EMIS (Environmental & Historic Preservation Management Information System)

Instructor Guide
September 2008

FEMA

EMIS Training

Course Administration

FEMA

Instructor Guide
September 2008

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I. Introduction & Goals

To meet the Office of Management and Budget's e-government requirements, FEMA and other agencies within the U.S. Department of Homeland Security (DHS) are standardizing the electronic data collection and storage of all EHP Review. The Web-enabled tool, EMIS, is designed to facilitate the process of evaluating FEMA-funded projects and environmental and historic preservation compliances.

Goals of EMIS are:

- To make the EHP compliance determination process more efficient to allow rapid approval and funding of Applicant's projects.
- To store all EHP-related documentation in a standard manner in a single place.

Goals of the EMIS training are:

- To train EHP cadre members to use the EMIS (EHP Management Information System)
- At the conclusion of the course the participants should be able to understand how to use EMIS for conducting and documenting EHP project reviews

II. COURSE OBJECTIVES

Upon successfully completing this course, participants will:

- Be knowledgeable about EMMIE, eGrants and EMIS.
- Be able to access and navigate the EMIS system.
- Use EMIS to conduct a EHP Review and generate a Record of Environmental Consideration (REC)
- Use EMIS to conduct a QA/QC review
- Be knowledgeable about record keeping and reporting capabilities.
- Perform administrative Functions in EMIS

III. TARGET AUDIENCE

The target audience of the EMIS Training Course includes EHP Specialists, Program Staff (PA, IA, Mitigation, Preparedness and Grants Management), EHP Managers including REOs,

IV. COURSE DESIGN/DURATION

The course is designed as a required 1-1½ days of class room instruction followed by 4-6 hours of lab practicum over the next 2-3 days while the instructor is on site. (This design allows for a flexible schedule while students gain practical experience with the system.) The class should be taught by at least two instructors, to develop the knowledge, skills, and tools that employees need to use EMIS. **PREREQUISITES:** IS-253 (online version required) or L-253 Coordinating EHP Compliance (preferred).

V. INSTRUCTOR QUALIFICATIONS

The instructors may originate from any of the following: FEMA Headquarters (HQ) personnel; FEMA Regional Environmental Officers (REOs); EHP program specialists; and FEMA's trained Disaster Assistance Employees. The instructors should have the following qualifications:

- Must be experienced instructors with EMIS subject matter expertise.
- The instructors must be able to facilitate discussions and effectively deliver and explain the instruction content.

While it is possible for a single instructor to present this course, it is strongly advised that at least two instructors be used. It is in important that one of the instructors has in-depth knowledge and/or solid experience in the EHP review process. Other disciplines and subject matter experts may also be useful as part of the instructor team.

VI. COURSE MODULES

🕮 **Introduction:** This section provides information about the course objectives, materials and references, and the course's organization structure. The module also includes an exercise to introduce instructors and participants.

🕮 **Module 1: EMIS Overview** addresses:

- EMMIE, eGrants and EMIS background information
- Terms and concepts associated with EHP reviews
- Roles in EMIS and associated positions
- Concept of queues and workflows
- Who to contact for technical support for using the EMIS system.

🕮 **Module 2: Getting Started in EMIS** introduces participants to:

- Accessing the EMIS System
- Standard Links in EMIS
- Inbox Navigation
    - ➢ Subject tabs
    - ➢ Sidebar Links
    - ➢ Project Data Table
    - ➢ Command Buttons;
- Managing Projects in the Inbox
    - ➢ Sort Function
    - ➢ Filter Function
    - ➢ All Reviews.

📖 **Module 3: The EHP Project Technical Review** provides instruction on:

- Checking Projects In and Out
- Subject Tabs and Sidebar Links in the Technical Review Pages
- Performing the Historic Preservation Review
    - Viewing Subgrant Applications (PW)
    - REC Format and Radial buttons
    - Adding Attachments, Comments and Conditions
    - Setting Project Review Status
    - Adding Additional HP Laws to a Project Review
    - Approving and Forwarding a Project
- Performing the Floodplain Review
    - REC Format and Adding Comments, Conditions and Attachments
    - Setting Project Review Status, Approving and Forwarding a Project
- Performing the Environmental Review and NEPA Determination
    - REC Format and Adding Comments, Conditions and Attachments
    - Navigating among the Environmental Laws, Executive Orders & NEPA
    - Setting the Project Review Status
    - Adding Additional Environmental Laws to a Project Review
    - Documenting the NEPA Determination, Approving and Forwarding a Project
    - Adding Comments, Conditions and Attachments to the NEPA Determination
    - STATEX determination
    - CATEX determination
    - Environmental Assessment Determination
    - Environmental Impact Statement Determination
- Rework Command.

📖 **Module 4: Lab Practicum** provides:

- An opportunity for participants to independently practice the skills learned in the course prior to the final evaluation (Instructors will remain on site to offer support as needed.)
- Final Case Review and Evaluation

📖 **Module 5: Quality Assurance/Quality Control (Environmental Officer) Review** provides instruction to:

- Environmental Officer Review – Navigate through the EMIS system to conduct a QA/QC review
- Search Subject Tab
- Reworking a project
- Check-in Tool.

📖 **Module 6: Administrative Functions** provides:

- Reports (Data Warehouse)
- Saving a copy of REC to archive file
- Overview for Managing and Viewing Programs
- Establishing Workflow
- Manual Project Entry
- Using EMMIE Reports to Manage EHP Workflow

VII. MATERIALS REQUIRED

The materials listed below are required to conduct the course. You may wish to add other materials to make the course more relevant to the participants.

- Instructor's Guide
- PowerPoint presentations
- Instructor computer with projector
- Computer system with FEMA Intranet access and TDL availability and rights
- Sample attachments for resource agency consultation
- Student Manual
- Student Handouts; Job Aids; and Quick Reference Guides
- Student computers (minimum of 1 per 2 students)

VIII. COURSE PREPARATION

This Plan of Instruction presents a structure for a 1-1½ -day classroom-based course. To prepare to present this course, instructors should:

- Review the Instructor Guide, PowerPoint visuals, Student Manual, and student handouts.
- EMIS refresher is needed.
- Develop instructor notes to help emphasize key points and to relate their own as well as participants' experiences to the course content. Instructors' notes should also reference specific case studies.
- Reproduce or order any handouts that will be provided for the participants.
- Review the class roster to become familiar with the audience.
- Verify the availability of classroom, TDL and training projects, equipment and materials as well as a comfortable seating arrangement
- Coordinate TDL with user rights. Develop backup plan if TDL down.
- Coordinate with JFO Training Officer and logistics

IX. SCHEDULE

Sample agenda is provided to assist the Course Manager and Lead Instructor to prepare for the delivery of the course.

Delivery at EMI or Regions
 E/L-248 EMIS Training
Delivery at JFO or Field Offices
 N-160 – Overview for Public Assistance Cadre (PACs)
 N-161 – Modules 1-4 for EHP Specialist, Team Leads and Managers
 N-162 – Modules 5 & 6 for Team Leads and Managers

DAY 1. . .(N-161 or E/L-248)

8:30 – 9:00am	Welcome and Introductions. . . . . Course Manager
9:00 – 9:45am	Module 1: EMIS Overview. . . . . Lead Instructor
9:45 – 10:00am	Break
10:00 – 10:30am	Module 2: Getting Started. . . . . Lead Instructor
10:30 – 12:00noon	Module 3: The EHP Project Technical Review. . . . . Lead Instructor
10:30 – 12:30pm	Lunch Break
12:30 – 3:00pm	Module 3: The EHP Project Technical Review. . . . . Lead Instructor
	Module 4: Lab Practicum (to be determined by Lead Instructor for individual students

Day 2. . .(N-162 or E/L-248)

8:30 – 9:30am	Module 5: QA/QC (Environmental Officer) Review. . . . . . . Lead Instructor
9:30 – 10:30 am	Module 6: Management and Administrative Functons . . . . Lead Instructor
11:00 – 11:15am	Review/Course Evaluation. . . . . .Lead Instructor
11:15am	Adjourn

X. DEPLOYMENT

Instructors should be available for up to five days: two (2) instructors for required classroom training; one (1) instructor for follow-up lab practicum.

XI. EVALUATION

Participants will be able to evaluate the course and provide feedback through the use of a written evaluation tool. Students will be evaluated through successful completion of EHP Review case studies.

EMIS Training

Course Introduction

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Total Time: **30 minutes**

Objectives: The Course Introduction provides an overview of the EMIS Training Course. At the end of this module, participants will be able to:

- Describe the purpose and main learning objectives of course.
- Identify the basic organization of the course modules and the require materials.
- Understand the objectives and expectations of the course.

Scope: This module includes the following topics:

- Welcome and Introductory exercise
- Course purpose and learning objectives
- Description of course format and materials.

Methodology: The Course Manager/Facilitator will begin by officially welcoming the participants and discuss administrative requirements before turning the course over to the Lead Instructor.

The Lead Instructor will set the tone for the course and should begin by introducing him/herself and the other instructors in some creative and fun way. Next, he/she should conduct an introductory exercise in which each participant will introduce him/herself.

The Lead Instructor will introduce the purpose and main learning objectives of the course followed by a review of course materials and the overall course format.

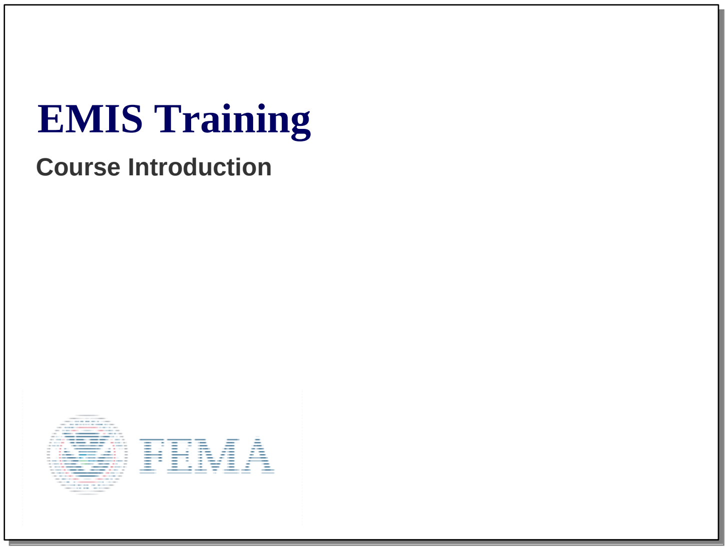
The Instructor should provide an opportunity towards the end of the Course Introduction for the participants to ask any questions about how the course will be conducted or what the students should learn by the end of the course.

Equipment: The following equipment will be required to deliver this course:

- Microphones (instructor and participants – dependent on room size)
- Instructor computer with projector
- Computer system with FEMA Intranet access and TDL availability and rights
- Power Point software
- Student computers (minimum of 1 per 2 students)
- 2-3 Flip charts with markers

Time Plan: A suggested time plan for this module is as follows:

Welcome (Administrative)	10 minutes
Introductions	10 minutes
Learning Objectives	5 minutes
Course Materials/Format	5 minutes



Lecture: Course introduction – 30 minutes. Welcome presented by course manager/facilitator.

Welcome to EMIS (Environmental & Historic Preservation Management Information System) Training.

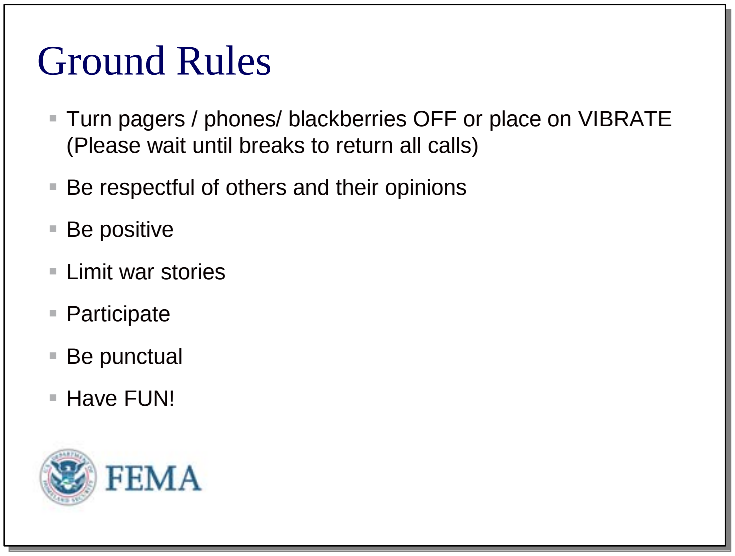
To meet the Office of Management and Budget's e-government requirements, FEMA is standardizing the electronic data collection and storage of all EHP reviews. The Environmental and Historic Preservation Management Information System (EMIS) is an internet-based system that facilitates the process of evaluating FEMA-funded projects for potential impacts to natural and cultural resources and for documenting project compliance with EHP laws, Executive Orders, and other requirements.

Goals of EMIS are:

- To make the EHP compliance determination process more efficient to allow faster approval and funding of Applicant's projects.
- To store all EHP-related documentation in a standard manner in a single place for all FEMA programs.

Goals of the EMIS training are:

- To train EHP cadre members to use EMIS.
- At the conclusion of the course the participants should be able to understand how to use EMIS for conducting and documenting EHP project reviews.



Ground rules presented by course manager/facilitator:

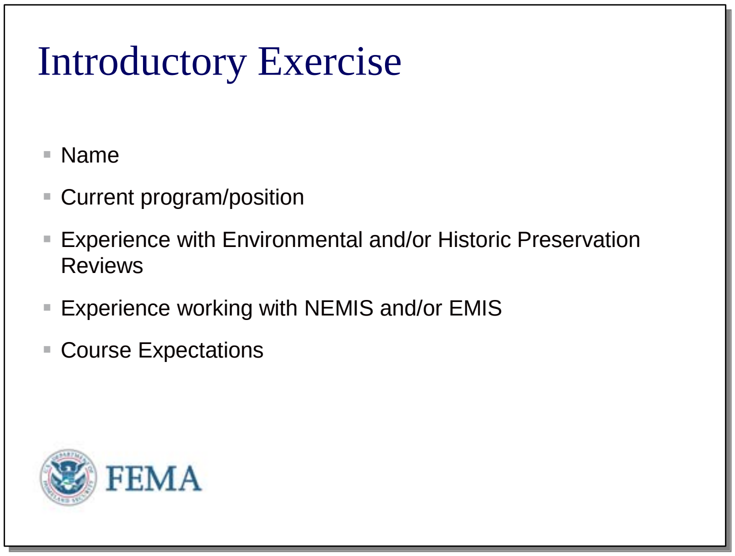
- Turn pagers / phones / blackberries Off or on Vibrate (Please wait until breaks to return all calls)
- Be respectful of others & their opinions
- Be positive
- Limit war stories
- Participate
- Be punctual
- Have FUN!

After brief administrative announcements (site specific), the Course Manager/Facilitator will introduce the Lead Instructor.

The Lead Instructor should begin introductions by introducing him/herself and other Instructors in some creative and fun way, but including at least the following info:

- Name
- Background
- Current position
- Years with FEMA
- Teaching experience

Take a few minutes to discuss the instructor’s role in the course, which is to “facilitate” learning, not to simply lecture to the participants; in order to serve in this role, however, students must willingly participate and engage in discussion.



The Introductory Exercise

Purpose: In order to get to know the participants and let them become familiar with each other, the Lead Instructor will conduct an introductory exercise.

Directions: The Lead Instructor should ask each individual to stand and introduce themselves using the slide categories as a guide. The instructors/facilitator will write the course expectations on flip charts.

Time: 10 minutes

NOTES:

This introductory exercise is just one example among many that the Lead Instructor can use during this time. If the instructor uses another exercise, however, be sure that it meets the same objectives (assisting the instructors and participants in learning about each other) and it fits within the allotted time.

Some other suggestions include:

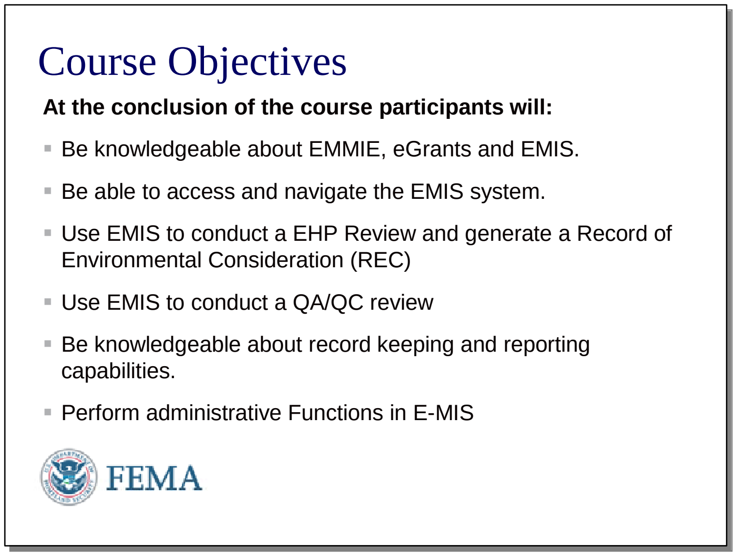
- ***Learning from Experience***: have the participants introduce themselves and explain one important lesson they have learned in the past about environmental/historic preservation review.

- ***Challenges and Objectives***: Have each person identify their (actual or anticipated) challenges in environmental/historic preservation reviews and their objectives for the training. Have them write these on flip charts and share with the class.

- ***First Job*****:** Have participants introduce themselves and share something they learned on their first paying job.

- ***Experience Tally*****:** Ask each participant how long he/she has worked in environmental/historic preservation cadre (in years) or in FEMA (in years). Point out that the class will have X number of years of experience on which to draw.

- ***Good or New*****:** Ask each person to share something good or new they have experienced in the last 24 hours.



Once the participants and instructors have had an opportunity to introduce themselves and share their course expectations, the Lead Instructor will briefly provide the participants with the overall objectives of the class, and what each of the participants should know by the end of the course.

- Be knowledgeable about EMMIE, eGrants and EMIS.
- Be able to access and navigate the EMIS system.
- Use EMIS to conduct a EHP Review and generate a Record of Environmental Consideration (REC)
- Use EMIS to conduct a QA/QC review
- Be knowledgeable about record keeping and reporting capabilities.
- Perform administrative Functions in EMIS

Course Materials

- Student Manual
- Quick Reference Guides
  - List of Acronyms/Application Icons
  - Glossary of Terms
  - Roles and Responsibilities Matrix
  - Navigating EMIS for EHP Specialist
  - Conducting a Technical Review for EHP Specialist
  - Adding Comments, Conditions and Attachments
- Record of Environmental Consideration

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The students should have each received a number of course materials to be utilized during the course and to be referenced in the future. Go over each of these materials with the students.

At each of the students' workstation, there should be a small binder containing the student course manual, which is an assemblage of all PowerPoint slides, case studies and other relevant course materials.

Course Format

E/L248 – EMIS Training (Resident and Regional deliveries)

DFTO Deliveries
N161 – Reviewing Project in EMIS, Section 1
- Module 1: EMIS Overview
- Module 2: Getting Started in EMIS
- Module 3: The EHP Project Technical Review
- Module 4: Lab Practicum

N162 – Reviewing Project in EMIS-Admin Functions, Section 2
- Module 5: Quality Assurance/Quality Control (Environmental Officer) Review
- Module 6: Management and Administrative Functions

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This **EMIS training** is divided into six (6) independent modules.

NOTE:

Using the guide that follows, briefly explain the content of each module and which modules will be covered in the current class:

Module 1: EMIS Overview addresses:

- EMMIE, eGrants and EMIS background information
- Terms and concepts associated with EHP review
- NACS Roles and Positions used in EMIS
- Concept of queues and workflows
- Know who to contact for EMIS technical support

Module 2: Getting Started in EMIS introduces participants to:

- Accessing the EMIS System
- Standard Links in EMIS
- Inbox Navigation
  - Subject tabs
  - Sidebar Links
  - Project Data Table
  - Command Buttons;
- Managing Projects in the Inbox
  - Sort Function
  - Filter Function
  - All Reviews.

📖 **Module 3: The EHP Project Technical Review** provides instruction on:

- Checking Projects In and Out
- Subject Tabs and Sidebar Links in the Technical Review Pages
- Performing the Historic Preservation Review
  - Viewing Subgrant Applications (PW)
  - REC Format and Radial buttons
  - Adding Attachments, Comments and Conditions
  - Setting Project Review Status
  - Adding Additional HP Laws to a Project Review
  - Approving and Forwarding a Project
- Performing the Floodplain Review
  - REC Format and Adding Comments, Conditions and Attachments
  - Setting Project Review Status, Approving and Forwarding a Project
- Performing the Environmental Review (including NEPA Determination)
  - REC Format and Adding Comments, Conditions and Attachments
  - Navigating among the Environmental Laws, Executive Orders & NEPA Determination screens
  - Setting the Project Review Status
  - Adding Additional Environmental Laws to a Project Review
  - Documenting the NEPA Determination
    - Adding Comments, Conditions and Attachments
    - STATEX determination
    - CATEX determination
    - Environmental Assessment Determination
    - Environmental Impact Statement Determination
- Approving and Forwarding a Project
- Rework Command.

📖 **Module 4: Lab Practicum** provides:

- An opportunity for participants to independently practice the skills learned in the course prior to the final evaluation (Instructors will remain on site to offer support as needed.)
- Final Case Review and Evaluation

📖 **Module 5: Quality Assurance/Quality Control (Environmental Officer) Review** provides instruction to:

- Environmental Officer Review – Navigate through the EMIS system to conduct a QA/QC review
- Search Subject Tab
- Reworking a project
- Check-in Tool.

📖 **Module 6: Administrative Functions** provides:

- Reports (Data Warehouse)
- Saving a copy of REC to archive file
- Overview for Managing and Viewing Programs
- Establishing Workflow
- Manual Project Entry
- Using EMMIE Reports to Manage EHP Workflow

At the end of **Modules 1**, students will review knowledge learned by completing a matching exercise. To practice skills taught in **Module 2**, students will access the EMIS system and complete a fill in the blank search for information.

Students will complete practical exercise reviews of **Module 3** with Case Studies (1 for each process.

Following the 1½ days of classroom instruction, participants will work independently to complete **Reviews of 4 cases**. Instructor(s) will be on site to answer questions and give guidance as needed. The 4 case reviews completed by each participant will be evaluated by the instructor(s) to determined successful completion of the course objectives.

EMIS Training

Module 1:
EMIS
Overview

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Total Time: **30 minutes**

Objectives: The EMIS Overview provides background information about EMMIE, eGrants and EMIS. At the conclusion of this module, participants will be able to:

- Be knowledgeable about EMMIE, eGrants and EMIS background information.
- Understand the terms and concepts associated with EHP reviews
- Understand the NACS Positions and associated Roles in EMIS
- Understand the concept of queues and workflows
- Know who to contact for EMIS technical support

Scope: This module includes the following topics:

- EMMIE, eGrants and EMIS Background Information
- Terms and Concepts
- Positions and Roles
- Queues/Workflow
- Technical Support.

Methodology: The instructor will conduct an overview of the module objectives.

Using lecture and power point presentation the instructor will engage the participants in a discussion of EMIS; Terms & concepts; Positions and Roles, Queues/Workflow and Technical support.

Following the instruction, a Practical Exercise: Position/Roles will be administered.

Equipment: The following equipment will be required to deliver this course:

- Microphones (instructor and participants – dependent on room size)
- Instructor computer with projector
- Power Point software

Time Plan: A suggested time plan for this module is as follows:

Lecture/Power Point Presentation	20 minutes
Practical Exercise	10 minutes

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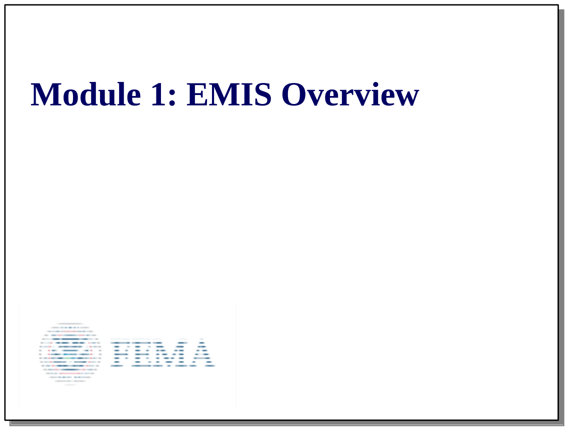
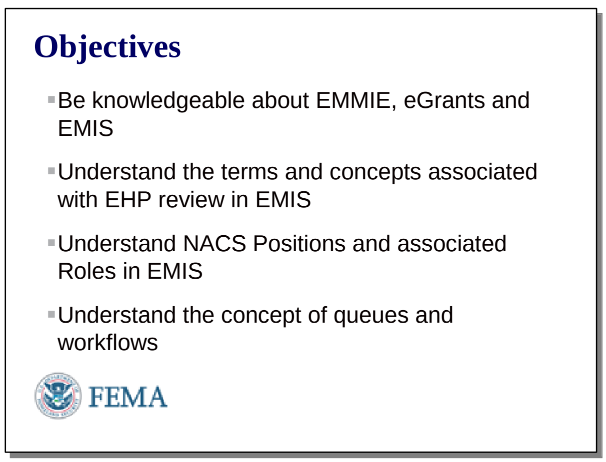
Slide 1:



Lecture/Power Point Presentation: EMIS Overview – 20 minutes. Presented by course instructor.

Slide 2:



Instruction Speaking Points:

Instructor will review the module objectives from slide 2.

Slide 3:

Background Information

- An web-based system
- Automatically generates an electronic version of a Record of Environmental Consideration (REC) for each project
- System stores all EHP-related analyses and documents
- Currently supports MTeGrants (PDM, FMA, SRL) and EMMIE (PA)

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Instruction Speaking Points:

To meet the Office of Management and Budget's e-government requirements, FEMA and other agencies within the U.S. Department of Homeland Security (DHS) are standardizing the electronic data collection and storage of grants administration. The Environmental and Historic Preservation Management Information System (EMIS) is a web-based system designed to automate the process of reviewing and documenting FEMA-funded projects for environmental and historic preservation (EHP) compliance.

One goal of EMIS is to make the EHP compliance determination process more efficient to allow faster approval and funding of Applicant's projects. Another goal is to store all EHP-related documentation in a standard manner in a single place.

The backbone of EMIS is an electronic version of the Record of Environmental Consideration (REC), which is automatically generated in PDF format once the review screens for each EHP law and Executive Order are completed. Experienced EHP Reviewers will navigate easily among the EMIS review screens in a manner similar to navigating the Microsoft Word version of the REC.

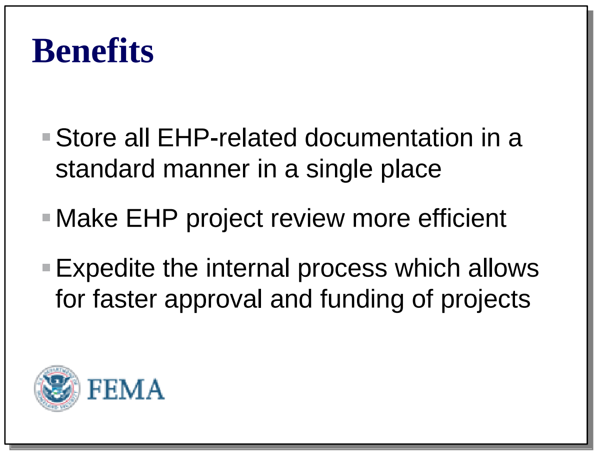
EMIS collects and stores certain information about each project and allows Reviewers to 1) add comments such as identifying the presence of resources at or near the project site, or summarizing coordination with a resource agency; 2) attach documents such as photos, maps, and correspondence letters/emails; and 3) add approval conditions such as mitigation or treatment measures or conditions required by a regulatory authority.

EMIS also has administrative tools that EHP managers, e.g. Regional Environmental Officers, EHP Team Leads, EHP Advisors, may use to manage workload, generate performance reports, and establish the review workflow for a particular program or disaster event.

Prior to the development of EMIS, most EHP Reviews were conducted and documented in systems maintained separately by each funding program (e.g., NEMIS for the Public Assistance (PA) Program and the Hazard Mitigation Grant Program), or in paper format. The introduction of EMIS represents a major shift in the EHP documentation approach. All EHP-related analyses and documentation are now stored in an independent EHP database that communicates and shares information with each of the database systems that the funding programs maintain.[1] Projects are submitted to EMIS by a funding program. The EHP compliance review is conducted inside EMIS and the determinations and conditions of project approval are transmitted back to the funding program. In short, the take-home message is that EMIS is an independent system developed and maintained by FEMA's Office of Environmental Planning and Historic Preservation (OEHP).

