# Quick Reference Guide
# Acronyms and Icons

## List of Acronyms

| | |
|---|---|
| CAA | Clean Air Act |
| CATEX | Categorical Exclusion from NEPA |
| CBRA | Coastal Barrier Resources Act |
| CFR | Code of Federal Regulations |
| CWA | Clean Water Act |
| CZMA | Coastal Zone Management Act |
| EA | Environmental Assessment |
| EHP | Environmental and Historic Preservation |
| EIS | Environmental Impact Statement |
| EJ | EO12898 Environmental Justice |
| EMIS | Environmental/Historic Preservation Management Information System |
| ENV | Environmental Technical Review |
| E.O. | Executive Order |
| EO | Environmental Officer |
| ESA | Endangered Species Act |
| FEMA | Federal Emergency Management Agency |
| FMA | Flood Mitigation Assistance |
| FP | Floodplain Technical Review |
| FPPA | Farmland Protection Policy Act |
| FWCA | Fish and Wildlife Coordination Act |
| HP | Historic Preservation Technical Review |
| ISAAC | Integrated Security Access and Control System |
| MBTA | Migratory Bird Treaty Act |
| MSA | Magnuson-Stevens Fishery Conservation Management Act |
| NACS | NEMIS Access Control |
| NEMIS | National Emergency Management Information System |
| NEPA | National Environmental Policy Act |
| NHPA | National Historic Preservation Act |
| PA | Public Assistance |
| PDMC | Pre-Disaster Mitigation Competitive |
| PW | Project Worksheet |
| QA/QC | Quality Assurance/Quality Control |
| REC | Record of Environmental Consideration |
| REO | Regional Environmental Officer |
| SOW | Statement of Work |
| STATEX | Statutory Exclusion from NEPA |
| WSRA | Wild and Scenic Rivers Act |

# Application Icons

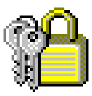
**MAGNIFY ICON:**

| | |
|---|---|
|  | **The *magnify icon* links the reviewer to the Record of Consideration (REC) from the inbox. From the Comments and Attachment screens, click the magnify icon to view details.** |

**READ-ONLY ICON:**

| | |
|---|---|
|  | **The *workflow icon* shows the status of each queue in the EHP review or can be used to access the queues. Authorized users may also modify the workflow for a program or disaster.** |

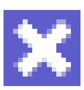
**READ-ONLY ICON:**

| | |
|---|---|
|  | **The *read-only icon* indicates that the reviewer has not checked out the project or does not have the rights to conduct that review. To perform the technical review, a reviewer must check out the project.** |

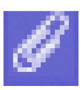
**REVIEW ICON:**

| | |
|---|---|
|  | **By selecting the *review icon* in the review column on the technical review screens, the reviewer will be able to access the review screen for each Law or Executive Order.** |

**DELETE ICON:**

| | |
|---|---|
|  | **The *delete icon* enables the reviewer or authorized users to delete certain information that has been added to EMIS, such as laws, general comments, conditions, attachments, manually-entered projects, programs, etc.** |

**ATTACHMENTS ICON:**

| | |
|---|---|
|  | **By selecting the *attachments icon*, the reviewer is able to add attachments to a project or view attachments.** |

**CHECKMARK ICON:**

| | |
|---|---|
|  | **A *small checkmark* next to an icon indicates that conditions, comments, or attachments have been added to a project.** |

**CONDITIONS ICON:**

| | |
|---|---|
|  | **By selecting the *conditions icon*, the reviewer is able to add conditions to a project or view conditions.** |

**REVIEW REQUEST ICON:**

| | |
|---|---|
|  | **The *review request icon* indicates that the Historic Preservation and Floodplains review have been completed and the project is ready for Environmental review.** |

**RE-WORK REQUESTED ICON:**

| | |
|---|---|
|  | **The *re-work requested icon* indicates that the project has been reworked to a technical review queue. Click on the icon to view the rework history and view the reason(s) for the re-work request.** |

# Quick Reference Guide
# Navigating EMIS for EHP Specialists

## Log-in to EMIS

To access EMIS, go to the ISAAC portal website (Quick link located on online.fema.net home screen):

https://portal.fema.net/famsRuWeb/home

- Enter FEMA User ID
- Enter Password
- Click on Log-in button

***You must have the appropriate Review or Read-Only privileges (assigned in NACS)***

At the Program screen:

- Click on the **Environmental & Historic Preservation (EHP) icon** to enter EMIS (the Environmental and Historic Preservation Management Information System) to view projects or conduct EHP reviews.
- Enter EMMIE or MTeGrants to view grant applications

## Standard Links in EMIS

The **bottom and top right links** are standard on all EMIS navigation pages. They link to general information about the system and provide navigation short cuts.

- **Home** – Returns to the Select Program Screen
- **Logout** – Logs out of EMIS
- **Message** – User session will expire on **XX** minutes
- **FAQ** – Displays Frequently Asked Questions about the system
- **User's Guide** – Links to the EMIS User's Guide
- **Privacy Policy** – Displays the FEMA Privacy Policy
- **Accessibility** – Displays FEMA Section 508 Accessibility Statement
- **Contact Us** – Displays the Help Desk contact information

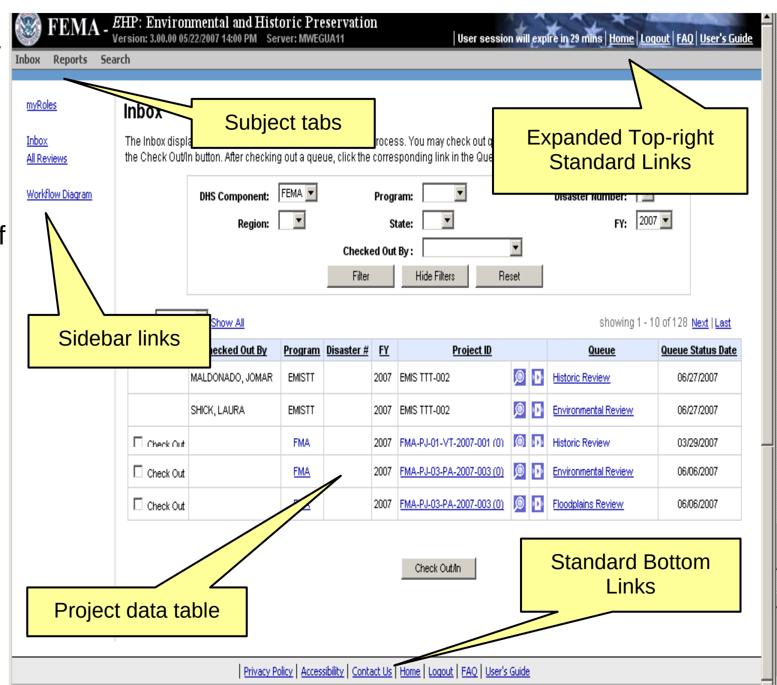
## Sidebar Links

Whether navigating through the system from the *Inbox* or from the *Technical Review* screens of a particular project, the links on the left sidebar will always contain the following:

- **myRoles** – A pop-up link of the Roles that have been assigned to you as a user.
- **Inbox** – A redirect link to the *Inbox.*
- **All Reviews** – A redirect link to view any project that has been submitted for EHP review in the Region or Disaster to which that user is assigned, including those projects for which the EHP review has been completed and projects the user may or may not have write-to privileges.
- **Workflow Diagram** – A pop-up link showing a conceptual model of the EHP Review Workflow process.

## Inbox Navigation

Projects that have been submitted for EHP review appear on the ***Inbox*** screen. Most of the standard navigation from the *Inbox* is performed by using the **Subject Tabs** and **Sidebar Links**. The subject tabs and sidebar links will change depending on whether program navigation is from the *Inbox* or from the *Technical Review* screens of a particular project.




