

## Appendix D – QUICK REFERENCE GUIDE

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## Startup

### Websites:

NEMIS Resource Center: <https://nemis.fema.net/nemis/MT/index.htm>

EOPS: <http://eops.fema.net/>

Terminal Server: <http://eops.fema.net/TS/default.htm>

User Manual: <http://www.fema.gov/media-library/assets/documents/23468?id=4909>

FAQs: <http://www.fema.gov/hazard-mitigation-grant-program/national-emergency-management-information-system-mitigation-module>

Helpdesk

- [HLPFEMAFEMA-enterprise-service-desk@fema.dhs.gov](mailto:HLPFEMAFEMA-enterprise-service-desk@fema.dhs.gov)
- 1-888-HLP-FEMA (1-888-457-3362)

## NACS Roles

Users are assigned a role for each disaster. Roles expire every 180 days and must be renewed. Your local NACS Administrator can approve or renew your NACS roles and positions.

## Password

Change your password every 90 days @ [https://nemis.fema.net/pls/nacs\\_pub/nacs\\_change\\_pwd.show\\_chg\\_pwd](https://nemis.fema.net/pls/nacs_pub/nacs_change_pwd.show_chg_pwd)

## Closeout dates

Do not enter future/anticipated closeout dates on the Disaster Overview Tab.

## Attachments

### ViewStar

- Users must have access to the V: drive. If you have technical issues with ViewStar, go to Appendix A, page A-3, and contact your local IT administrator or the enterprise service desk (Helpdesk).

### Size restrictions

- Try to limit the file attachment size to less than 1GB.
- Once uploaded, attachments cannot be deleted.

## Managing Project Applications

### Get it right the first time

Once entered, the following information cannot be changed. If this information is entered incorrectly, you must withdraw the application and submit a new application.

- Suffix code
- Project type
- Subgrantee

### Link to grantee

- HMGP project applications cannot be entered in the system until the user is linked to the grantee.

### Zero-out

- Void or withdraw all project amendments. Zero-out means amending the project to have a \$0 cost estimate, submitting the amendment for approval, and then, once approved, voiding or withdrawing the \$0 amendment as well as ALL previously approved amendments for the project.

### Edit or Amend?

- You can edit projects before they are approved or denied. After a project has been approved or denied, the project can only be amended, not edited.

### Green Fields

- All “green fields” must be completed before the system will allow the application to be submitted for FEMA review.

### Cost Estimate Tab

- You can now use a pre-approved spreadsheet to import the cost estimate items into the project application. The pre-approved spreadsheet can be found at: <https://intranet.fema.net/org/fima/collab/RRD/GIB/HMA/Pages/default.aspx> or contact your Regional POC for a copy of the approved spreadsheet template.

### Property Site Inventory

- Account for existing zeroes when entering amounts in PSI funding tab.
- The city and state are required to search for a property record you wish to add to the PSI.
- Complete all fields shaded in green prior to submitting the application for Federal approval
- You can now export, update and import PSI information spreadsheets to and from NEMIS HMGP.

