



**FEMA**

**Environmental/Historic Preservation  
Review and Documentation Procedures  
of Projects in NEMIS**

**August 16, 2004**

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# Environmental/Historic Preservation Review and Documentation Procedures of Projects in NEMIS

## I. Overview

This document provides guidance on where and how to record both internal comments and environmental conditions for projects within the Environmental and Historic Preservation NEMIS tabs. This document is primarily for the environmental and historic preservation reviewers for both the Public Assistance (PA) Program and the Hazard Mitigation Grant Program (HMGP). It is also a valuable tool for NEMIS users and program staff who have environmental documentation responsibilities in NEMIS or use the information generated from environmental reports. This guidance helps attain consistency in type and location of environmental/historic preservation documentation in NEMIS while minimizing duplication.

Reviewers are shown how projects get into NEMIS, how a reviewer can select a project and process a project through the environmental tabs, where to comment and apply conditions and monitoring, and what documentation is necessary. This document was created for standardization purposes so that information on environmental and historic preservation compliance is recorded and easily obtained by managers, program staff, and applicants.

For detailed information, see the attached appendices. In conjunction with this document, additional guidance documents or training information can be found on FEMA's Environmental and Historic Preservation Website (<http://www.fema.gov/ehp>); in course materials from L/E/IS 253, *Coordinating Environmental and Historic Preservation Compliance*; in program information and guidance located in the reference library (<http://nemis.fema.net/>); in Public Assistance and Mitigation job aids (<http://nemis.fema.net/>); and in V3MR3 Release Notes (<http://www.disasterhelp.gov/>).

## II. How Do Projects Get Into NEMIS?—Project Development

*NOTE: In NEMIS, PA is in the Infrastructure Module and HMGP is in the Mitigation Module. The rest of this document will refer only to PA and HMGP.*

### Infrastructure Module (Public Assistance)

- ◆ Once the PA program determines who will be legal/eligible applicants, the Project Officers (POs) work with the applicants to create the Project Worksheets (PW).
- ◆ Data Entry staff enter PWs into NEMIS and forward the project to the Initial queue. A queue is an electronic storage area within the NEMIS database where projects await review and processing.
- ◆ Review in the Initial queue is the responsibility of the Public Assistance Coordinator (PAC). In the Initial queue, the PAC evaluates the project, makes a decision as to program eligibility, and routes the PW to appropriate special consideration queues for additional review.
- ◆ The Final queue is the responsibility of the PAC after reviewers complete all other special consideration reviews. The PAC again reviews the project for eligibility and forwards for obligation.

### Mitigation Module (HMGP)

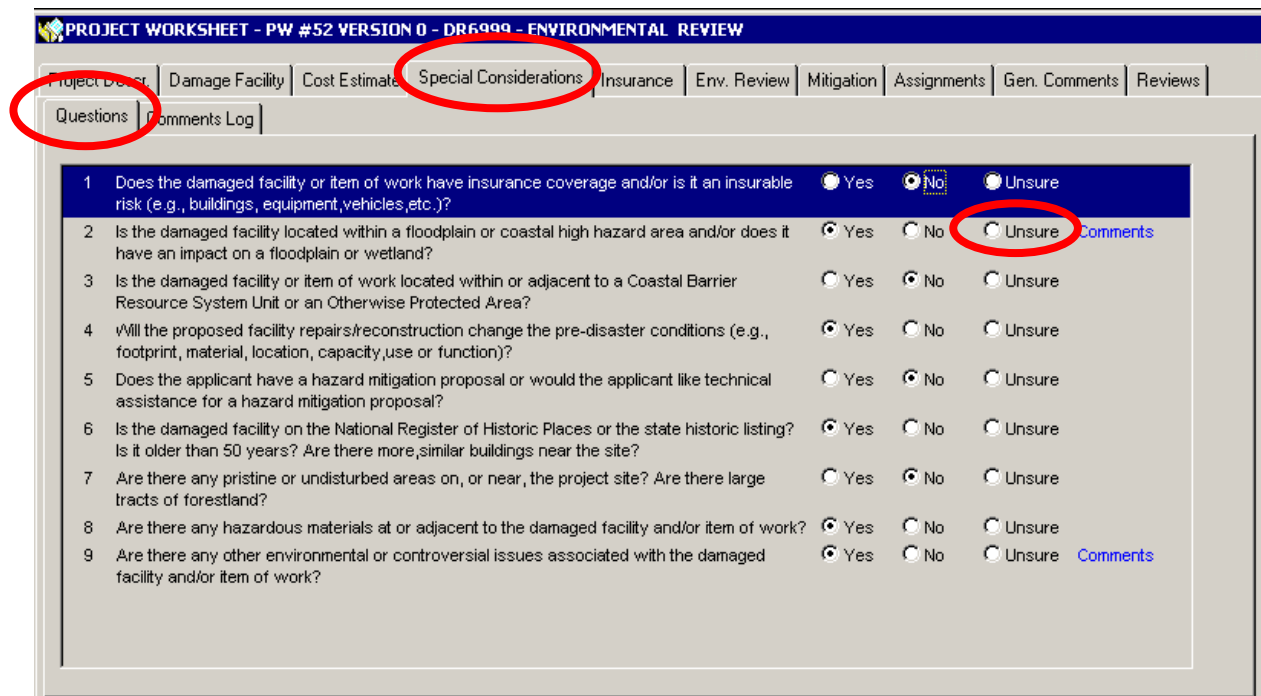
- ◆ States or Tribal governments select projects for HMGP funding based on their priorities and the State Mitigation or Multi-Hazard Mitigation Plan.
- ◆ The State or Tribal government can send applications to FEMA for entry into NEMIS or can enter them and submit the applications electronically to FEMA for review.
- ◆ All projects submitted to FEMA under HMGP will be processed through a FEMA review in NEMIS.
- ◆ As part of this process, all projects must receive environmental/historic preservation review, which is documented in NEMIS, unless FEMA withdraws or voids the applications.