**Subject Tabs:**

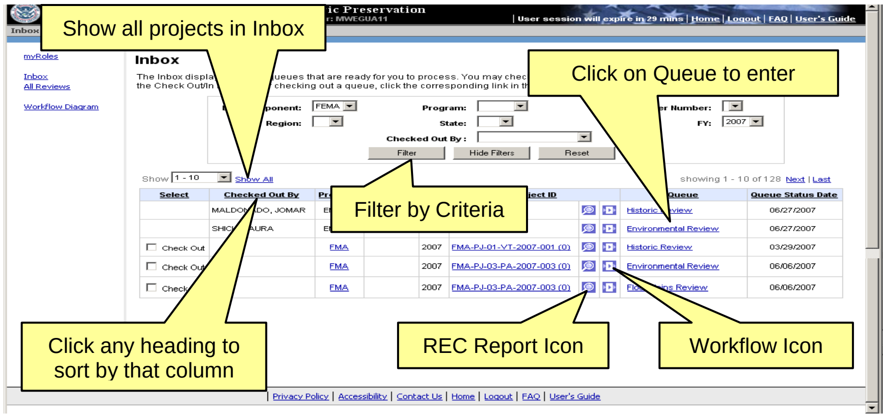
- **Inbox** – quick link back to Inbox from any screen
- **Reports** – Reports can be generated in the Data Warehouse.
- **Search –** Enter one or more search criteria. After entering your search criteria, **click the Search button** to search for Projects that match your criteria. The search includes data based on Program Name, Region, Disaster Number and Project ID.

## Project Data Table

The **Project Data Table** is in the center of the ***Inbox*** screen and contains a variety of information about projects that are in the Inbox. **Sort** the table in ascending or descending order by **clicking on the title of any of the data columns**. These data columns indicate:

- **Checked Out By:** Indicates who has checked out the project – if this field is blank, then the project is not checked out.
- **Program:** The name of the Calling Program
- **Disaster #:** The Disaster Number, if applicable.
- **FY:** The Fiscal Year under which the project is being funded.
- **Project ID:** The Project ID – if the ID is blue and underlined, click it to open a pop-up link to the grant application in the Calling Program's system, i.e. EMMIE or MTeGrants.
- **Queue:** The Queue that the project is in (i.e., the HP, FP, ENV, or EO Review) – click the link to access the *Technical Review* screens.
- **Queue Status Date:** The date the project was submitted by a Calling Program to EMIS for EHP review.

## Accessing a Project in the Inbox




There are several ways to find and access a project in the Inbox:

- Sort Function is most useful for locating a particular project from a single disaster or grant program. Sort in ascending or descending order in any data column by **clicking on the title of each column**.
- Use the **Search Function** for finding projects when specific information is known about that project, i.e. Project ID or Title.
- Use **Filter Function** to view projects by Program, State, Region, Disaster Number, and/or Fiscal Year.
- Click on **Show All** to see all projects in the Inbox.
- Click on the **REC Report icon** to view the Record of Environmental Consideration Report.
- Click on the **workflow icon** to see the review status of the project, i.e. which Queues have been completed and which are still pending.
- Click on the **specific project in the Queue** to access the project technical review screens.

NEPA Determination
Environmental Laws
Executive Orders

All Conditions
All Comments

- Once you have opened a project, you may click on an item in the sidebar to navigate between the various review screens: **Environmental Laws**, **Executive Orders** or **NEPA determination**.
- Click on **All Conditions** or **All Comments** to see specific comments related to specific laws or other issues related to completion of the review.

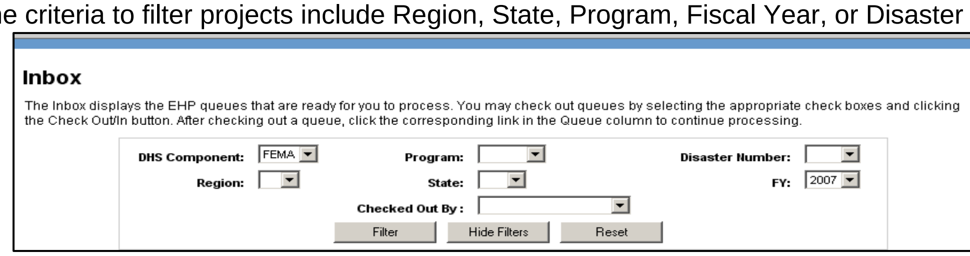
## Filter Function

The filter is located at the top center of the *Inbox* screen.

- The filter can be hidden by clicking the **Hide Filter** command button.
- To reduce the number of projects that appear in the *Inbox* based on the criteria selected from the drop-down boxes, enter criteria into the filter data fields and select the **Filter** command button.
- To return to the original *Inbox* view, select **Inbox** from either the sidebar link or the subject tab.
- To show all of the projects in the Inbox again, select the **Reset** command button. The Inbox will remain filtered until the filter is reset.

**THE FILTER FUNCTION CAN BE HIDDEN IF PROJECTS ARE FROM ONLY ONE DISASTER.**

The Filter function is most useful when working on projects from several different disasters, in multiple States or fiscal years, or for multiple Calling Programs. The Filter function will only show projects that meet the criteria of the filter selected. The criteria to filter projects include Region, State, Program, Fiscal Year, or Disaster Number.

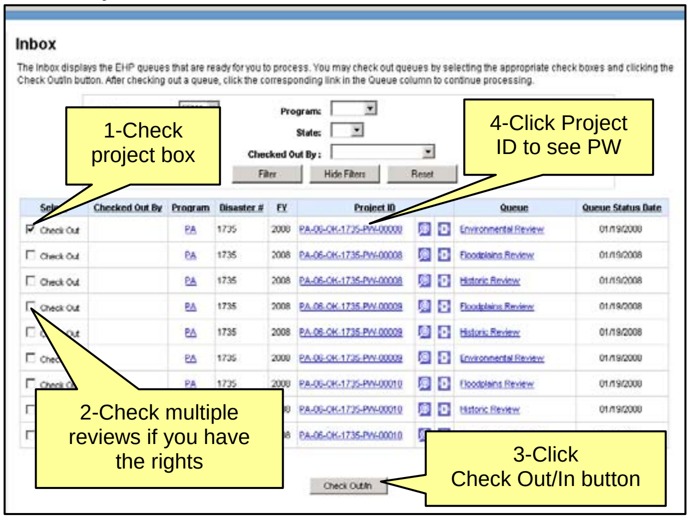


# Quick Reference Guide
# Conducting a Technical Review in EMIS for EHP Specialist

## The Technical Review

1. Check out project

2. Click on hyperlink in **Project ID** column to view Project Worksheet (PW). Leave window open for easy reference.



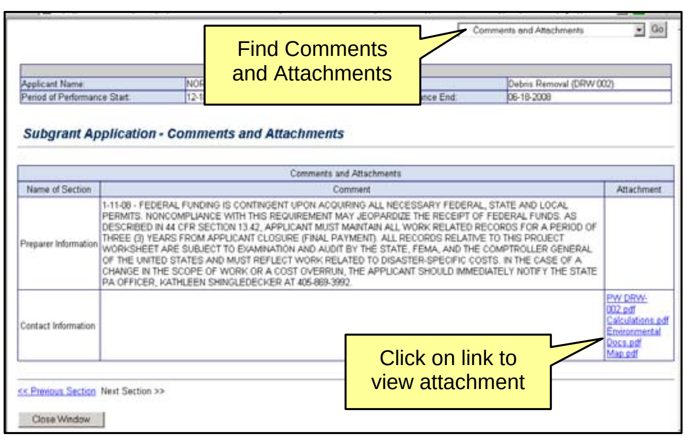

3. From the *Subgrant Application – Entire Application* screen, click on the **"Entire Application" drop-down box** in the upper right hand corner.

