

Unit 14 – Generate Standard HMGP Reports

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Overview

The NEMIS HMGP Generate Standard HMGP Reports process allows FEMA and Grantee users to monitor HMGP information one disaster at a time.

NOTE: To prepare ad hoc and cross-disaster reports, use the Enterprise Data Warehouse (EDW).

Table 14-1 provides an overview of the process.

Table 14-1: Generate Standard HMGP Reports

ITEM	DESCRIPTION
Purpose	Produce reports of HMGP information
When does it start?	Throughout the disaster response
Who does it?	FEMA and Grantee users
How is it done?	Execute two tasks: Task 1: Generate Reports from the NEMIS Wide Management Reporting Tool Task 2: Generate Reports from the Mitigation → Admin Area

The system provides standard format reports that may be generated at any time. Table 14-2 provides the list of NEMIS HMGP processes and the corresponding system reports.

Table 14-2: NEMIS HMGP Process - System Reports – NEMIS Wide

NEMIS HMGP PROCESS	SYSTEM REPORT
Unit 3: Manage Disaster Information	Disaster Overview
Unit 4: Manage MT Plans Repository	Grantee HMGP Administrative Plan Multihazard Mitigation Plan
Unit 5: Manage Funding Estimate	Funding Estimate Funding Estimate Budget Planning Funding Estimate Financial Activity

NEMIS HMGP PROCESS	SYSTEM REPORT
Unit 6: Manage Project Applications	Application Development Environmental Report Project Cost Line Item Project Non-Federal Share Property Site Inventory State Application
Unit 7: Manage Eligibility Determination	Federal Eligibility Work Packets Project Eligibility *Project Worksheet Report
Unit 8: Manage Amendments	Application Development Environmental Report Project Cost Line Item Project Non-Federal Share Property Site Inventory State Application
Unit 10: Manage Allocations and Obligations	Allocation Request Allocation Request with Signature Fiscal Year Management Report Obligation Obligation with Signatures
Unit 11: Manage Project and Program Oversight Tasks	Field Survey Full Project History Project Management Project Status Quarterly Report by Project Quarterly Report Tracking
Unit 12: Manage Project Closeout	Project Closeout
Unit 13: Manage Program Closeout	Disaster Closeout

*The Project Worksheet Report is listed under the Infrastructure Support (IS) folder in the NEMIS Wide Management Reporting Tool.

Task 1: Generate Reports from the NEMIS Wide Management Reporting Tool

1. On the NEMIS menu bar, click on NEMIS Wide → Management Reporting → Management Reporting (Figure 14-1).



Figure 14-1: NEMIS Wide → Management Reporting → Management Reporting

2. The NEMIS Wide Management Reporting Tool is displayed (Figure 14-2).

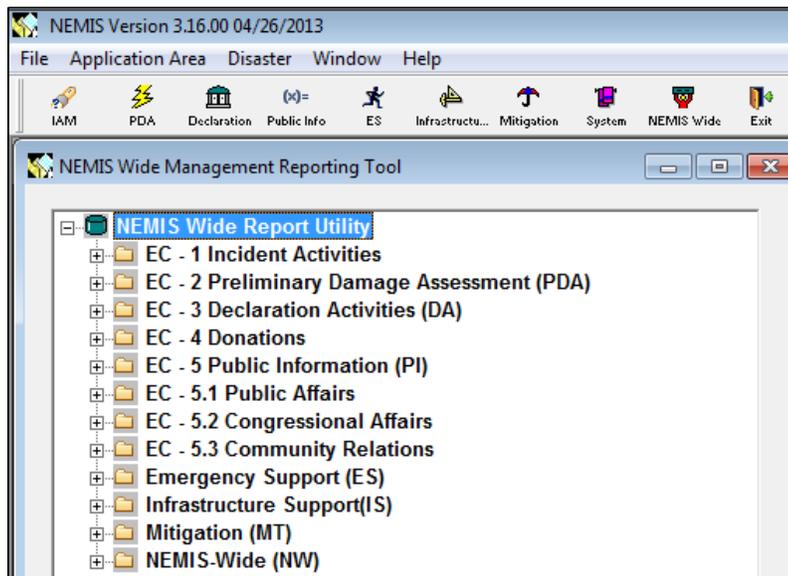


Figure 14-2: NEMIS Wide Management Reporting Tool

3. To generate a standard Mitigation report, complete Steps 3a – 3i.
 - a. Double-click the Mitigation (MT) folder. The list of Mitigation Reports is displayed (Figure 14-3).

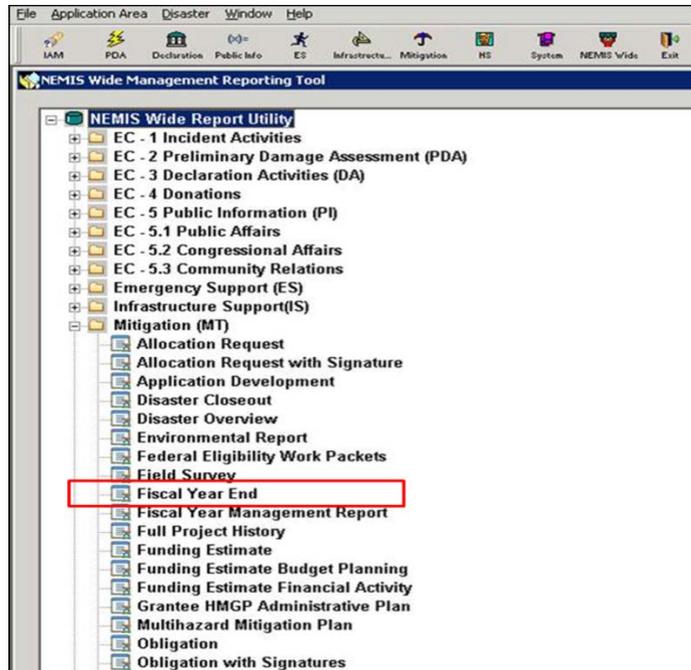


Figure 14-3: Mitigation Reports List, including new “Fiscal Year End” report

- b. Double-click on a Mitigation report. The Select Disaster window is displayed.
- c. In the Disaster field, enter the Disaster Number you wish to generate reports for.
- d. Click the OK button. The MT Report Generator is displayed (Figure 14-4).

