

Federal Insurance and Mitigation Administration

Entering Strategic Funds Management Projects into NEMIS

Strategic Funds Management (SFM) is a new process in obligating Hazard Mitigation Grant Program (HMGP) funds in increments based on the subrecipient's ability to execute the eligible work. There are two options for entering HMGP projects using SFM into the National Emergency Management Information System (NEMIS):

- For Option A (by activity type), the line items can be entered according to activity to be performed.
- For Option B (by property site), the line items can be entered by property.

The two options are illustrated below with screenshots from NEMIS for the following example:

Example: Main County, through the State, has developed an HMGP application to acquire and demolish 50 residential structures from the Special Flood Hazard Area. The project's total cost is \$6,332,850.

Option A (by activity type)

The (example) project has been divided into five increments based on the subrecipient's work schedule and projected obligation dates. Each line item will be itemized according to activity. The first line item of the budget includes property management, title searches, appraisals, legal, and other administrative actions for all 50 properties. The remaining line items will be for acquisition, demolition, closing, and utilities. Based on the work schedule, the subrecipient estimates that 10 to 15 properties will be acquired at each consecutive quarter. The respective line items will be selected for obligation based on work schedule and actual progress of the project. The projected obligation schedule is listed below by activity type.

| Projected Obligation Schedule | | | | | | | |
|----------------------------------|---|--------------------------|----------------------|----------------|--|--|--|
| Projected Obligation Dates | Description of Work | HMGP Federal Funds | Non-Federal Funds | Total Funds | | | |
| 01/01/2014 | Property Management, Title Search, Appraisals, Legal, and Administrative Work (50 total properties) | \$93,750.00 | \$31,250.00 | \$125,000.00 | | | |
| 04/01/2014 | Acquisition, Demolition, Closing, and Utilities (10 of 50 properties) | \$1,034,625.00 | \$344,875.00 | \$1,379,500.00 | | | |
| 07/01/2014 | Acquisition, Demolition, Closing, and Utilities (10 of 50 properties) | \$517,387.50 | \$172,464.50 | \$689,850.00 | | | |
| 10/01/2014 | Acquisition, Demolition, Closing, and Utilities (15 of 50 properties) | \$1,551,937.50 | \$517,312.50 | \$2,069,250.00 | | | |
| 01/01/2015 | Acquisition, Demolition, Closing, and Utilities (15 of 50 properties) | \$1,551,937.50 | \$517,312.50 | \$2,069,250.00 | | | |
| | Project Totals \$4,749,637.50 \$1,583,214.50 \$6,332,850.00 | | | | | | |

Federal Insurance and Mitigation Administration Entering SFM Projects into NEMIS

In the NEMIS – Cost Estimate screen, enter all the line items as stated in the project obligation schedule, as shown below.

| thorization | | | | | | | | | | | | |
|-----------------------|---------------------------------|----------------|------------------|--------------------|-----------------|--------------------|---------------------|------------------|-----------------|----------------------|----------|--------------|
| plicant Information | Problem & Risk Data | Project Info | Work Schedule | Cost Estimate | Match Sources | Cost Effectiveness | Maintenance Assuran | ce Public Notice | Attachments | Eligibility Review | | tory Lat/Lon |
| Do not Include Adr | ninistrative Cost. These | are calculated | when funds are o | obligated for appr | roved projects. | | | | | | | |
| | | | ltern N | ame | | | | Unit Qty | Unit of Measure | Unit Cost | CostE | etimata |
| perty Mgt, Title Sear | ches, Appraisals, Legal, A | dmin | nonna | ame | | | | | LS 🗸 | | 25000 | \$125,000 |
| | ing, Utilities (10 of 50 sites) | | | | | | | 1 | LS 👻 | | 9500 | \$1,379,500 |
| quisition, Demo, Clos | ing, Utilities (10 of 50 sites) |) | | | | | | 1 | LS 👻 | 68 | 19850 | \$689,850 |
| | ing, Utilities (15 of 50 sites) | | | | | | | | LS 💌 | 1 | 69250 | \$2,069,250 |
| quisition, Demon, Clo | sing, Utilities (15 of 50 site | 5) | | | | | | 1 | LS 💌 | 206 | 39250 | \$2,069,250 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | Total Project Cost 6 | Estimate | \$6,332,850 |
| New | Velete | | | | | | | | | Total Project Cost I | , | |

After the application has been successfully submitted, the information will auto generate in the Eligibility Determination – Cost Review screen. Click the applicable eligible box for the item that is being incrementally obligated as shown below.