4. Select **Damage Facilities** from the drop-down menu. Click **"GO".**

5. Click "View Details" in the Action column to see the Scope of Work.

6. From drop-down menu, select **Comments and Attachments**. Click **"GO".**

7. From the **Attachment column**, click on the link to the attachment to view.



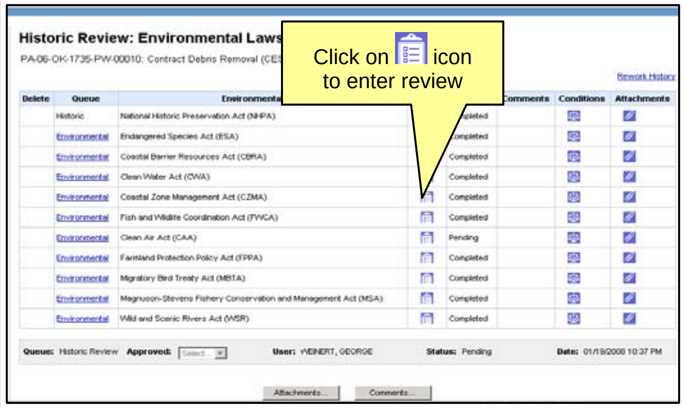

8. From the drop-down menu, find **Environment and Historic Preservation**. Click **"GO".**

9. Review Nine Special Consideration Questions.

10. Minimize the **Project Application** file for future reference.

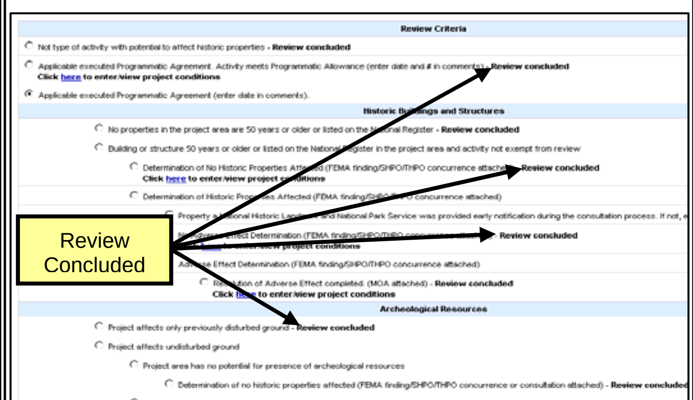
11. From the Inbox, click on the **project to review** in the Queue column. If you are authorized to conduct more than one review (HP, FP, and ENV), then check out all three at one time to increase efficiency.

12. At the Project screen, click on the "clipboard" icon in the Review column to enter review screens for HP, FP or ENV. **Note:** NEPA Determination must be completed last.




13. From any Review screen, document the project's compliance by selecting the **Review** icon in the Review column to access the review screen for each Law or Executive Order.

14. In the REC form, the review is not concluded until a radio button with **Review Concluded** is selected.




15. Click on the **Save** button after you choose a radio button. You can change your mind and click a different button anytime before forwarding the project to the ENV Officer Review Queue.

16. If you click on a radio that requires comments, conditions, or attachments, the review can not be completed until the item is added. **Note:** See QRG– Adding Comments, Conditions, and Attachments.

17. Complete HP and FP reviews. When finished, click **"Yes"** in the Approved Box and click **Forward**. Before forwarding the completed ENV review, the **NEPA Determination** must be made.

## Add a Law or Executive Order to the Technical Review

1. Whether the reviewer has entered the FP, HP or ENV review screens, if a Law or Executive Order needs to be added, click on the **Add** button at the bottom of the screen.

2. After clicking on the **Add** button, the program will redirect the Reviewer to a screen to choose among other applicable laws. Select the laws to add by checking the box(s). If a specific law is not present on the list of additional laws, select **Other** and enter the specific law in the **Comments** section.

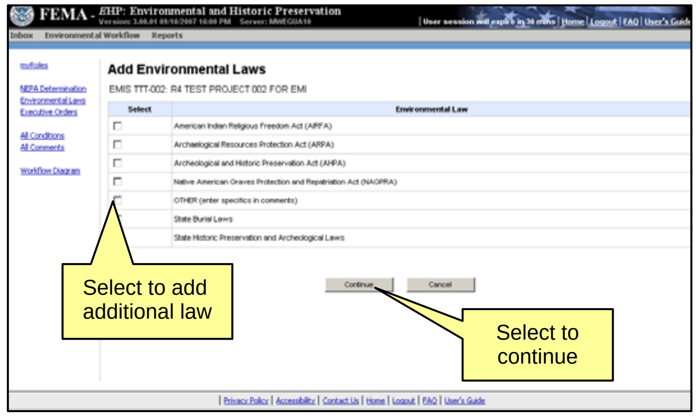
3. The review format is different than the REC review for the standard Executive Orders and Laws; there are no radio buttons for additional laws.

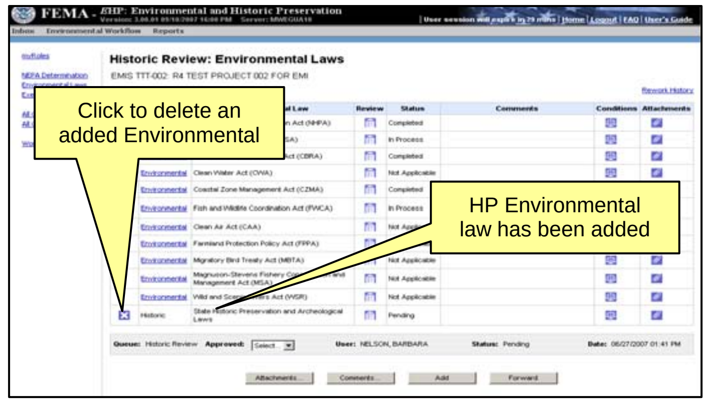
4. Additional laws are documented by adding comments, attachments, or conditions.

5. The selected laws will appear in the HP, FP or ENV Laws or Executive Order screen.

6. If an additional law is added in error, the Reviewer can delete it from the review Queue by selecting the **Delete** icon ☒ in the *Delete* column..