EMIS has been supporting MTeGrants since FY2004, and began supporting EMMIE in FY08. EMIS development efforts are coordinated between OEHP HQ, FEMA IT and IT's contractor responsible for systems maintenance/development, and EMIS updates are typically scheduled quarterly.

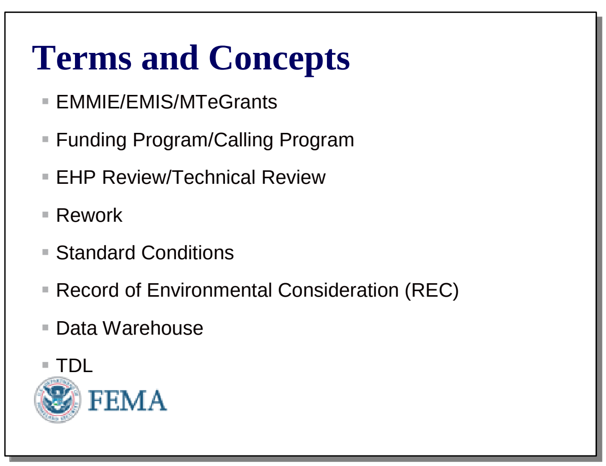
Slide 4:



Instruction Speaking Points:

- Store all EHP-related documentation in a standard manner in a single place
- Make EHP project review more efficient
- Expedite the internal process

Slide 5:



[1] These systems currently include EMMIE, the new grants management system used by PA that is replacing NEMIS; and MTeGRants, the grants management system used by several non-disaster mitigation grant programs.

Instruction Speaking Points:

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 involved in the successful processing of a grant from solicitation to closeout, i.e. eligibility reviews, awards, change requests, amendments, financial and performance report reviews, monitoring of expenditures, and other grants management functions. EMMIE also provides a common external system for use by grant applicants, where they can submit requests to FEMA for grant assistance. In January 2008, PA became the first program area to use EMMIE. There is a systems interface between EMMIE and EMIS, so that PA can submit an application for EHP review at the appropriate time during the grant process.

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 the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Endangered Species Act (ESA), Clean Water Act (CWA), Executive Orders on Wetlands and Floodplains (EOs 11988 and 11990), and other EHP laws and Executive Orders.

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). There is a systems interface between MTeGrants and EMIS, so that Mitigation can submit an application for EHP review at the appropriate time during the grant process.

Funding Program or **Calling 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 to EMIS for EHP Review, it is referred to as a Calling Program.

EHP Review/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 natural or biological resources and historic properties; making a determination of the project’s compliance with each of the applicable laws and executive orders; and documenting the project’s overall EHP compliance in EMIS.

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.

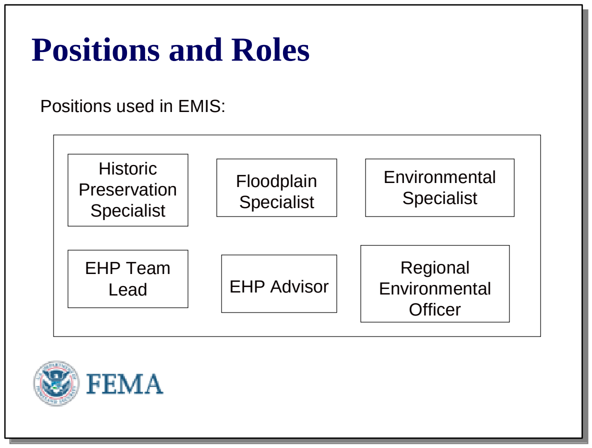
Standard Conditions- There are three standard conditions that are placed on all projects during the EHP review. The default setting in EMIS places the three conditions on all projects; however, the REO or EHP team lead can chose to turn all or some of these conditions “off” on a program or disaster basis. Additional conditions can also be added to a project. Conditions are specific requirements that the applicant must satisfy in order for the project to be compliant with a particular EHP law or EO or to avoid or reduce impacts to EHP resources.

Record of Environmental Consideration (REC)- The REC is a form that documents and summarizes a project’s compliance under each of the EHP laws and Executive Orders. EMIS automatically generates a REC in PDF format upon completion of the review screens in EMIS.

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.

TDL- Acronym that stands for *Test Development Lab*; the training and development site for FEMA's internet-based systems, including EMIS.

Slide 6:

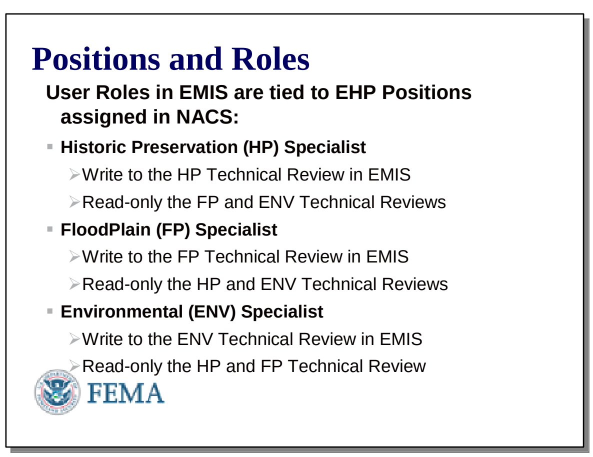


Instruction Speaking Points:

Positions are assigned to EHP staff by EHP managers and designated in the NEMIS Access Control System (NACS). An individual's Position is typically based on skills and expertise. For example, an architectural historian would likely have the Position of Historic Preservation (HP) Specialist, and a wetlands biologist would have the position of Environmental (ENV) Specialist.

Each Position in NACS has one or more EMIS Roles assigned to it. A Role is a privilege to enter information into (i.e. "write-to") the different Technical Reviews screens of EMIS. For instance, an HP Specialist has the Role of HP Reviewer and an Environmental Specialist has the Role of ENV Reviewer. Some Positions have multiple Roles: for example, the Regional Environmental Officer (REO) has the Roles of HP Reviewer, FP Reviewer, ENV Reviewer, and Environmental Officer (EO) Reviewer, and therefore, can enter information into all of the Technical Review screens of EMIS.

Slide 7:



Instruction Speaking Points:

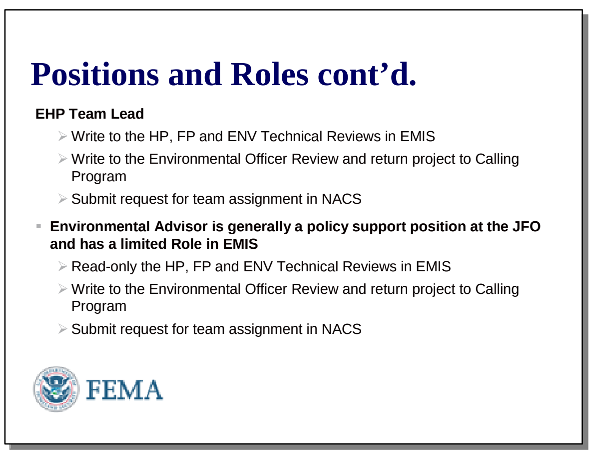
At times, FEMA may hire contractors in some of the EHP Positions. Contractors may write to the HP, FP, or ENV Technical Reviews in EMIS, but may not write to the Environmental Officer (EO) Review or return a project to the Calling Program.

- **Roles of the Historic Preservation (HP) Specialist**
  - Write to the HP Technical Review in EMIS
  - Read-only the FP and ENV Technical Reviews
- **Roles of the FloodPlain (FP) Specialist**
  - Write to the FP Technical Review in EMIS
  - Read-only the HP and ENV Technical Reviews
- **Roles of the Environmental (ENV) Specialist**
  - Write to the ENV Technical Review in EMIS
  - Read-only the HP and FP Technical Review

NOTE:

Positions and Roles continue on slide 8 and 9.

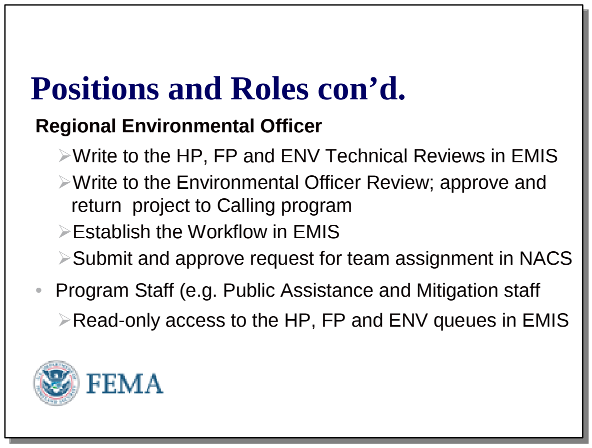
Slide 8:



Instruction Speaking Points:

- **EHP Team Lead**
  - Write to the HP, FP and ENV Technical Reviews in EMIS
  - Write to the Environmental Officer Review and return project to Calling Program
  - Submit request for team assignment in NACS
- **Environmental Advisor is generally a policy support position and has a limited Role in EMIS**
  - Read-only the HP, FP and ENV Technical Reviews in EMIS
  - Write to the Environmental Officer Review and return project to Calling Program
  - Submit request for team assignment in NACS

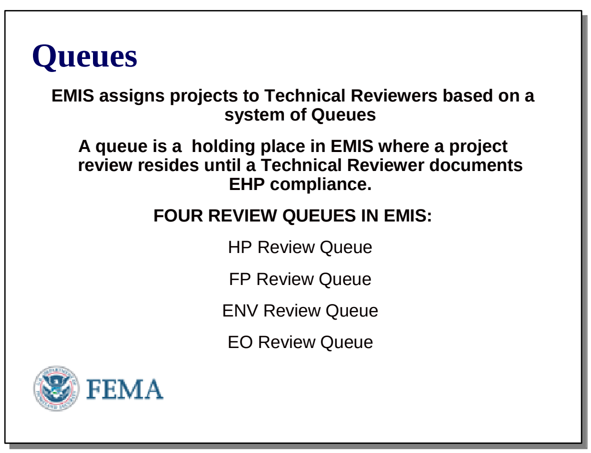
Slide 9:



Instruction Speaking Points:

- **Regional Environmental Officer**
  - Write to the HP, FP and ENV Technical Reviews in EMIS
  - Write to the Environmental Officer Review; approve and return project to Calling program
  - Establish the Workflow in EMIS
  - Submit and approve request for team assignment in NACS
- **Program Staff** (e.g. Public Assistance and Mitigation staff)
  - Read-only access to the HP, FP and ENV queues in EMIS

Slide 10:

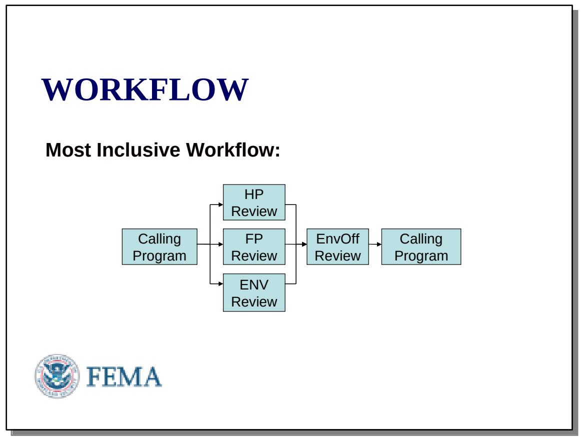


Instruction Speaking Points:

Queues - There are four review Queues in EMIS: Technical reviews are conducted in the HP Review Queue, the FP Review Queue, and the ENV Review Queue. A final quality assurance/quality control review may be conducted in the Environmental Officer (EnvOff) Review Queue. When a project is submitted to EMIS from a Calling Program, it appears in the HP, FP and ENV Review Queues until the Technical Reviews are completed and the project is returned to the Calling Program. Typically, Technical Reviewers with the HP Role manage the HP Review Queue, Technical Reviewers with the FP Role manage the FP Review Queue, and

Technical Reviewers with the ENV Role manage the ENV Review Queue. Depending of staff resources, the ENV Role may manage the HP Review Queue, the FP Review Queue, or both. The number of different Queues a particular individual may be responsible for depends on how Workflow for a program or disaster event is established in EMIS.

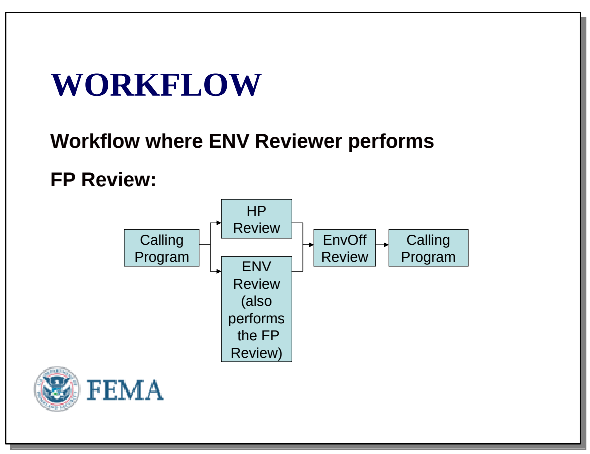
Slide 11:



Instruction Speaking Points:

Most Inclusive Workflow: Depending on staff availability and expertise, a REO may want to establish a specific Workflow in EMIS for a particular Calling Program or Disaster event. “Workflow” refers to the progression of Technical Review Queues a project goes through before it is approved and returned to the Calling Program. The most inclusive Workflow includes all of the fours Queues, i.e. the project is reviewed by an HP Specialist, an FP Specialist, an ENV Specialist, and the Environmental Officer.

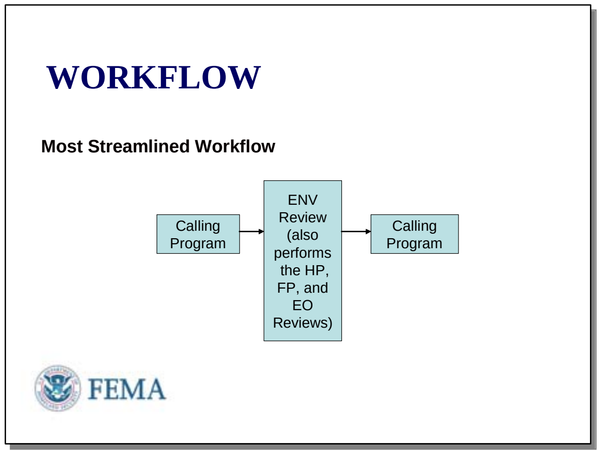
Slide 12:



Instruction Speaking Points:

If needed, an REO may change the Workflow so that the ENV Reviewer may perform the Technical Review for the HP Reviewer, FP Reviewer, and/or the EnvOff Reviewer

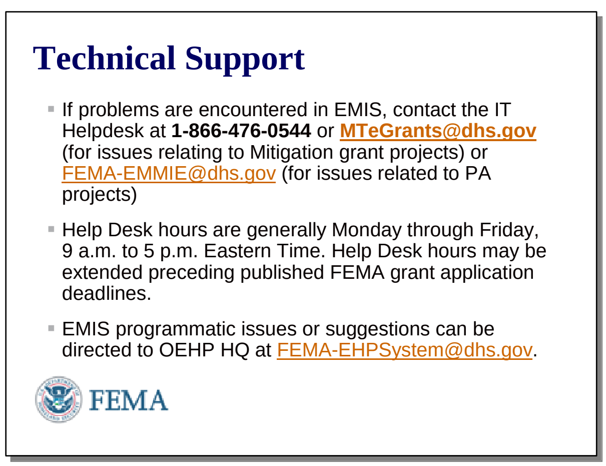
Slide 13:



Instruction Speaking Points:

In its simplest form, Workflow can be established so that the ENV Review encompasses the HP and FP Reviews and is the only queue that appears in the EMIS inbox (a reviewer can enter the HP and FP review screens from within the ENV Queue rather than entering each queue separately). Once the three technical reviews are completed from within the single ENV Review Queue, the project is returned to the Calling Program directly from the ENV Review Queue. No EnvOff Review occurs. In this situation, the individual responsible for the EHP review would need to be assigned all three (HP, FP, and ENV) Specialist Positions in NACS and the EO Review Queue would be turned off.

Slide 14:



Module 1 - Review Exercise: Students will review knowledge learned by completing a matching exercise. Hand out exercise – allow 10 minutes for completion and review of the exercise.

EMIS Training

Module 2: Getting Started In EMIS

FEMA

Instructor Guide
September 2008

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Total Time: **30-45 minutes**

Objectives: At the conclusion of this module, participants should be able to:

- Access and navigate EMIS
- Locate projects and data

Scope: This module includes the following topics:

- Accessing EMIS
- Standard links in EMIS
- Inbox Navigation
  - ➢ Subject tabs
  - ➢ Sidebar links
  - ➢ Project data table
  - ➢ Command buttons
- Managing Projects in the Inbox
  - ➢ Sort Function
  - ➢ Filter Function
  - ➢ All Reviews

Methodology: The instructor will conduct an overview of the module objectives.

The instructor will demonstrate navigating through EMIS to participants through the use of the computer program. Students will practice each skill immediately following demonstration using the TDL/Interactive Power Point.

Administer a Practical Exercise Review at conclusion of instruction

Equipment: The following equipment will be required to deliver this course:

- Microphones (instructor and participants – dependent on room size)
- Instructor computer with projector
- Computer system with FEMA Intranet access and TDL availability and rights
- Power Point software
- Student computers (minimum of 1 per 2 students) with TDL/Power Point access

Time Plan: A suggested time plan for this module is as follows:

Accessing the EMIS System	5 minutes
Standard Links in EMIS	5 minutes
Inbox Navigation	10 minutes
Managing Projects in the Inbox	10 minutes
Practical Exercise Review	15 minutes

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2.1 How to Access the EMIS System

To access EMIS, users must have a FEMA User ID and Password, access to the FEMA intranet and the appropriate NACS rights. Contact the appropriate REO or EHP Team Lead to request NACS rights.

To log in to EMIS, go to the ISAAC portal:

Type https://portal.fema.net/famsRuWeb/home in the URL
or click on the "ISAAC Portal" link on the http://online.fema.net home screen.

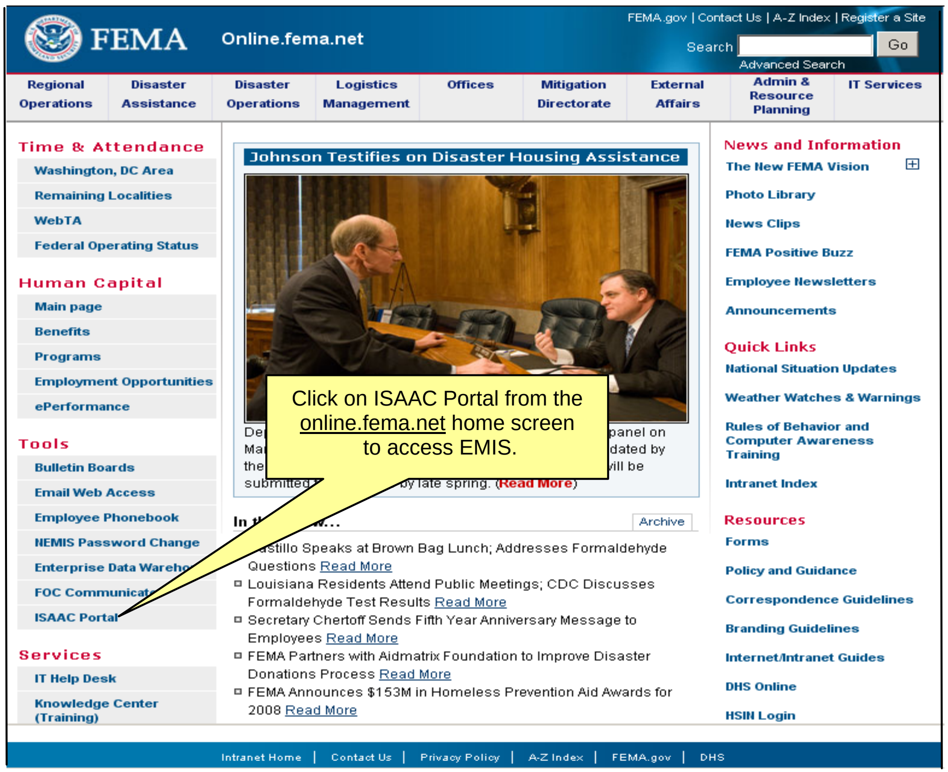

Figure 2.1 Accessing EMIS

Instructor: Login to EMIS. If using the TDL, explain that in the live environment, the NEMIS user name and password would be entered to access EMIS. However, in the training environment, EMIS "TDL User Accounts" will be used.

2.1.1 Logging in to EMIS

The *ISAAC* screen is shown in Figure 2.1. Enter your FEMA Username and Password into the required fields and click **Login**. To clear the User ID and Password fields, click **Reset**.

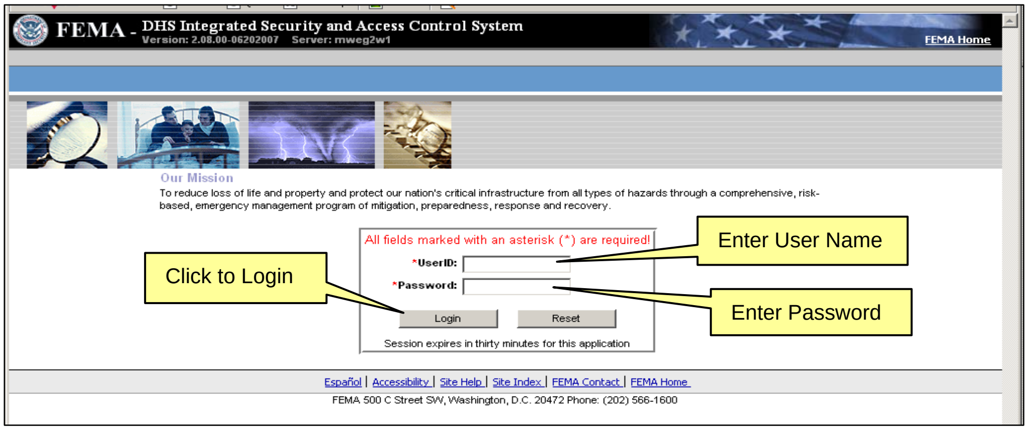

Figure 2.2: Login Screen

2.1.2 Accessing EMIS

After entering User ID and Password information, the *Program* screen will appear. From this screen, the user can:

- Enter EMIS, the Environmental and Historic Preservation system to view projects or conduct EHP reviews (only Reviewers may enter data)
- Enter the grants system of a Calling Program, e.g. MT eGrants or EMMIE, to view grant applications

To enter EMIS, select the **Environmental and Historic Preservation** link.

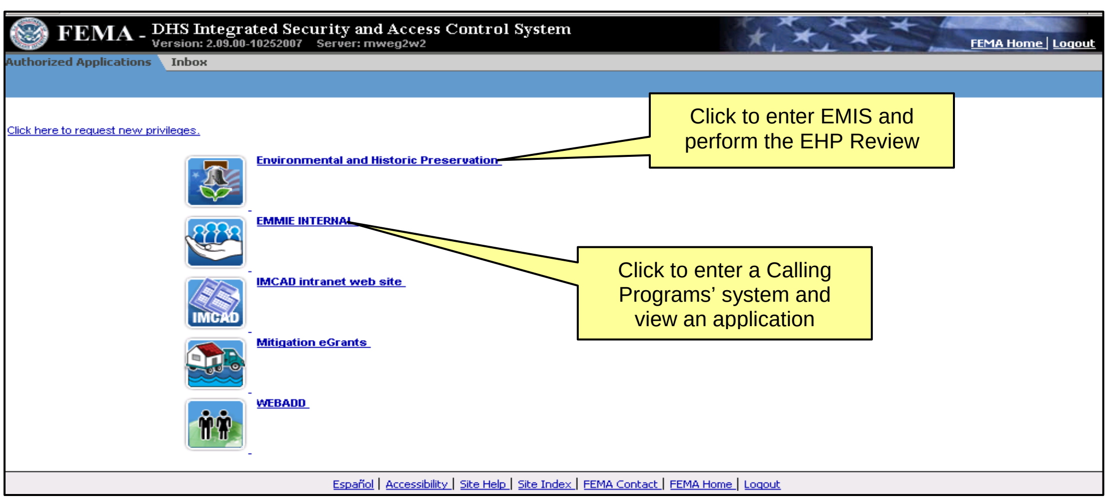

Figure 2.3: Select Program Screen

Instructor: Demonstrate and explain the Subject Tabs, expanded Top-Right Standard links, Sidebar links, navigating the Project Data Table, Command Buttons by clicking on the links, the Sort, Search, and Filter Functions and All Reviews.
Check In/Out will be discussed in Module 3.

2.2 Standard Links in EMIS

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

Standard Bottom and Top Right Links:

- **Home** – Returns to the Select Program screen (Figure 2.4)
- **Logout** – Logs out of EMIS
- **FAQ** – Displays Frequently Asked Questions about the system (under construction)
- **User's Guide** – Links to this guide
- **Privacy Policy** – Displays the FEMA Privacy Policy
- **Accessibility** – Displays FEMA Section 508 Accessibility Statement
- **Contact Us** – Displays the Help Desk contact information

2.3 Inbox Navigation in EMIS

The projects that have been submitted for EHP review appear on the ***Inbox*** screen. If a Technical Reviewer is assigned only the "EHP Historic Preservation Specialist" position in NACS, then only the Historic Review Queue will appear in that user's Inbox. If a Reviewer is assigned the "EHP Historic Preservation, Floodplain, and Environmental Specialists" positions in NACS, then the Historic, Floodplains, and Environmental Review Queues will all appear in that user's Inbox.

Most of the standard navigation from the *Inbox* is by 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.

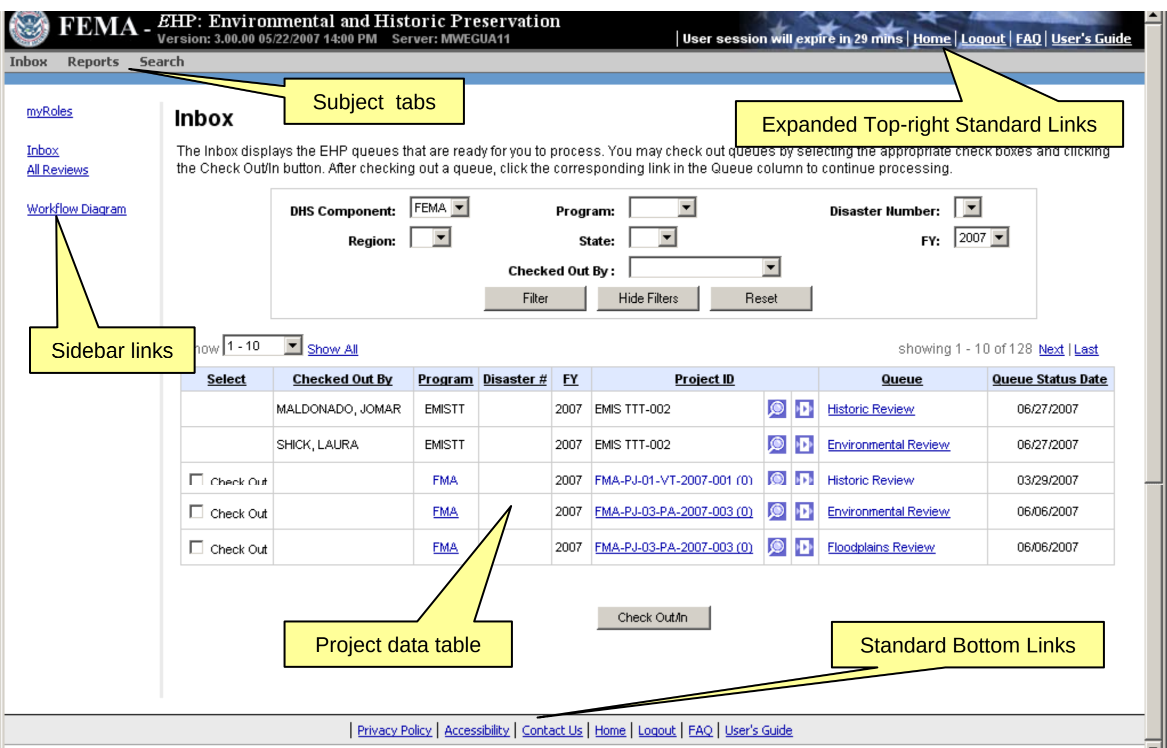

Figure 2.4: Inbox Elements

NEVER use the Windows "BACK BUTTON" to navigate to a previous screen.

2.3.1 Subject tabs

Subject tabs at the upper left corner of the screen link to different functional capabilities of the system, such as the "Report" and "Search" functions. Depending on an individual's Position and Roles (see Module 1), additional functions of EMIS may be accessed, such as "Manual Project Entries" and "Manage Programs."