| Federal Eligibility DISASTER #: 4000 | FEMA PROJ #: | 32-? APPLICAT | ION ID: 44 AMENDMENT | #: 0 | _ 🗆 × |
|--|-------------------|------------------|--|---|-------|
| Cost Issues Comments | | | | | |
| Overall Review Laws/EOs NEPA Pro | icess Cost Rev | iew Cost Effe | ctiveness Attachments | Authorizations | nents |
| | | | | | |
| Item Name Ur | nit Qty Unit Meas | Unit Cost | Total Arnt 🛛 Elig 🚄 | oproved Cost Comments | |
| Property Mgt, Title Searches, Appraisals, I | 1 LS | \$125,000.00 | \$125,000 🔲 | | |
| Acquisition, Demo, Closing, Utilities (10 of : | 1 LS | \$1,379,500.00 | \$1,379,500 🥅 | | |
| Acquisition, Demo, Closing, Utilities (10 of : | 1 LS | \$689,850.00 | \$689,850 🥅 | | |
| Acquisition, Demo, Closing, Utilities (15 of : | 1 LS | \$2,069,250.00 | \$2,069,250 🥅 | | |
| Acquisition, Demon, Closing, Utilities (15 of | 1 LS | \$2,069,250.00 | \$2,069,250 🥅 | | |
| | | | | | |
| Proposed Fed Share %: 75.00000 | 000 | Total Appr | oved Project Cost: | \$0 | |
| Total Project Cost Estimate: \$6,3 | 32,850 | Total | Ineligible Project Amt: | \$6,332,850 | |
| Proposed Project Federal : \$4,7 | 49,638 | 1 | Approved Fed Share: | \$0 | |
| Proposed Project Non-Fed: \$1,5 | 83,212 | Appro | oved Non-Fed Share: | \$0 | |
| Reference Cost Codes | | | Cost Approva | I (YAN) 📃 💌 | |
| IS C HS C 1. IF "TOTAL | AMT"(S) HAS BEE | IN CHANGED IN TH | IS AMENDMENT, CLICK ON | EACH "ELIG" CHECK BOX TO INDICATE | |
| | | | | ELETE THE "APPROVED COST"(S). | |
| | 2 C C | | AMOUNT(S) SHOWN IN "TO ED COST"(S), IF NECESSAF | 2 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C | |
| | | | | | |
| Application Dev Complete Work Step | | | Receipt and Delega | e HMO <u>C</u> lose | • |
| | - | | | | |

Additional obligations are processed through NEMIS as amendments pursuant to the normal course of project implementation and subsequent funding.

Option B (by property)

The (example) project has been divided into five increments based on the subrecipient's work schedule and projected obligation dates. The first projected increment includes the first 10 line items of the budget and contains all activities to be performed at the 10 properties located on Main Street. The activities include property management, title searches, appraisals, legal, administrative actions, closing, acquisition, demolition, and utilities. The next 10 line items of the budget include the same activities to be performed, but for the 10 properties located on North Drive. The remaining three incremental obligations, to fulfill the 50 property acquisition, are similar to the first two. The total acquisition cost must add up to the reflected amount for each structure in the project site inventory or other individual property record. The projected obligation schedule is listed below by property.

| Projected Obligation Schedule | | | | | | |
|----------------------------------|--|--------------------------|----------------------|----------------|--|--|
| Projected Obligation Dates | Description of Work | HMGP Federal Funds | Non-Federal Funds | Total Funds | | |
| 01/01/2014 | Main Street | \$949, 912.50 | \$316,637.50 | \$1,266,550.00 | | |
| 04/01/2014 | 11 North Drive 12 North Drive 13 North Drive 14 North Drive 15 North Drive 16 North Drive 17 North Drive 18 North Drive 19 North Drive 20 North Drive | \$949,837.50 | \$316,612.50 | \$1,266,450.00 | | |
| 07/01/2014 | 21 South Avenue 22 South Avenue 23 South Avenue 24 South Avenue 25 South Avenue 26 South Avenue 27 South Avenue 28 South Avenue 29 South Avenue 30 South Avenue | \$950,062.50 | \$316,687.00 | \$1,266,750.50 | | |
| 10/01/2014 | 31 East Lane 32 East Lane 33 East Lane | \$1,017,412.50 | \$229,137.50 | \$1,356,550.00 | | |

| Federal | Federal Insurance and Mitigation Administration | | | | | | |
|----------|---|----------------|----------------|----------------|----------------|--|--|
| Entering | g SFM Projects | into NEMIS | | | | | |
| _ | | | | | | | |
| | | 34 East Lane | | | | | |
| | | 35 East Lane | | | | | |
| | | 36 East Lane | | | | | |
| | | 37 East Lane | | | | | |
| | | 38 East Lane | | | | | |
| | | 39 East Lane | | | | | |
| | | 40 East Lane | | | | | |
| | | 41 West Court | | | | | |
| | | 42 West Court | | \$294,137.50 | | | |
| | | 43 West Court | | | | | |
| | | 44 West Court | | | | | |
| | 01/01/2015 | 45 West Court | \$882,412.50 | | \$1,176,550.00 | | |
| | 01/01/2013 | 46 West Court | \$662,412.30 | | \$1,170,350.00 | | |
| | | 47 West Court | | | | | |
| | | 48 West Court | | | | | |
| | | 49 West Court | | | | | |
| | | 50 West Court | | | | | |
| | | Project Totals | \$4,749,637.50 | \$1,473,212.00 | \$6,332,850.50 | | |