### III. How Are Environmental/Historic Preservation Considerations Identified During Project Development?

#### Public Assistance—Special Considerations Questions

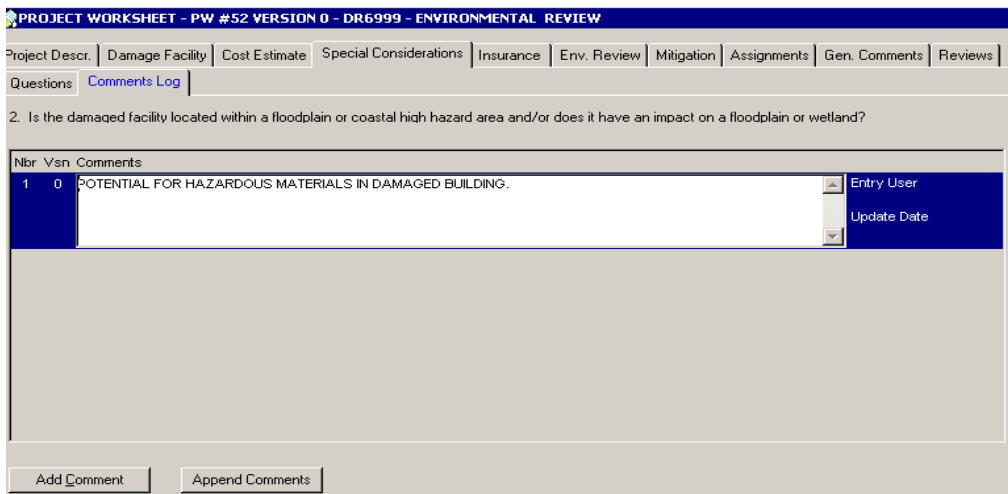
During project development, the applicant and/or the PO should raise any potential environmental/historic preservation issues by using the appropriate Special Considerations Questions Form, which is in NEMIS (Figure 1). The *Questions* tab shows which questions have comments associated with them.



**Figure 1 Questions Tab Under the Special Considerations Tab of a PW**

To access the comments, highlight the question with comments, and select the *Comments Log* tab (Figure 2). Comments shown in the *Comments Log* tab of the *Special Considerations* tab of the PW help the environmental or historic preservation reviewer understand the specific issues in order to resolve them in a timely manner.

For example, if the applicant or PO has commented on the potential for hazardous materials in the damaged building, the PAC, during review, can easily determine that the PW requires environmental review.



**Figure 2 Special Considerations Tab, Comments Log Tab of a PW**

## HMGP—Environmental Checklist

Within each project application in the Application Development section of NEMIS [Mitigation icon→HMGP→Application Development→New (for a new application) or Edit (for a previously created application)], the applicant answers a list of Standard Environmental Issues for each alternative considered for the project. The Environmental Checklist is under the *Eligibility Review* tab of Application Development. The applicant uses this section to identify any potential environmental issues he/she has identified for any of the three alternatives he/she considered for the project, or any State, Tribal, and/or Federal agency consultation that has occurred (Figure 3).