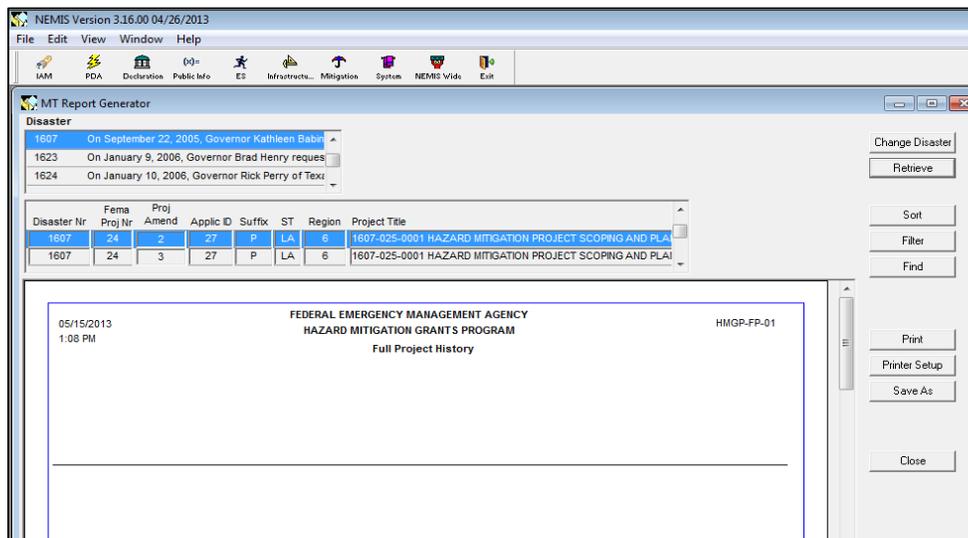


Figure 14-4: MT Report Generator

- e. The top portion of the screen provides the report criteria fields. Enter a selection in each field.

HINT: Use the SORT, FILTER, and FIND buttons to refine the report criteria. In the Sort, Filter or Find window, enter the requested information to reorder, select, or locate information.

- f. Click the RETRIEVE button.
The Mitigation report is displayed (Figure 14-5).

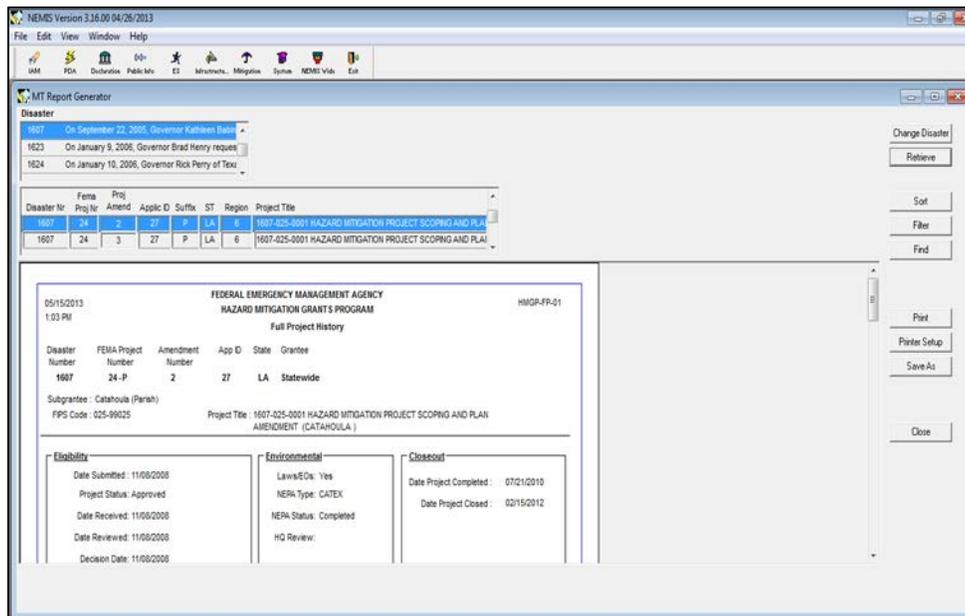


Figure 14-5: Generated Standard Report

- g. Use the scroll bars to view the entire report.
- h. If you need a hard copy of the report, click the PRINT button.
- i. Click the CLOSE button. The NEMIS Wide Management Reporting Tool is displayed.
4. To generate a standard Infrastructure Support (IS) report, complete Steps 4a – 4g.
- a. Double-click the Infrastructure Support (IS) folder. The list of Infrastructure Support Reports is displayed (Figure 14-6).