The **Search** capabilities will be explored more in Section 2.4: Managing Your Inbox.
The **Reports** capabilities of EMIS will be described in more detail in Module 6.

2.3.2 Top-right Standard Links are expanded to include:

Message: User session will expire in **XX** minutes
FAQ: Link to Frequently Asked Questions (under construction)
User Guide: Link to the online User's Guide

2.3.3 Sidebar Links

Whether navigating through EMIS 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 (see Module 1 and Figure 2.4).
- **Inbox** – A redirect link to the *Inbox*
- **All Reviews** – A redirect link to view <u>any</u> 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/queues to which the user may or may not have write-to privileges (see Module 1)
- **Workflow Diagram** – A pop-up link showing a conceptual model of the EHP Review Workflow process (see Module 1)

Figure 2.5: myRoles

2.3.4 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** link – click the link to open a window for 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 to document EHP compliance.
- Queue Status Date: The date the project was submitted by a Calling Program to EMIS for EHP review.

IF A REVIEWER HAS MANY PROJECTS IN THE INBOX, IT MAY BE HELPFUL TO VIEW AN EXTENDED TABLE OF ALL THE PROJECTS. TO EXPAND THE PROJECT DATA TABLE TO SHOW ALL PROJECTS, CLICK ON THE SHOW ALL LINK.

2.3.5 Command Buttons

Command buttons are typically located at the bottom middle of the screen and on the Inbox Filter function. To perform a specific action, select the command button corresponding to that action, such as **Check Out/In**, **Filter**, **Hide Filter**, and **Reset**. There are different command buttons depending on what screen you are on. Other command buttons will be explained as they are introduced.

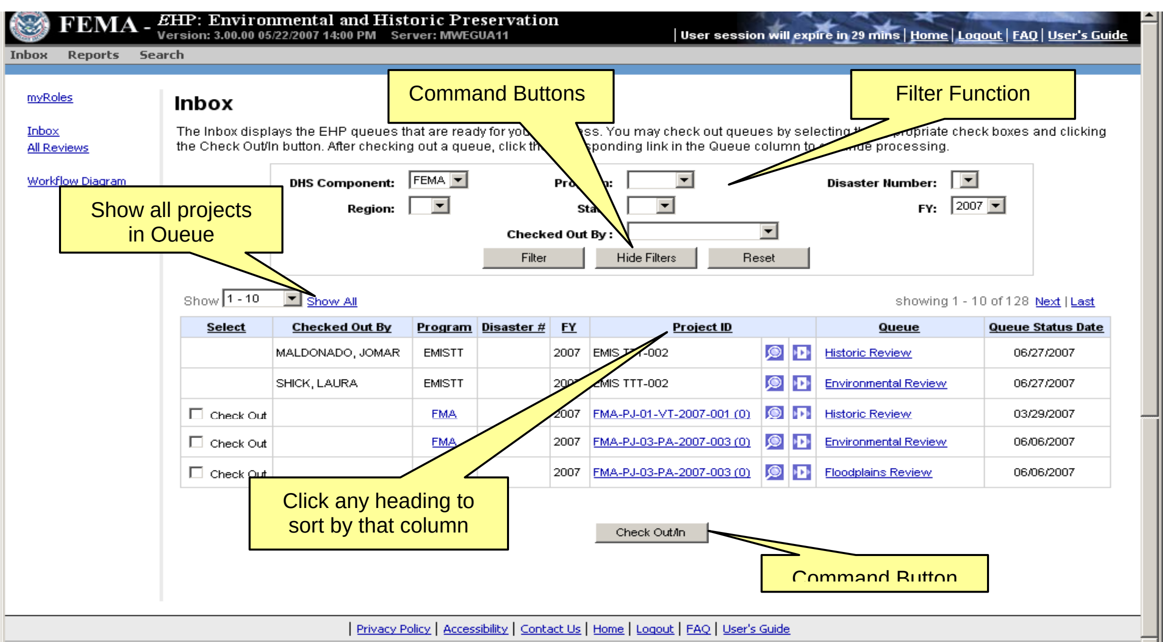

Figure 2.6: Command Buttons

2.4 Managing Projects in the Inbox

Instructor: Demonstrate and explain the Sort, Filter, and Search Functions.

There are several ways to locate a project in the Inbox and manage the Technical Reviews that are in a Reviewer's Queue. Reviewers can **sort** the *Inbox* data table by any of the data columns; filter the Inbox by using the filter tool; or find projects by clicking on the **Search** subject tab. Depending on a user's Positions and Roles and the number of projects that are in the Queue, some of these tools can be more useful than others.

2.4.1 The Sort Function

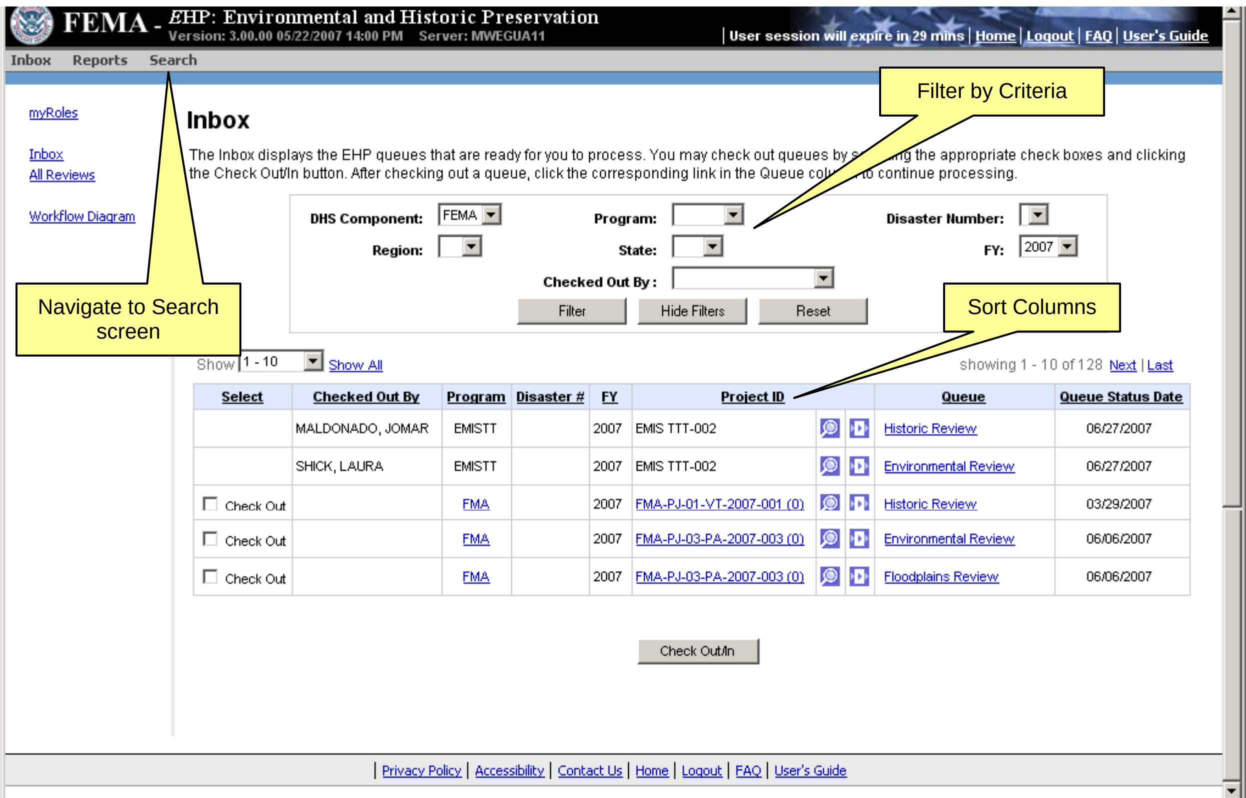

Figure 2.7: Sort, Search and Filter Functions

The Sort function is most useful for locating a particular project from a single disaster or grant program. Sort in ascending or descending order any of the data columns by clicking on the title of each column.

THE SORT FUNCTION IS MOST USEFUL FOR REVIEWERS WORKING ON A SINGLE DISASTER OR FOR THOSE WORKING ON A COUPLE DOZEN PROJECTS.

To find the projects that have been in the Queue the longest or shortest amount of time, sort the Inbox Data Table by **Queue Date**.

To find projects that have been checked out by a particular Reviewer, sort the Inbox Data Table by **Checked Out By** and scroll to the desired Reviewer's name.

The Sort function is also useful when working on several projects from more than one Calling Program because sorting by the Program, the Fiscal Year, or the Disaster Number can quickly organize the data table. If managing more than one review Queue, sort by **Queue** to group together all of the ENV Reviews, HP Reviews, or EO Reviews for faster processing.

2.4.2 The 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.
- Select criteria from the drop-down boxes and click the **Filter** command button. Only projects that meet the selected criteria will appear in the *Inbox*.
- 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 projects from several different disasters, in multiple States or fiscal years, or multiple Calling Programs. If no more than a couple dozen projects will be accessed and reviewed, it is just as easy to sort the project data table and scroll to a particular project.

The Filter function will show only those projects that meet the criteria selected in the various filter fields. For instance, to see only the PDM projects in the Queue, select PDM from the **Program** drop-down box on the filter. (Note: Disaster Assistance Employees will typically not have access to non-disaster grant projects.) The filer criteria include Region, State, Program, Fiscal Year, and Disaster Number. A user reviewing several projects in multiple Regions, States, Programs, and/or Disasters would find the filter most beneficial.

To use the filter:

Select criteria using the drop-down boxes in the filter area of the screen. Many categories of drop-down boxes can be used at the same time to focus the filter on finding a specific project. Start with the broadest category of filter criteria and "drill down" to the more specific criteria. For instance, selecting Program, Region, and State, eliminates all other Programs, then all other Regions in that Program, then all other States in that Region.

"DRILL DOWN" TO A DESIRED PROJECT OR PROJECTS USING THE FILTER BY SELECTING PROGRAM FIRST, THEN REGION, THEN STATE, AND FINALLY DISASTER NUMBER OR FISCAL YEAR, IF USEFUL.

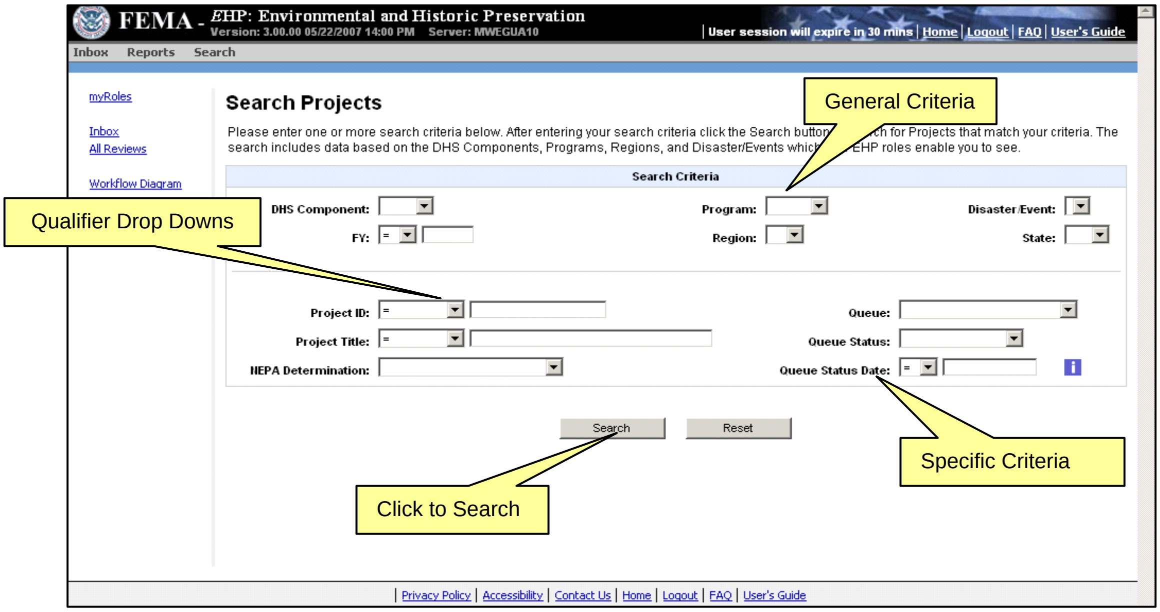

Figure 2.8: Search Projects

2.4.3 The Search Function

Like the Filter Function, the **Search** capability is necessary only when managing more than a couple dozen projects simultaneously. If fewer than a couple dozen projects will be accessed and reviewed, it is just as easy to sort the project data table and scroll to the particular project.

The Search function is most useful for finding projects when specific information is known about that project, such as Project ID or Project Title.

The *Search* screen is divided into two sections: the top section contains the same general criteria as the Filter function, and the bottom section contains specific search criteria, such as Project ID, Project Title, and Queue status.

The **Search** subject tab is valuable because it contains specific search criteria that are not available through the Filter function. When searching for a project, start with the general criteria and "drill down" to the more specific criteria. For instance, to look for a particular project at a disaster event, select the criteria in the following manner: Region, State, and Disaster/Event. By successively eliminating all the other regions, all the other States, and all the other disasters/events, the search is focused on a specific subset of projects.

Notable uses of the **Search** subject tab are:

- Finding a specific project by entering its Project ID number
- Finding all projects in a specific Review Queue
- Finding all projects based on their NEPA determination, e.g., statutory exclusion (STATEX), categorical exclusion (CATEX)
- Finding a project based on when it was submitted for EHP review or approved

The projects that meet the criteria set for the search are displayed on a new screen. The criteria used in the search are displayed in the upper left corner of the screen.

Some of the parameters have more that one drop-down list:

- First one is a qualifier such as "=" or "> ="
- Second is a series of parameter choices

A Reviewer could use this feature to view, for example, all PDM projects since 2003 (Program = PDM; Fiscal Year > = 2003).

2.5 All Reviews

The ***All Reviews*** screen allows users to view all the projects to which their NACS rights allow them access. NACS rights are assigned on a Regional and Program, and Disaster basis. For example, a Region VI DAE would only see Public Assistance projects for the Region VI disaster(s) to which they have been deployed; that user would not have access to Region VI non-disaster projects, such as PDM or FMA.

The value of the *All Reviews* screen is mostly administrative. The *Inbox* displays only those projects for which the EHP review is pending; projects for which the EHP is pending AND projects for which the EHP review has been completed will appear in the *All Reviews* screen.

From ***All Reviews*** users can view or check on the status or details of compliance issues of projects that are not in their Queue.

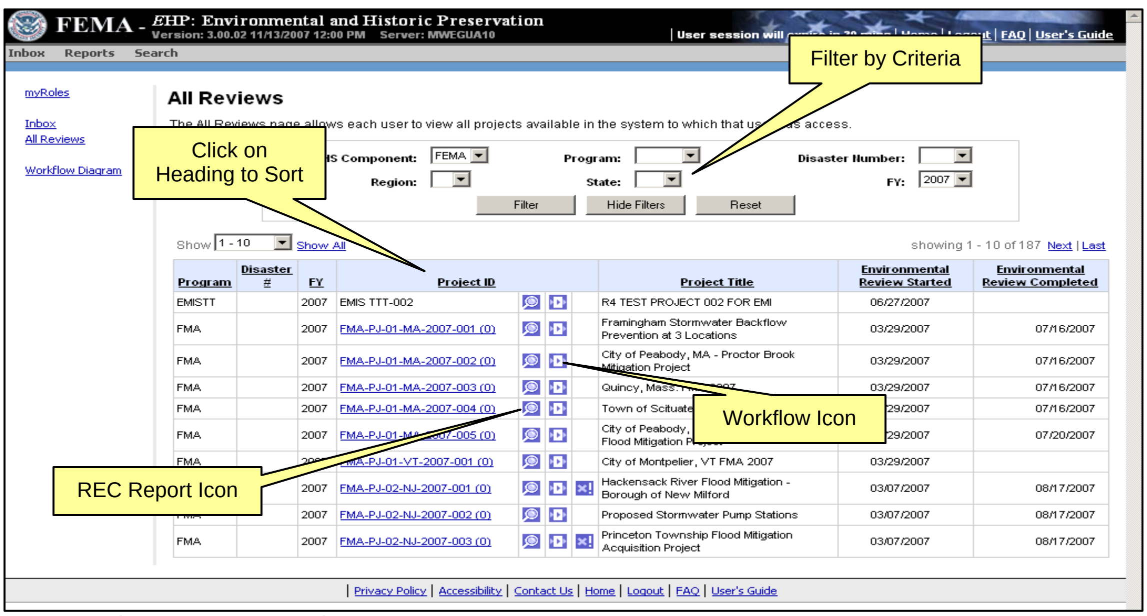

Figure 2.9: All Reviews

The *All Reviews* screen is similar in appearance to the *Inbox* screen; however, this screen is likely to contain many more projects.

Using the **Search** subject tab and **Filter** function is critical to finding a desired project.

To navigate the **All Reviews** screen:

- 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 Queue**.** Once you have selected 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**. Technical reviews cannot be completed from the All Reviews screen.

- Click on **All Conditions** or **All Comments** to see specific comments related to specific laws or other issues related to completion of the review.

Instructor: After instruction is completed, have students login to EMIS and practice navigating through the Inbox (Subject tabs, top and bottom standard links, sidebar links, the project data table, and the sort, filter and search functions.

EMIS Training

Module 3:
The EHP Project
Technical Review

FEMA

Instructor Guide
September 2008

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Total Time: **3-5 Hours**

Objectives: At the conclusion of this module, participants should be able to:

- Navigate through EMIS to perform a technical review
- Generate a completed Record of Environmental Consideration (REC)

Scope: This module includes the following topics:

- Checking projects In and Out
- Subject tabs and sidebar links in the technical review screens
- Viewing sub-grant application (PW) in calling program's system
- Performing the Historic Preservation review
  - ➢ REC format and radio buttons
  - ➢ Adding attachments, comments and conditions
  - ➢ Adding additional HP laws to a project review
  - ➢ Setting project review status
  - ➢ Approving and forwarding a project
- Performing the Floodplain Review
  - ➢ REC format and adding comments, conditions and attachments
  - ➢ Setting project review status, approving and forwarding a project
- Performing the Environmental Review and NEPA Determination
  - ➢ REC format and adding comments, conditions and attachments
  - ➢ Navigating among the Environmental laws, executive orders & NEPA
  - ➢ Adding additional Environmental laws to a project review
  - ➢ Adding comments, conditions and attachments to the NEPA Determination
  - ➢ STATEX determination
  - ➢ CATEX determination
  - ➢ Environmental Assessment determination
  - ➢ Environmental Impact Statement determination
  - ➢ Setting the project review status
  - ➢ Approving and forwarding a project
- Rework Command

Methodology: The instructor will conduct an overview of the module objectives.

The instructor will then engage participants in a series of exercises anchored to one or several actions discussed throughout the module.

Practical Exercises Review with Case Studies (1 for each process)

Equipment: The following equipment will be required to deliver this course:

- Microphones (instructor and participants – dependent on room size)
- Instructor computer with projector
- Computer system with FEMA Intranet access and TDL availability and rights
- Power Point software
- Student computers (minimum of 1 per 2 students) with TDL/Power Point access

Time Plan: A suggested time plan for this module is as follows:

Checking Projects In and Out	10 minutes
Subject Tabs and Sidebar Links in the Technical Review Screens	10 minutes
Performing the Historic Preservation Review	30 minutes
Performing the Floodplain Review	30 minutes
Performing the Environmental Review and NEPA Determination	1 hour
Rework to Calling Program	10 minutes
Practical Exercises	1.5 hours

3. The EHP Technical Review

Instructor: Demonstrate and explain how to check-in/out a project and how to enter the Technical Review screens, the Subject tab – Environmental Workflow; Side bar links; and Command Buttons.

3.1 Checking Projects Out and In

A user must check out the project in order to conduct the Technical Review.

A user must check out a project from one or more of the queues in order to conduct the Technical Review. Once a project is check out, the Reviewer may write-to the review screens, add comments and attachments, etc.

To check out a project:

- Single-click the **Check Out** box
- Select the **Check Out/In** command button.

When the project is checked out, the Reviewer's name will appear in the "Checked Out By" column.

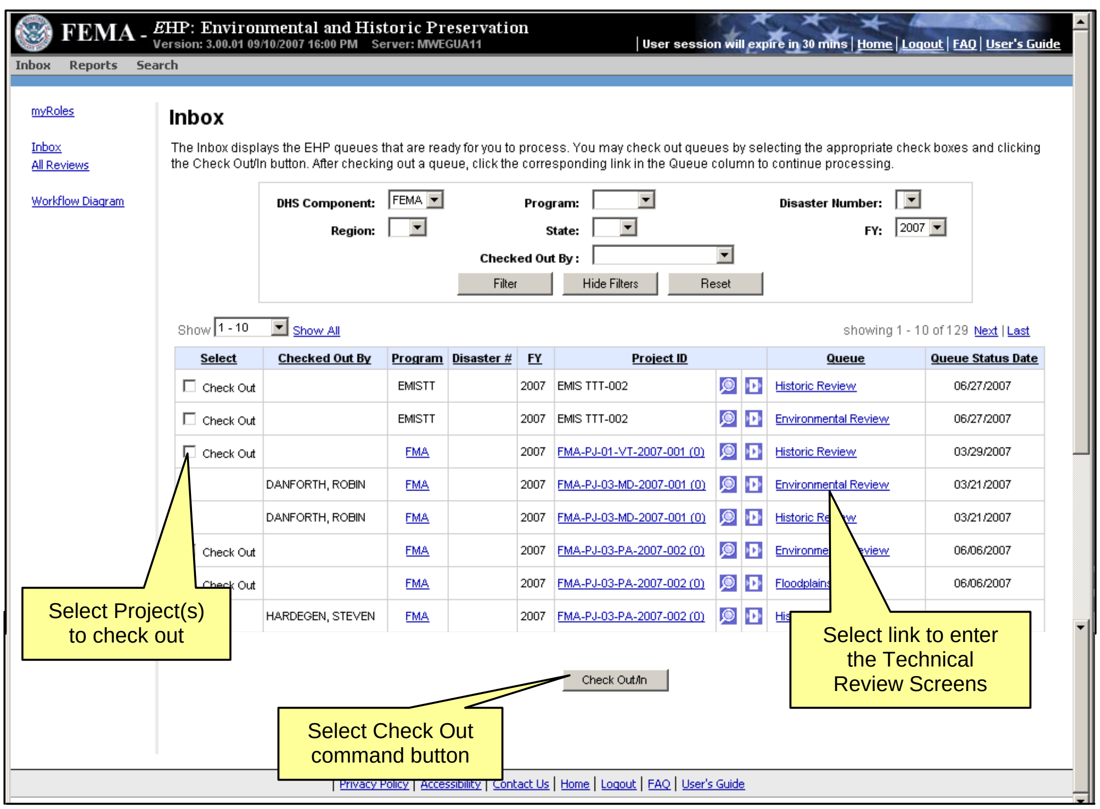


Figure 3.1: Checking out a Project

To perform a Technical Review of the project, click on the link in the **Queue** column.

To check the project back in:

- Single-click the **Check In** box
- Select the **Check Out/In** command button

> **IF A REVIEWER IS ASSIGNED NACS RIGHTS TO ACCESS MULTIPLE QUEUES, i.e. HP, FP, AND EHP REVIEW, THEN CHECK OUT THE QUEUES SIMULTANEOUSLY TO WRITE FREELY ON ALL OF THE REVIEW SCREENS.**

3.2 Subject Tabs and Sidebar Links on the Technical Review Screens

Additional sidebar links and subject tabs to help navigate from screen to screen are available on the *Technical Review* screens, as are links to project-relevant data that are not available from the *Inbox*.

3.2.1 Subject Tab – *Environmental Workflow*

Select the **Environmental Workflow** subject tab to see the status of each of the Technical Review Queues.

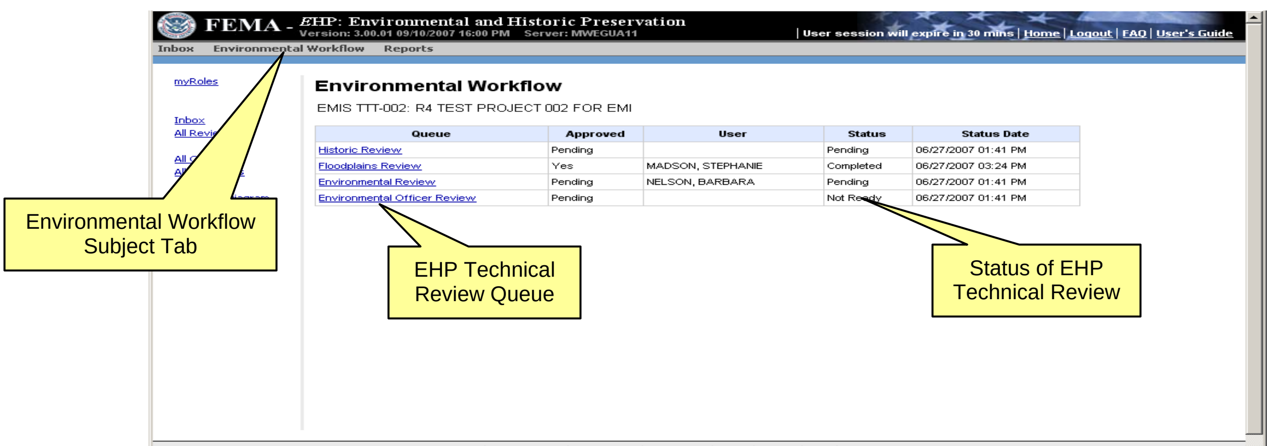


Figure 3.2: Environmental Workflow

3.2.2 Side Bar Links – Executive Orders, Environmental Laws, and NEPA Determination

These three sidebar links are used to navigate between the various review screens of the Technical Review. As long as the project is checked out of the appropriate queue(s), the reviewer can use these links to move between the different review screens without having to return to the Inbox.

- Use the *Environmental Laws* link to navigate to the Environmental Laws screen to document compliance with all of the EHP Laws.

- Use the *Executive Orders* link to navigate to the Executive Orders screen to document compliance with all of the EHP Executive Orders.
- Use the *NEPA Determination* link to navigate to the NEPA Determination screen to document the NEPA review, The other laws and EOs should be completed prior to the NEPA determination.

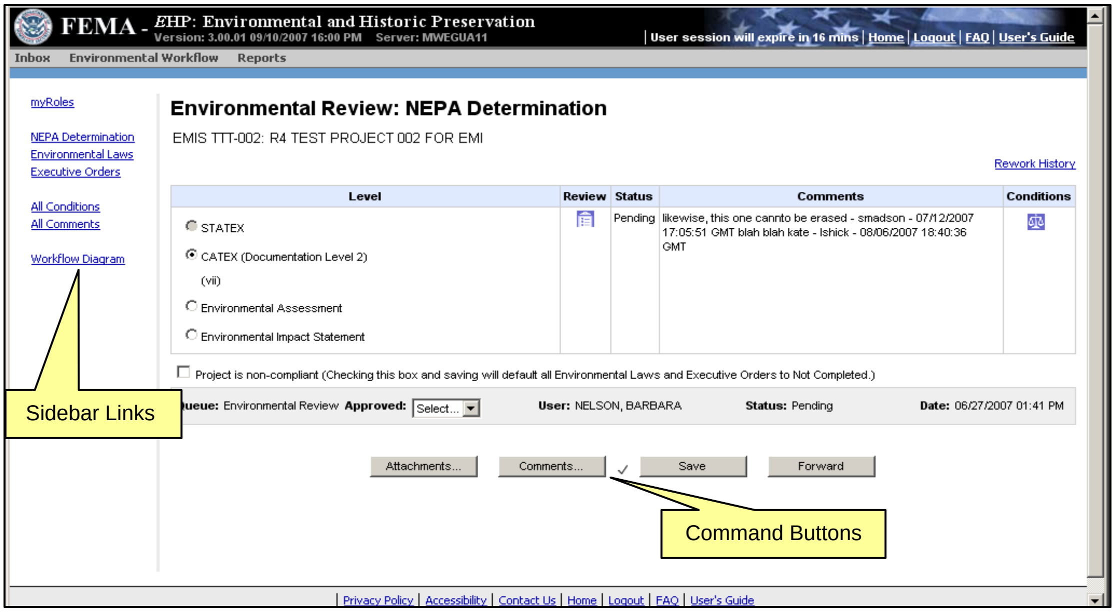


Figure 3.3: Sidebar Links

3.2.3 Side Bar Links – All Conditions and All Comments

These two sidebar links are used to view a single report that captures all the conditions or all the comments that have been added to a project without having to navigate among the screens of the *Technical Review*. The links are especially useful for obtaining information on project status or compliance issues.