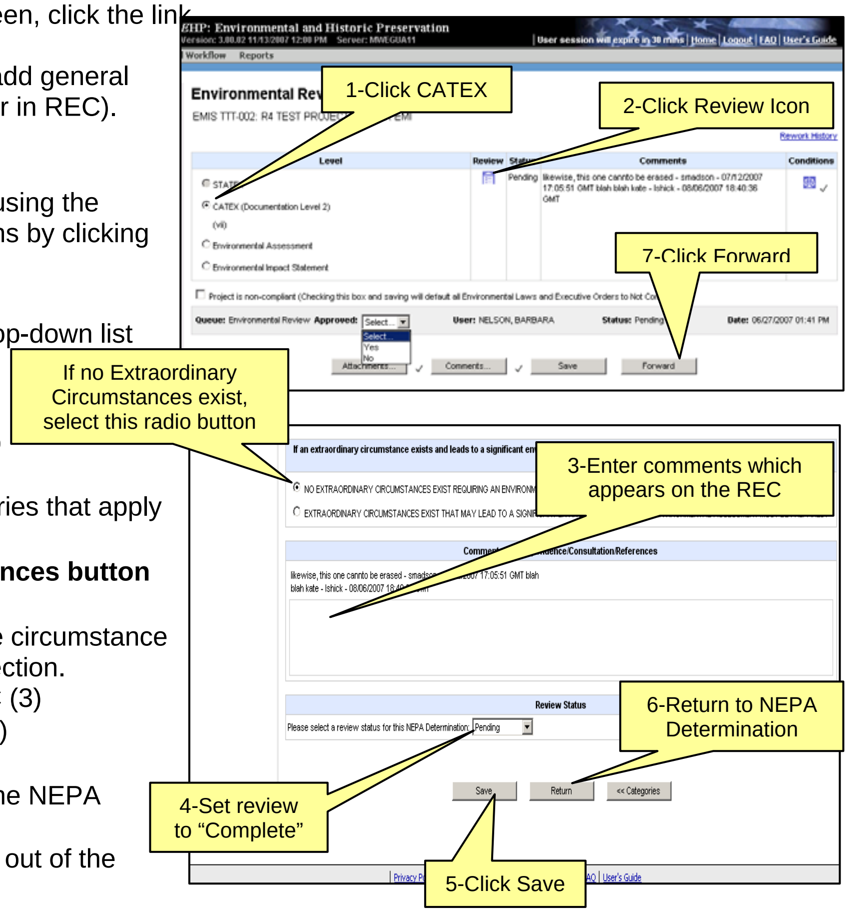
11. A Reviewer cannot delete an additional law that was added by another Reviewer or after the review has been completed and the status is set to **Complete**.




## NEPA Determination

1. To access the NEPA Determination screen, click the link on the left side bar.
2. From the NEPA Determination screen, add general conditions and comments (do not appear in REC).
3. If the project is STATEX:
   - Click the **STATEX radio button**
   - Add attachments or comments using the Command button; add Conditions by clicking on Conditions icon
   - Select **Save**
   - Select "Yes" from **Approved** drop-down list
   - Click on **Forward**
4. If the project is CATEX:
   - Click on the **CATEX radio button** (1)
   - Click the **Review Icon** (2)
   - Select all appropriate CATEX categories that apply
   - Select **Save**
   - Continue by selecting the **Circumstances button**
   - Fill out "Circumstances" screen
   - Provide a comment to summarize the circumstance and its resolution, in the Comment section. Comments enter here appear in REC (3)
   - Set the review status to **Complete** (4)
   - Click on **Save** (5)
   - Click on **Return button** to return to the NEPA Determination screen (6)
   - Click **Forward** to Forward completed out of the Queue (7)



# Quick Reference Guide
# Adding Comments, Conditions and Attachments

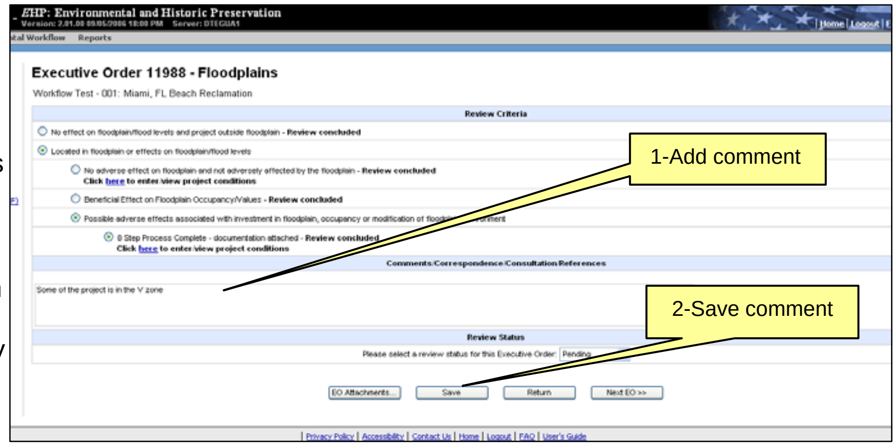
## Adding Comments

A Reviewer should add **Comments** to a project to document the presence of resources or environmental conditions in or near the project area to summarize the analysis or steps taken to determine if the project has the potential to have adverse impacts to EHP resources, and to indicate why the EHP review may be on hold.  There are three different areas in EMIS where reviewers may add comments to a project.

### To a Law or Executive Order

Comments can be added to a specific Law or EO by typing in the Comments text box at the bottom of each Technical Review screen as follows:

- To indicate the presence of resources in or near the project area that are relevant to that EHP law or EO.
- To summarize attachments related to the review under that law or EO, such as concurrence letters from SHPO or FWS. To summarize resource agency consultation.
- To summarize any other analysis relevant to making a determination under that law or EO.

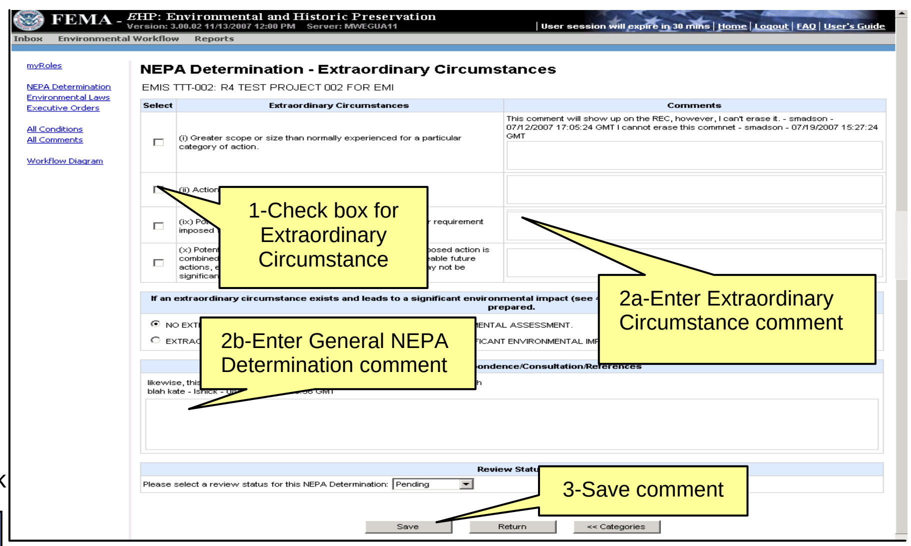



**Note:** Comments added to Laws, EOs, & NEPA are sent to Calling Program & printed on REC; General comments remain in electronic file only.

### To the NEPA Determination

Comments can be added in a couple of places on the NEPA determination screens. Comments in these screens should be limited to documenting:

- The presence of Extraordinary Circumstances.
- General summary of NEPA Determination process, if needed.
- Description of the project Scope of Work

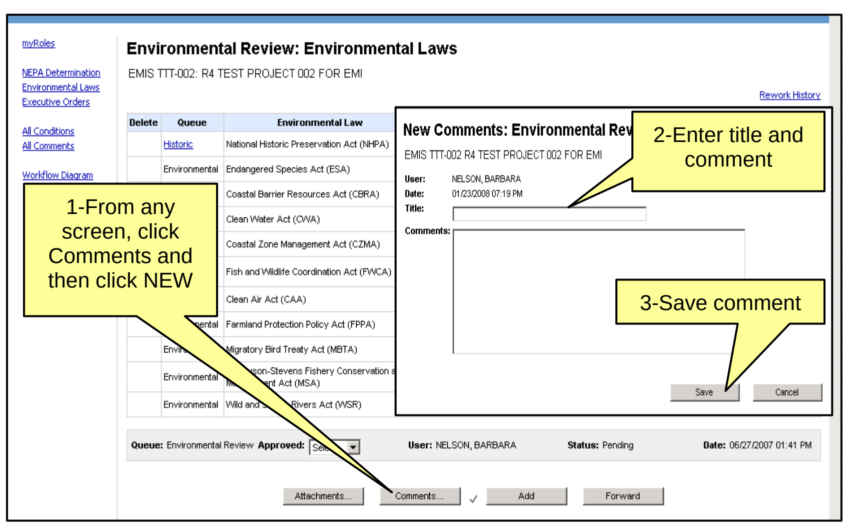



**Note:** Comments entered on Laws, EO and NEPA screens can not be changed or deleted

### General Comments to the Project

General comments can be added to the project from the NEPA Determination, Environmental Laws, and Executive Orders screens by using the Comments command button. General comments should be added to a project when:

- There are circumstances that are causing a delay n the EHP review
- Additional coordination with the Calling Program, Applicant, or sub-Applicant is Required




**Note:** General comments entered on these screens can be changed or deleted by the comment author.

# Adding Conditions

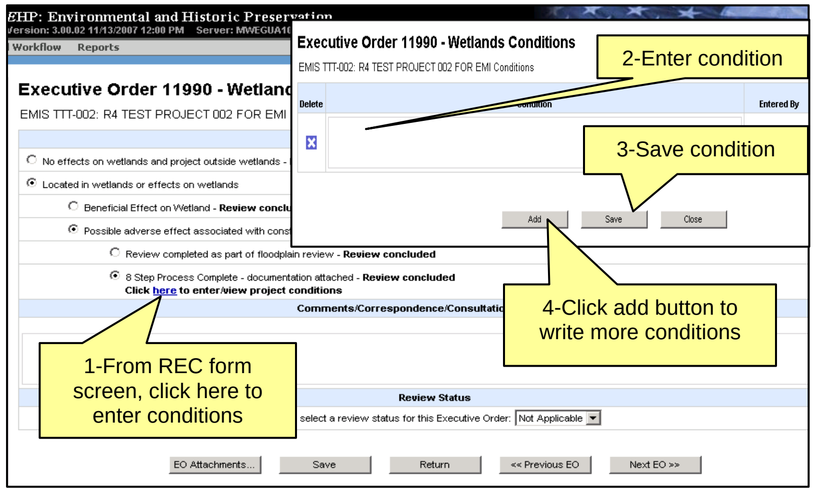
**Conditions** are specific requirements that the applicant must meet in order for the project to be compliant with one or more EHP Law or Executive Order. Conditions often specify permits that must be obtained from regulatory agencies, or measures that must be followed during project implementation to reduce, avoid or mitigate adverse effects to EHP resources.

**Conditions** can be added to a specific Law or Executive Order, or generally to the NEPA determination. Conditions appear on the REC, and are returned to the Calling Program.

### To a Law or Executive Order

Conditions can be added to a specific Law or EO by selecting the “click here” link below certain statements on the REC screens.

> **Note:** Conditions can be edited or deleted by the author and are transmitted to the Calling Program and appear on the REC.

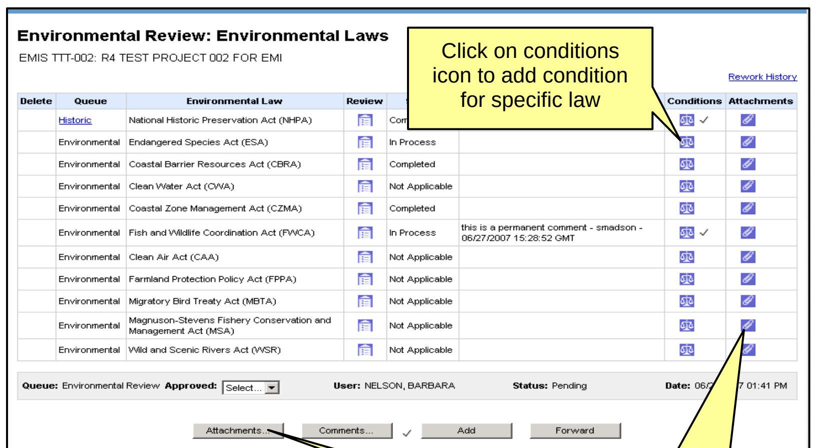



### General Condition to the Project

General conditions can be added to the project from the *NEPA Determination* screen by **selecting the conditions icon** and adding text in the pop-up dialogue box.

General conditions are those that don’t apply to a specific Law or Executive Order, including:

- Land use conditions such as obtaining easements or zoning.
- General construction requirements such as hours of the day when activity is allowable.




# Adding Attachments

A Reviewer should add **Attachments** to a project to document any analysis or consultations conducted in order to reach a compliance determination. There are two places to add attachments to a project in EMIS:

### To a Law or Executive Order

Attachments can be added to a specific Law or EO by selecting the Attachments command button at the bottom of the REC form screens.

Attachments should be added to a Law or Executive Order as follows:

- Documentation of the presence or absence of a resource in or near the project area, e.g., pictures, maps, technical surveys/reports, that is relevant to that law or EO
- Copies of Correspondence with a regulatory Or resource agency, e.g., scanned letters, email files

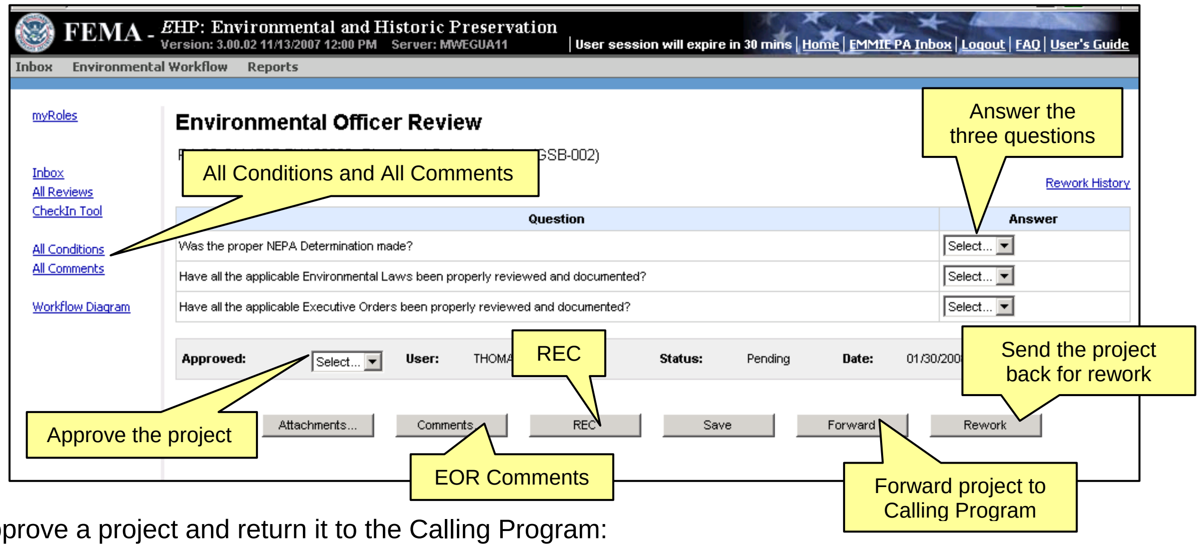
### General Attachments to the Project

General attachments are those that don’t necessarily apply to a specific law, apply to multiple laws, or are Program related. They can be added to a project from the **Attachment** command button on the *Environmental Laws* and *Executive Orders* screens. General attachments may include:

- Documentation clarifying the scope of work
- Land use agreements such as easements or deeds
- General correspondence with the Calling Program, Applicant, or sub-Applicant
- Site reports; meeting reports

# Quick Reference Guide
# Environmental Officer (EO) Review

The Environmental Officer (EO) Review is primarily a **QA/QC function**




To approve a project and return it to the Calling Program:

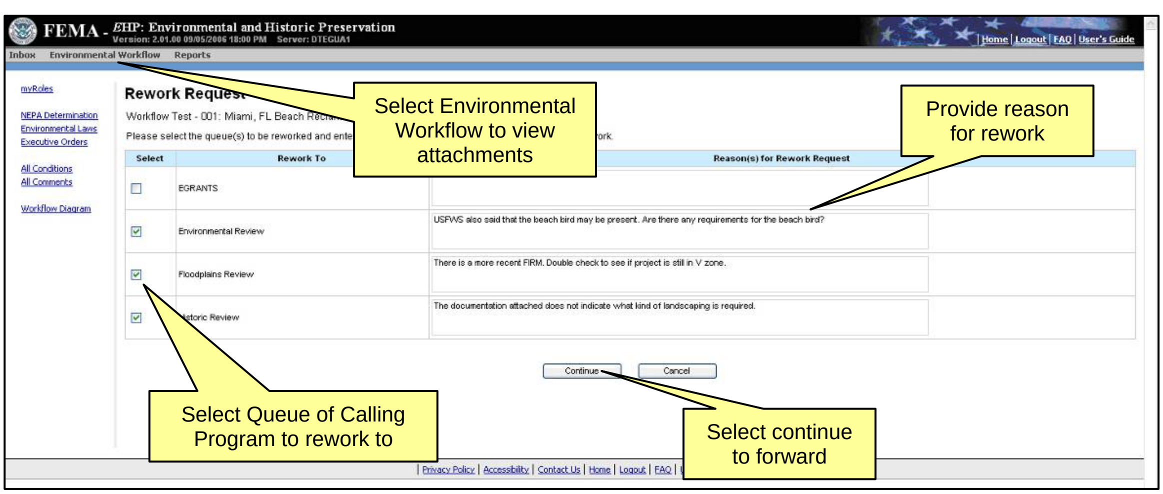
- Check the project out from the Inbox
- Select the Environmental Officer Review link in the Queue column of the data table
- Click on the REC command button to review the REC
- Click on All Comments on the left-hand sidebar to view all comments in one place, including general comments that do not appear on the REC
- Click on All Conditions on the left-hand sidebar to view all conditions in one place that reviewers have placed on the project

NOTE: In most cases, the above steps should provide enough information to complete the Environmental Officer Review. However for more extensive review:

- Click on the Environmental Workflow icon on the Inbox screen next to the desired project. From the Environmental Workflow screen, the EO Reviewer may enter any of the review queues to view attachments that have been added to particular laws/executive orders.
- To view the project description, click on the Project ID link from the Inbox.

To complete the EO review:

- Answer the three questions regarding the quality of the Technical Reviews (Figure 5.1).
- If "No" is selected next to any of the questions, then the project must be reworked to either an EHP Technical Reviewer or the Calling Program with an explanation.
- If "Yes" is selected for all three questions, approve the project by selecting:
  - "Yes" from the drop down box next to Approved in the lower left hand corner
  - Select the **Forward** command button to send the project back to the Calling Program.



# DISASTER SPECIFIC GUIDANCE FOR MANAGERS

## Items managers need to provide staff for the use of EMIS

1. Prepare standard comments for use in your disaster.
2. Prepare wording for standard conditions.
3. Provide guidelines for whether or not a reviewer should keep a project checked out while they are awaiting a response from PAC or PO.
4. Set parameters for re-working projects back to calling program
5. Set guidelines for attachments.  How many, what kind and when.
6. Establish protocol for distributing workload.
7. Develop work-around with Mitigation so that you don't review projects before Mitigation has been added.  (Stay tuned for EMMIE patches that may address the Mitigation issue.)
8. Make sure staff is aware of current work-arounds. (As of 2/2008, these include addressing partial RECs, adding project description and STATEX/CATEX comment, and dealing with Mitigation reviews).
9. Learn to run reports in EMMIE to help with workload distribution (until EMIS can sort by county, applicant or category of work).  This includes the D.1 report and the projects report.

Updated 02/04/2008

# Quick Reference Guide
# Navigating EMIS for Calling Program Staff

## Log-in to EMIS

To log-in to E-MIS, go to the ISAAC portal website:

https://portal.fema.net/famsRuWeb/home

- Enter User ID (same as NEMIS ID)
- Enter Password
- Click on Log-in button

***You must have the appropriate Review or Read-Only privileges (assigned in NACS)***

At the Program screen:
Click on the **Environmental & Historic Preservation (EHP) icon** to enter E-MIS (the Environmental and Historic Preservation Management Information System) to view projects submitted for EHP review.

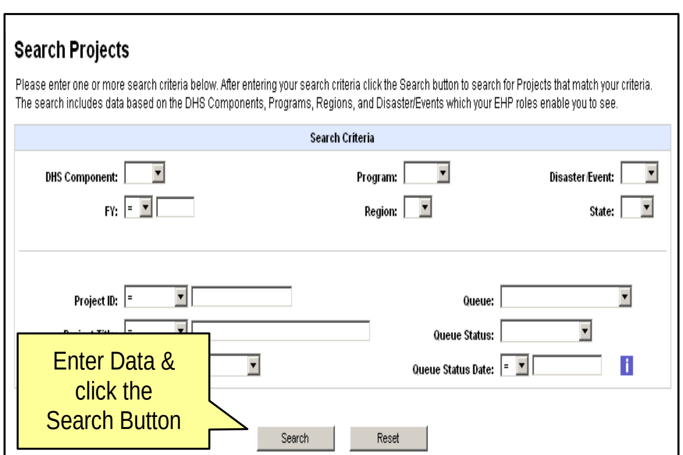
## Inbox Navigation

Projects submitted for EHP review appear on the ***Inbox*** screen. Users with Read-Only privileges will have an empty Inbox and need to click on **All Reviews**

Most of the standard navigation from the *Inbox* is performed by using the **subject tabs** and **sidebar links**. The subject tabs and sidebar links will change depending on whether program navigation is from the *Inbox (All Reviews screen)* or from the *Technical Review* screens of a particular project.

**Subject Tabs:**

- **Inbox** – quick link back to Inbox from any screen
- **Reports** – Reports can be generated in the Data Warehouse.
- **Search –** Enter one or more search criteria. **Click the Search button** to search for Projects that match your criteria. The search includes data based on Program Name, Region, Disaster Number and Project ID.




## Sidebar Links

Whether navigating through the system from the *Inbox* or from the *Technical Review* screens of a particular project, the links on the left sidebar will always contain the following:

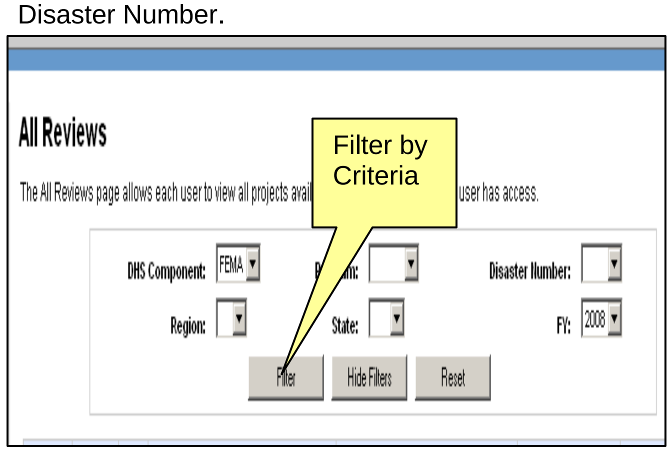
- **myRoles** – A pop-up link of the Roles that have been assigned to a user.
- **Inbox** – A redirect link to the *Inbox*
- **All Reviews** – A redirect link to view any project, including projects outside of the Reviewer's Inbox, for which an EHP review has been or is currently being conducted.
- **Workflow Diagram** – A pop-up link showing a conceptual model of the EHP Review Workflow process.