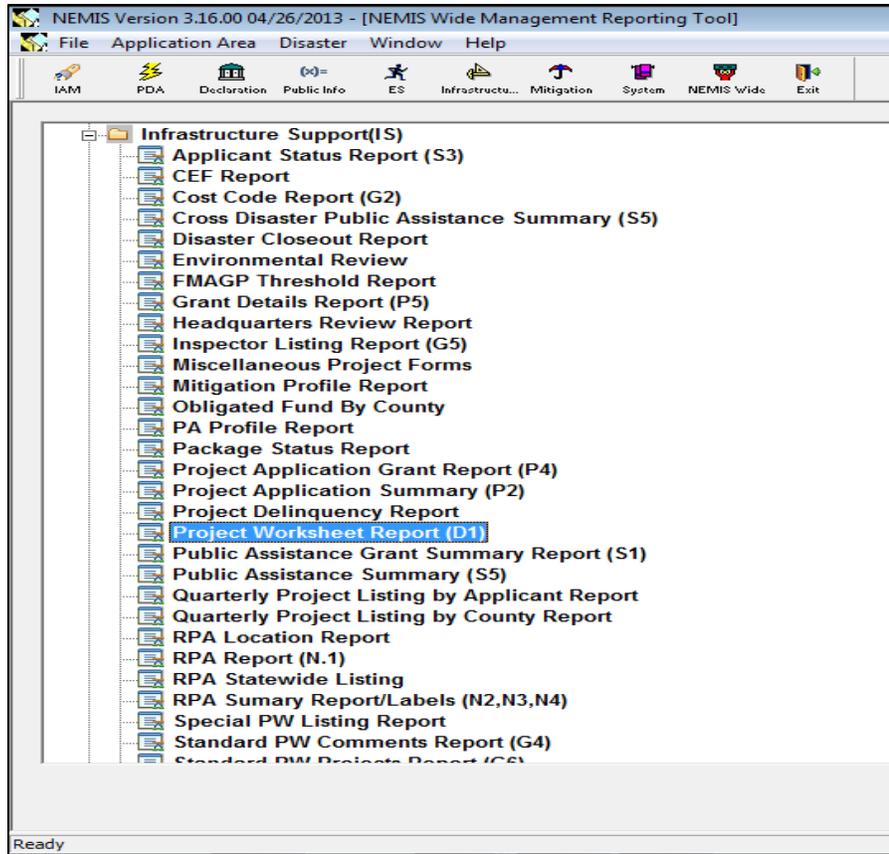


Figure 14-6: Infrastructure Support Reports List

- b. Double-click on an Infrastructure Support report. The Report Generator is displayed (Figure 14-7).

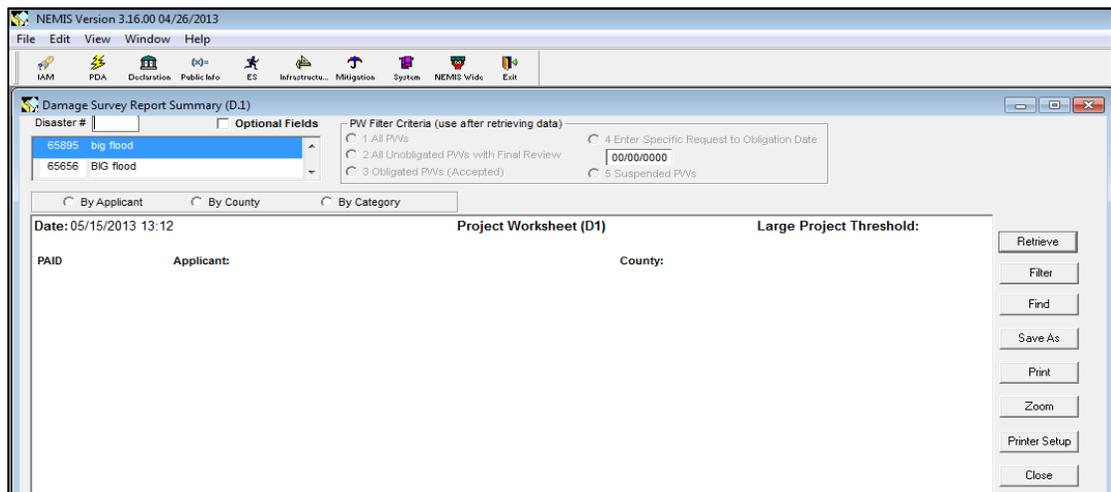


Figure 14-7: Infrastructure Support Report Generator

- c. The top portion of the screen provides the report criteria fields. Enter a selection in each field.

- d. Click the RETRIEVE button. The Infrastructure Support report is displayed (Figure 14-8).