3.2.4 Command Buttons

The buttons at the bottom of the *Technical Review* screens permit the Reviewer to perform an administrative function or navigate elsewhere in the Technical Review. A description of *Technical Review* command buttons is introduced in subsequent sections of this manual because each of the buttons is needed to perform the HP, FP, and ENV Technical Reviews.

NEVER use the Windows "BACK BUTTON" to navigate to a previous screen; doing so may kick the reviewer out of EMIS.

3.3 Performing the Historic Preservation Review

Instructor: Demonstrate and explain how to perform the Historic Preservation Review:
Viewing subgrant application sections; the REC format and radio buttons; adding Comments, Conditions and Attachments; setting the project review status; adding additional HP laws to a project Review; and approving and forwarding a project.

IF THE READ-ONLY ICON APPEARS AT THE TOP OF THE SCREEN, 1) YOU HAVE NOT CHECKED OUT THE PROJECT OR 2) YOU DO NOT HAVE THE RIGHTS TO CONDUCT THAT TECHNICAL REVIEW.

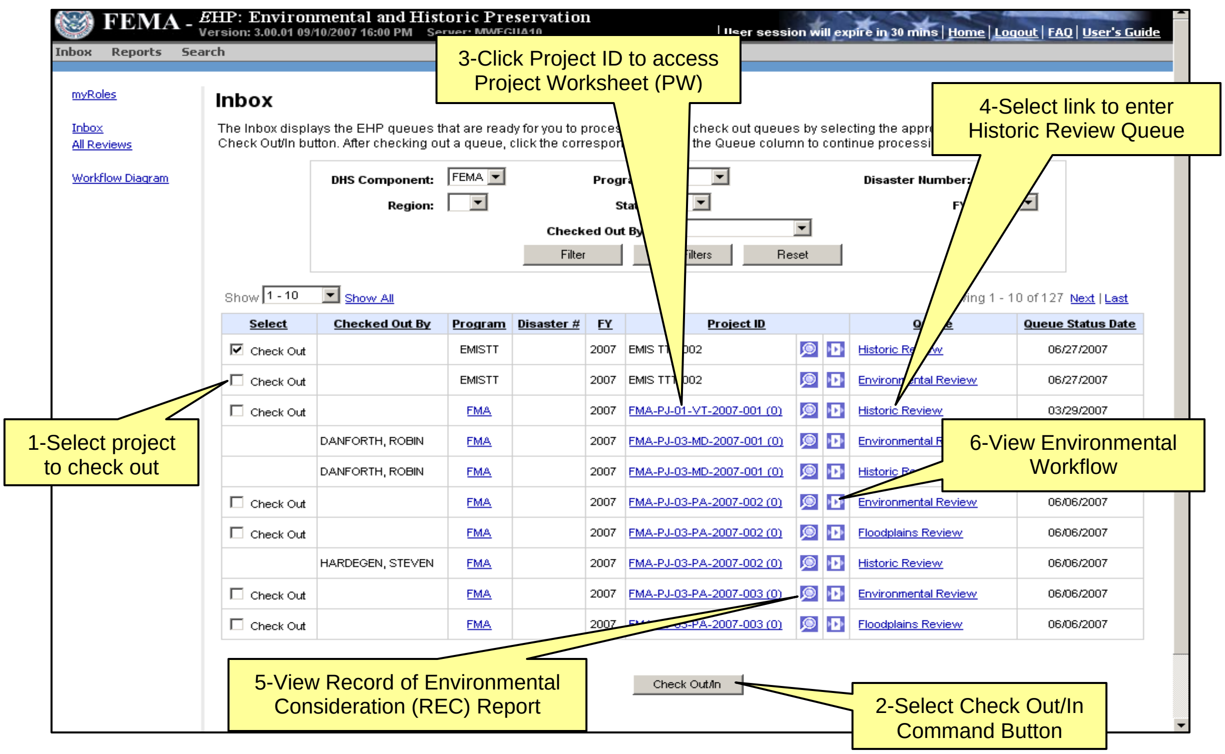


Figure 3.4: Accessing the HP Review Queue

From the **Inbox**:

- Check box to select a project to check out of the HP review queue(1)
- Click on **Check Out/In** Command Button to check out the project(2)
- Click on **Project ID** to view the subgrant application (PW) in a separate window (3)
- Select **Historic Review** link in the Queue column to navigate to the Environmental Laws screen where the HP Review screen is accessed (4)

From the Inbox, Reviewers may also:

- Click on **REC Icon** to view **Record of Environmental Consideration (REC)** report (5)
- Click on **Environmental Workflow Icon** to view the Environmental Workflow (6)

3.3.1 View Subgrant Application Sections

The project application can be viewed by **clicking the Project ID link** which links to the Calling Program's system, such as MTeGrants or EMMIE. The project application will appear in a new window.

Click on the **Project ID** link to open a separate window and view the sub-grant application from the Calling Program.

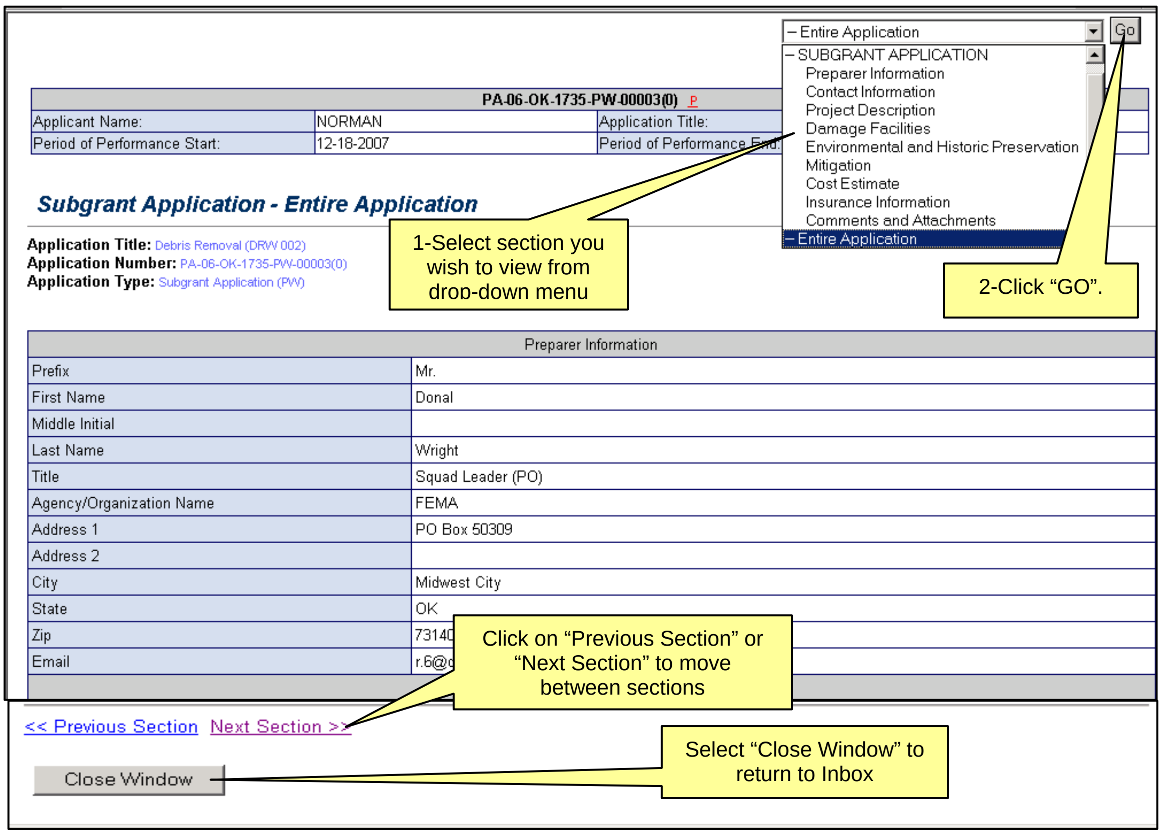
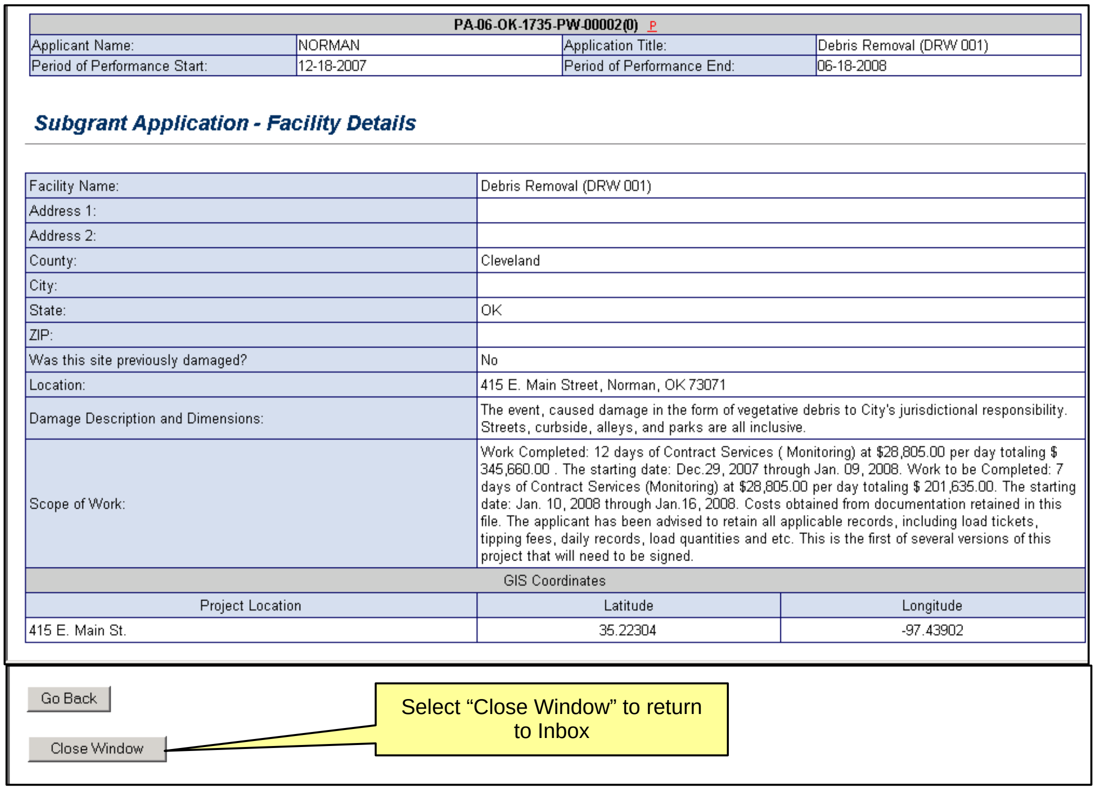


Figure 3.5: Viewing Subgrant Application Project Worksheet (PW)

- From the *Subgrant Application* screen in EMMIE, use the **drop-down box** in the upper right hand corner to view the entire application or select a portion of the application to view (1)
- Click the **"GO"** button (2)
- The **Project Application** window may be left open and minimized for future reference

Example: View **Scope of Work**:



PA-06-OK-1735-PW-00002(0) P			
Applicant Name:	NORMAN	Application Title:	Debris Removal (DRW 001)
Period of Performance Start:	12-18-2007	Period of Performance End:	06-18-2008

Subgrant Application - Facility Details

Facility Name:	Debris Removal (DRW 001)
Address 1:	
Address 2:	
County:	Cleveland
City:	
State:	OK
ZIP:	
Was this site previously damaged?	No
Location:	415 E. Main Street, Norman, OK 73071
Damage Description and Dimensions:	The event, caused damage in the form of vegetative debris to City's jurisdictional responsibility. Streets, curbside, alleys, and parks are all inclusive.
Scope of Work:	Work Completed: 12 days of Contract Services (Monitoring) at $28,805.00 per day totaling $ 345,660.00 . The starting date: Dec.29, 2007 through Jan. 09, 2008. Work to be Completed: 7 days of Contract Services (Monitoring) at $28,805.00 per day totaling $ 201,635.00. The starting date: Jan. 10, 2008 through Jan.16, 2008. Costs obtained from documentation retained in this file. The applicant has been advised to retain all applicable records, including load tickets, tipping fees, daily records, load quantities and etc. This is the first of several versions of this project that will need to be signed.

GIS Coordinates		
Project Location	Latitude	Longitude
415 E. Main St.	35.22304	-97.43902

Figure 3.6: View Scope of Work

To print a section, select the **Print Preview** from the windows file menu and then click the **Print** button.

When you are finished, click the **Close Window** button.

After checking out the project and reviewing the project Scope of Work, click on the **Historic Review** link in the Queue column on the Inbox screen to navigate to the *Environmental Laws* screen, where the National Historic Preservation Act (NHPA) Review is accessed.

From the **Historic Review: Environmental Laws** screen, the HP Reviewer can document the project’s compliance with NHPA by clicking on the **Review** icon in the Review column next to that law.

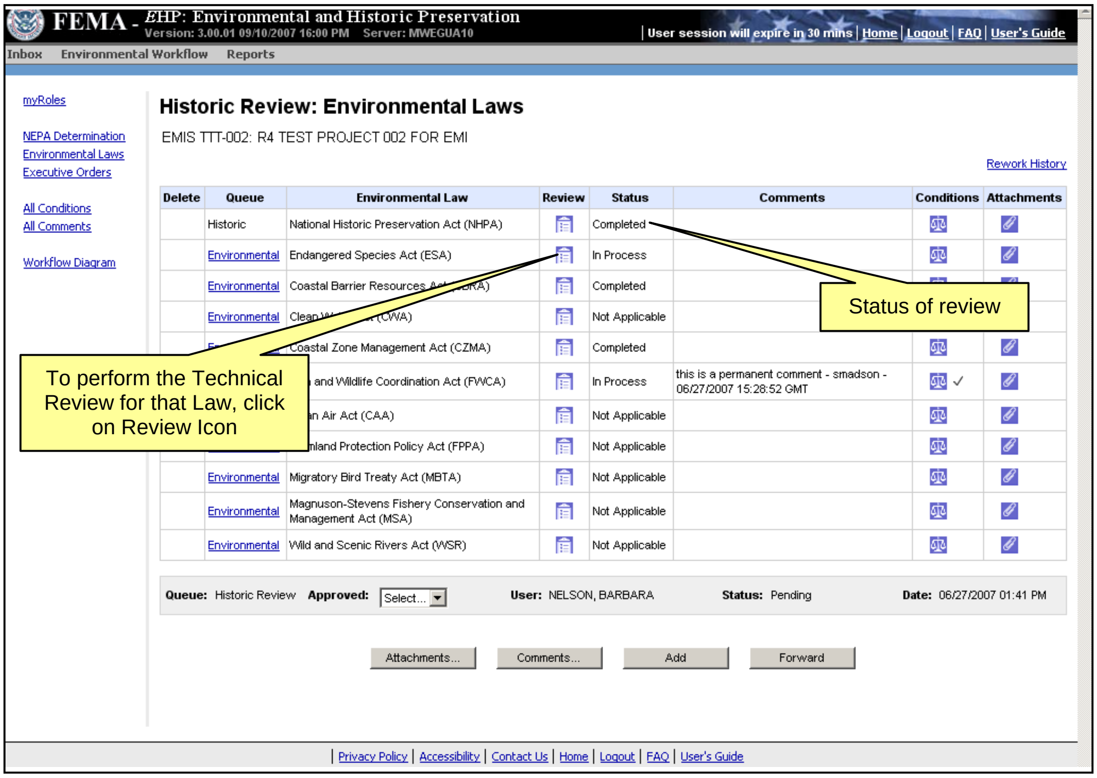


Figure 3.7: Accessing the HP Technical Review

3.3.2 The REC Format and Radio Buttons

- FEMA uses the **REC** (Record of Environmental Consideration) form to document and summarize a project's compliance with the various EHP laws and Executive Orders.
- For each law, the review criteria are a set of defined statements about the project that are displayed in hierarchical groupings.
- The statements are selected by using radio buttons to the left of each statement. Only one radio button can be selected for each hierarchy of statements.
- The review is concluded when the radio button next to a statement with the phrase **Review Concluded** at the end is checked.
- In most cases, checking any statement with the term **Review Concluded** at the end automatically checks the relevant preceding statements that lead to that particular conclusion.

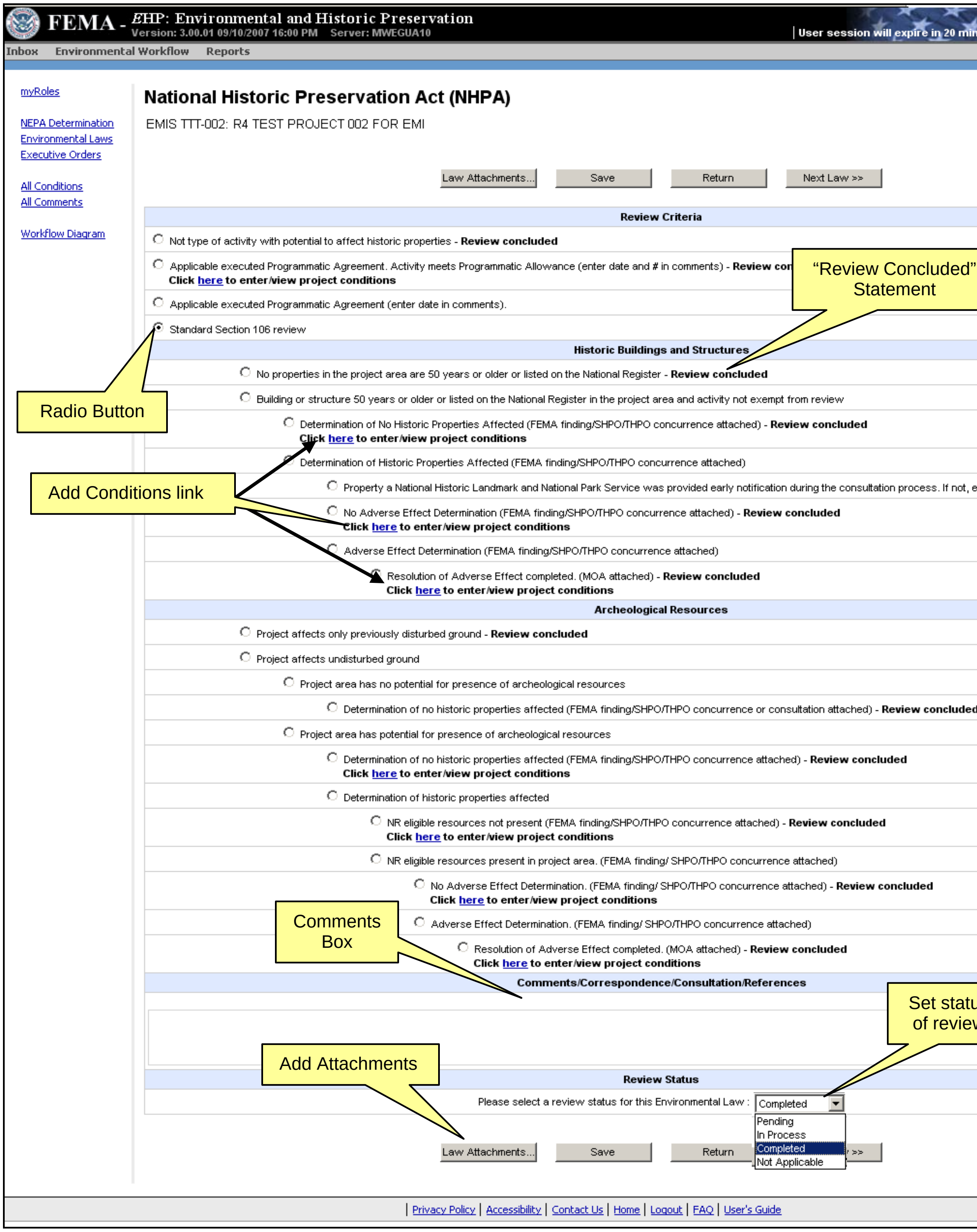


Figure 3.8: National Historic Preservation Act (NHPA) review screen

3.3.3 Adding Comments

The **comments section of the *NHPA* screen** is a place to document information related to the NHPA Review, including:

- Historic resources in the project area
- Summary of SHPO/THPO consultation
- Any other project information relevant to the HP compliance of the project

Enter **comments in the text box** at the bottom of the screen.

> **Once a comment is entered and saved to a law, it <u>can not be edited or deleted</u> from <u>EMIS</u>.**

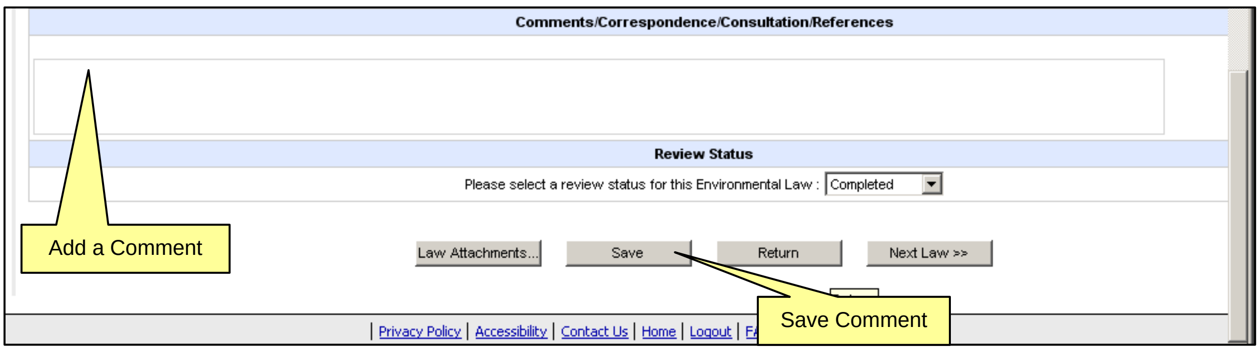


Figure 3.9: Adding Comments to a law

The date and the name of the Reviewer who entered the comment are automatically generated and stored along with the comment.

Comments added under a particular law cannot be deleted. To amend a comment previously entered, add a new comment to clarify or resolve the previous comment.

When adding comments to a project, a comment can be added specifically to a law such as NHPA or as a general comment to the project as a whole.

For the purposes of project management, it is important to know when to comment in each area:

- Comments directly related to the technical analysis of a project under a particular law must be entered on the review screen for that law.
- General comments regarding the project review status, e.g., waiting for resource agency response; waiting for more detailed Scope of Work; and/or waiting for site visit, etc., should be entered in the queue. Use the comments command button at bottom of Environmental laws screen for general comments. **NOTE: <u>General comments can be deleted from EMIS by the user who entered it</u>.**
- Comments added to a particular law appear on the REC; general comments do not appear on the REC.

For more guidance on where to enter certain kinds of comments and conditions, see the **Quick Reference Guide**.

3.3.4 Adding Conditions

When navigating the radio buttons of the *REC* screen for each law and EO, certain statements will prompt the Reviewer to add a condition to the project.

Conditions are requirements placed on the project that must be met by the subgrantee or grantee. **Conditions are statements that will be returned to the Calling program** along with EHP approval.

Project conditions specify certain measures to avoid or reduce impacts to the environment, the need to obtain a particular permit, etc., and are generally the result of consultation with regulatory/resource agencies

To add a condition to a project:

- Click on the **Click here** link shown in Figure 3.10 (1)
- The *Conditions* pop-up screen will appear as shown in Figure 3.10. (2)
- Click **Add** (3)
- NHPA Conditions screen will appear (Figure 3.11) – Enter a condition (4)
- Click on **Save** (5)

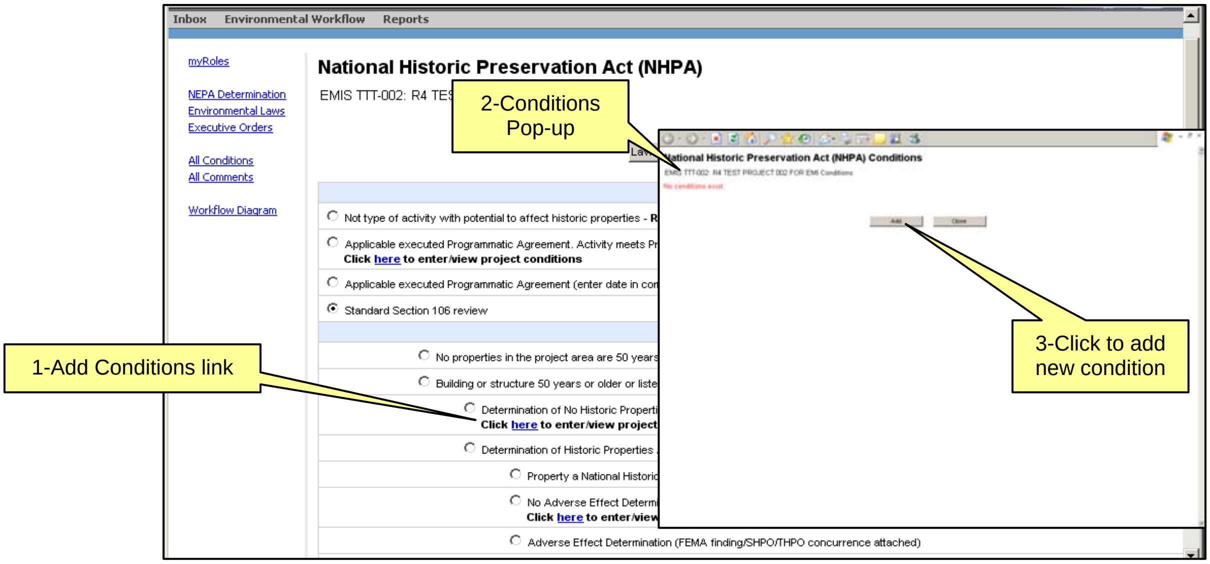


Figure 3.10: Adding conditions

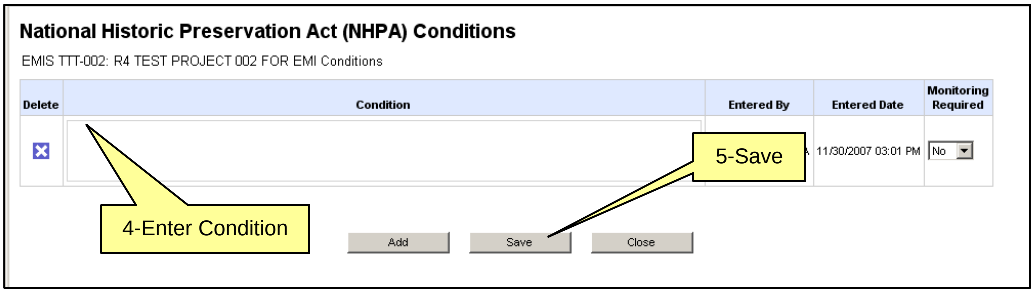


Figure 3.11: Adding conditions (2)

Conditions can also be added from the *Historic Preservation: Environmental Laws* screen by selecting the **Conditions** icon. Reviewers can ADD, DELETE, or VIEW Conditions for any law from the Environmental Laws screen.

3.3.5 Adding Attachments

An attachment can be any kind of electronic or scanned file, such as photos, emails, maps, resource agency consultation letters, permits, technical reports, agreements, etc.

An attachment should be added to the ***NHPA Review*** screen if it is relevant to the compliance determination under that law. Examples of attachments include:

- SHPO/THPO consultation letters
- Permits
- Published public notices
- Reports, e.g. cultural resource report, archaeological survey, etc.
- Executed agreements or other compliance documents, e.g., Memorandum of Agreement, Programmatic Agreement, etc.

The REO or Team Lead will supply guidance regarding what attachments are required in EMIS for each disaster.