## Filter Function

The filter is located near the top center of the *Inbox (All Reviews)* screen.

- The filter can be hidden by clicking the **Hide Filter** command button.
- Use the **Filter** Function to find all projects that meet your chosen criteria.
- To show all of the projects in the Inbox again, select the **Reset** command button. The **Inbox** will remain filtered until the filter is reset.

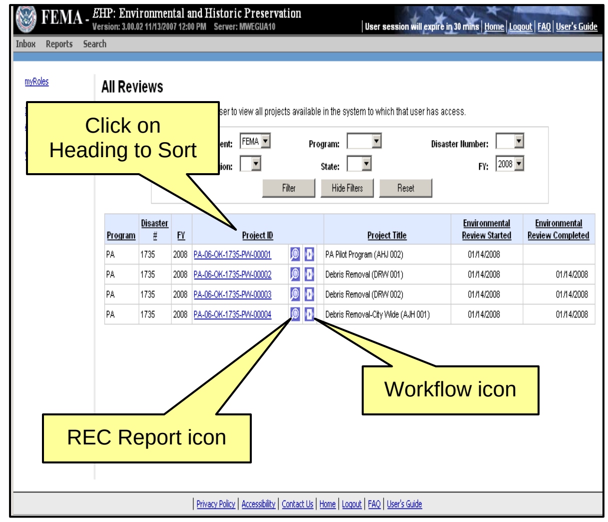
The Filter function is most useful when working on several different events, in multiple States or fiscal years, or for multiple Calling Programs. The Filter function will only show projects that meet the criteria of the filter selected. The criteria to filter projects include Region, State, Program, Fiscal Year, or Disaster Number.



The **Project Data Table** is in the center of the ***All Reviews*** screen and contains a variety of information about projects submitted for EHP review. **Sort** the table in ascending or descending order by **clicking on the title of any of the data field columns**.

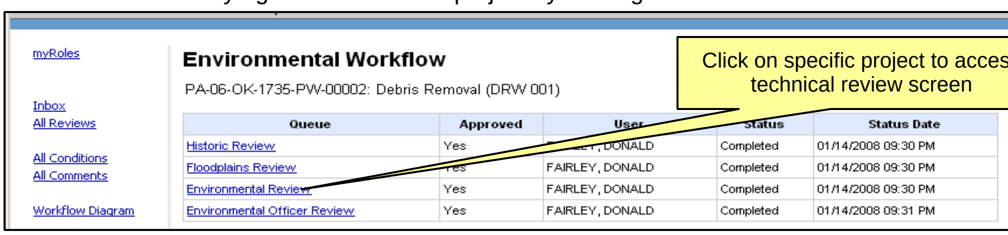
These data fields indicate:

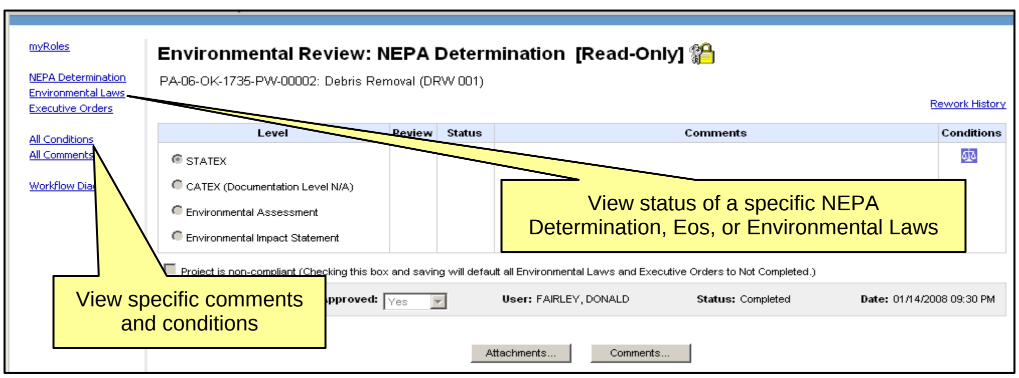
- **Program:** The name of the Calling Program.
- **Disaster #:** The Disaster Number, if applicable.
- **FY:** The Fiscal Year under which the project is being funded.
- **Project ID:** The Project ID – if the ID is blue and underlined, click it to open a pop-up link to the grant application in the Calling Program's system, i.e. EMMIE or MTeGrants.
- **Project Title:** Title of the project
- **Record of Environmental Consideration** – Click on REC icon.
- **Workflow Status** – Click on Workflow icon to see the review status of the project.
- **Environmental Review Started –** Date project entered environmental queue.
- **Environmental Review Completed –** Date review was completed.




## Accessing a Project in the *All Reviews* Screen

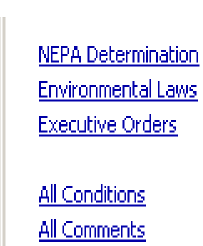
Calling Program staff with read only rights can access a project by clicking on the **All Reviews** sidebar link.




There are several ways to find and access a project submitted for EHP review:

- Sort Function is most useful for reviewing projects from a single disaster. Sort in ascending or descending order in any of the data columns by **clicking on the title of data field column**.
- Use the **Search Function** to find a specific project or all projects in a specific Review Queue.
- Use **Filter Function** to view projects by Program, State, Disaster Number, and/or Fiscal Year.
- Click on **Show All** to see all projects.
- Click on the **REC Report icon** to view the Record of Environmental Consideration Report.




- Click on the **workflow icon** to see the review status of the project, i.e. which Queues have been completed and which are still pending.
- To access the project technical review screen, click on the **specific project in the Queue.** Once you have opened a project, you may click on an item in the sidebar to see the status of a specific **Environmental Law**, **Executive Order** or **NEPA determination**.
- Click on **All Conditions** or **All Comments** to see specific comments related to specific laws or other issues related to completion of the review.

## Quick Reference Guide
## Roles and Responsibilities Matrix

| Position (Assigned in NACS) | Role(s) in E-MIS | Access | Responsibilities |
|---|---|---|---|
| Regional Environmental Specialist | Environmental Reviewer | **Write info** to the ENV technical review queue<br><br>**Read-only** access to the HP and FP technical reviews | Conduct NEPA review<br><br>Conduct reviews of other Environmental laws/Executive Orders<br><br>Forward project to Environmental Officer (EO) queue<br>**OR**<br>If EO queue is not activated in Workflow: perform QA/QC and approve & forward project to Calling Program |
| Regional Historic Preservation Specialist | Historic Preservation Reviewer | **Write info** to the HP technical review queue<br><br>**Read-only** access to the FP and ENV technical reviews | Conduct NHPA compliance review (including 106 Review)<br><br>Conduct reviews of other historic preservation laws/Executive Orders<br><br>Forward project to Environmental Officer queue |
| Regional Floodplain Specialist | Floodplains Reviewer | **Write info** to the FP technical review queue<br><br>**Read-only** access to the HP and ENV technical reviews | Conduct Executive Order 11988/44 Part 9 Floodplain Management Review (8-Step Process)<br><br>Forward project to Environmental Officer queue |
| Regional Environmental Officer | HP Reviewer;<br>FP Reviewer;<br>ENV Reviewer;<br>ENV Officer Reviewer;<br>REG EHP Administrator;<br>NACS Submit Request & Approving Official Roles | **Write info** to the HP, FP, and ENV technical review queues and to the EO queue | QA/QC info entered by Regional HP, FP and ENV Specialists<br><br>Establish Workflow for program or disaster event<br><br>Approve & forward project out of EHP to Calling Program<br><br>Add additional info to HP, FP & ENV technical reviews<br><br>Manually enter projects |