Standard Issues	State Agency Consulted	Fed Agency Consulted	Documentation Attached
Aquatic/Terrestrial Biotic Resources	In project area with no effect	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Designated Floodplain/Floodway	Not in project area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous Materials	In project area-effect unknown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Issues			
CLEAN AIR ACT	Resource/Issue Not in Project Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Figure 3 HMGP Environmental Checklist within Application Development**

## IV. How Does a Project Get Into the Appropriate Environmental Queue or Work Step for Review?

### Public Assistance

Once data entry or program staff enter a PW into NEMIS, the initial reviewer, usually the PAC, evaluates the project and determines to which queues the PW should be forwarded. As there are regional and disaster-specific differences in PAC responsibility, the PAO, in coordination with the Environmental Liaison Officer (ELO), determines whether PACs can use bypass options, and if so, on what types of projects. At some disasters, the PAC may be told that he/she should forward every PW to the Environmental queue for review and should not use the bypass boxes.

*NOTE: These are the environmental special consideration queues within NEMIS that relate to environmental/historic preservation review (Special Considerations is a term that refers to issues other than program eligibility that affect the funding of PA Projects.)*

**Environmental Queue:** This is where the Environmental Specialist reviews the PW for compliance with the National Environmental Policy Act (NEPA), and any other environmental laws and Executive Orders (EOs). The Environmental Liaison Officer (ELO) for the disaster or the Regional Environmental Officer (REO) in the regional office manages this queue. It requires completion of both environmental tabs and should be completed after the historic, mitigation and floodplain reviews are complete

**Historic Queue:** This is where the Historic Preservation Specialist reviews the PW for compliance with the National Historic Preservation Act (NHPA) and any other relevant historic preservation laws. The ELO for the disaster or the REO in the regional office manages this queue. It requires completion of NHPA law on *Laws/EOs* tab and addition of any other relevant historic preservation laws on this tab.

**Floodplain Queue:** This is where the Floodplain Specialist reviews the PW for compliance with Executive Order 11988: Floodplain Management. The PA Program manages this queue. It requires completion of the Reconnaissance/Review Report for Floodplain Management form.

**Mitigation Queue:** This is where the 406 Mitigation Specialist reviews the PW for compliance with PA's mitigation policy and requirements. The PA Program manages this queue. It requires review for technical feasibility and cost effectiveness of mitigation proposals to prevent or reduce the threat of future damage to a damaged facility (FEMA Publication 322: Public Assistance Guide, 98).

In many cases, the system automatically sends PWs to one of the environmental review queues, if the applicant and/or PO marks the answer to the question as “yes” or “unsure,” as follows:

#### Special Considerations Questions:

- ◆ If either “yes” or “unsure” is marked on the Special Considerations Questions #2 – #5 or #7 - #9 (Figure 1), the project automatically enters the Environmental queue.
- ◆ If question #2 is marked “yes” or “unsure”, the project is automatically entered into both the Floodplain and Environmental queues.
- ◆ Marking question #6 “yes” or “unsure” will automatically enter the project into the Historic queue only.
- ◆ In some disasters, the ELO (or Deputy) adds very specific information to environmental and historic questions to the list of Special Considerations Questions, which will also appear in NEMIS in coordination with the PAO. The PAC should be aware that checking “yes” or “unsure” on these added questions will not automatically enter the PW into the appropriate queues.

#### Forwarding PWs to the Environmental Queue:

- ◆ Detailed Scopes of Work (SOWs) help provide the required information to determine the appropriate queue for each project. To aid the reviewer in reaching a timely resolution of any potential issues, the applicant and/or PO should provide specific information such as: what is being replaced/repared; the type and amount of material required; and any potential environmental or historic preservation impacts (e.g., stabilize 500’ of eroded embankment of Bluewater Stream with 1,000 cubic yards of rip rap, and may disturb existing habitat).
- ◆ The system automatically enters projects into the Environmental queue if questions #2-#5 or #7-#9 are marked “yes” or “unsure.”

***NOTE:*** *If either bypass button is used, the PAC cannot forward the PW to the Environmental queue.*

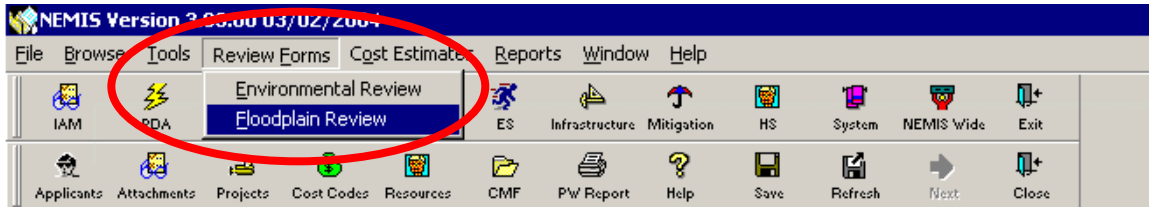
## Forwarding PWs to the Historic Queue:

- ◆ Detailed SOWs help provide the required information to determine the appropriate queue for each project. Specific information such as: the age of the structure; how the applicant proposes to repair the damage; (e.g., courthouse is 75 years old and historic façade will be replaced with in-kind materials.); and the likelihood that the project will require ground-disturbing activities, will also aid the reviewer in reaching a timely resolution of any potential issues.
- ◆ If Special Consideration Question #6 is checked “yes” or “unsure,” the project is automatically forwarded to this queue. However, the PAC should forward the PW to the Historic queue if Question #7 is checked “yes” or “unsure” because of the potential for archeological sites.

**NOTE:** *If either bypass button is used, the PAC cannot forward the PW to the Historic queue.*

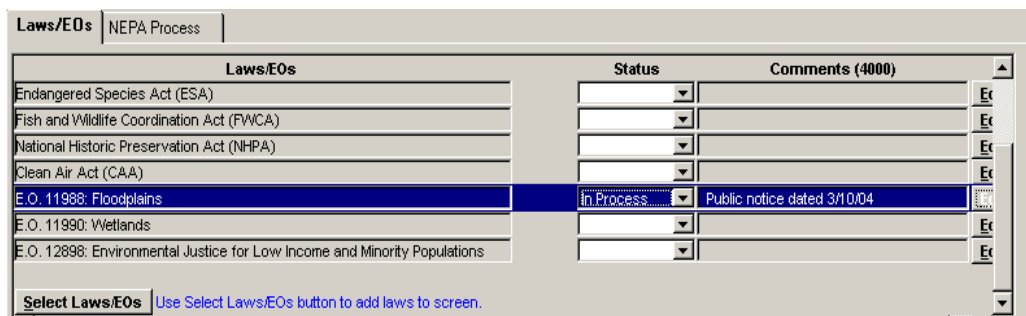
## Forwarding PWs to the Floodplain Queue:

- ◆ For complex floodplain issues such as the evaluation of alternatives, endangered species, or mitigation measures, the PAC forwards the PW to the Environmental queue for additional review.
- ◆ Managed by PA, this queue operates independently from both the Environmental and Historic queues. However, the Floodplain Specialist should maintain coordination with both Mitigation and Environmental/Historic Preservation staff to resolve all floodplain issues.
- ◆ Although use of either bypass box on the Reviews screen will bypass the Environmental and Historic queues and autofill the environmental screens, the PAC can still forward the PW to the Floodplain queue when a project is in the floodplain or has the potential to impact a floodplain.
- ◆ The floodplain reviewer must complete the Floodplain Review 8-Step Process on the Review Forms button (Figure 4) in order to forward the PW from the Floodplain queue. If the PAC does not use the bypass boxes, he/she must forward the PW to the Environmental queue for completion of the environmental screens.
- ◆ If the project is in the floodplain or has the potential to impact the floodplain, the 8-Step Process must be completed even if the project is not in the Floodplain queue.



**Figure 4 Floodplain Review Form**

- ◆ If there is a floodplain impact, the floodplain reviewer records the publication date of the disaster-wide Public Notice issued by the PA Program, or the individual Public Notice as required by 44 CFR 9.8, in the Comments (4000) line for EO 11988, on the *Laws/EOs* tab of the *Env. Review* tab (Figure 5).



**Figure 5 Required Comment for EO 11988 on Laws/EO Tab**

**NOTE:** Due to the potential environmental impact of both PA (406) Mitigation and Floodplain issues, environmental and historic preservation reviewers should not forward PWs from their queue until both PA (406) Mitigation and Floodplain reviews are complete.

**Early communication among the Floodplain, Mitigation, and Environmental/Historic Preservation reviewers is essential to ensure prompt review and processing of the PW.**

## HMGP

All mitigation projects that the Grantee enters into NEMIS and submits to FEMA must go through an environmental review as part of the review process unless FEMA withdraws or voids the project at the request of the State or Tribal Grantee. There is no ability within this module to bypass the two

environmental review work steps, *Laws/EOs* and *NEPA Process*. After the environmental reviewer completes the work steps for the *Laws/EOs* and *NEPA Process*, the Environmental Officer (ENVOF) work step serves as the final Environmental approval.