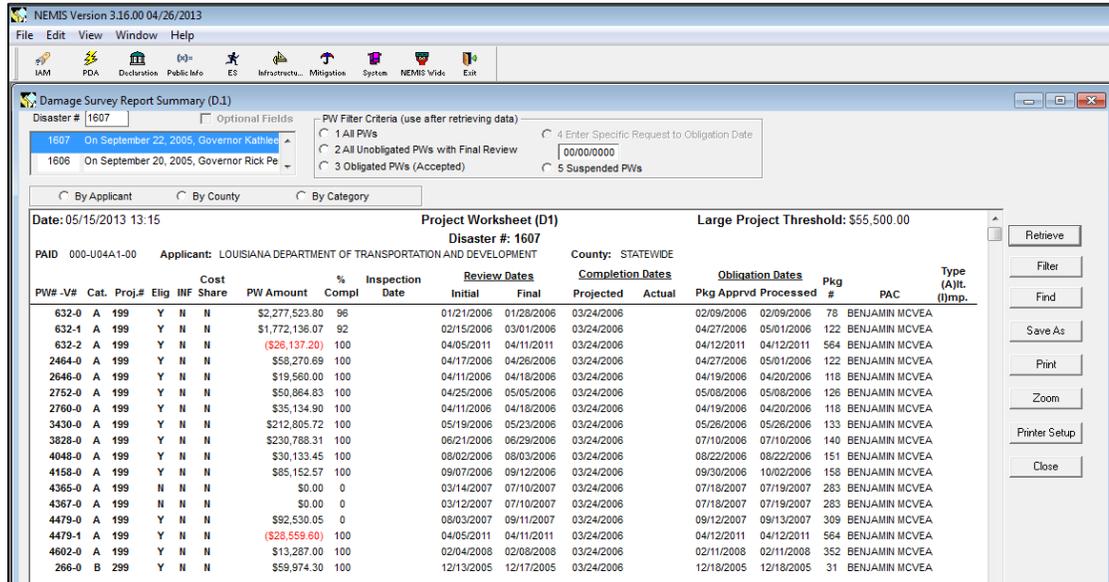


Figure 14-8: Generated Standard Report

- e. Use the scroll bars to view the entire report.
 - f. If you need a hard copy of the report, click the PRINT button.
 - g. Click the CLOSE button. The NEMIS Wide Management Reporting Tool is displayed.
5. To generate a standard NEMIS-Wide (NW) report, complete Steps 5a – 5g.

- a. Double-click the Infrastructure (IS) folder. The list of NEMIS-Wide (NW) Reports is displayed (Figure 14-9).

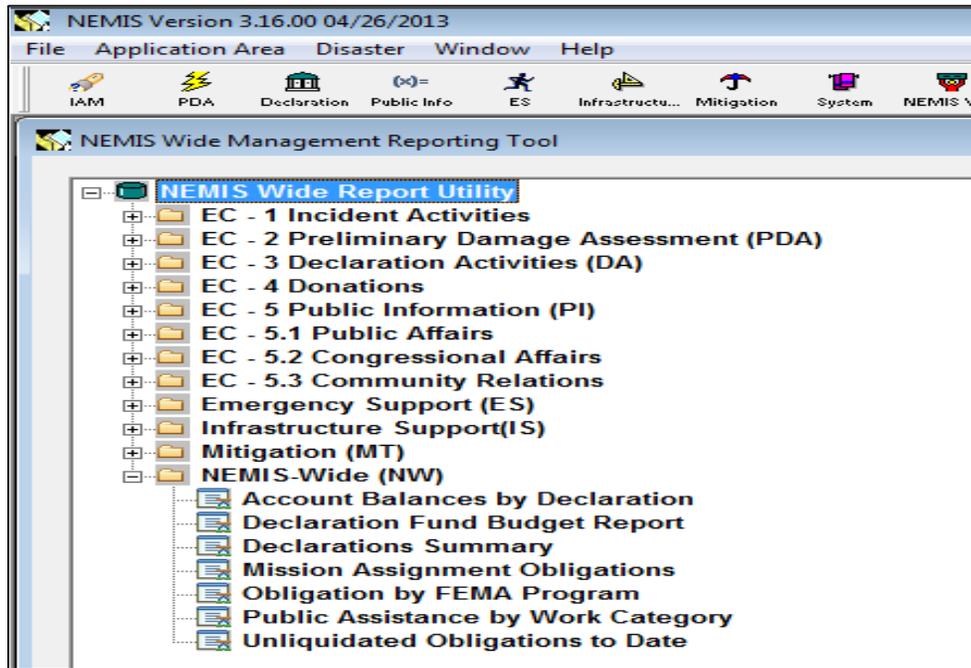


Figure 14-9: NEMIS-Wide Reports List

- b. Double-click on a NEMIS Wide report. The Report Generator is displayed (Figure 14-10).

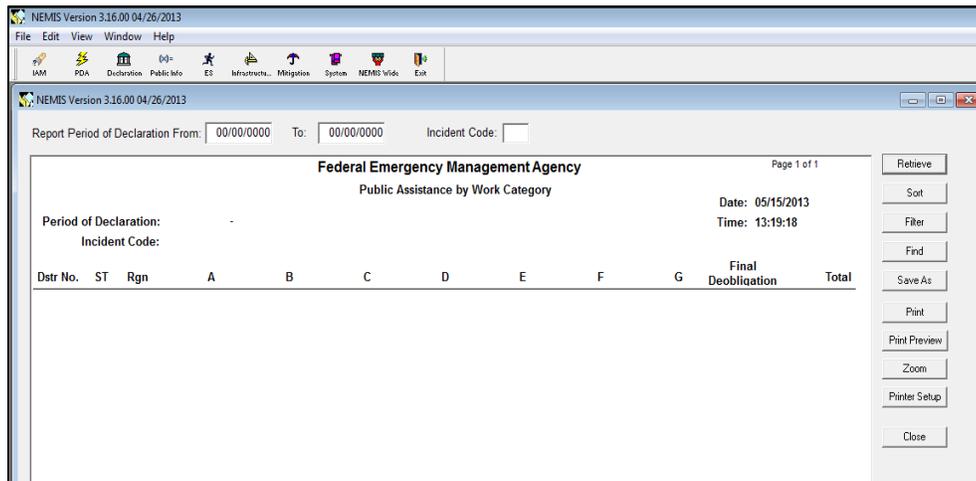


Figure 14-10: NEMIS-Wide Report Generator

- c. The top portion of the screen provides the report criteria fields. Enter a selection in each field.
- d. Click the RETRIEVE button. The NEMIS-Wide report is displayed (Figure 14-11).

