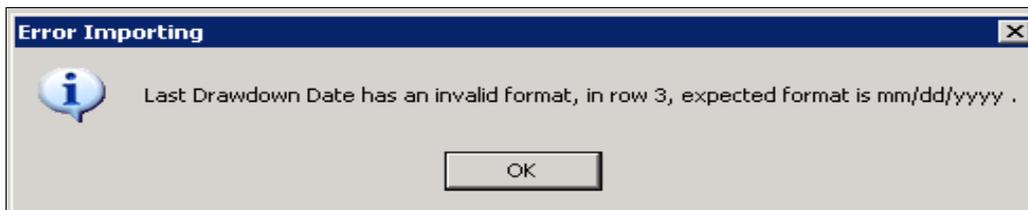


Figure 11-60: Last Drawdown Date has an invalid format message

- In this example, the Status of Closed in Row 3 requires the Actual Completion date be entered and the date is missing (Figure 11-61).

STATUS	EXPENDITURE TO DATE	TOTAL GRANTEE DRAWDOWN	LAST DRAWDOWN DATE (MM/DD/YYYY)	FEDERAL FUNDS DISBURSED	TIME EXTENSION (Y/N)	TIME EXTENSION DATE (MM/DD/YYYY)	PERCENTAGE COMPLETED	COMMENT	TOTAL PROPERTIES LIST	DATE FINAL PAYMENT MADE TO SUBGRANTEE (MM/DD/YYYY)	APPROVED COMPLETION DATE (MM/DD/YYYY)	ACTUAL COMPLETION DATE (MM/DD/YYYY)
On Schedule	25000	20000	09/12/2013	20000	N		101	This is a tes	5	12,123,1234,12345,1,		
Closed	695625	696000	09/12/2013	696000	N		99		1	23		
Suspended	529000	529000	09/12/2014	529000	Y		1		0	0		
Completed	265000	265000	09/12/2013	265000	N		50	999000km	0			

Figure 11-61: Actual Completion Date is missing in spreadsheet

- The system will return the following Validation message (Figure 11-62). Select OK, enter the missing Actual Completion Date in the correct MM/DD/YYYY format and attempt to import the spreadsheet again.

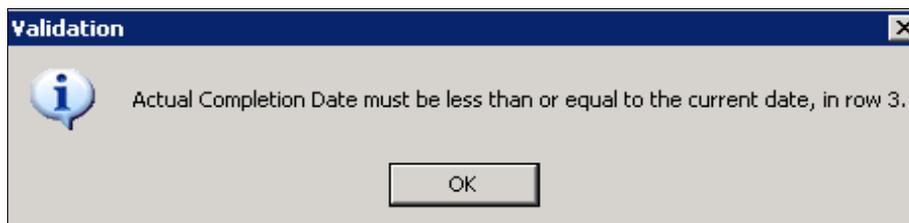


Figure 11-62: Actual Completion Date must be less than or equal to the current date message

- In this example, in Row 4, Time Extension has been entered as Y and thus the Time Extension Date is required and the date is missing (Figure 11-63).

	G	H	I	J	K	L	M	N
		SUBGRANTEE						PERCENTAGE
		EXPENDITURE	TOTAL GRANTEE	LAST DRAWDOWN DATE	FEDERAL FUNDS	TIME EXTENSION	TIME EXTENSION DATE	WORK
1	STATUS	TO DATE	DRAWDOWN	(MM/DD/YYYY)	DISBURSED	(Y/N)	(MM/DD/YYYY)	COMPLETED
2	On Schedule	25000	20000	09/12/2013	20000	N		101
3	Closed	695625	696000	09/12/2013	696000	N		99
4	Suspended	529000	529000	09/12/2014	52900	Y		1
5	Completed	285000	285000	09/12/2013	28500	N		50

Figure 11-63: Project Date is missing

- The system will return the following Validation message (Figure 11-64). Select OK, enter the missing Time Extension Date in the correct MM/DD/YYYY format and attempt to import the spreadsheet again.