To **add an attachment** to a law:

- Click on the **Law Attachment** command button at the bottom of the *Review* screen. A pop-up screen will appear to submit the attachment. (1)
- **Select document type** from drop-down list (2)
- Enter **document description** (3)
- Click **Browse** folders to find document to attach (4)
- A pop-up screen will appear to find file(s) to attach. **Choose files** to attach from pop-up box (5)
- Click **Open** to attach file (6)
- Click **Save** on the attachment screen to add attachment to project (7)

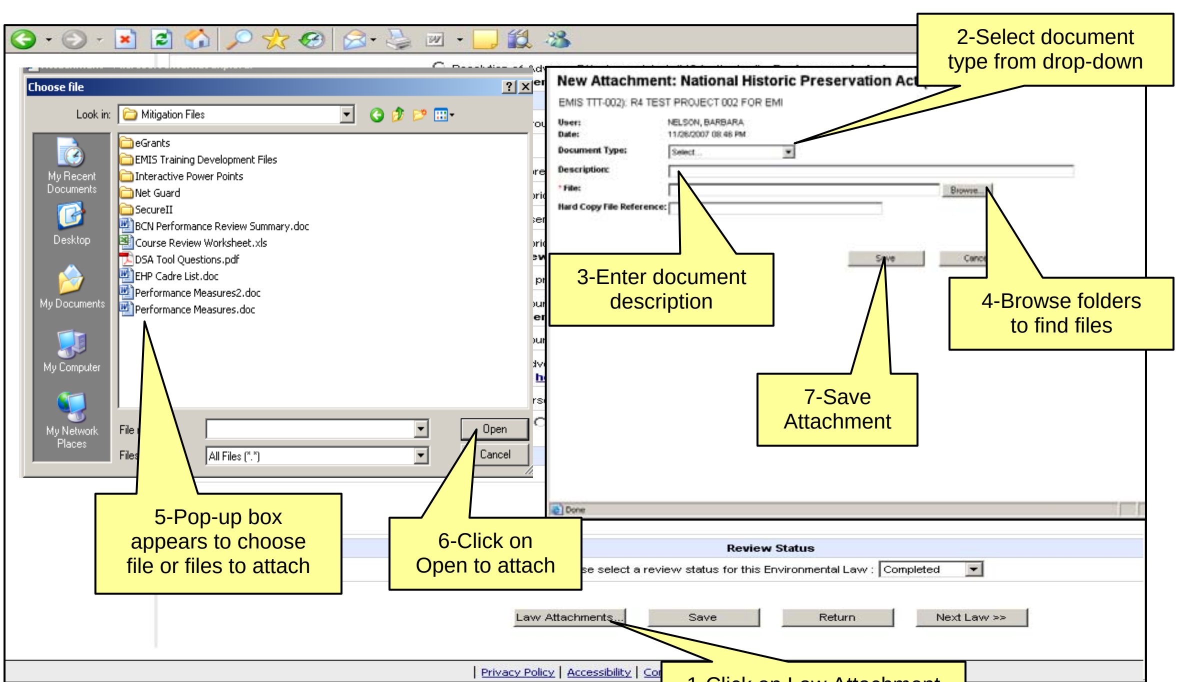


Figure 3.12: Adding an Attachment

When adding a new attachment, specify the document type and give it a descriptive title such as “SHPO letter,” or “Photos of Damaged Building.”

An attachment can be added to a project from either the *REC* review screen (when it is related to a particular law/EO), or from the main *Executive Orders*, *Environmental Laws*, or *NEPA Determination* screens. These latter are attachments related to the project in general, such as a site map or site photograph.

3.3.6 Setting the Project Review Status

The project review status is located near the bottom of the *REC* screen for each law or EO, just above the command buttons.

The review status can be set to:

- **Pending**
- **In Process**
- **Completed**
- **Not Applicable**.

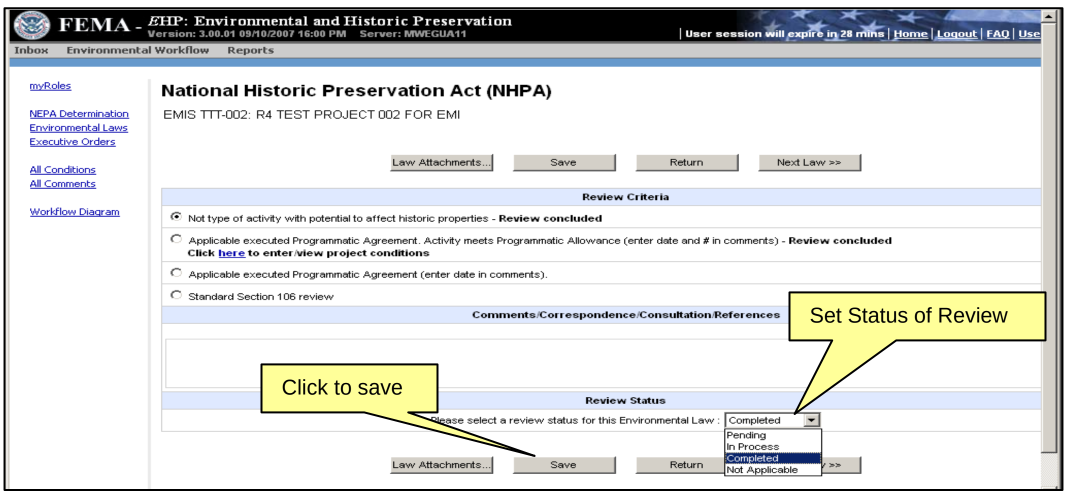


Figure 3.13: Setting the Project Review Status

When a project arrives in the Queue, it is designated as “Pending,” meaning that the project is pending review. After adding information to a Law or Executive Order, such as a comment or an attachment:

- Select **In Process** (from drop-down list) to indicate that the review is underwaybut not yet completed.
- If a project has been In Process for a long time due to ongoing consultations etc., a **general comment** should be added indicating the reason for the delay.

When a review is complete and all necessary comments, conditions and attachments have been added:

- Set the review status to **Complete** (from drop-down list)
- Click **Save**
- Use the **Return** button to navigate to the *Historic Review: Environmental Laws* screen or the left sidebar links to navigate to other review screens

3.3.7 Adding Additional HP Laws to a Project Review

In some circumstances, other HP laws may apply to a project. To indicate that a project was reviewed under an additional law not listed on the standard laws screen:

- Click on the **Add** button at the bottom of the *Historic Review: Environmental Laws* screen
- The system 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 particular law is not listed, select **Other** and enter the name of the law in the Comments field
- Click the Continue button

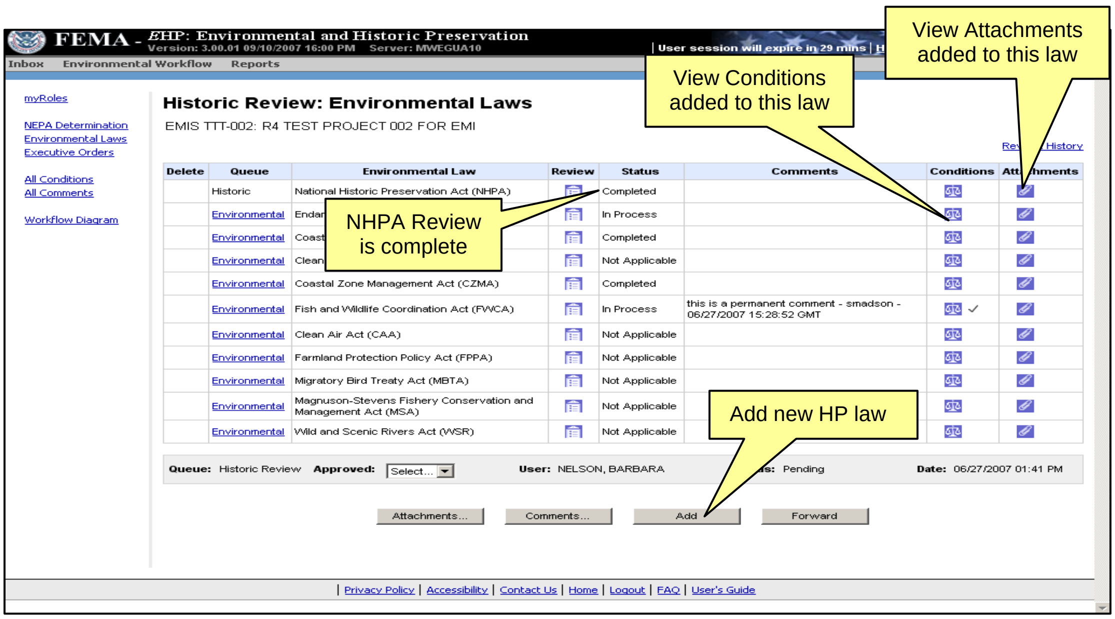


Figure 3.14: Adding Additional HP Laws to the Technical Review (Part 1)

Every project in EMIS is reviewed under NEPA and11 other standard EHP Laws. Projects that may have potential impacts associated with other EHP Laws or EOs must be documented by using the "Add" command button on the Environmental Laws and EO screens.

When an additional HP law is added to a project:

- It appears on a new line beneath the 11 standard EHP Laws on the *Historic Review: Environmental Laws* screen
- Can be accessed by clicking on the **Review** icon next to the name of the law
- The review format is different than the REC review for the standard laws and EOs; there are no radio buttons for additional laws
- Additional laws must be documented by adding comments, attachments, or conditions
- If a law is added in error, the Reviewer can delete it from the review Queue by selecting the **Delete** icon in the *Delete* column (Figure 3.16).
- 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**.

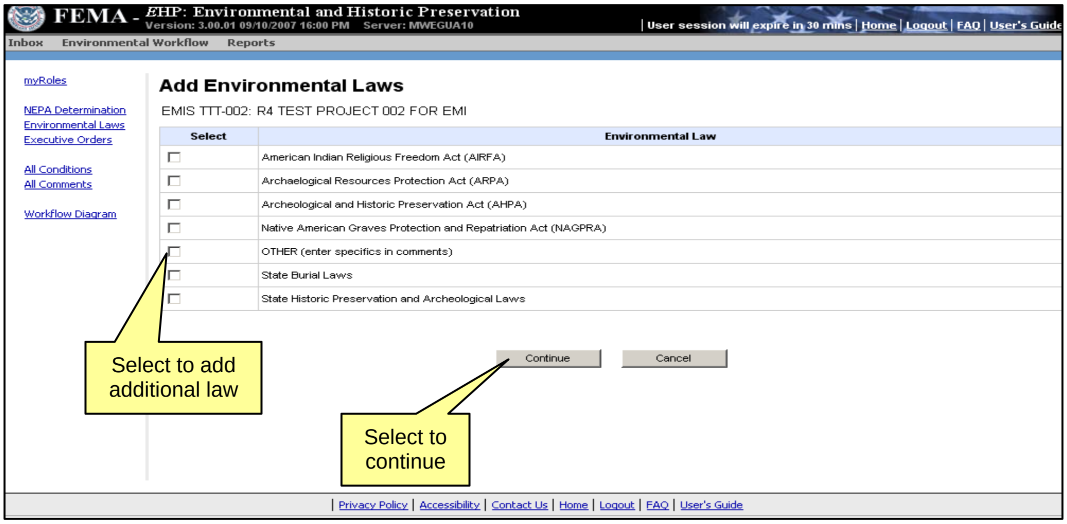


Figure 3.15: Adding Additional HP Laws to the Technical Review (Part 2)

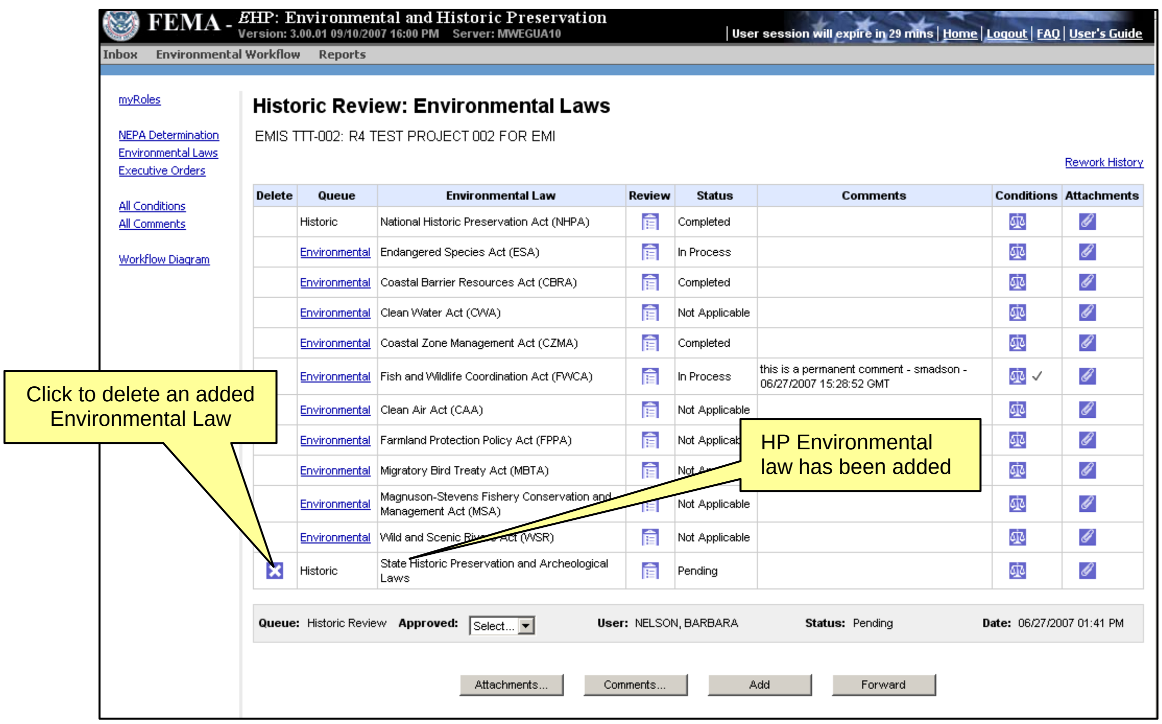


Figure 3.16: Deleting Additional HP Laws in the Technical Review

3.3.8 Approving and Forwarding a Project

After the Technical Review of the project under NHPA and any additional HP laws (if applicable) is documented and the project review status is set to **Complete** and **Saved**, the HP Reviewer can approve and forward the project out of the Queue.

To approve a project;

- Go to the *Historic Review: Environmental Laws* screen
- Select **Yes** from the “Approved” drop-down box located in the bottom middle of the screen directly above the command buttons
- Forward the project out of the Queue by selecting the **Forward** command button
- A confirmation screen will appear, indicating that the Historic Review queue was successfully completed; it will no longer appear in the Inbox

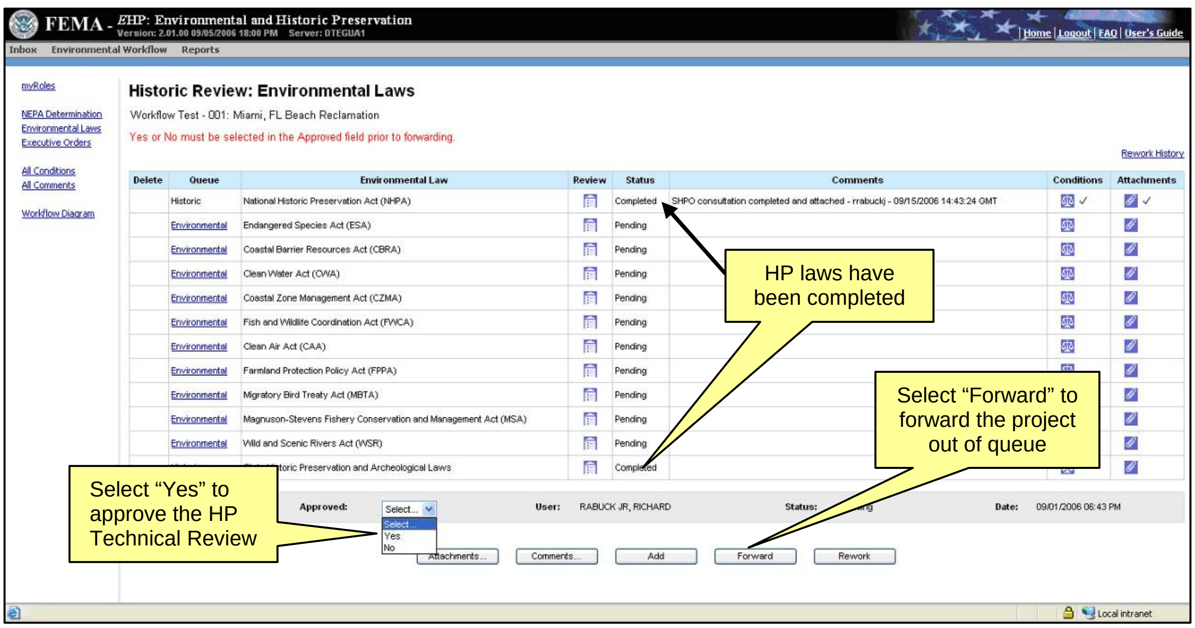
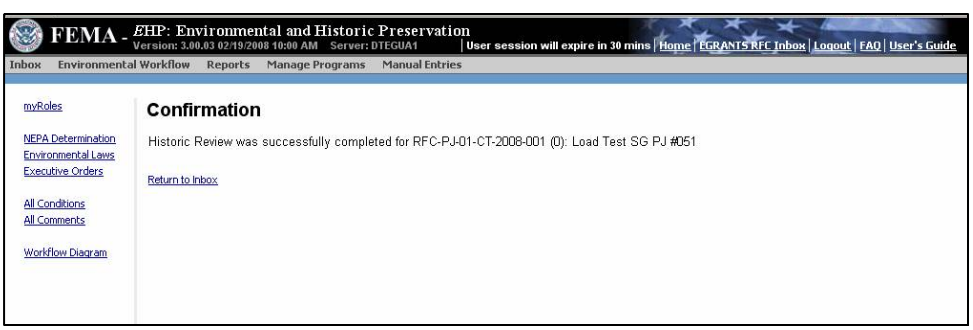


Figure 3.17: Approving and Forwarding the HP Technical Review



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3.4 Performing the Floodplain Review

Instructor: Demonstrate and explain how to perform the Floodplain Review:
REC format and adding Comments, Conditions and Attachments;
Setting the project review status, Approving and Forwarding a project.

IF THE READ-ONLY ICON APPEARS AT THE TOP OF THE SCREEN, 1) YOU HAVE NOT CHECKED OUT THE PROJECT OR 2) YOU DO NOT HAVE THE RIGHTS TO CONDUCT THAT TECHNICAL REVIEW.

After checking out the project, click on the **Floodplains Review** link in the Queue column on the Inbox screen to go to the *Executive Orders* screen, where the FP Review screen is accessed.

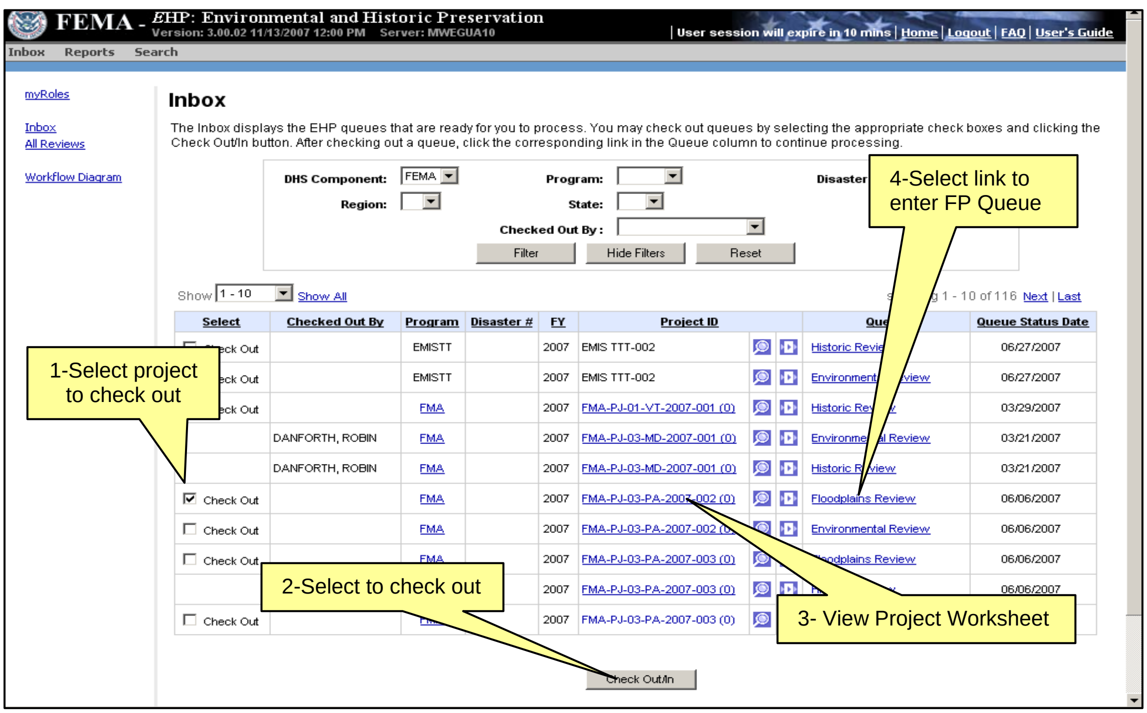


Figure 3.18: Accessing the FP Queue

To access the project application from the Calling Program, select the **Project ID** link from the *Inbox*.

From the *Floodplains Review: Executive Orders* screen, document the project's compliance with EO 11988 by selecting the **Review** icon in the Review column next to that EO.

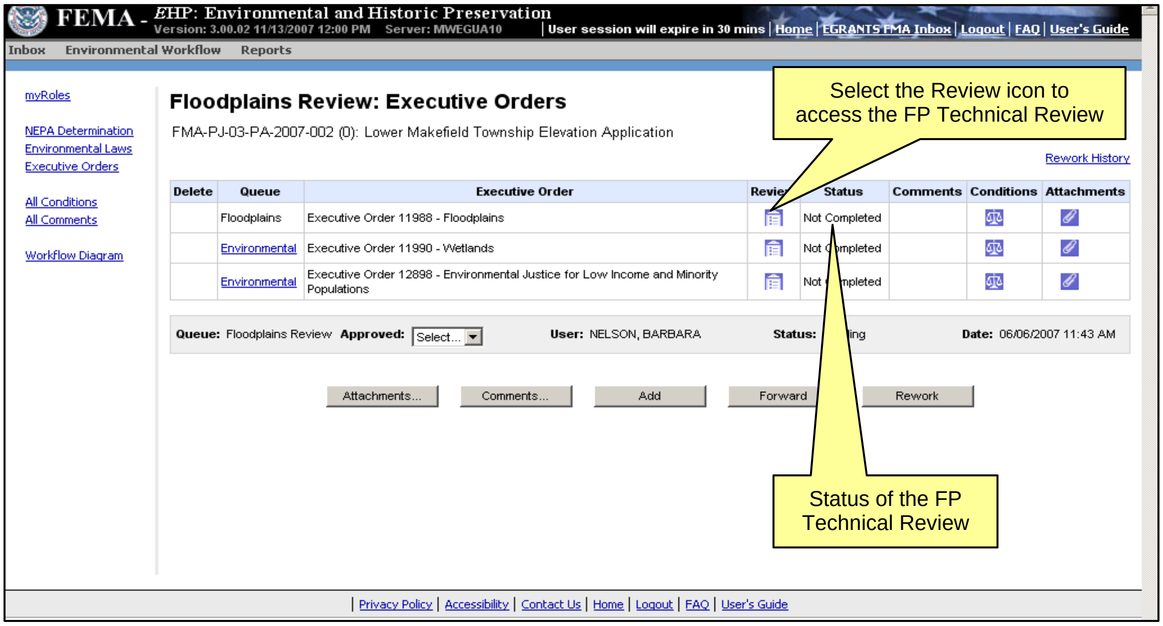


Figure 3.19: Accessing the FP Technical Review

3.4.1 The REC Format and Adding Comments, Conditions and Attachments

The **REC format** used for the FP Review is the same format used for HP Review.

Use the radio buttons on the *REC* form to select the statement which applies to the project and document the compliance with EO 11988 by adding comments, attachments, and conditions as necessary. A copy of the FEMA Flood Insurance Rate Map (FIRM) should be attached to the FP Queue, if available. Use the Comments box to enter the FIRM community panel number and map date. If the 8-step process was required, relevant documentation must also be attached to the FP Queue.

For more information on the process of using the REC format with the radio buttons, and adding comments, attachments, and conditions, refer to **sections 3.3.2 – 3.3.5.**

For guidance on the types of comments and attachments to include in different parts of the EMIS review, see the **Quick Reference Guide** or speak with the REO or Team Lead at the JFO.

3.4.2 Setting the Project Review Status, Approving and Forwarding a Project

The project review status is located near the bottom of the *REC review* screen, just above the command buttons (see Figure 3.3.15). Similar to the HP Review, set the review status to **Pending**, **In Process**, **Completed**, or **Not Applicable** as appropriate.

After the Technical Review of the project under EO 11988 is documented and the project review status is set to **Complete** and **Saved**, the FP Reviewer can approve and forward the project out of the Floodplains Review Queue.

To approve a project:

- Go to the *Floodplain Review: Executive Orders* screen.
- Select **Yes** from the "Approved" drop-down box located in the bottom middle of the screen, just above the command buttons.
- Forward the project out of the Queue by selecting the **Forward** command button.
- A confirmation screen will appear, indicating that the Floodplains Review queue was successfully completed; it will no longer appear in the Inbox.

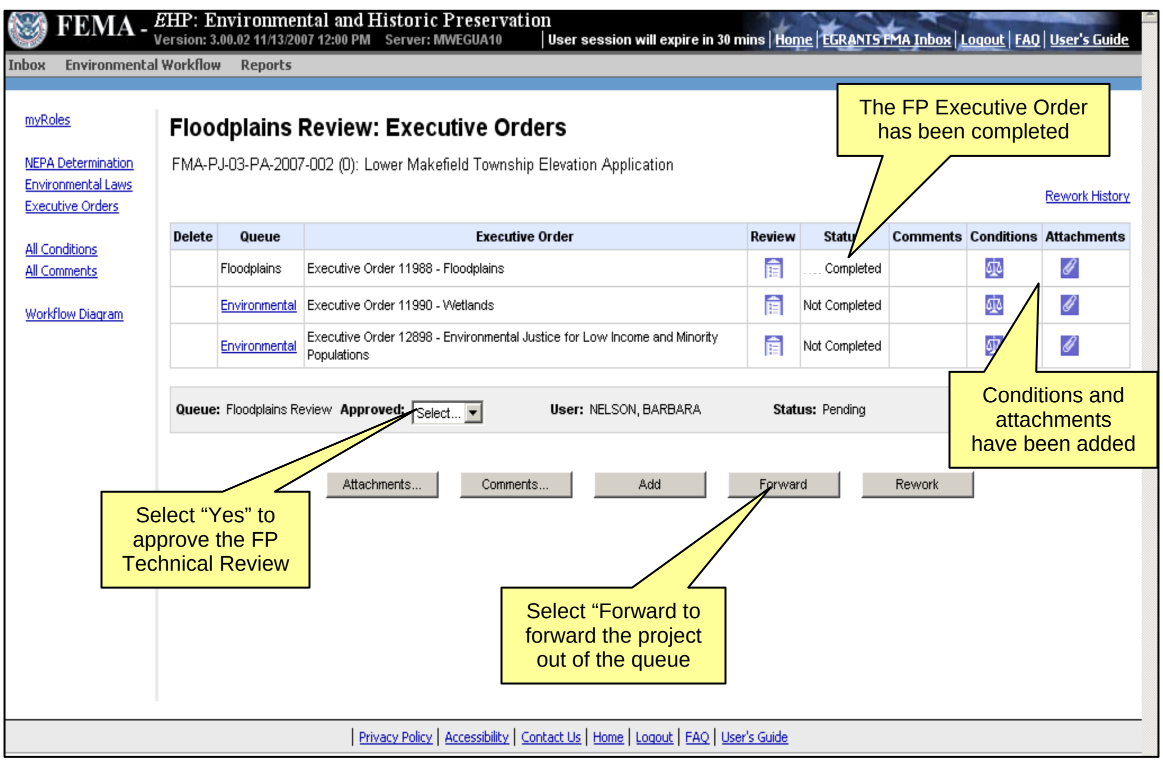
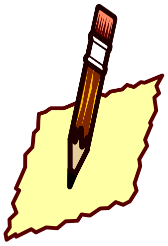


Figure 3.20: Approving and Forwarding the FP Technical Review

3.5 Performing the Environmental Review and NEPA Determination



Instructor: Demonstrate and explain how to perform the Environmental Review and NEPA Determination: REC format and adding Comments, Conditions and Attachments; Navigating among the Environmental Laws, Executive Orders, and NEPA Determination screens; Setting the project review status; Adding additional Environmental Laws to a Project Review; Documenting the NEPA Determination, Approving and Forwarding a Project; Adding Comments, Conditions and Attachment to NEPA Determination; STATEX determination; CATEX determination; Environmental Assessment determination; Environmental Impact Statement determination.

IF THE READ-ONLY ICON APPEARS AT THE TOP OF THE SCREEN, 1) YOU HAVE NOT CHECKED OUT THE PROJECT OR 2) YOU DO NOT HAVE THE RIGHTS TO CONDUCT THAT TECHNICAL REVIEW

The Environmental Review requires more steps than do the Historic and Floodplains Reviews. The Environmental Reviewer is responsible for documenting compliance with NEPA and10 other Environmental Laws and two standard Executive Orders (EOs).