Federal Emergency Management Agency
Public Assistance by Work Category

Report Period of Declaration From: 09/01/2005 To: 05/01/2013 Incident Code:

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Period of Declaration: 09/01/2005 - 05/01/2013 Date: 05/15/2013
Incident Code: All Time: 13:31:13

Dstr No.	ST	Rgn	A	B	C	D	E	F	G	Final Deobligation	Total
1606	TX	6	120,455,401	129,064,818	4,632,571	11,676,431	75,007,474	61,387,188	16,060,890	-45,159,471	375,193,933
1607	LA	6	52,267,340	242,159,264	23,533,105	38,132,213	339,263,174	37,453,929	41,285,156	-148,726,795	667,430,716
1608	NC	4	2,724,299	0	822,460	16,273	486,966	1,524,634	11,500,373	-663,438	16,920,898
1609	FL	4	1,022,005,849	298,844,829	43,377,154	28,431,575	365,263,489	46,403,977	131,076,492	-481,444,704	1,488,174,080
1610	NH	1	1,667,422	1,316,062	8,533,750	28,505	84,201	561,686	406,547	-297,204	12,314,320
1611	MP	9	150,118	314,521	132,851	0	104,984	334,906	107,981	-191,803	1,046,674
1612	IN	5	1,177,251	1,098,635	51,902	0	166,146	0	39,991	-67,264	2,507,109
1613	PR	2	2,221,417	1,602,474	8,674,835	2,011,873	51,554	606,433	166,111	-1,683,158	14,110,754
1614	MA	1	188,784	797,638	4,599,358	421,918	302,323	824,957	177,348	-171,381	7,207,477
1615	KS	7	339,585	279,476	5,390,467	363,078	157,300	796,116	1,797,623	-1,142,387	8,128,420
1616	ND	8	452,608	281,441	104,950	0	1,945	1,101,974	2,720	-63,206	1,990,803
1618	AK	10	291,008	143,112	386,501	36,397	0	531,578	1,459,568	-1,647,215	1,415,493
1619	CT	1	178,201	662,587	1,662,583	389,767	329,306	398,263	778,357	-700,585	3,698,478
1620	SD	8	1,095,596	1,020,327	0	0	127,703	23,305,195	34,737	-993,219	24,647,040
1621	ND	8	19,938	201,380	0	0	1,182	1,944,688	0	-219,090	1,982,624

Figure 14-11: Generated Standard Report

- e. Use the scroll bars to view the entire report.
- f. If you need a hard copy of the report, click the PRINT button.
- g. Click the CLOSE button. The NEMIS Wide Management Reporting Tool is displayed.

Task 2: Generate Reports from the Mitigation → Admin → Area

1. To generate the Financial Reconciliation Report, complete Steps 1a – 1e.
 - a. On the MITIGATION menu, click on Admin → Financial Reconciliation Report (Figure 14-12).

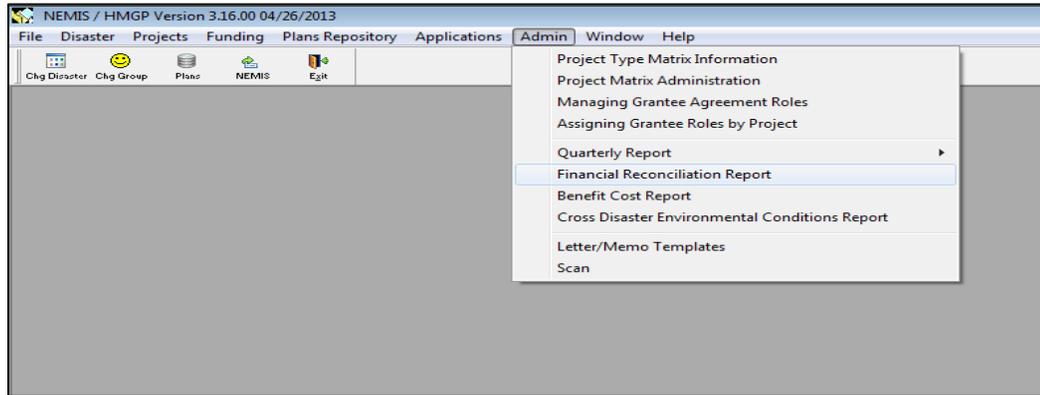


Figure 14-12: Mitigation →Admin →Financial Reconciliation Report

- b. The blank Reconciliation Analysis Report is displayed (Figure 14-13).