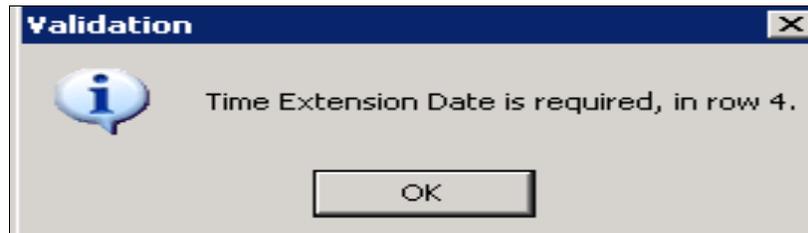


Figure 11-64: Time Extension Date is required message

- While this should not occur frequently, in this example in Row 5 the Comments entered exceed 500 characters (Figure 11-65).

	F	G	H	I	J	K	L	M	N	O	P	Q	R
		SUBGRANTEE						PERCENTAGE	DATE FINAL PAYMENT		APPRC		
		EXPENDITURE	TOTAL GRANTEE	LAST DRAWDOWN DATE	FEDERAL FUNDS	TIME EXTENSION	TIME EXTENSION DATE	WORK	TOTAL	PROPERTY ID	MADE TO SUBGRANTEE	COMPLI	
1	COST CODE	STATUS	TO DATE	DRAWDOWN	(MM/DD/YYYY)	DISBURSED	(Y/N)	(MM/DD/YYYY)	COMPLETED	COMMENT	PROPERTIES LIST	(MM/DD/YYYY)	
2	Cost Unchang	On Schedule	25000	20000	09/12/2013	20000	N		101	This is a test	512,123,1234,12345,1,		
3	Cost Unchang	Closed	695625	696000	09/12/2013	696000	N		99		1	23	
4	Cost Underrun	Suspended	529000	529000	09/12/2014	529000	Y		05/25/2014		0	0	
5	Cost Overrun	Completed	285000	285000	09/12/2013	28500	N		50	999000	0		

Figure 11-65: Comments entered exceed 500 characters in spreadsheet

- The system will return the following Error Importing message (Figure 11-66). Select OK, limit the comments to 500 characters and attempt to import the spreadsheet again.

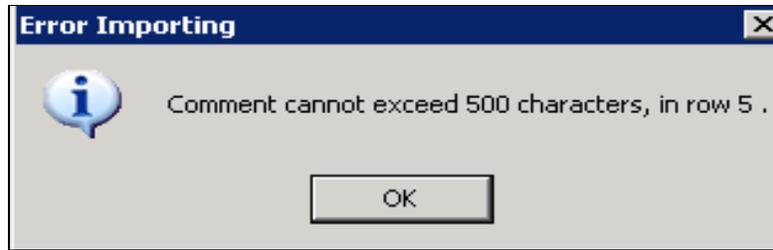


Figure 11-66: Comment cannot exceed 500 characters message

13. Some data errors made on the spreadsheet will not be validated by the system until the import process. In this example the Approved Completion Date is missing for all of the projects (Figure 11-67). Approved Completion Date is required for all projects but is only validated during the Submit process (Figure 11-68).

Quarterly Report																
	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	SUBGRANTEE			PERCENTAGE			DATE FINAL PAYMENT			APPROVED	ACTUAL					
PROJECT	EXPENDITURE	TOTAL GRANTEE	LAST DRAWDOWN DATE	FEDERAL FUNDS	TIME EXTENSION	TIME EXTENSION DATE	WORK	TOTAL	PROPERTY ID	MADE TO SUBGRANTEE	COMPLETION DATE	COMPLETION DATE				
1	NUMBER	COST CODE	STATUS	TO DATE	DRAWDOWN	(MM/DD/YYYY)	DISBURSED	(Y/N)	(MM/DD/YYYY)	COMPLETED	COMMENT	PROPERTIES LIST	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)
2	4	Cost Overrun	On Schedule	25000	20000	09/12/2013	20000	N		101	This is a tes	5	12,123,1234,12345,1,			
3	10	Cost Unchanged	Closed	696625	696000	09/12/2013	696000	N		99		1	23	04/02/2013		04/03/2014
4	11	Cost Underrun	Suspended	529000	529000	09/12/2014	52900	Y	05/25/2014	1		0	0			
5	14	Cost Overrun	Completed	286000	286000	09/12/2013	286000	N		50		0				04/03/2014