## Managing Project Eligibility

### Workflow Map Legend

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

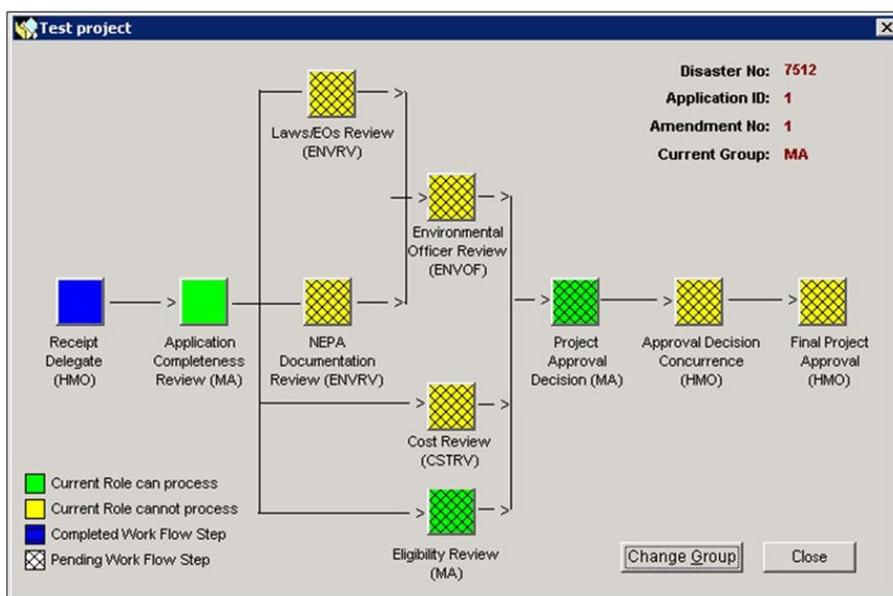


Figure D-1: Workflow Map Diagram

### Withdraw, void or amend?

If project is...	You can...
Submitted and approved	Amend, Withdraw, Void
Submitted and denied	Amend, Withdraw, Void
Submitted and pending	Edit, Withdraw, Void
Not submitted	Submit, Withdraw, Void

- Documents can be attached regardless of project status.

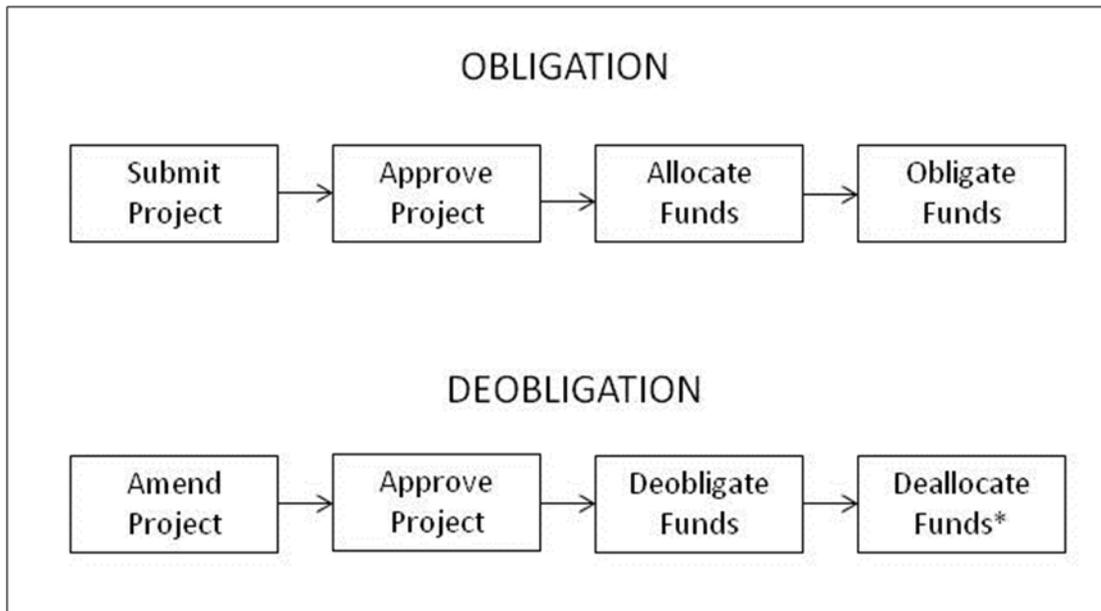
### Other eligibility tips

- Check all eligible boxes (Y for cost approved).
- If status of any amendment is approved, the project is considered approved.

## Managing Project Funding

- A deobligation of current fiscal year funds requires a manual deallocation of same funds.
- When entering financial information, use the Tab key to move from field to field. Using the tab key ensures proper funding calculations and saves the information entered. Do not use the mouse to navigate from field to field.
- Perform global match if federal share for any project is greater than 75 percent.

## Obligation and Deobligation Process



**Figure D-2: Obligation and Deobligation Processes**

\* If needed. See User Manual Unit 10, Part 4: Deallocation.

**Miscellaneous**

- The best way to save information is to use the Tab key or the Save button.
- All projects—not just those submitted for Federal eligibility—must be closed out before the disaster can be closed.
- To exit a window, use the Close or Cancel button; do not “x-out” of the window.
- To generate reports, see User Manual Unit 14: Generate Standard HMGP Reports.

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