**NOTE:** *A reviewer cannot STATEX an HMGP project. The minimum level of NEPA documentation for Mitigation projects is CATEX (Figure 6).*



**Figure 6** *HMGP STATEX Warning*

## **V. Where is a Project Reviewed?**

### **Public Assistance**

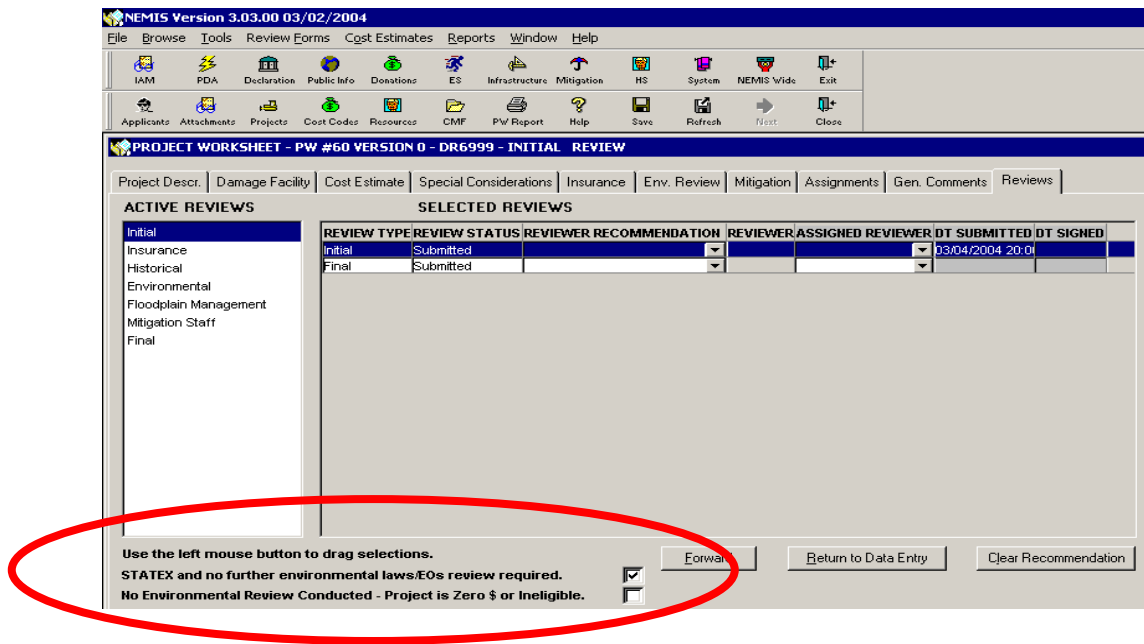
A PAC can forward a PW with environmental/historic preservation issues to multiple queues for review, as discussed in Section IV. Within these queues, the various specialists document their review of the PW. This document discusses only the documentation of PWs that enter the Environmental, Historic, and Floodplain queues.

There are two bypass boxes the PAC can check when no review of environmental laws or executive orders beyond the Special Considerations questions is required (Figure 7).

- ◆ For each PW where no additional environmental or historic preservation review is required, (e.g., emergency workers' overtime) the PAC may have the option of checking the box that indicates the project is a "STATEX and no further environmental laws/EOs review required" on the *Reviews* tab. As there are regional and disaster-specific differences in PAC responsibility related to environmental/historic preservation review, the PAO in coordination with the ELO will determine whether PACs can use bypass options, and if so, on what types of projects.

- ◆ A second check box on the Reviews screen “No Environmental Review Conducted – Project is Zero \$ or Ineligible” allows the PAC to again bypass the Environmental and Historic queues when appropriate.

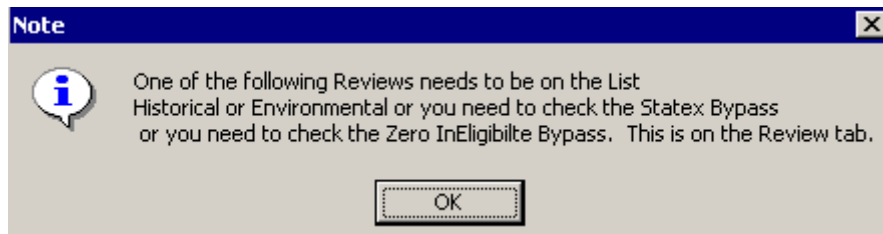
**NOTE:** *The PAC will not be able to use these bypass buttons and then send the project to the Environmental or Historic queues. However, the project can be sent to the Floodplain queue. If a project is \$0, the PAC must select the zero dollar button. The zero dollar button indicates that no environmental review has been undertaken. If there is a change in project status, the PAC must forward the project into the appropriate queue or select the STATEX bypass button. The STATEX bypass button is not used for a zero dollar or ineligible PW. Any existing environmental comment in a queue would become blank upon selection of this button. However, deselecting this button would return the information to the queue.*