After checking out the project:

- Click on the **Environmental Review** link in the Queue column on the Inbox.
- The NEPA determination screen will appear by default; however, all of the other EHP Laws and Executive Orders in the HP, FP and ENV queues must be completed before the NEPA determination can be made.
- Use the left sidebar links to navigate to the Environmental Laws and Executive Orders screens to conduct the Environmental Review.
- Then use the left sidebar link to navigate to the NEPA determination screen.

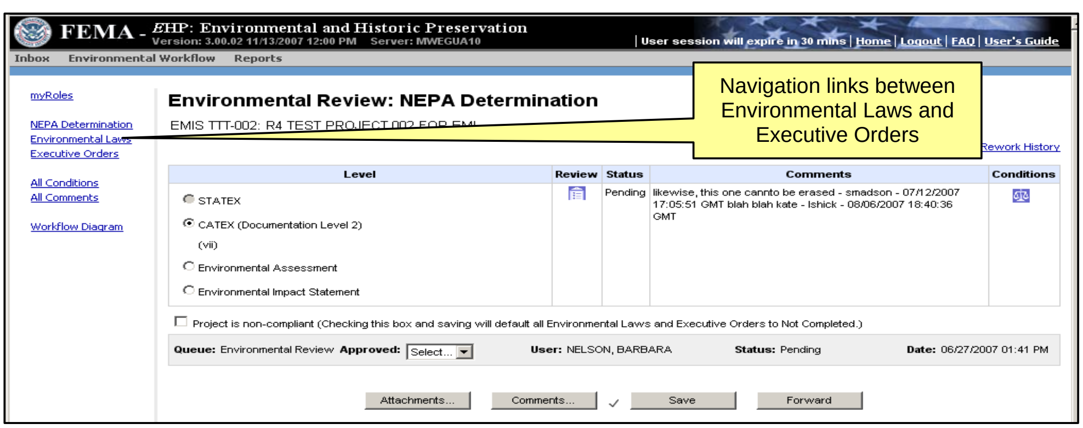


Figure 3.21: Accessing the ENV Queue

3.5.1 The REC Format and Adding Comments, Conditions and Attachments

The **REC** format used for the **ENV Review** is the same format used for the HP and FP reviews.

Use the radio buttons on the *REC* form for each law and EO to select which statement applies to the project, and document compliance by adding comments, attachments, and conditions as necessary. In particular, make sure to attach any relevant permits, resource agency correspondence, public notices, analyses or agreements (Environmental Assessment, Biological Assessment or Opinion, MOU), etc.

For more information on the process of using the REC format with the radio buttons, and on adding comments, attachments, and conditions, go to **Sections 3.3.2 – 3.3.5**.

For guidance on the types of comments and attachments to include in different parts of the EMIS review, see the **Quick Reference Guide** or speak with the REO or Team Lead at the JFO.

3.5.2 Navigating Among the Environmental Laws, Executive Orders, and NEPA Determination Screens

As explained in **Section 3.2.2**, the left sidebar links are used to navigate between the *Environmental Laws*, *Executive Orders*, and *NEPA Determination* screens.

From these screens reviewers can access the review screen for each law by selecting the **Review** icon in the Review column.

Navigating between different laws and EOs in the ENV Review is facilitated by using the **Previous/Next Law** and **Previous/Next EO** command buttons at the bottom of the screen.

Clicking the **Previous** or **Next** button saves the radio button selection and any comments, as well as the updated status of the review and proceeds to the next law or EO in the queue.

In other words, it is possible to navigate among laws or EOs without having to go back to the main *Environmental Laws* or *Executive Orders* screens.

IF A REVIEWER IS RESPONSIBLE FOR DOCUMENTING COMPLIANCE WITH ALL THE EHP LAWS AND EXECUTIVE ORDERS, CHECK OUT ALL THREE QUEUES SIMULTANEOUSLY AND NAVIGATE FREELY AMONG THEM.

If a reviewer checks out the three technical review queues simultaneously, he/she can write information to the HP and FP reviews from the ENV queue. However, to approve and forward a project out of a particular queue, the Reviewer must be navigating in that queue. Click on the link in the queue column on the Environmental Laws or EOs screen to navigate to a different queue.

3.5.3 Setting the Project Review Status

The project review status is located near the bottom of the ***REC review*** screen, just above the command buttons (**see Figure 3.9**). Similar to the HP and FP Reviews, set the review status to **Pending**, **In Process**, **Completed**, or **Not Applicable**, as appropriate.

When the review under an Environmental Law or EO has been completed and documented, set the review status to **Complete** and leave the review screen by selecting the command buttons: **Save** and **Return** (to the main Environmental or EO screen), or **Next Law/EO.**

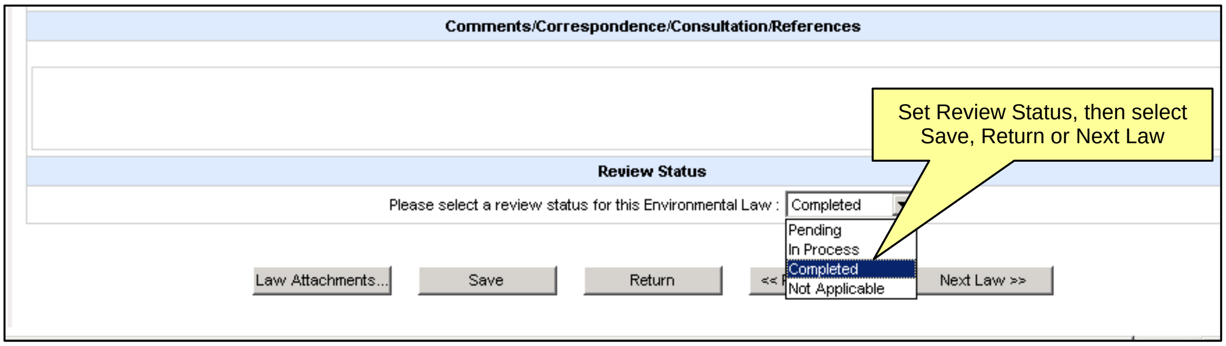


Figure 3.22: Setting the Project Review Status

The review status for each Law and EO must be set to **Complete** or **Not Applicable** before the NEPA determination can be made for a project.

The HP and FP Reviewers must forward the project out of their Queues before the NEPA determination can be made and before the project can be forwarded out of the ENV Queue.

3.5.4 Adding Additional Environmental Laws or Executive Orders to a Project Review

Every project in EMIS is reviewed under NEPA and 11 other standard EHP Laws. Projects that may have potential impacts associated with other EHP Laws or EOs must be documented by using the "Add" command button on the Environmental Laws and EOs screens.

In some circumstances, other environmental laws or EOs may apply to a Project.

To indicate that a project was reviewed under an additional law or EO not listed on the standard laws or EO screens:

- Click on the **Add** button at the bottom of the *Environmental Review: Environmental Laws* or *Environmental Review: Executive Orders* screen.
- The system will redirect the Reviewer to a screen to choose among other applicable laws.
- Select the law(s) or EOs to be added by checking the box(s).
- If a particular law is not listed, select Other and enter the name of the law in the Comments field.

- Click the Continue button.

When adding an additional law or EO to a project:

- It appears on its own line under the standard Environmental Laws or EOs.
- Is accessed by clicking on the review icon next to the name of the law.
- The review format is different than the REC review for the standard Laws and Executive Orders because there are no radio buttons.
- Documenting review under additional laws or EOs is completed by adding comments, attachments, or conditions.
- If an additional law or EO is added to a Technical Review in error, it can be deleted by selecting the **Delete** icon.
- 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**.

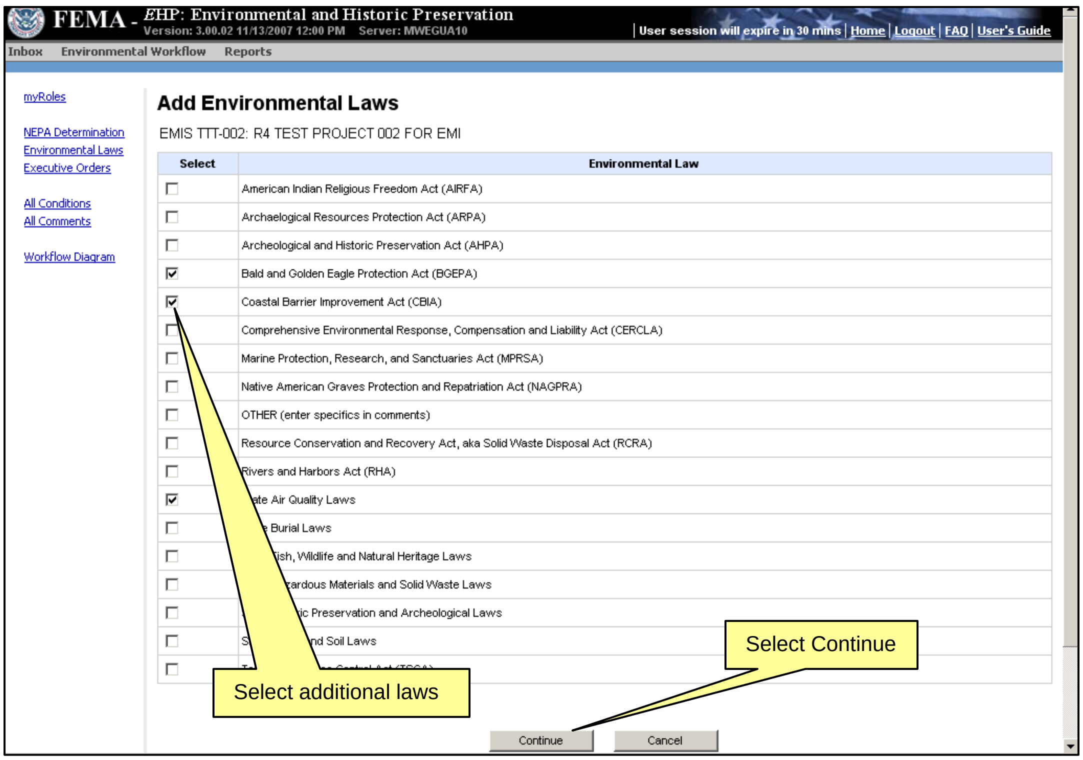


Figure 3.23: Adding Additional ENV Laws to the Technical Review

3.5.5 Documenting the NEPA Determination

Once a project has been reviewed under all the other EHP laws and EOs, the ENV Reviewer must document the NEPA review by indicating whether the project is Statutory Exclusion (STATEX), Categorically Exclusion (CATEX), requires an Environmental Assessment (EA), or requires an Environmental Impact Statement (EIS).

To enter the ***NEPA Determination*** screen, click on the left side bar link.

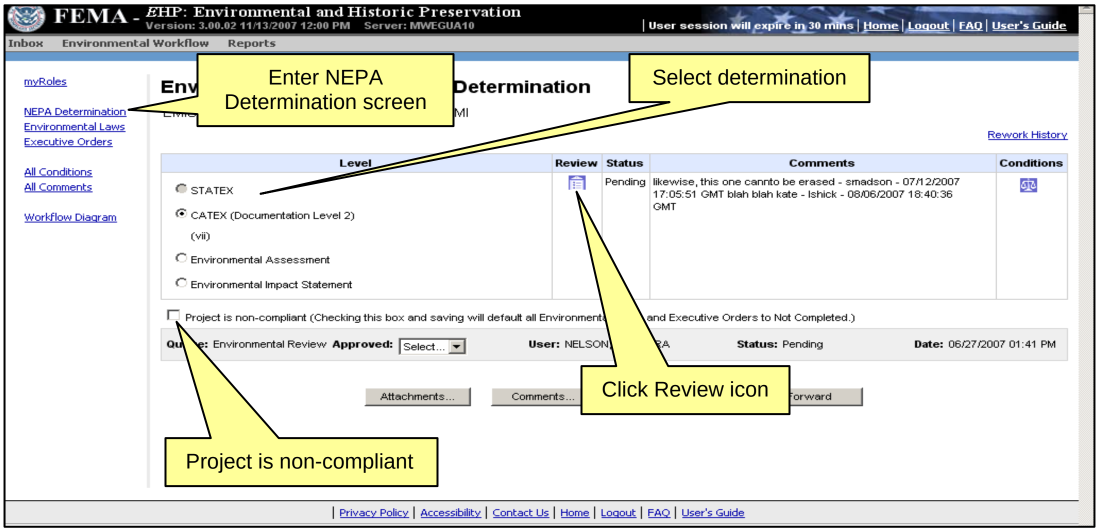


Figure 3.24: NEPA Determination screen

Occasionally, projects submitted for EHP Review are not compliant with one or more EHP laws/EOs. In such situations, check the "Project is non-compliant" box and click **Save**. By selecting this determination, the status of all EHP Laws and EOs will be auto-filled as **Not Completed**, and the project can be forwarded out of the Environmental Queue.

3.5.6 Adding Comments, Conditions, and Attachments to the NEPA Determination

General comments can be added to the NEPA determination by selecting the **Comments** command button. General comments would include documenting Programmatic or eligibility issues that may be related to the NEPA determination, but not to another particular law or EO. General comments do not appear on the REC. Comments entered in the text box on the *Extraordinary Circumstances* screen (see 3.5.8), however, do appear on the REC.

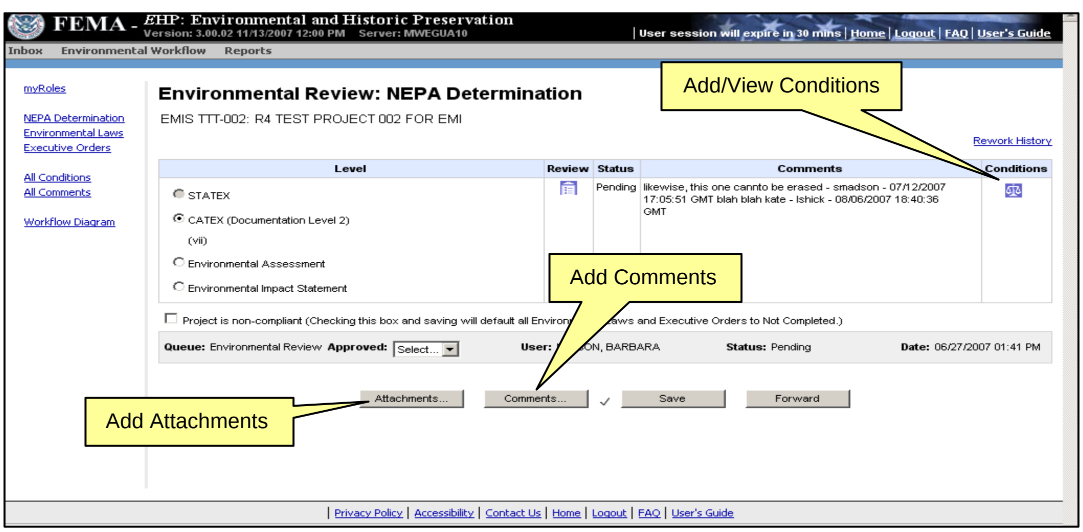


Figure 3.25: Conditions, Comments, and Attachments to the NEPA Determination

Conditions can be added to the NEPA determination by selecting the **Conditions** icon. Conditions added here include those that are not specifically related to a particular law or EO (such as land use restrictions or state-required Best Management Practices).

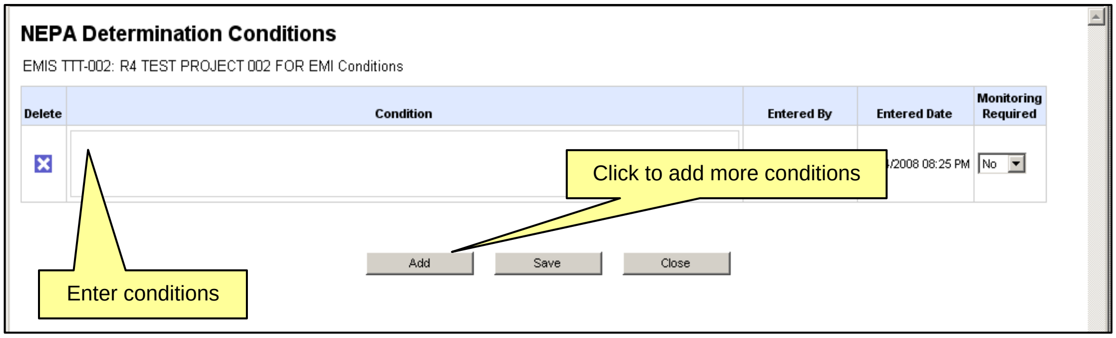


Figure 3.26: NEPA Determination Conditions

Attachments can be added to the NEPA Determination by selecting the **Attachments** command button. Attachments that should be added to the NEPA Determination include copies of Public Notices and signed Findings of No Significant Impact (FONSI) and EA or EIS documents.

3.5.7 STATEX Determination

If a project is eligible for a STATEX, then select the radio button next to **STATEX**, add attachments or comments using the command buttons at the bottom of the screen, and add conditions by clicking on the **Conditions** icon.

The NEPA Determination of STATEX is only applicable to Public Assistance (PA) projects; EMIS will only allow a Reviewer to select STATEX if PA is the Calling Program.

Once the reviews under the Environmental Laws and EOs are completed and the NEPA determination has been made, the project can be approved by selecting ***Yes*** from the drop-down box above the command buttons, and forwarded out of the Environmental Review Queue by selecting the **Forward** command button.

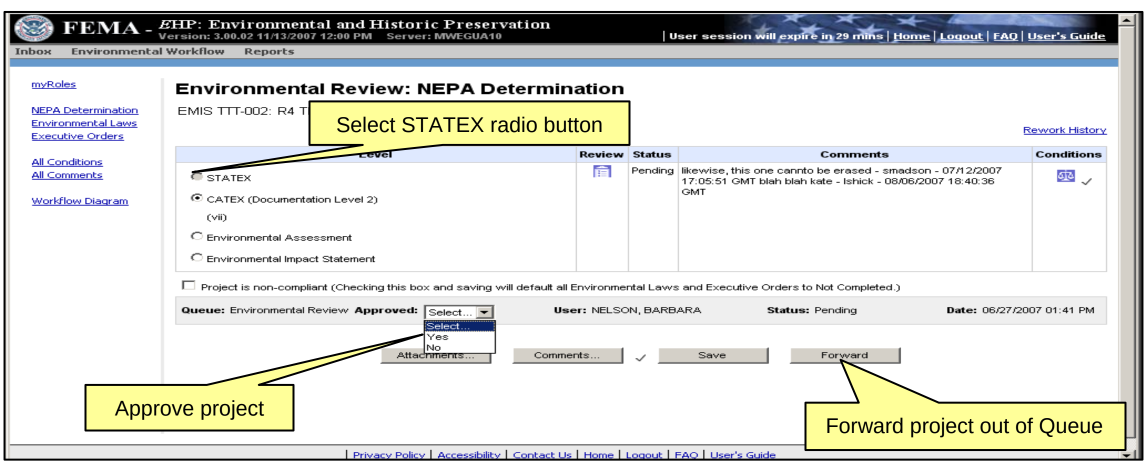


Figure 3.27: STATEXing a Project

3.5.8 CATEX Determination

If a project is eligible for a CATEX, select the radio button next to CATEX, and select **Save**. Whereas the review of a project that qualifies as a STATEX could be completed and forwarded from this screen, a project that qualifies as a CATEX requires additional information. After saving the level of NEPA review as CATEX, select the **Review** icon to go to the *CATEX Categories* screen.

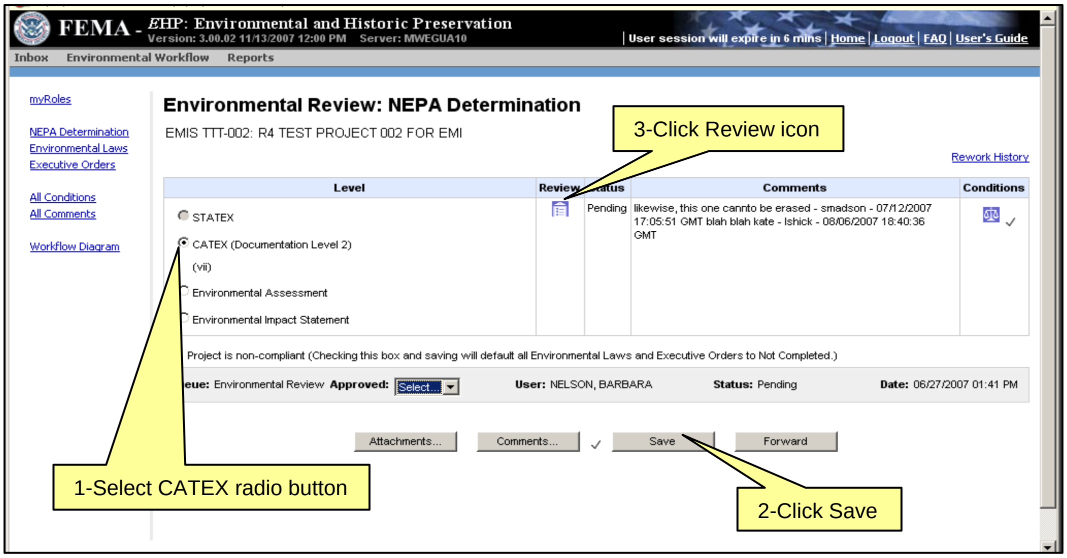
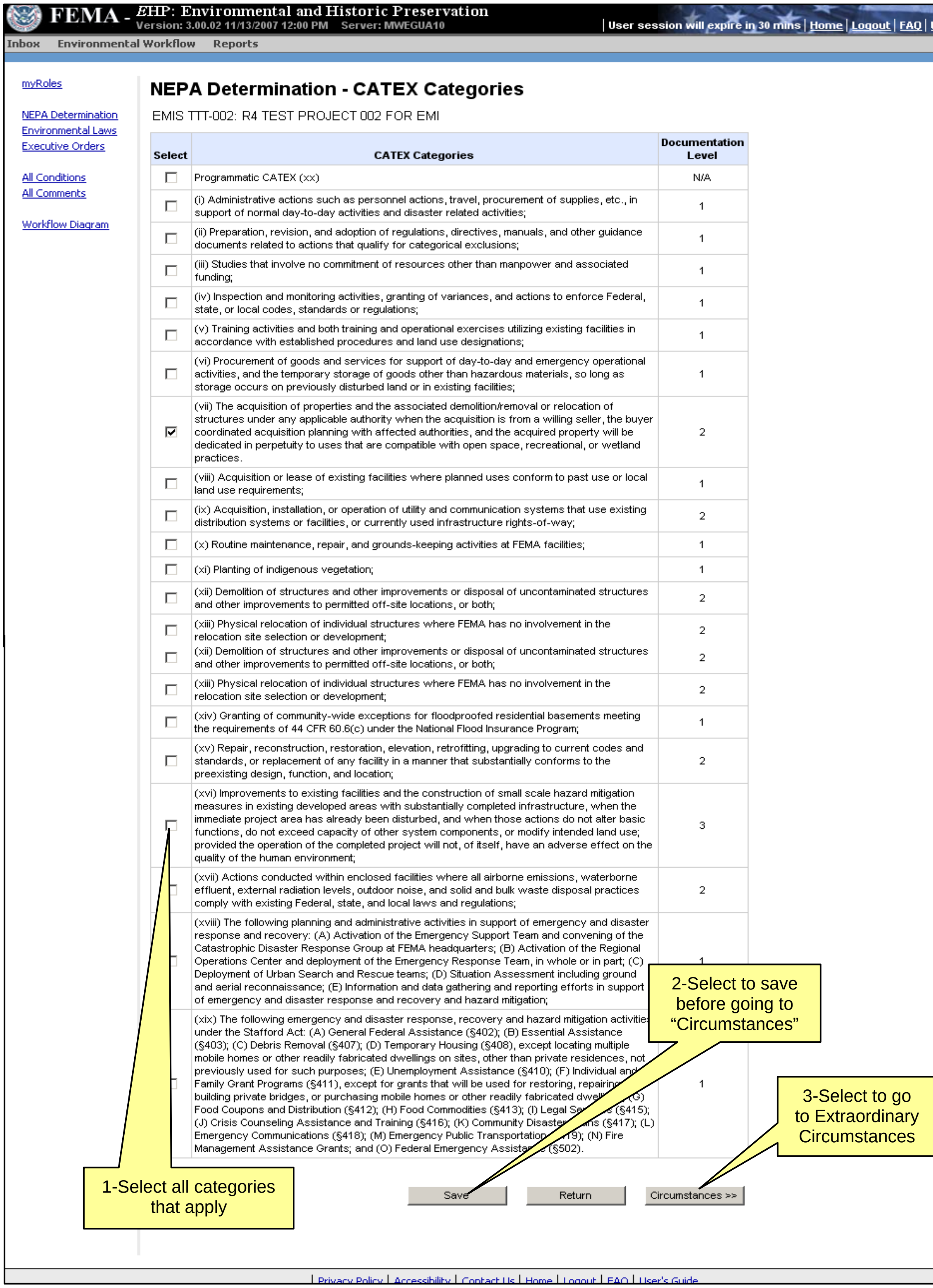


Figure 3.28: CATEXing a Project

THE ENV REVIEWER MUST SELECT SAVE BEFORE PROCEEDING TO THE *EXTRAORDINARY CIRCUMSTANCES* SCREEN FOR THE CATEX CATEGORIES TO BE UPDATED IN THE SYSTEM.

From the *CATEX Categories* screen, check the box next to the appropriate CATEX category or categories that apply to the project; there may be multiple components of the project that qualify under different CATEX categories.

Following the category selection, select **Save**. Next, click the **Circumstances** button. Use the *Extraordinary Circumstances* screen to document the presence of extraordinary circumstances.