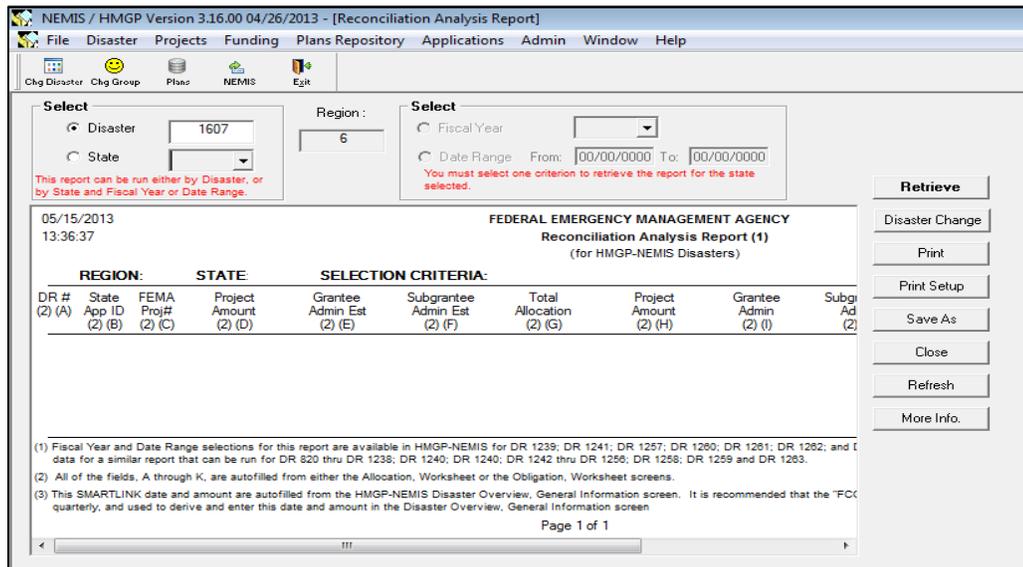


Figure 14-13: Blank Financial Reconciliation Analysis Report

- c. The top portion of the screen provides the report criteria fields. Enter a selection in each field.
 - d. Click the RETRIEVE button. The generated Reconciliation Analysis Report is displayed (Figure 14-14).
 - e. Use the scroll bars to view the entire report.

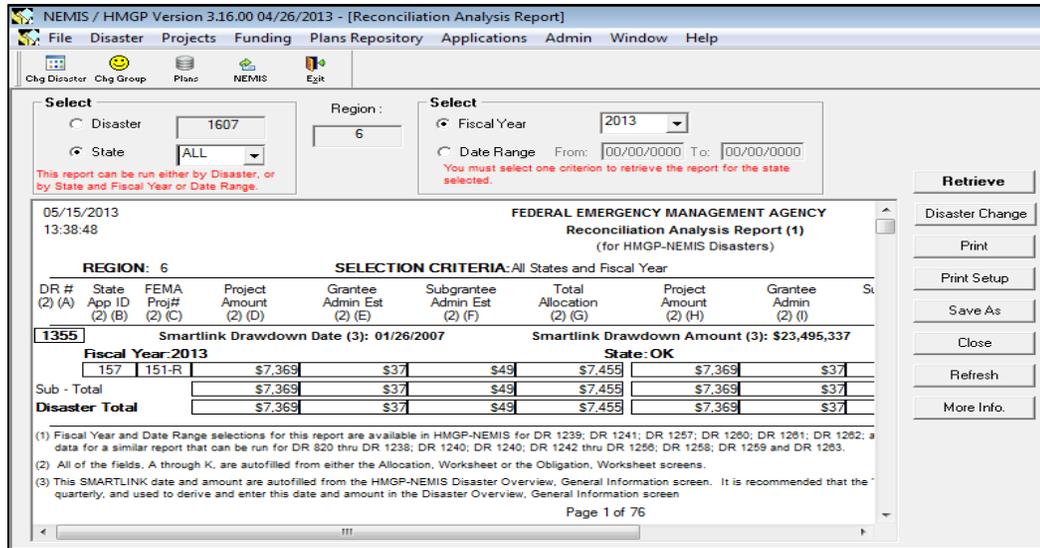


Figure 14-14: Generated Financial Reconciliation Analysis Report

- f. If you need a hard copy of the report, click the PRINT button.
- 2. To generate the Benefit Cost Report, complete Steps 2a – 2e.
 - a. On the MITIGATION menu, click on Admin → Benefit Cost Report (Figure 14-15).

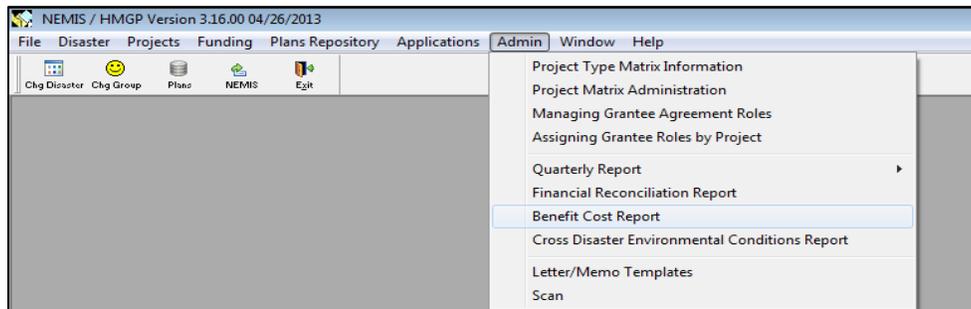


Figure 14-15: Mitigation →Admin →Benefit Cost Report

- b. The blank Benefit Cost Report is displayed (Figure 14-16).