**Figure 7 Bypass Boxes on Reviews Tab on a PW**

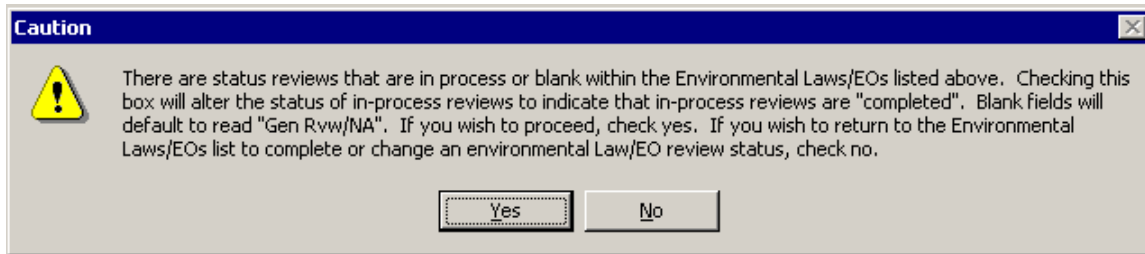
- ◆ The PAC must use one of the bypass boxes or send the project to the Environmental or Historic queue for completion of environmental and/or historic preservation review. A warning screen will appear if the PAC has not checked either a bypass box or forwarded the project to the Environmental or Historic queue (Figure 8).





**Figure 8 Warning on Review Tab to Use Either Bypass Box or Forward to Environmental or Historic queue**

- ◆ Once the PAC checks a STATEX box, a warning explains that the system will autofill General Review Not Applicable, “GenRvw/NA,” into the “Status” column of the *Laws/EOs* tab (Figure 9).



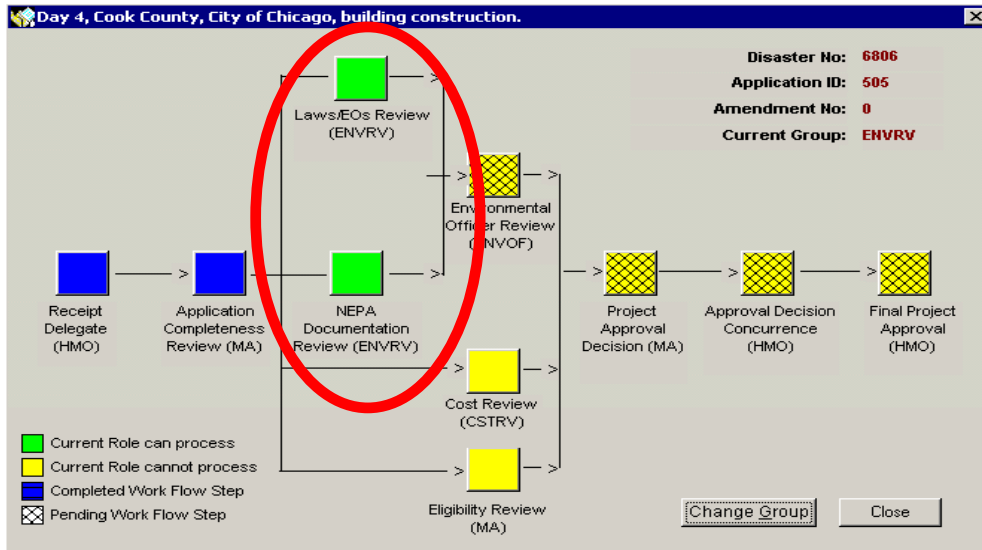
**Figure 9 Warning When PAC checks STATEX Box**

- ◆ NEMIS will automatically record the user and the date the user selected the STATEX bypass box. NEMIS will also autofill the *NEPA Process* tab with “NEPA STATEX.”
- ◆ Any new version of the PW will require re-evaluation by the PAC to either bypass the Environmental and Historic queues or place the PW into the appropriate queue(s). All data will copy forward on new versions.

## HMGP

Either the State or FEMA enters an HMGP project into NEMIS and submits it to FEMA for eligibility review in Eligibility Determination. FEMA must process the project through the Eligibility Determination review workflow (Figure 10) [**Mitigation icon**→**HMGP**→**Eligibility Determination**→**In Process (to review an application) or View All (for previously created and reviewed applications)**]. Each workflow step requires a specific role to complete that area of review for the project.