Figure 11-67: Missing Approved Completion Date fields

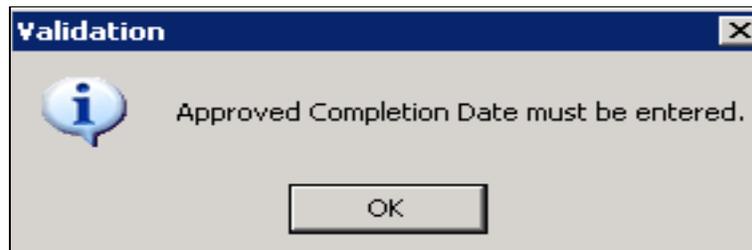


Figure 11-68: Approved Completion Date must be entered message

14. There are also additional validations for projects that have previously been submitted as closed. For example, if you try to import a new report for a project that was closed in the previous quarter, the system will return the Error Importing message shown below (Figure 11-69). To import or enter an updated report for a project submitted as closed it will be necessary to change the status of the submitted closed report to something other than closed which along with Final Report = Yes, are the only changes that can be made to a submitted report.

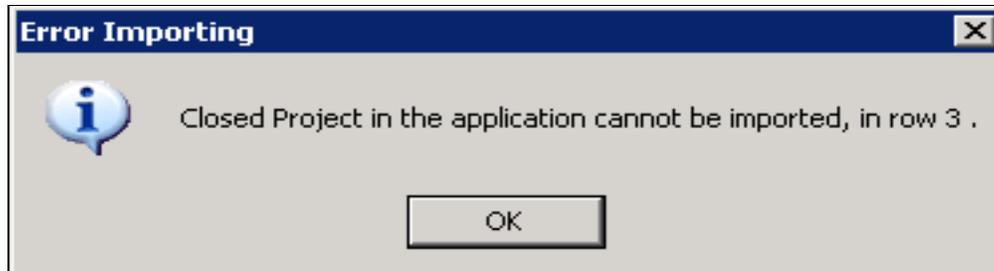


Figure 11-69: Closed Project in the application cannot be imported message

15. The last example is of the message that will be generated should the user attempt to import reports using a spreadsheet that does not have the approved pull down menus or if the user attempts to enter data in a field that deviates from the data in the pull down menus. For example, the user below has overridden the pull-down for Time Extension using a small n (Figure 11-70).

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
			SUBGRANTEE						PERCENTAGE				DATE FINAL PAYMENT	APPROVED	ACTUAL
			EXPENDITURE	TOTAL GRANTEE	LAST DRAWDOWN DATE	FEDERAL FUNDS	TIME EXTENSION	TIME EXTENSION DATE	WORK	TOTAL	PROPERTY ID	MADE TO SUBGRANTEE	COMPLETION DATE	COMPLETION DATE	
1	COST CODE	STATUS	TO DATE	DRAWDOWN	(MM/DD/YYYY)	DISBURSED	(Y/N)	(MM/DD/YYYY)	COMPLETED	COMMENT	PROPERTIES LIST	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)	(MM/DD/YYYY)
2	Cost Overrun	On Schedule		25000		20000		08/12/2013		20000	N				
3	Cost Unchang	On Schedule		22000		22000		12/13/2013		22000	n				08/13/2014

Figure 11-70: Project

16. When attempting to import the spreadsheet the system returned the following message (Figure 11-71). The entry will need to be changed to N before the spreadsheet can be imported.



Figure 11-71: Invalid Time Extension flag message

17. While examples of all of the possible Submit or Import Validation and Error Importing messages were not replicated in this document, they are all well described and it should be intuitive to the user as to what steps are necessary to successfully submit a Quarterly Report regardless of whether it was manually entered or imported via the approved spreadsheet.

18. To save time attempting to conduct multiple imports of the same spreadsheet, ensure you fill out the spreadsheet to accurately identify the disaster number, project number, and application ID, as well as the Fiscal Year and Quarter Number the import is intended to populate. It is best if all requested data can be entered on the spreadsheet in the format expected prior to attempting to import the first time. Please keep in mind that closed projects and Final Reports have special validation issues over and above those reports for ongoing projects.