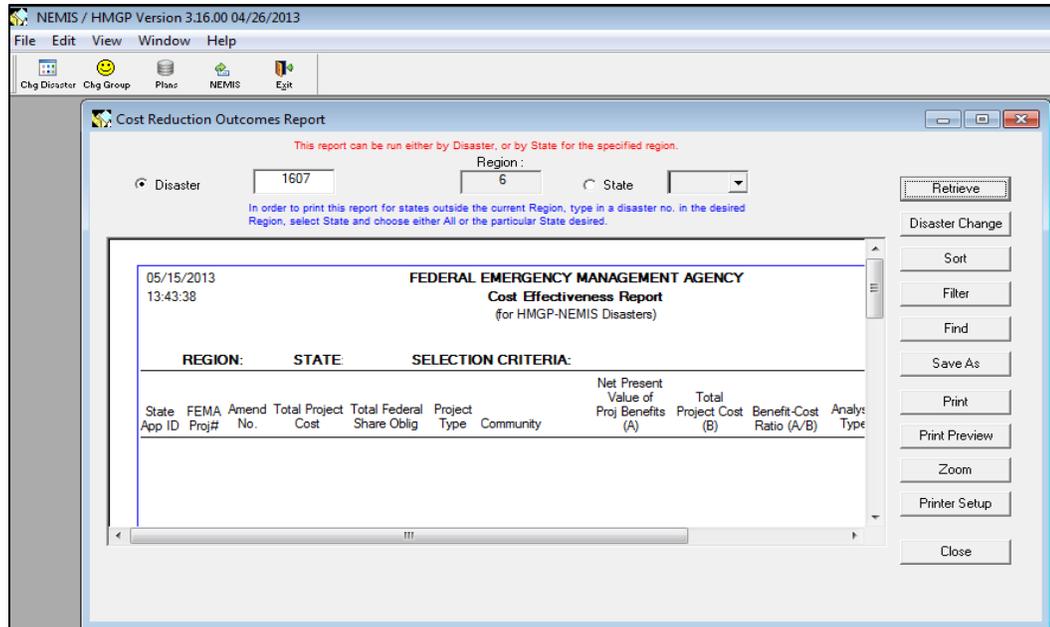


Figure 14-16: Blank Benefit Cost Report

- c. The top portion of the screen provides the report criteria fields. Enter a selection in each field.
- d. Click the RETRIEVE button. The generated Benefit Cost Report is displayed (Figure 14-17).

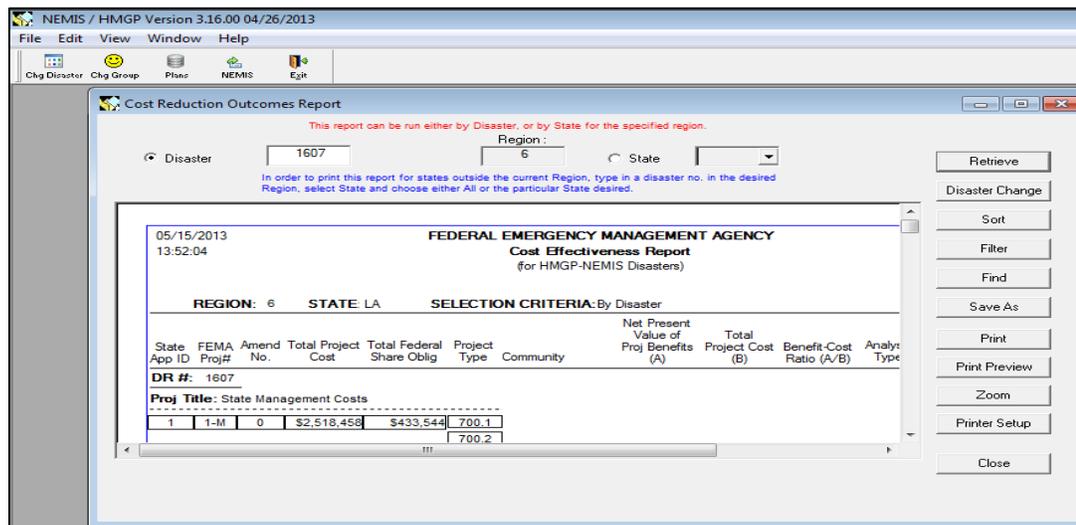


Figure 14-17: Generated Benefit Cost Report

- e. If you need a hard copy of the report, click the PRINT button.

References for Generating Standard Reports

Save a Report in a Different File Type

Reports can be saved in a different file type whenever the SAVE AS button is available.

CAUTION: *Once a report is saved in a different file type, the report is no longer connected to the system database. If you make a change to the report, it will not update the information in the system database. If there is a change in the system database, the report you saved as a different file will not reflect the latest information.*

1. To save a report as an HTML table, complete Steps 1a – 1g.

HINT: *Not all reports, especially the Property Site Inventory (PSI), will format well as an HTML table. In such cases, try using Excel5 with Headers instead.*

- a. From any generated report screen, click the SAVE AS button. The Save As dialog box is displayed.
- b. In the Save as type field, click the drop-down list. Select "HTML Table" (Figure 14-18).

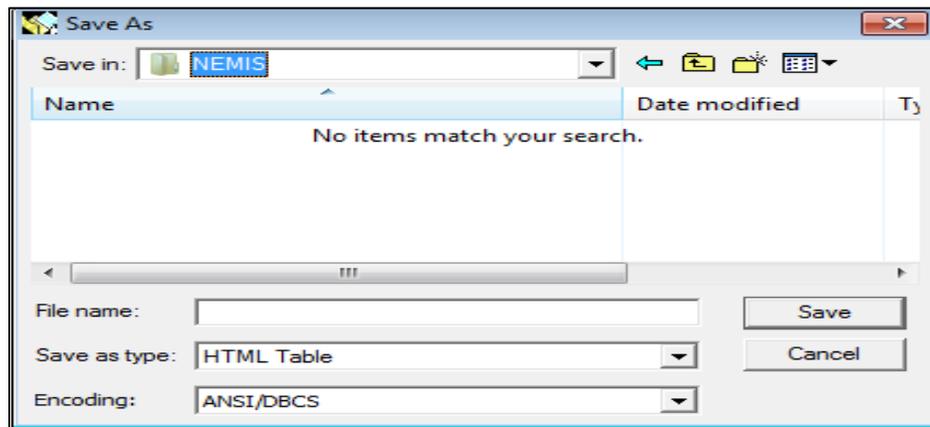


Figure 14-18: Save As HTML Table

- c. In the Save in field, navigate to the folder where you wish to save the HTML file.
- d. In the File name field, enter a descriptive file name.
- e. Click the SAVE button.