In the NEMIS - Cost Estimate screen, enter all the line items as stated in the project obligation schedule.

| Disaster Projects Funding Plans Repository Applications Admin Window Help | | | | | |
|--|--------------------|-----------------------|-----------------------|------------------------------|-------|
| 13 😳 🗐 🛃 🚺 isaster Chg Group Plans NEMIS Egit | | | | | |
| elect Proiect: Application Development Disaster 4000 | - | | | | |
| HMGP APPLICATION: DISASTER #: 4000 FEMA PROJ #: - APPLICATION ID: 46 AMENDMENT #: 0 | | | | | _ 🗆 🗵 |
| Property Site Inventory Let/Lon Authorization | | 1 | 1 | | |
| Applicant Information Problem & Risk Data Project Info Work Schedule Cost Estimate Match Sources | Cost Effectiveness | Maintenance Assurance | Public Notice A | Attachments Eligibility Revi | ew |
| Do not Include Administrative Cost. These are calculated when funds are obligated for approved projects. | | | | - | - |
| Item Name | Unit Qty | Unit of Measure | Unit Cost | Cost Estimate | _ |
| 1 Main Street | | 1 LS 🔽 | 126655 | \$126,655 | |
| 2 Main Street | | 1 LS 💌 | 126655 | \$126,655 | |
| 3 Main Street | | 1 LS 🔽 | 126655 | \$126,655 | |
| 4 Main Street | | 1 LS 🔽 | 126655 | \$126,655 | |
| 5 Main Street | | 1 LS 🔽 | 126655 | \$126,655 | |
| 6 Main Street | | 1 LS 🔽 | 126655 | \$126,655 | |
| 7 Main Street | | 1 LS 🗾 | 126655 | \$126,655 | |
| 8 Main Street | | 1 LS 🔻 | 126655 | \$126,655 | |
| | | Total I | Project Cost Estim | nate \$6,332,850 | - |
| New Delete | | Is this proj | ect part of the Initi | iative? Yes 🔍 No 🤅 | • |
| Save Verify Submit | | | | Amend | Close |
| | _ | _ | _ | _ | |
| | | | | | |

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After the application has been successfully submitted, the information will auto generate in the Eligibility Determination – Cost Review screen. Click the applicable eligible box for the item that is being incrementally obligated. See below.

| 🌇 Eile Disaster Projects Euno | ling Plans <u>R</u> epos | sitory <u>A</u> pplications Admi <u>n</u> <u>W</u> indow <u>H</u> elp | | | | |
|--|---|--|--|--|--|--|
| | <mark>ela ante de la constante de </mark> | | | | | |
| Cost Issues Comments | | | | | | |
| Overall Review Laws/EOs I | NEPA Process | Cost Review Cost Effectiveness Attachments Authorizations General Comments | | | | |
| | | | | | | |
| ltern Name | Unit Qty | Unit Meas Unit Cost Total Amt Elig Approved Cost Comments | | | | |
| 1 Main Street | 1 | LS \$126,655.00 \$126,655 | | | | |
| 2 Main Street | 1 | LS \$126,655.00 \$126,655 🔲 | | | | |
| 3 Main Street | 1 | LS \$126,655.00 \$126,655 🔽 | | | | |
| 4 Main Street | 1 | LS \$126,655.00 \$126,655 🔽 | | | | |
| 5 Main Street | 1 | LS \$126,655.00 \$126,655 🔽 | | | | |
| | | | | | | |
| Proposed Fed Share %: | 75.0000000 | Total Approved Project Cost: \$0 | | | | |
| Total Project Cost Estimate: | \$6,332,850 | Total Ineligible Project Amt: \$6,332,850 | | | | |
| Proposed Project Federal : | \$4,749,638 | Approved Fed Share: \$0 | | | | |
| Proposed Project Non-Fed: | \$1,583,212 | Approved Non-Fed Share: \$0 | | | | |
| Reference Cost Codes | | Cost Approval (Y/N) | | | | |
| IS O HS O 1 | E "TOTAL AMT"(S | S) HAS BEEN CHANGED IN THIS AMENDMENT, CLICK ON EACH "ELIG". CHECK BOX TO INDICATE | | | | |
| THAT "APPROVED COST"(S) NEEDS TO BE CHANGED, i.e. YOU NEED TO DELETE THE "APPROVED COST"(S). | | | | | | |
| | | ES) AGAIN TO APPROVE THE AMOUNT(S) SHOWN IN "TOTAL AMT"(S). UNT(S) SHOWN IN "APPROVED COST"(S), IF NECESSARY. | | | | |
| | | | | | | |
| Application Dev Complete W | Vork Step | Receipt and Delegate HMO | | | | |
| | | | | | | |

Additional obligations are processed through NEMIS as amendments pursuant to the normal course of project implementation and subsequent funding.