Once FEMA or the State enters an HMGP project into NEMIS, the system processes it through the “Receipt and Delegate” (HMO role) and the “Application Completeness Review” (MA role) workflow steps. Once these two workflow steps are complete, the environmental reviewer can begin the environmental review process, starting with the Laws/EOs Review and NEPA Documentation Review workflow steps.



**Figure 10 Mitigation Eligibility Determination Workflow Map**

Once the environmental work packets are completed, the project is forwarded to the “Environmental Officer Review” workflow step.

In the Mitigation module, users can add comments pertaining to the various laws, EOs, and NEPA level of documentation even after the current Amendment for a project has been approved through the Eligibility Determination work flow by going into Application Development.

## VI. How Do the Environmental/Historic Preservation Specialists Process Projects Through the Environmental Tabs in NEMIS?

This section describes the roles needed to process projects and details the process for both PA and HMGP.

### Roles Needed to Process Projects

This section describes the required roles and how to record completion of review on the two environmental tabs in NEMIS. Table 1, “Roles and Responsibilities” is a reference on who manages and supervises assigned queues.

**Table 1 Roles and Responsibilities**

TITLE	NEMIS ROLE	RESPONSIBILITY (PARTIAL LIST)
<b>PUBLIC ASSISTANCE</b>		
<b>Public Assistance Resource Coordinator (RC)</b>	Resource Coordinator (RC)	Assigns reviewers to specific queues
<b>Public Assistance Coordinator (PAC)</b>	Public Assistance Coordinator (PAC)	Determines eligibility of Project
		Responsible for Special Consideration issues
		Determines routing of PW in NEMIS
		Determines if the STATEX bypass applies
<b>Project Officer (PO)</b>	Project Officer (PO)	Works directly with Applicants to write projects
		Identifies Special Consideration issues with applicant & State counterpart
<b>State Public Assistance Coordinator</b>	State DSR Reviewer	Determines eligibility of Project with FEMA counterpart
		Determines Special Consideration issues
<b>State Project Officer</b>	State DSR Reviewer	Works directly with Applicants to write projects
		Identifies Special Consideration issues with applicant & FEMA counterpart

<b>TITLE</b>	<b>NEMIS ROLE</b>	<b>RESPONSIBILITY (PARTIAL LIST)</b>
<b>Regional Environmental Officer (REO)</b>	Environmental Liaison Officer (ELO)	Delegates authority to Deputy Environmental Liaison Officer
		Manages and facilitates regional compliance issues
<b>Environmental Liaison Officer (ELO)</b>	Environmental Liaison Officer (ELO)	Delegates authority for disaster-specific assignments
		Manages and facilitates regional compliance issues
<b>Deputy Environmental Liaison Officer (DELO)</b>	Environmental Liaison Officer (ELO)	Manages Environmental and Historic queues for specific disaster
		Delegates project review to environmental or historic preservation specialist
<b>Special Considerations Liaison (SCL)</b>	Special Considerations Liaison (SCL)	Performs specialized reviews
		Works with DELO to manage assigned Special Considerations queues, i.e., historic, environmental, floodplain
<b>Environmental Reviewer</b>	Special Considerations Liaison (SCL)	Performs specialized reviews
		Manages assigned Environmental queues in coordination with the DELO
<b>Historic Preservation Reviewer</b>	Special Considerations Liaison (SCL)	Performs specialized reviews
		Manages assigned Historic queues in coordination with the DELO
<b>Floodplain Reviewer</b>	Special Considerations Liaison (SCL)	Performs specialized reviews
		Manages assigned Floodplain queues Completes Floodplain Reconnaissance Review/ Form
<b>Technical Specialist</b>	Technical Specialist	Performs specialized reviews
		Manages assigned queues, i.e., historic, environmental, floodplain in coordination with the DELO

<b>TITLE</b>	<b>NEMIS ROLE</b>	<b>RESPONSIBILITY (PARTIAL LIST)</b>
<b>HMGP</b>		
<b>Environmental Reviewer (ENVRV)</b>	MT - Environmental Reviewer	Processes HMGP projects through the Laws/EOs review work step Processes HMGP projects through the NEPA Documentation Review work step
<b>Environmental Officer (ENVOF)</b>	MT - Environmental Officer	Processes HMGP projects through the Environmental Officer Review work step Delegates authority to the Environmental Reviewer
<b>Mitigation Analyst (MA)</b>	Mitigation Analyst	Processes HMGP projects through the Application Completeness Review work step Processes HMGP projects through the Eligibility Review work step Processes HMGP projects through the Project Approval Decision work step
<b>Hazard Mitigation Officer (HMO)</b>	Hazard Mitigation Officer	Processes HMGP projects through the Receipt and Delegate work step Processes HMGP projects through the Approval Decision Concurrence work step Processes HMGP projects through the Final Project approval work step Enters monitoring complete date for environmental conditions in Project Management