FEMA - EHP: Environmental and Historic Preservation
Version: 3.00.02 11/13/2007 12:00 PM Server: MWEGUA10
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Inbox Environmental Workflow Reports

myRoles

NEPA Determination
Environmental Laws
Executive Orders

All Conditions
All Comments

Workflow Diagram

NEPA Determination - CATEX Categories

EMIS TTT-002: R4 TEST PROJECT 002 FOR EMI

Select	CATEX Categories	Documentation Level
☐	Programmatic CATEX (xx)	N/A
☐	(i) Administrative actions such as personnel actions, travel, procurement of supplies, etc., in support of normal day-to-day activities and disaster related activities;	1
☐	(ii) Preparation, revision, and adoption of regulations, directives, manuals, and other guidance documents related to actions that qualify for categorical exclusions;	1
☐	(iii) Studies that involve no commitment of resources other than manpower and associated funding;	1
☐	(iv) Inspection and monitoring activities, granting of variances, and actions to enforce Federal, state, or local codes, standards or regulations;	1
☐	(v) Training activities and both training and operational exercises utilizing existing facilities in accordance with established procedures and land use designations;	1
☐	(vi) Procurement of goods and services for support of day-to-day and emergency operational activities, and the temporary storage of goods other than hazardous materials, so long as storage occurs on previously disturbed land or in existing facilities;	1
☑	(vii) The acquisition of properties and the associated demolition/removal or relocation of structures under any applicable authority when the acquisition is from a willing seller, the buyer coordinated acquisition planning with affected authorities, and the acquired property will be dedicated in perpetuity to uses that are compatible with open space, recreational, or wetland practices.	2
☐	(viii) Acquisition or lease of existing facilities where planned uses conform to past use or local land use requirements;	1
☐	(ix) Acquisition, installation, or operation of utility and communication systems that use existing distribution systems or facilities, or currently used infrastructure rights-of-way;	2
☐	(x) Routine maintenance, repair, and grounds-keeping activities at FEMA facilities;	1
☐	(xi) Planting of indigenous vegetation;	1
☐	(xii) Demolition of structures and other improvements or disposal of uncontaminated structures and other improvements to permitted off-site locations, or both;	2
☐	(xiii) Physical relocation of individual structures where FEMA has no involvement in the relocation site selection or development;	2
☐	(xii) Demolition of structures and other improvements or disposal of uncontaminated structures and other improvements to permitted off-site locations, or both;	2
☐	(xiii) Physical relocation of individual structures where FEMA has no involvement in the relocation site selection or development;	2
☐	(xiv) Granting of community-wide exceptions for floodproofed residential basements meeting the requirements of 44 CFR 60.6(c) under the National Flood Insurance Program;	1
☐	(xv) Repair, reconstruction, restoration, elevation, retrofitting, upgrading to current codes and standards, or replacement of any facility in a manner that substantially conforms to the preexisting design, function, and location;	2
☐	(xvi) Improvements to existing facilities and the construction of small scale hazard mitigation measures in existing developed areas with substantially completed infrastructure, when the immediate project area has already been disturbed, and when those actions do not alter basic functions, do not exceed capacity of other system components, or modify intended land use; provided the operation of the completed project will not, of itself, have an adverse effect on the quality of the human environment;	3
☐	(xvii) Actions conducted within enclosed facilities where all airborne emissions, waterborne effluent, external radiation levels, outdoor noise, and solid and bulk waste disposal practices comply with existing Federal, state, and local laws and regulations;	2
☐	(xviii) The following planning and administrative activities in support of emergency and disaster response and recovery: (A) Activation of the Emergency Support Team and convening of the Catastrophic Disaster Response Group at FEMA headquarters; (B) Activation of the Regional Operations Center and deployment of the Emergency Response Team, in whole or in part; (C) Deployment of Urban Search and Rescue teams; (D) Situation Assessment including ground and aerial reconnaissance; (E) Information and data gathering and reporting efforts in support of emergency and disaster response and recovery and hazard mitigation;	1
☐	(xix) The following emergency and disaster response, recovery and hazard mitigation activitie[s] under the Stafford Act: (A) General Federal Assistance (§402); (B) Essential Assistance (§403); (C) Debris Removal (§407); (D) Temporary Housing (§408), except locating multiple mobile homes or other readily fabricated dwellings on sites, other than private residences, not previously used for such purposes; (E) Unemployment Assistance (§410); (F) Individual and Family Grant Programs (§411), except for grants that will be used for restoring, repairing building private bridges, or purchasing mobile homes or other readily fabricated dwell[ings]; (G) Food Coupons and Distribution (§412); (H) Food Commodities (§413); (I) Legal Se[rvices] (§415); (J) Crisis Counseling Assistance and Training (§416); (K) Community Disaster [Loa]ns (§417); (L) Emergency Communications (§418); (M) Emergency Public Transportation [(§4]19); (N) Fire Management Assistance Grants; and (O) Federal Emergency Assistan[ce] (§502).	1

Save Return Circumstances >>

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Figure 3.29: CATEX Categories

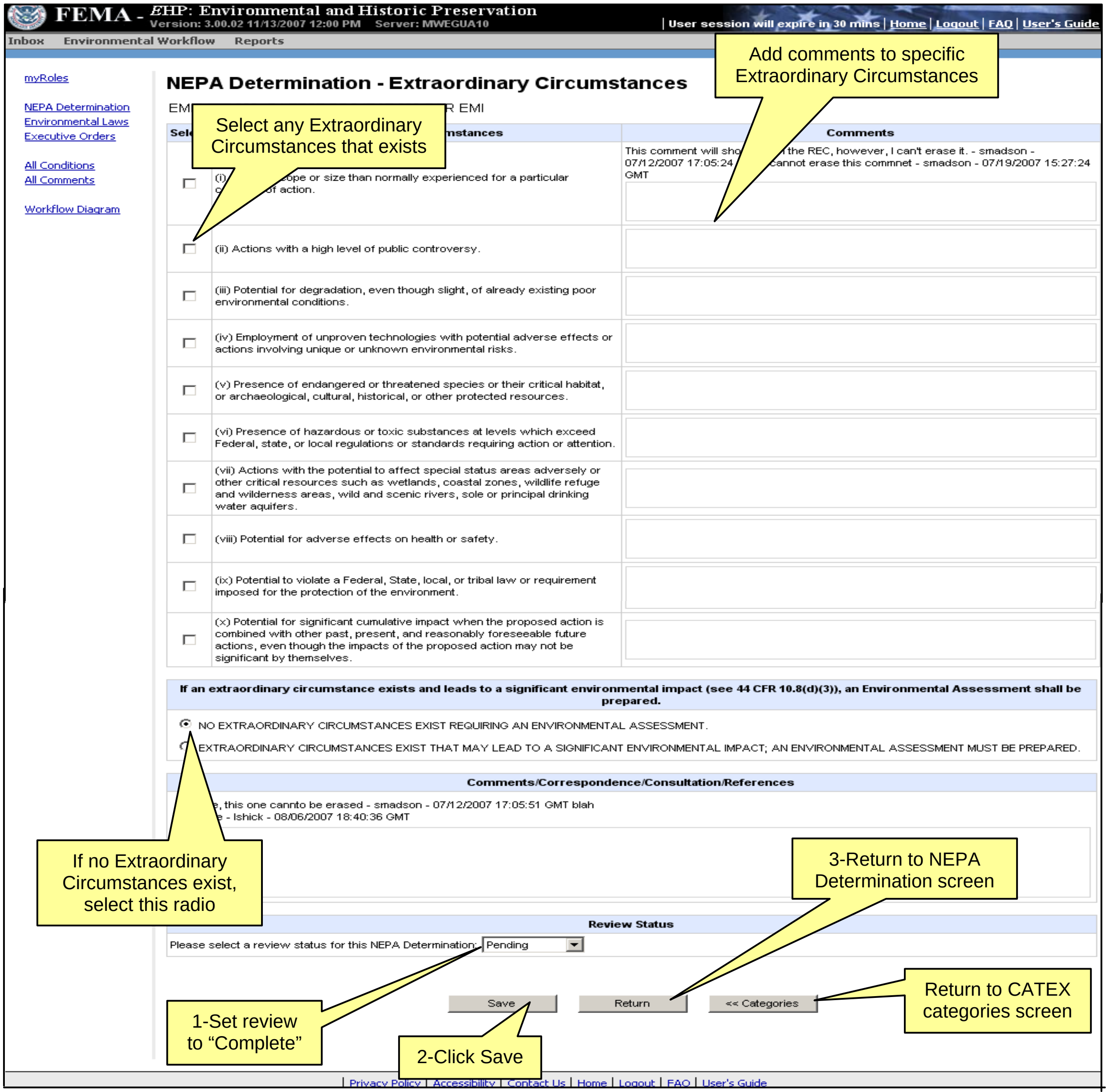

Figure 3.30: Extraordinary Circumstances

Review the comments and conditions from the Technical Reviews of various EHP laws and Executive Orders and check the box(es) next to any Extraordinary Circumstances that apply, if applicable.

Enter a comment to summarize the circumstance and its resolution, if any.

If extraordinary circumstances exist, select the “EXTRAORDINARY CIRCUMSTANCES EXIST” radio button; if they do not exist, select the “NO EXTRAORDINARY CIRCUMSTANACES EXIST” radio button.

Enter comments in the Comments/Correspondence/Consultation/References field near the bottom of the screen, if necessary.

Set the review status to **Complete** and click the **Save** button.

3.5.9 Environmental Assessment Determination

If the project requires an EA, select the radio button next to Environmental Assessment and select Save. Then select the Review icon to go to the NEPA Determination Environmental Assessment screen.

The review status of the Environmental Assessment screen will likely remain “In Process” for some time, while the Draft and Final EAs are being prepared and put forth for public notice. As the EA review progresses, enter dates in the four **Dates** fields and enter comments in the Comments/Correspondence/Consultation/References field as needed. (Figure 3.31)

The Draft and Final EAs and copies of the public notice(s) and signed FONSI should be added as attachments.

Once the FONSI is issued, set the review status to **Complete** and click **Save**.

If a FONSI cannot be issued for the proposed project or, the Reviewer must return to the *Environmental Review: NEPA Determination* screen and change the NEPA determination level to **Environmental Impact Statement** and click **Save**.

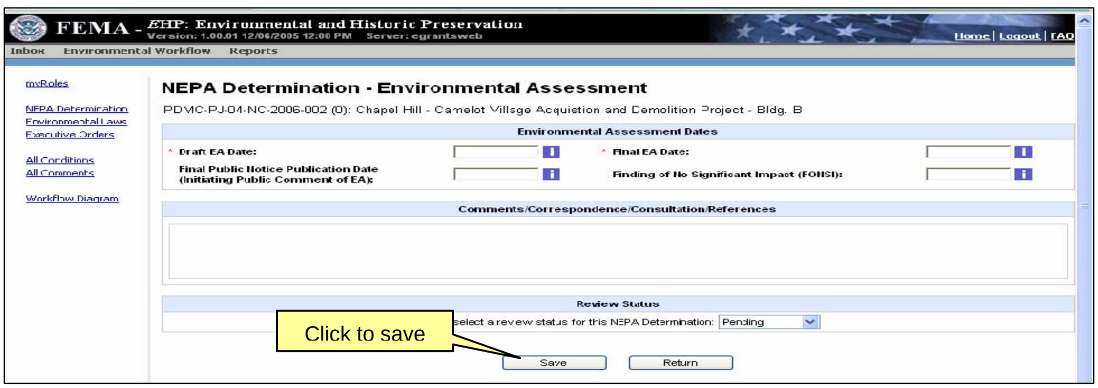

Figure 3.31: Environmental Assessment

3.5.10 Environmental Impact Statement Determination

FEMA has prepared very few Environmental Impact Statement (EIS) in the history of the agency. If an EIS is required:

- Select the radio button next to the Environmental Impact Statement.
- Click **Save**.
- Select the **Review** icon to go to the NEPA Determination-Environmental Impact Statement screen.
- Indicate the circumstances that led to the EDIS preparation in the Comments/Correspondence/Consultation/References field.
- Enter dates in the two **Dates** field.
- Attach EIS documents.
- Once the Record of Decision is made, set the review status to **Complete** and click **Save**.

Figure 3.32: Environmental Impact Statement

3.5.11 Approving and Forwarding a Project

Once the NEPA Determination has been made and saved, click **Return** to navigate from the CATEX/EA/EIS screen to the main *Environmental Review: NEPA Determination* screen. Select “Yes” from the Approved drop-down menu. Then click the **Forward** button to forward the project out of the Environmental Review Queue.

Depending on how the workflow is set up for the disaster/program, the project will either be forwarded to the Environmental Officer Review Queue in EMIS for a final quality assurance/ quality control review by the REO, EHP Team Lead or Environmental Advisor, or will be forwarded back to the Calling Program directly from the Environmental Review Queue.

3.6 REWORK Command

Instructor: Demonstrate and explain how to perform Rework to Calling Program

The concept of "**Rework**" refers to 1) the ability of EHP to return a project to the Calling Program and request additional information or clarification about a project and 2) the ability of the Environmental Officer to return a project to any of the three EHP technical review queues for revision.

The REO or Team Lead will provide guidance to their staff on when it is appropriate to rework a project to the Calling Program. Projects should only be reworked when there are significant omissions or changes that must be addressed.

Projects reworked from the EO Review to a Technical Review Queue:

- If a project was reworked by the Environmental Officer to a Technical Review queue, the Rework icon will appear next to the name of that Queue on the Inbox screen.
- Click on the Rework icon to view comments about why the project was reworked and to view the Rework History.
- The Technical Reviewer should check out the project, make the requested revisions and forward the project to the Environmental Officer Review queue.

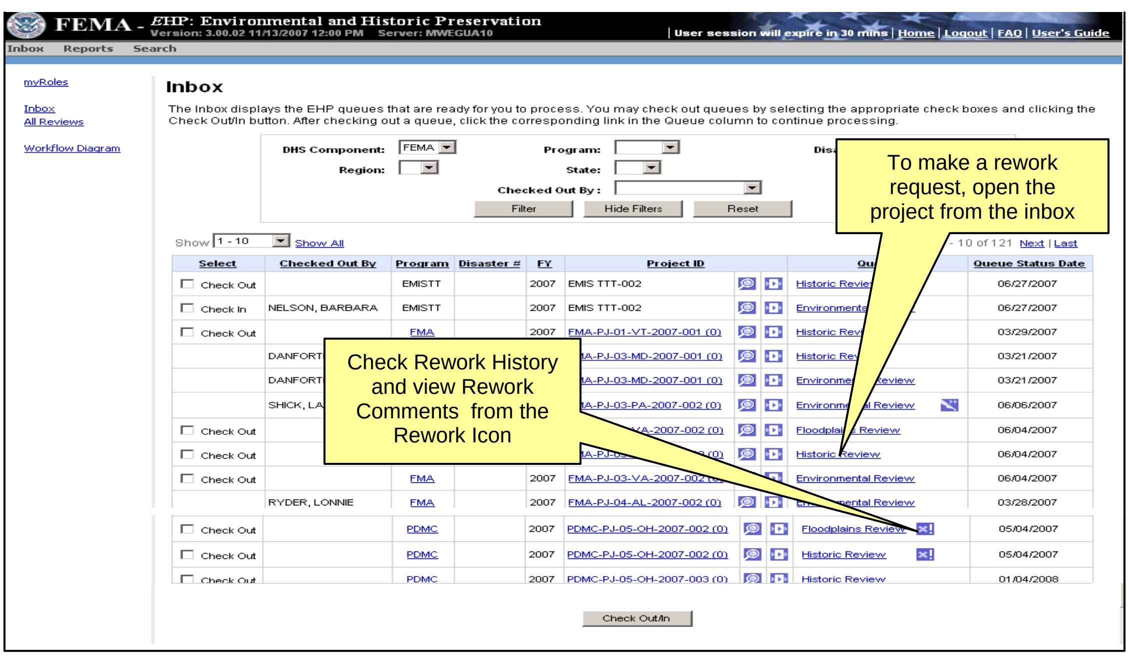

Figure 3.33: Accessing the Rework Request

Rework Request Information

To rework a project to the Calling Program:

- From the Inbox screen, enter the project review screens by clicking on the Queue name.
- Click the **Rework** button at the bottom of the screen.
- The Rework Request screen will appear (Figure 3:34)
- Select the Calling Program to rework to (1)
- Enter the reason for the rework (2)
- Select **Continue** to submit (3)
- The project will be sent back to the calling program and the reworked Queue(s) will no longer appear in the EHP Inbox.

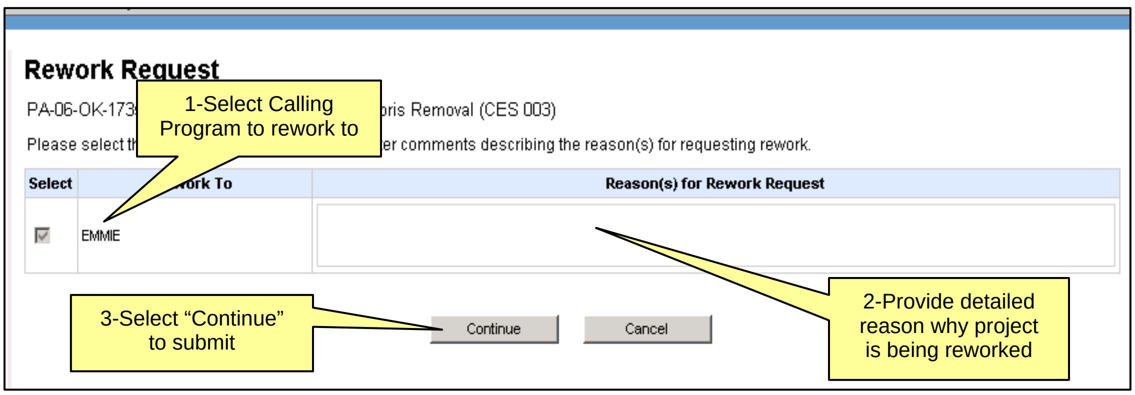

Figure 3.34: Rework Request

Instructor: Following completion of instruction, engage students in the following exercise anchored to actions discussed throughout the module.

Case Studies for In-class Discussions

During the Summer of 2004 continuous rains in the counties of Lebron, Jacen, Carroll and Allimony in the State of Macondo produced multiple flooding events that caused extensive damages throughout these counties. A Presidential Disaster Declaration was made. Response operations, emergency protective measures, and temporary repairs have been finished and FEMA is now engaging in long-term recovery projects including permanent work.

Case Study 1: Gravel Road Washout Repair

Calling Program: EMMIE

Category C.

Cost $200,000.

SOW: “Return to pre-disaster conditions. Shoulder/ embankment work may affect shrubs near a stream.”

Instructor’s notes: no culverts, 404 permit needed, FIRMette should be attached, allow for rework to ask for FIRMette, FIRM shows road barely misses floodplains, consider indirect impacts to floodplain, STATEX but review needed for floodplains and wetlands.

Case Study 2: FMA Project – Acquisition/ demolition

Calling Program: Mitigation eGrants (Flood Mitigation Assistance)

Cost: $1,500,000

SOW: “Project involves the acquisition and demolition of 10 structures. Two of the structures were constructed in 1945. All houses have underground storage tanks.”

Consultation with SHPO was required and a letter from SHPO was received stating structures are not historic. Lead paint and UST are issues.

Instructor’s notes: CATEX, lead paint issues, Environmental Officer should rework to environmental specialist to address lead paint and UST, cellar must be backfilled will clean fill; septic tank must be emptied and filled in.

EMIS Training

Module 4:
Lab
Practicum

FEMA

Instructor Guide
September 2008

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Total Time: **4-6 hours – Independent review of cases**

Objectives: At the conclusion of this module, participants should be able to:

- Successfully complete the review of four projects as assigned

Scope: This module includes the following topics:

- Students will work independently to complete reviews of 4 cases.
- Instructor(s) will be on site to answer question and give guidance as needed

Methodology: Practical Exercises Review with Case Studies

Equipment: The following equipment will be required to deliver this course:

- Computer system with FEMA Intranet access and TDL availability and rights
- Student Manual and Quick Reference Guides

Time Plan: A suggested time plan for this module is as follows:

Case Reviews	4-6 hours or time as needed to complete assignments

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4. Case Reviews

Instructor: Explain assignment and assign projects to review.

Case Studies for Lab Practicum

Hurricane Elisabeth, a Category 4 hurricane, made landfall on October 19, 2006 on the State of Passthrough, causing significant damages throughout the state. All counties have been declared for Public Assistance and Individual Assistance. The disaster is still open and recovery work is ongoing. The State Emergency Management Agency has also applied and has been selected for Pre-Disaster Mitigation funding. No Programmatic Agreement has been executed in this state.

Case Study 1: Relocation and construction of new fire station

Calling Program: EMMIE

Category E.

Cost $950,000.

SOW: "Relocation of Engine 15 fire station. New site is an undeveloped parcel of land near the Athena County airport. Area is covered with trees."

Materials to Students: letter from FWS, site survey, list of endangered species in the area.

Instructor's notes: Environmental Assessment required, improved project, after review conducting an initial review specialist finds that county is prime habitat for the Passthrough Scrub Jay (*aphelocoma coerulescens*), a Federally listed endangered species. Consultation resulted in the request from FWS for FEMA to conduct a site survey between March 1 and October 31. Survey was conducted on April 15 and again on June 6^{th} that resulted in a determination that the undeveloped site is not suitable habitat for the Scrub Jay.

Case Study 2: Replacement of corrugated metal pipe culvert

Calling Program: EMMIE

Category C.

Cost $100,000.

SOW: "Repair to pre-disaster conditions. Project takes place near river."

Materials to Students: map of county with wild and scenic river designation, article or previous study from another agency stating interest from Tribes in fish from river, letter from FWS on Migratory Bird Treaty Act, Magnuson Stevens, and Wild and Scenic River, letter from FWS on fish passage issues for this river and suggesting an arched culvert as proposed mitigation.

Instructor's notes: CE (xvi), issues include wild and scenic river, migratory bird, salmon and tribal issues, 404 permit required (General Permit).

Case Study 3: Bridge Repair

Calling Program: EMMIE

Category C.

Cost $700,000.

SOW: "Widening of bridge in Colossus County. Rip-rap will be placed."

Materials to Students: map of area with the bridge, letter from FWS indicating no species issues, letter from SHPO indicating no issues.

Instructor's notes: CE (xvi), no issues.

Case Study 4: Debris Staging

Calling Program: EMMIE

Category A.

Cost $100,000.

SOW: "Debris staging area for debris. Debris will be incinerated."

Materials to Students: map of area with minority communities nearby and other debris staging areas, clean air permit, ordinance for handling debris, article indicating lead paint and asbestos in houses."

Instructor's notes: Statex, issues include environmental justice, clean air, RCRA.

Case Study 5: Seismic Retrofit

Calling Program: PDM

Cost $2,000,000

SOW: "Repair of Old Town City Theater. The theater was built in 1940 and has been used since 1999 as the only saferoom in the downtown area. Project will include seismic retrofit, dry floodproofing and some elevation."

Materials to Students: map of area with historic district, letter from SHPO stating conditions that include use of DOI-qualified professionals for the project and the requirement for SHPO review and approval of retrofit and flood mitigation plans before project can begin.

Instructor's notes: CE (xvi).

EMIS Training

Module 6: Management & Administrative Functions

FEMA

Instructor Guide
September 2008

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Total Time: **60 minutes**

Objectives: At the conclusion of this module, participants should be able to:

- Perform administrative functions in EMIS

Scope: This module includes the following topics:

- Reports (Data Warehouse)
- Saving a copy of REC to archive file

REO Functions

- Using EMMIE Reports to Manage EHP Workflow
- Overview for Managing and Viewing Programs
- Establishing Workflow
- Manual Project Entry

Methodology: The instructor will conduct an overview of the module objectives.

The instructor will then engage participants in a series of exercises anchored to one or several actions discussed throughout the module.

Practical Exercises Review with Case Studies

Equipment: The following equipment will be required to deliver this course:

- Microphones (instructor and participants – dependent on room size)
- Instructor computer with projector
- Computer system with FEMA Intranet access and TDL availability and rights
- Power Point software
- Student computers (minimum of 1 per 2 students) with TDL/Power Point access

Time Plan: A suggested time plan for this module is as follows:

Managing and Viewing Programs	10 minutes
Establishing Workflow	10 minutes
Manual Project Entry	10 minutes
Submitting and approving NACS Rights	10 minutes
Practical Review Exercise	20 minutes

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6. Management and Administrative Functions

Instructor: Demonstrate and explain Saving a copy of the REC to archive; Managing and Viewing Programs; Establishing Required Conditions and Workflow; Manual Project Entry; and Using EMMIE Reports to Manage EHP Workflow

6.1 Reports

Report should be generated from the **DATA WAREHOUSE**.

Training on the use of the Data Warehouse to generate reports may be offered as a separate course in the JFO. See training contact at your facility to see if training is available.

6.2 Saving a copy of REC to archive

- EMIS creates the REC as a .pdf file
- Click to **view the REC**
- From the toolbar, click the **Save icon** or select "Save As" from the File drop-down menu to save the REC in a designated folder
- To print a copy of the REC, click on the **Print icon** or select "Print" from the FILE drop-down menu on the toolbar

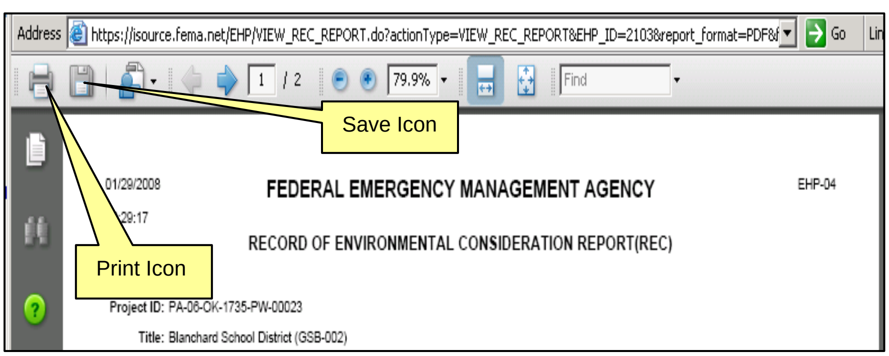


Figure 6.1: Saving a copy of REC

6.3 Using EMMIE Reports to help Manage EMIS Workflow

To access and generate reports in EMMIE for managing the workload for Public Assistance projects, EHP staff must have EMMIE Read-Only NACs rights, which can be requested through the appropriate NACS official at the JFO.

EHP staff with EMMIE Read-Only access may log in to **EMMIE INTERNAL** from the **ISAAC Portal** (https://portal.fema.net/famsRuWeb/home).

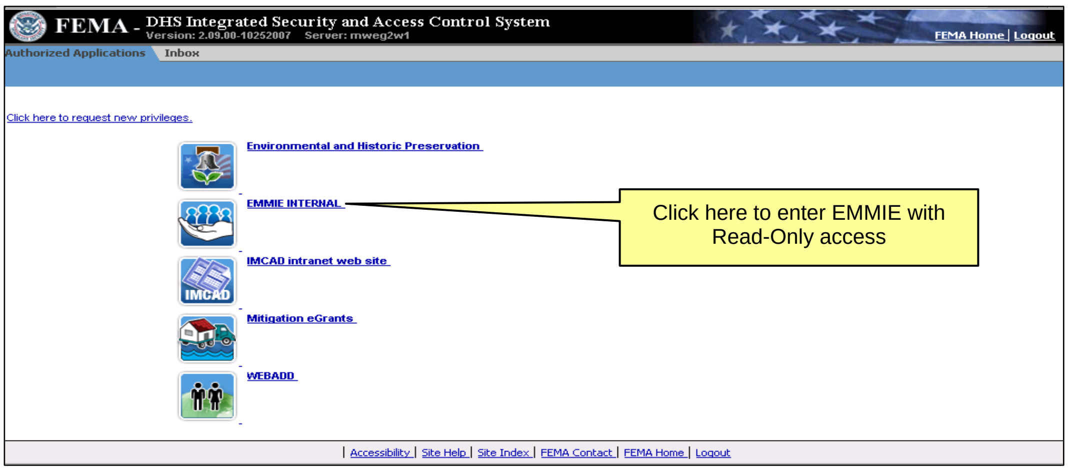


Figure 6.2: Accessing EMMIE

6.3.1 Generating a D.1 Project Worksheet Report

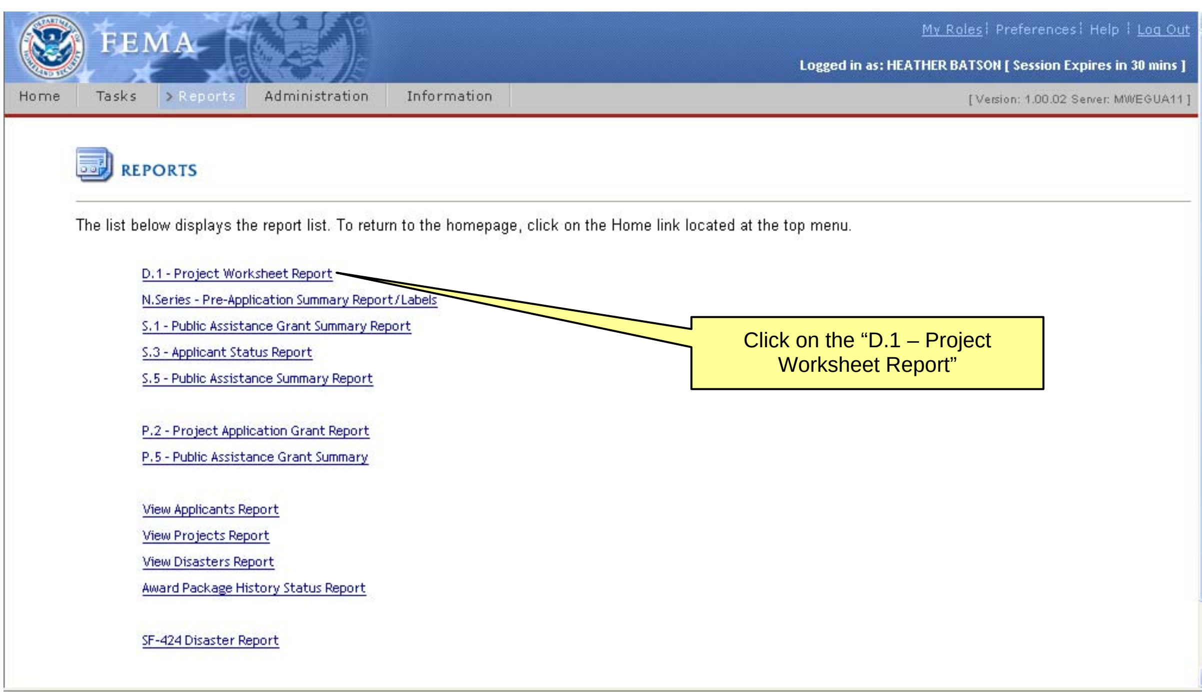


Figure 6.3 Accessing the D-1 Project Worksheet Report

Figure 6.4 Running the

To run the report:

1. From “Grant Program” drop-down menu, select “PA”
2. Enter Disaster Number, i.e.:”1735”
3. Select “Category” radio button
4. Click the “Go” button
5. Click “All” from the “select Category” Option
6. Click “generate Report “ (Note: the screen will appear to refresh with no results, but the filter action did take place).
7. Scroll down to the bottom of the screen
8. Click “Save at PW level”
9. From pop-up box that appears:
    a. Click “Save”
    b. Chose a place to save the new document (i.e.: Desktop, etc.)
    c. In the “File name” text box, change the file extension from “.txt” to “.xls”
    d. Click “Save”
10. Then click “Open”
    a. This will open up a new Excel spreadsheet
11. From the new spreadsheet, you can manipulate the columns to show the data that your are interested in
12. The following columns would be the most useful to sort through:
    a. Column A: “Reference_nr” = PW #
    b. Column F: “crg_cd” = Category of work
    c. Column K: “Initial Review” = self explanatory
    d. Column L: “Final_review” = self explanatory
    e. Column O: “proj_ttl” = Project Title
    f. Column Q: “cnty_nm” = County Name

6.4 Managing Programs

EMIS allows authorized users at the system administrative level, i.e. REOs and the HQ Administrator, to manage programs or disaster events by establishing the workflow and specifying standard conditions for a particular project and/or disaster event. Authorized users may also add programs.