- f. Navigate to the HTML file you just saved.
- g. Double-click the file name. The report is displayed as a table in an HTML page (Figure 14-19).

State App ID	FEMA Proj#	Amend No.	Total Project Cost	Total Federal Share Oblig	Project Type	Net Present Value of Proj Benefits (A)	Total Project Cost (B)	Benefit-Cost Ratio (A/B)	Analysis Type	Exempt Type
1	1-M	0	\$2,518,458	\$433,544	Statewide	\$0	\$0	0.000	Exempt	STATE MANAGEMENT COSTS
Sub - Total:			\$2,518,458	\$433,544		\$0	\$0			
1	1-M	1	\$578,059	\$0	Statewide	\$0	\$0	0.000	Exempt	STATE MANAGEMENT COSTS

Figure 14-19: Report Saved as HTML Table

- 2. To save a report as a Word document, complete Steps 2a – 2j.
 - a. Execute Steps 1a – 1g.
 - b. On the menu bar of the HTML page, click File → Edit with Microsoft Office Word (Figure 14-20).

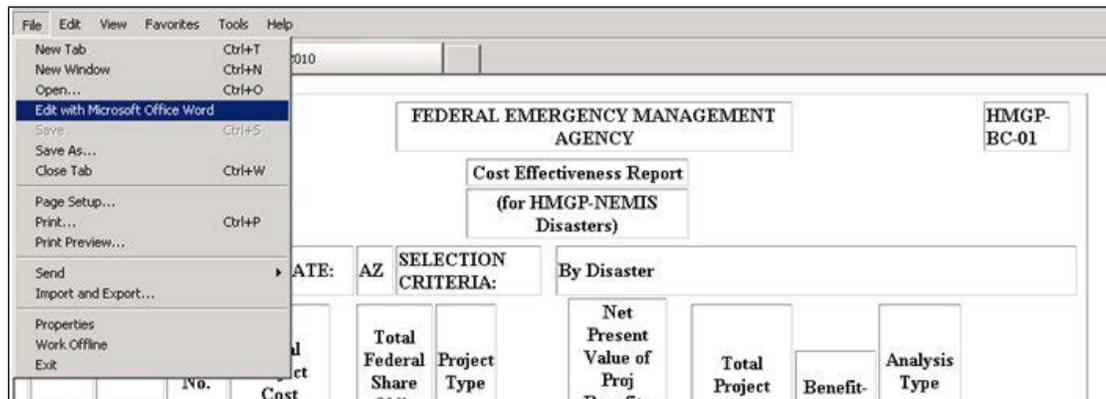


Figure 14-20: Edit HTML File with Microsoft Office Word

- c. The document opens as a Microsoft Word file.
 - d. On the top left part of the screen, click the Office button.
 - e. Select Save As → Word Document. The Save As dialog box is displayed.
 - f. In the Save in field, navigate to the folder where you wish to save the Microsoft Word file.
 - g. In the File name field, enter a descriptive file name.
 - h. Click the SAVE button.
 - i. Navigate to the Microsoft Word file you just saved.
 - j. Double-click the file name. The report is displayed as a Word document.
3. To save a report as an Excel 5 Document with Headers, complete Steps 3a – 3g.
- a. From any generated report screen, click the SAVE AS button. The Save As dialog box is displayed.
 - b. In the Save as type field, click the drop-down list. Select "Excel 5 with headers" (Figure 14-21).

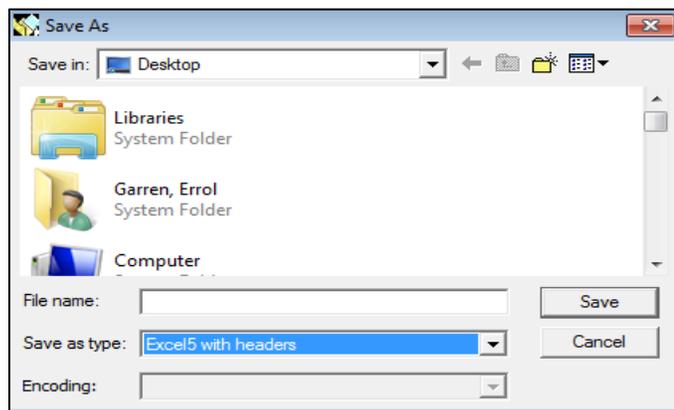


Figure 14-21: Save As Excel5 with Headers

- c. In the Save in field, navigate to the folder where you wish to save the Excel file.
- d. In the File name field, enter a descriptive file name.
- e. Click the SAVE button.
- f. Navigate to the Excel file you just saved.

- g. Double-click the file name. The report is displayed as an Excel spreadsheet (Figure 14-22).

The screenshot shows an Excel spreadsheet with the following columns: A1 (rgn_nr), B (dstr_nr), C (aplcn_id), D (proj_amen), E (st_cd), F (proj), G (suffix), H (status), I (proj_ttl), J (aprvd_amt), K (total_actio), L (net_preser), M (proj_cost), N (cid_nr), O (bc_analysi), P (community), Q (bc_exemp), R (bc_exemp), and S (typ). The data rows contain numerical values and text labels such as 'LA', 'M', 'Y', and 'State Man'.

Figure 14-22: Report Saved as Excel Spreadsheet with Headers

NOTE: The system provides many other file formats for saving the report file. Select the one that suits your documentation needs.

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