| **Position (Assigned in NACS)** | **Role(s) in E-MIS** | **Access** | **Responsibilities** |
|---|---|---|---|
| Regional Environmental Office (continued) | | | Submit request for team assignment in NACS<br><br>Review/approve/disapprove team position requests in NACS |
| EHP Team Lead (disasters) | HP Reviewer; FP Reviewer; ENV Reviewer; ENV Officer Reviewer; NACS Submit Request Role | **Write to** the HP, FP, and ENV technical review queues and to the EO queue | QA/QC info entered by HP, FP and ENV Specialists<br><br>Add additional info to HP, FP & ENV technical reviews<br><br>Establish Workflow for disaster event<br><br>Approve & forward project out of EHP to Calling Program<br><br>Submit request for team assignment in NACS |
| Environmental Advisor (disasters) | ENV Officer Reviewer; NACS Submit Request Role | **Write to** the EO queue<br><br>**Read-only** access to the HP, FP and ENV technical review queues | QA/QC info entered by HP, FP and ENV Specialists<br><br>Approve & forward project out of EHP to Calling Program<br><br>Submit request for team assignment in NACS |

## Quick Reference Guide
## Glossary

| Term | Description |
|---|---|
| Amendment | Post-award changes to a grant and/or subgrant, modifying the Period of Performance, Scope of Work, Costs, and/or omissions. |
| Amendment | Post-award changes to a grant and/or subgrant, modifying the Period of Performance, Scope of Work, Costs, and/or omissions. |
| Application | Package containing standard federal forms and/or program-specific documents requesting consideration of federal funding based on eligibility requirements. |
| Calling Program/ Funding Program | A Funding Program is a unit within FEMA that funds projects, such as the PA Program or the FMA Program. When a Funding Program requests an EHP Review of a project or application, it “calls” on the EHP program by submitting that project to EMIS. Once a program submits a project for EHP Review, it becomes a Calling Program. |
| Case Management File | Records information from the time of the kickoff meeting through the life of the grant. Also includes information from previous grants in previous disasters. Contains all applicant information such as the applications and records of interactions. |
| Comments | Statements that the reviewer can enter into a PW, either under a specific law or EO, or to the PW in general; which should be used to document the steps that lead to a decision on the project; state the results of coordination with other agencies; statements to document specific references (i.e.: Flood Insurance Rate Maps (FIRMS); Programmatic Agreements; US Fish and Wildlife Coordination letters; National Wetland Inventory Maps; 8-Step Process; and date that wetland maps were retrieved, etc.). Further information pertaining to the review decision should be cited here. |
| Data Warehouse | The Enterprise Data Warehouse (EDW) was created to make FEMA data accessible to users across the agency. Staff can use the Data Warehouse to perform ad-hoc reporting, on-line data analysis, evaluate trends and decide where best to assign resources to accomplish FEMA's strategic goals. The Data Warehouse pulls information entered into EMIS. |
| EHP Review and Technical Review | The EHP Review begins when a Calling Program submits a project to EMIS and it ends when a project is approved by the EHP program and is returned to the Calling Program. The EHP Technical Review consists of an analysis of the potential impacts a project may have on environmental resources and historic properties; making a determination of the project’s compliance with each of the applicable laws and executive orders; and documenting the overall EHP compliance in EMIS. |
| EMIS | The *Environmental and Historic Preservation Management Information System*. EMIS is a stand-alone web-based system designed to facilitate the process of reviewing FEMA-funded projects and documenting project compliance with NEPA, NHPA, ESA, ,EOs 11988, and other EHP laws and Executive Orders. |
| EMMIE | The *Emergency Management Mission Integrated Environment*. EMMIE is an internet-based system for managing disaster grants, over an entire grant life cycle, using standardized, web-based screens. EMMIE provides a common internal system for use by FEMA staff and contractors across the different program areas and offices. EMMIE also provides a common external system for use by grant applicants, where they can submit requests to FEMA for grant assistance. PA is the first FEMA Grant program to take advantage of EMIS. There is a systems interface between EMMIE and EMIS, so that EMMIE users can submit an application for EHP review at the appropriate time during the grant process. |
| Grant | An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the Federal Government to an eligible grantee. |
| Grant Applicant | Federally recognized entity that applies for assistance from the Federal government. |
| Grant Application | Type of application submitted to FEMA by the grantee. The name of the standard form is SF 424. |
| Grantee | The federally recognized entity to which a grant is awarded and which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. |

| | |
|---|---|
| Immediate Needs Funding (INF) | Type of application used to request an advance of funding for urgent needs, without burdening subgrant applicants with extensive paperwork during peak crisis operations. |
| Indian Tribal Government | The governing body or a governmental agency of any Indian tribe, band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for the special programs and services provided by him through the Bureau of Indian Affairs. |
| MTe-Grants | The web-based electronic grants system that currently processes applications for the following grant programs: Flood Mitigation Assistance (FMA); Pre-Disaster Mitigation (PDM); Severe Repetitive Loss (SRL); and Repetitive Flood Claim (RFC). |
| Pre-Application | Initial application by subgrant applicant to register intent to apply for a funding opportunity. This application is used by grantee to determine initial eligibility for the Funding Opportunity. |
| Preliminary Damage Assessment (PDA) | Very early determination of the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for disaster assistance, and by FEMA to document the recommendation made to the President in response to the Governor's request. |
| Program Specialist | Person responsible for monitoring grants and assisting applicants with programmatic issues. Synonyms: Project Officer, Emergency Management Specialist, Public Assistance Officer/Administrator, FMA Coordinator, PDM Coordinator, Hazard Mitigation Specialist. |
| Project | A planned undertaking with specific goals bound by eligibility and compliance guidelines, scope of work, cost or time constraints. A project could be part of an application. |
| Project Category | One of several defined types of projects. Used to classify the proposed work. One category is allowed per project. |
| Project Officer | Refer to "Program Specialist", "Emergency Management Specialist", "Public Assistance Officer/Administrator", "FMA Coordinator", "PDM Coordinator", "Hazard Mitigation Specialist". |
| Project Worksheet | Same as "Subgrant Application". |
| Public Assistance Coordinator | Person responsible for managing the application process for the Public Assistance grant program. Also works jointly with the grants office to resolve an applicant's disaster-related needs and ensure that the Applicant's projects are processed as efficiently and expeditiously as possible. The PAC is authorized to approve projects within a certain dollar threshold. |
| Record of Consideration (REC) | The REC is a form that documents and summarizes a project's compliance under each of the EHP laws and Executive Orders. |
| Review | Process in which individuals examine a grant or subgrant application for eligibility, compliance with applicable laws, regulations, executive orders, grant purpose, costs, etc. |
| Rework | The ability to return a project 1) to the Calling Program to request additional information or clarification about a project, or 2) to one of the three Technical Review queues in EMIS. |
| Scope of Work | Detailed description of the project(s) and all associated eligible project work that will be accomplished within a specified duration. |
| Standard Conditions | Specific requirements that the applicant must meet in order for the project to be compliant with a particular EHP law or Executive Orders. |
| Subgrant Applicant | Federally recognized entity that applies to a grant applicant for assistance. |
| Subgrant Application | Type of application that documents scope of work and cost estimates for a given project. Synonym: Project Worksheet |
| Sub-grantee | Local government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided. |
| TDL | Acronym that stands for "Test Development Lab." The training and development site for FEMA's internet-based systems, including EMIS. |
| Tribal Authorized Representative | Refer to "Grantee Application Reviewer", "Governor's Authorized Representative", "State Public Assistance Staff", "Tribal PA Staff". |