To perform these administrative functions, select the **Manage Programs** tab on the top navigation toolbar. (Figure 6.5).

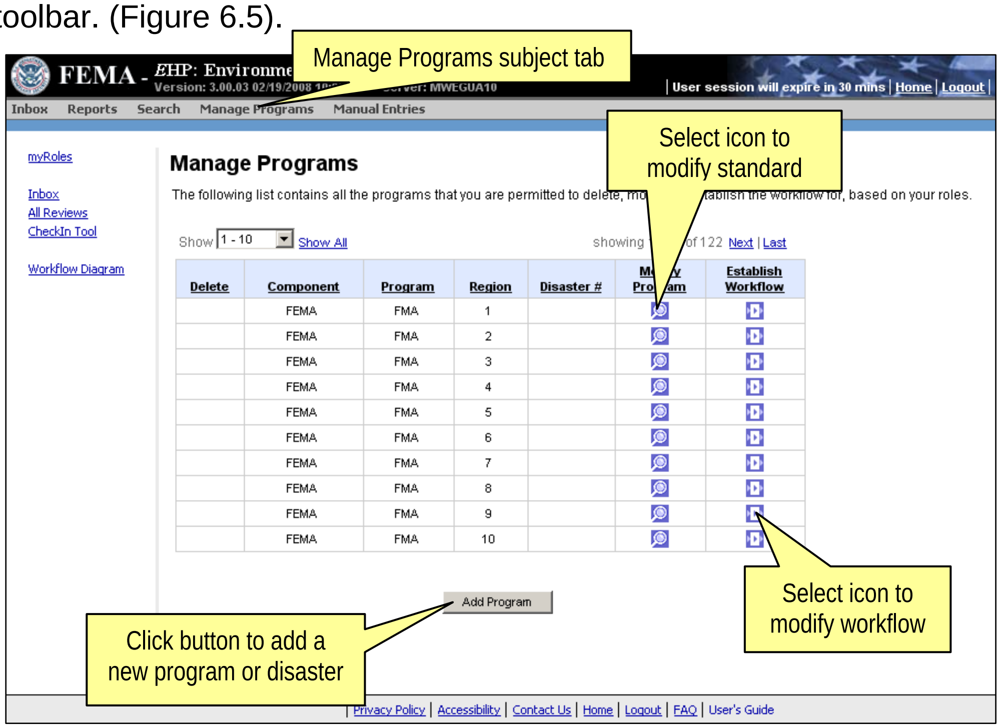


Figure 6.5: Managing Programs

6.4.1 Establishing Required Conditions

For a particular disaster event or regionally-based program, authorized users may determine whether all or some of the three EHP standard conditions are attached to every project.

- From the *Manage Programs* screen, select the **Modify Program** icon  next to the desired program name or disaster number (Figure 6.5).
  - o If the desired disaster number is not already listed, it must be added using the **Add Program** button.
- On the *Manage Program: View Program* screen, select or de-select required conditions (Figure 6.6)
- If selection under “Required Conditions” are changed and saved, the changes will apply from that point forward for new projects submitted to EMIS; the changes will not apply to projects that were in the system already.

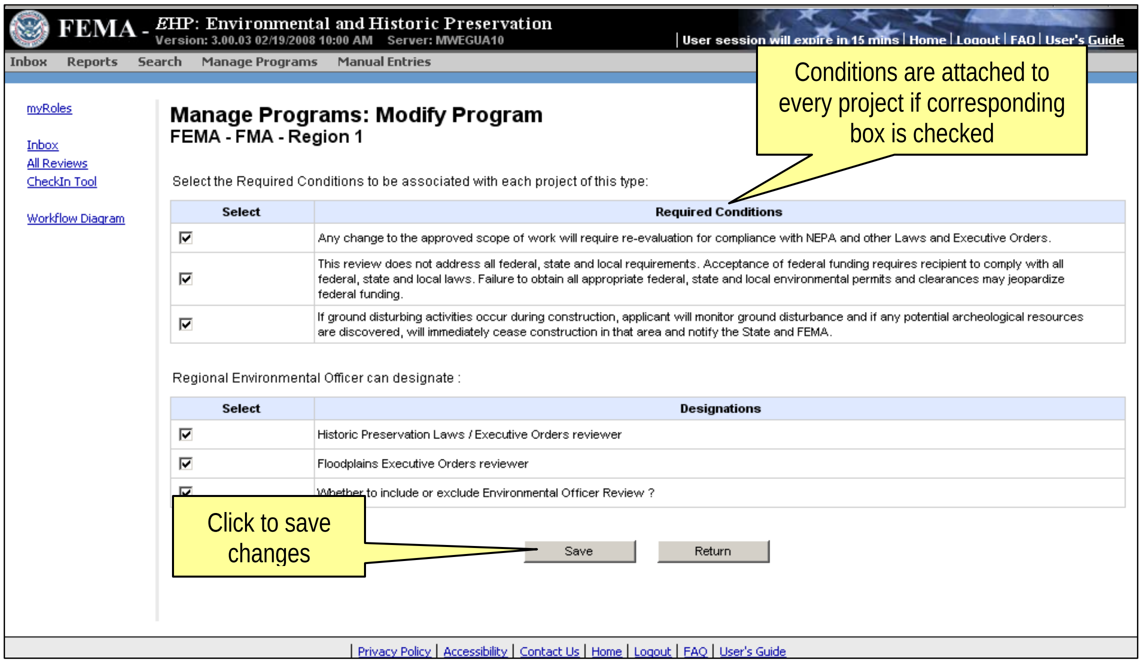
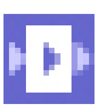


Figure 6.6: Manage Programs: View Program

6.4.2 Establishing Workflow

The EHP review can be tailored for a particular program on a regional basis or for a particular disaster event, based on staffing availability and subject matter expertise of the EHP reviewers. For example, the REO may establish the Workflow so that the Historic Preservation Review and/or the Floodplains Review are performed by the Environmental Reviewer, or these three reviews may be performed by three different individuals.

The Environmental Officer (EnvOff) Review Queue may also be turned on or off. If the EnvOff Review Queue is turned off, projects will be returned directly to the Calling Program from the Environmental Review Queue.



SELECT THE "ESTABLISH WORKFLOW" ICON TO CHANGE THE WORKFLOW FOR A PARTICULAR PROGRAM (BY REGION) AND/OR DISASTER EVENT.

- From the *Manage Programs* screen, select the  icon in the Establish Workflow column next to the desired program name or disaster number (Figure 6.5).
    - o If the desired disaster number is not already listed, it must be added using the **Add Program** button.
- On the *Manage Program: Establish Workflow* screen, use the radio buttons to set the Workflow (Figure 6.7).
- If changes are made and saved, the new workflow will apply from that point forward for new projects submitted to EMIS; the changes will not apply to projects that were in the system already.

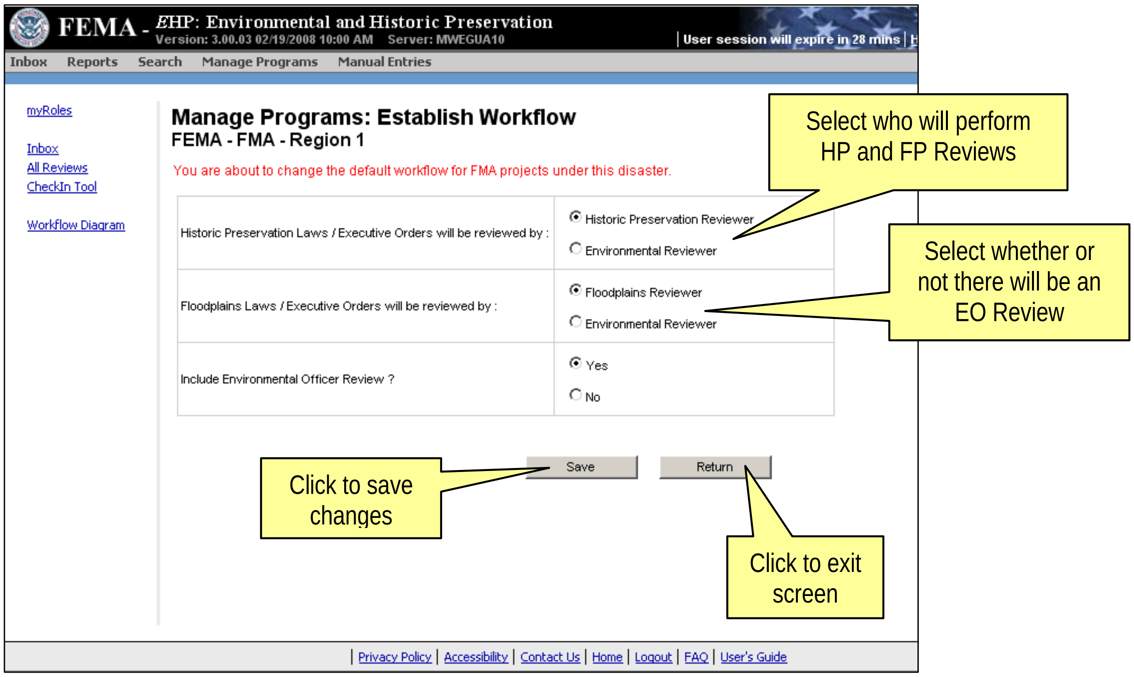


Figure 6.7: Manage Programs: Establish Workflow, Assign Reviewer Roles

It is important to note that for disaster-based programs (i.e. Public Assistance), the Workflow and standard conditions may be established program-wide within a region, or established separately for each disaster event. To establish Workflow and set standard conditions for a particular disaster event, locate the disaster number on the Manage Programs screen. If the desired disaster number is not listed, it must be added using the Add Program button (Figure 6.5 and 6.9).

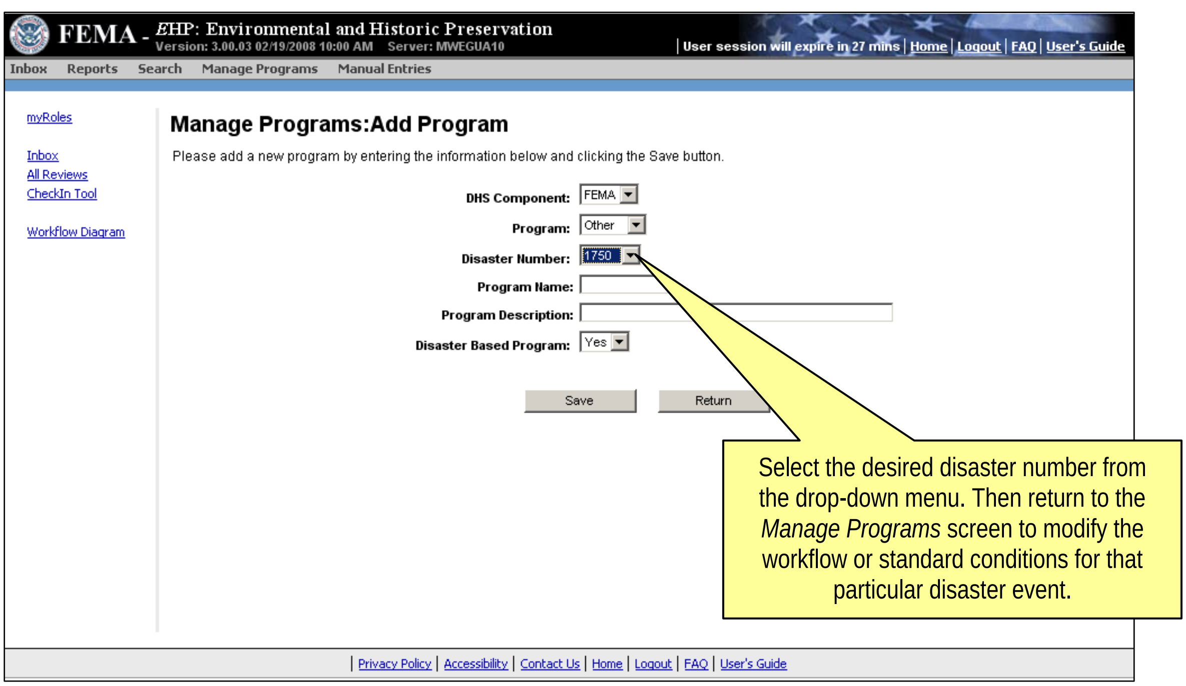


Figure 6.8 Add Program/Disaster

6.5 Manual Project Entry

In some circumstances, it may be necessary for authorized users to enter a project manually into EMIS in order to conduct the EHP Review. This could occur because either the Calling Program does not have an automated systems interface with EMIS, or there are only hard copies of a project available for review.

To manually enter a project in EMIS:

- Select the **Manual Entries** subject tab in the navigation bar at the top of the screen
- Select the **Add** command button from the bottom of the *Manual Projects Entries* screen (Figure 6.9).

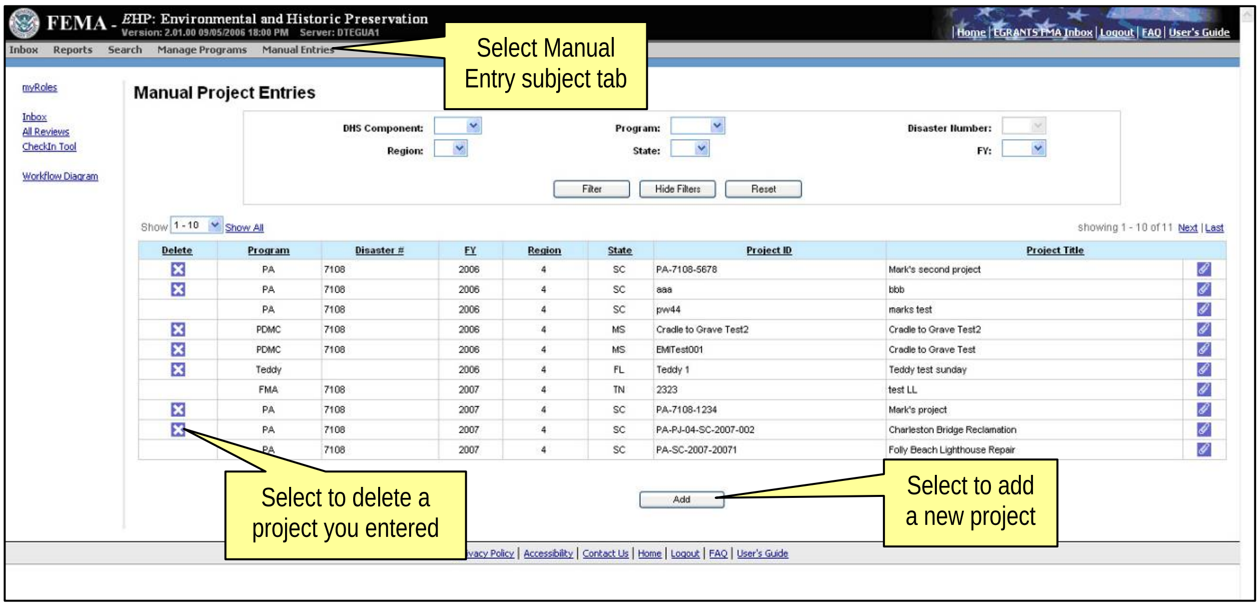


Figure 6.9: Manual Project Entries

The data table on the *Manual Projects Entries* screen is similar to the Inbox, except that it only lists the projects that have been manually entered into EMIS. If a project is manually entered in error, then it can be deleted by selecting the **Delete** icon ☒.

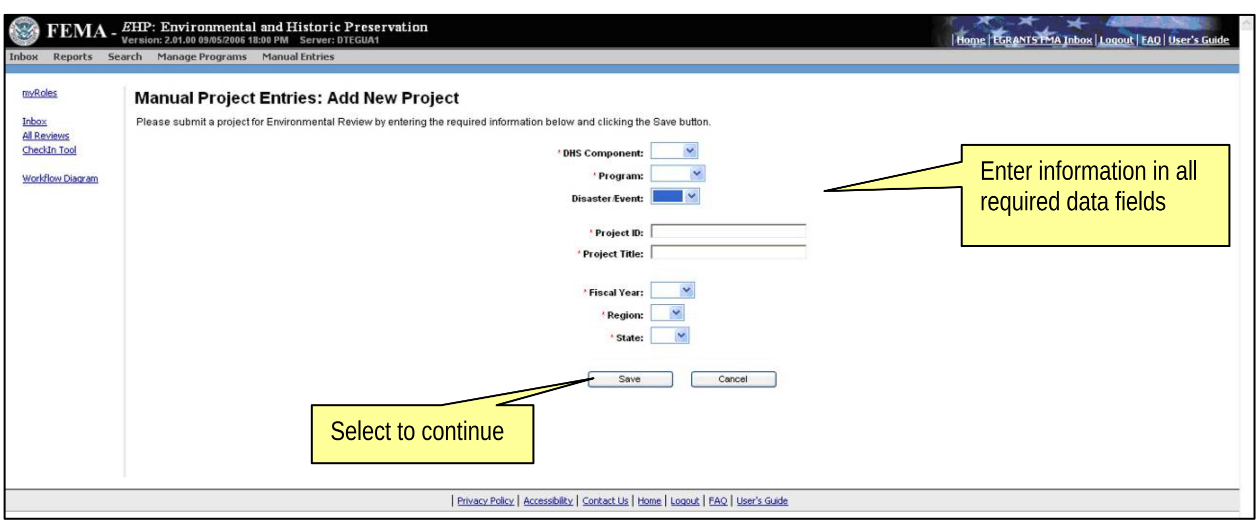


Figure 6.10: Manual Project Data Entry

Enter the required information on the *Manual Project Entries: Add New Project* screen, and click the **Save** command button. From the Manual Project Entries screen (Figure 6.10), select the paperclip icon next to the manually-entered project to attach project documentation, such as a Statement of Work, photographs, maps, etc. that are relevant to the project in general. Attach law or EO-specific documentation to the appropriate law or EO.

EMIS Training

Module 5:
Quality Assurance/
Quality Control
(Environmental Officer)
Review

FEMA

Instructor Guide
September 2008

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Total Time: **40 minutes**

Objectives: At the conclusion of this module, participants should be able to:

- Navigate through the EMIS system to conduct a QA/QC review
- Search Subject Tab
- Rework projects
- Approve projects

Scope: This module includes the following topics:

- Environmental Officer Review
- Reworking a Project
- Check-in Tool

Methodology: The instructor will conduct an overview of the module objectives.

The instructor will then engage participants in a series of exercises anchored to one or several actions discussed throughout the module.

Practical Exercises Review with Case Studies

Equipment: The following equipment will be required to deliver this course:

- Microphones (instructor and participants – dependent on room size)
- Instructor computer with projector
- Computer system with FEMA Intranet access and TDL availability and rights
- Power Point software
- Student computers (minimum of 1 per 2 students) with TDL/Power Point access

Time Plan: A suggested time plan for this module is as follows:

Environmental Officer Review	15 minutes
Reworking a Project	15 minutes
Check-in Tool	10 minutes

(This screen intentionally left blank.)

5. Environmental Officer Review

Instructor: Demonstrate and explain the Environmental Officer Review, EO Reworking a Project, and the Check-in Tool.

Depending on how the Workflow is established for a particular program or disaster event, the Environmental Officer (EO) Review Queue may or may not be activated. If the EO Review Queue is not activated, the project is returned directly to the Calling Program once the final NEPA determination is made and the project is forwarded out of the ENV Review Queue.

However, if the EO Review Queue is activated in the Workflow, all projects will be forwarded to the EO Review Queue after the HP, FP and ENV Technical Reviews are completed.

The EO Review is primarily for quality assurance/quality control. The EHP Team Lead, the EHP Advisor, or REO can review the EHP technical review for completeness and accuracy before making the final approval and returning a project to the Calling Program.

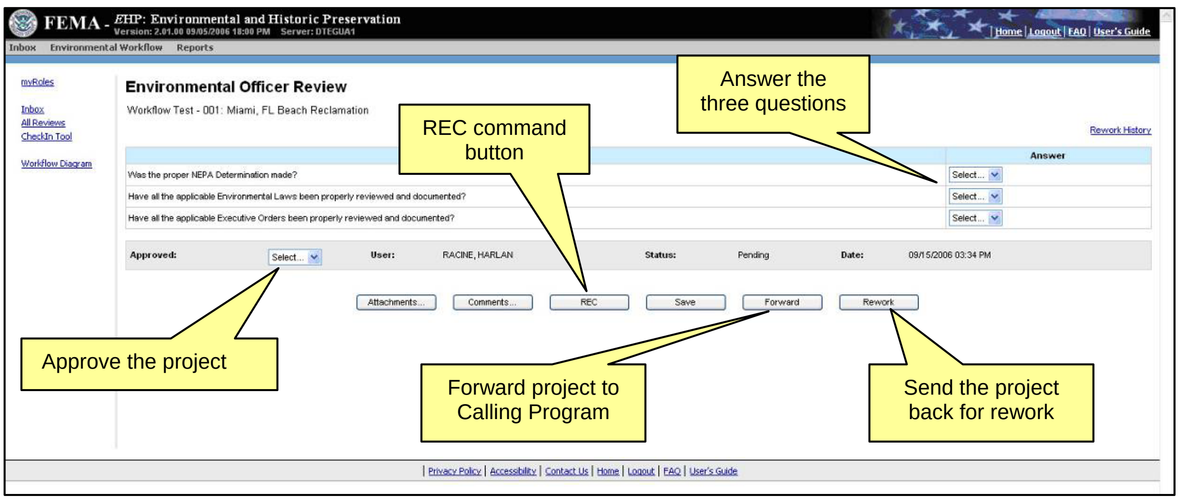

Figure 5.1: EO Review

To approve a project in EnvOff Review queue 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 subject tab or on the Inbox screen next to the desired project. From the Environmental Workflow screen, the EO Reviewer may enter any of the technical review queues.
- 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.

5.1 Rework

The EnvOff Reviewer also has the ability to rework projects.

- Return the project to any of the EHP Technical Review queues if compliance documentation is incomplete or inaccurate.
- Return the project to the Calling Program if project information is incomplete.

To rework a project, navigate to the *Rework Request* screen by selecting the **Rework** command button on the Environmental Officer Review screen (Figure 5.1).

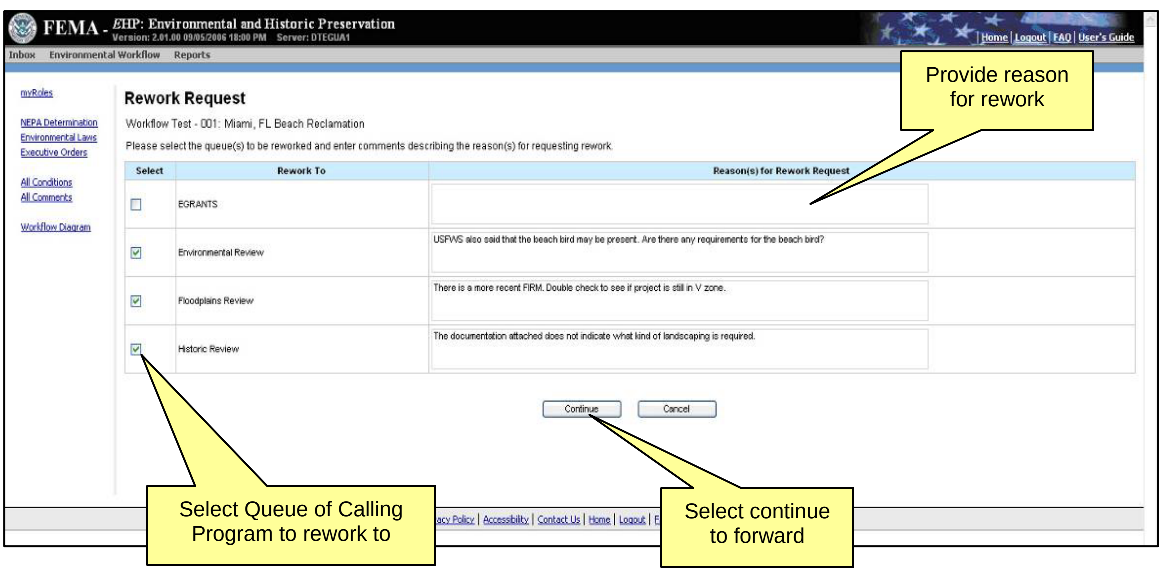

Figure 5.2: EO Rework Request

From the ***Rework Request*** screen:

- Depending on the reason for rework, select the Calling Program or one or more of the EHP Technical Review Queues by checking the corresponding box.
- Provide a detailed explanation in the Reason(s) for Rework Request field. (Figure 5.2)

Multiple EHP Technical Review Queues can be selected and reworked at the same time. However, a project should <u>not</u> be reworked back to a Calling Program and an EHP Technical Review Queue at the same time.

Once the desired Queue(s) are selected for rework and a reason for the rework is provided:

- Click on the **Continue** command button to forward the project out of the EO Review Queue.
- A *Confirmation* screen will appear displaying the selected rework Queues.
- For any project reworked to a Technical Review Queue, it will appear in the Inbox and be identified by the Rework icon.

5.2 Check-in Tool

The Check-In Tool is an administrative feature of EMIS available to the REO, the EHP Advisor, the EHP Team Lead, and some EHP HQ Positions. In some situations, these users may need to check a project back in so that they or another Technical Reviewer can review the project.

The Check-In Tool is accessed from the link on the left-hand side bar. The Check-in tool screen resembles the format of the Inbox.

To check a project back in that is checked out to another user:

- Sort the table by clicking on the header of the **Checked Out By** column or the **Project ID** column to find the desired project.
- Select the **Check In** box for the desired project(s).
- Click the **Check In** command button.

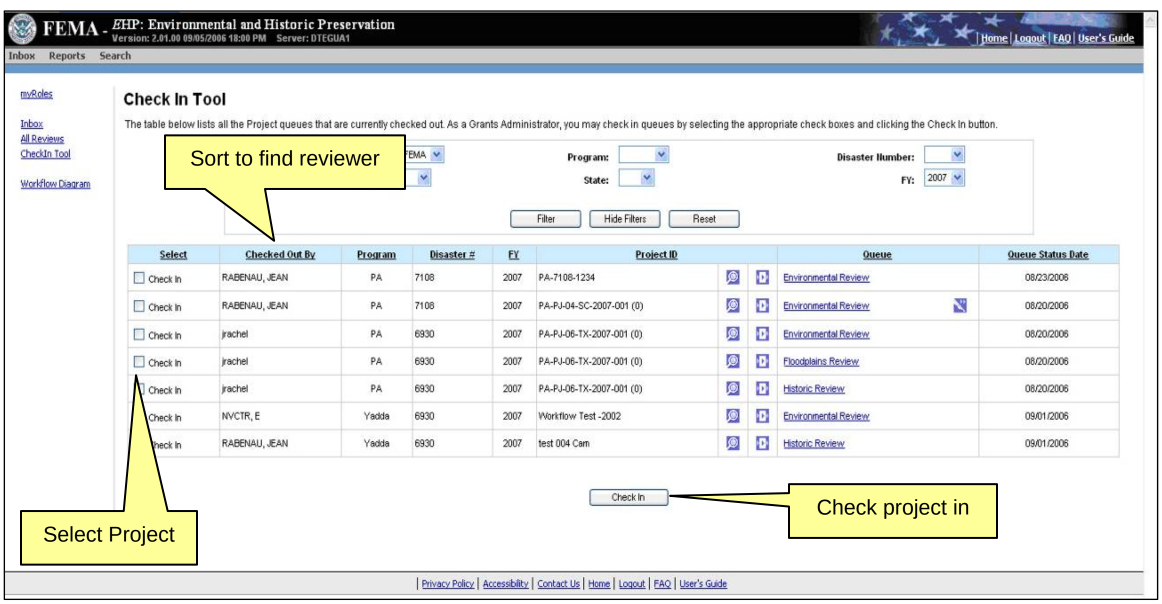

Figure 5.3: Check-in Tool