## **Public Assistance**

In order to process a project through NEMIS in PA, the Resource Coordinator must assign certain roles, rights, and reviews to the user. For instance, the PAC must have rights as a PAC for the disaster, rights to obligate a project, and access to the specific review queues within PA. Having rights as a Special Considerations Liaison allows an individual to be an Environmental Specialist, Historic Preservation Specialist, and/or Floodplain Specialist. Under each of these roles, the reviewer can be granted rights to access a PW, and access to the

specific review queues within PA, as assigned. Having the proper role, rights, and review queues allows the user to properly process a project. For more information on obtaining review rights to individual PA Special Considerations queues, please refer to the Infrastructure Support User Manual and Procedures Guide (<http://nemis.fema.net>, Infrastructure Support User Manual and Procedures Guide, Chapter 2, Staff Information, Task 7).

## HMGP

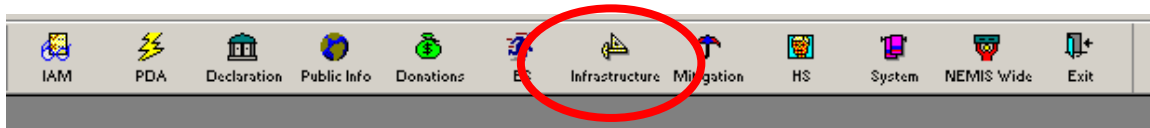
In order to process a project through the environmental workflow steps in HMGP, a reviewer must be given certain roles or rights in NEMIS. For the Environmental review workflow steps of Laws/EOs and NEPA Documentation, a reviewer needs the Environmental Reviewer (ENVRV) role. For the Environmental Officer review, a reviewer needs the Environmental Officer (ENVOF) role. Having this role allows a reviewer to enter information into the environmental tabs/work packets and forward the project to the last environmental screen. The user must have the ENVOF role to process the final screen. Having the proper role, rights, and review queues allows the user to properly process a project.

## Selecting a Project for Review

### Public Assistance

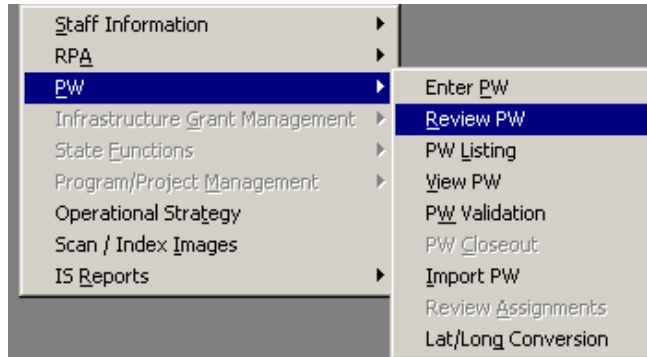
This section directs the user to a step-by-step process for selecting a project for review in one of the environmental queues. The Infrastructure Support User Manual & Procedures Guide will walk PA users through the process of selecting a project for review in more detail than what is provided in this document. This guide is available online at (<http://nemis.fema.net/>). Click on the Reference Library link on the left side of the screen. Under the Training Information block, select the Materials link. This will open a screen “NEMIS Job Aids.” Select Infrastructure Support User Manual, chapter 4, section B, task 3-B for step-by-step instructions.

To access the *Environmental* Tab of a PW from the NEMIS Main Menu, click on the Infrastructure icon (Figure 11).



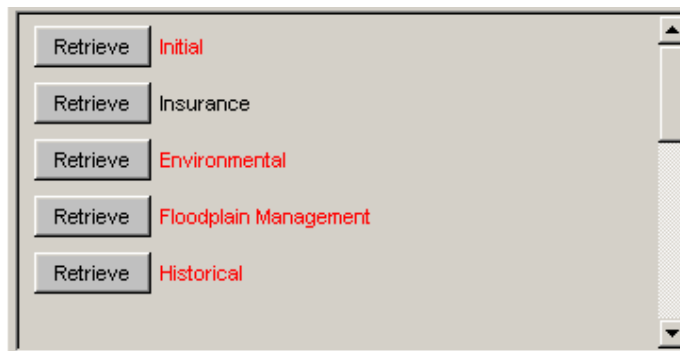
**Figure 11 NEMIS Main Menu**

Select PW → Review PW as shown in Figure 12.



**Figure 12 Menu Option When Selecting "Review PW"**

Click on the "Retrieve" button to see the PWs in the selected Review queue (Figure 13).



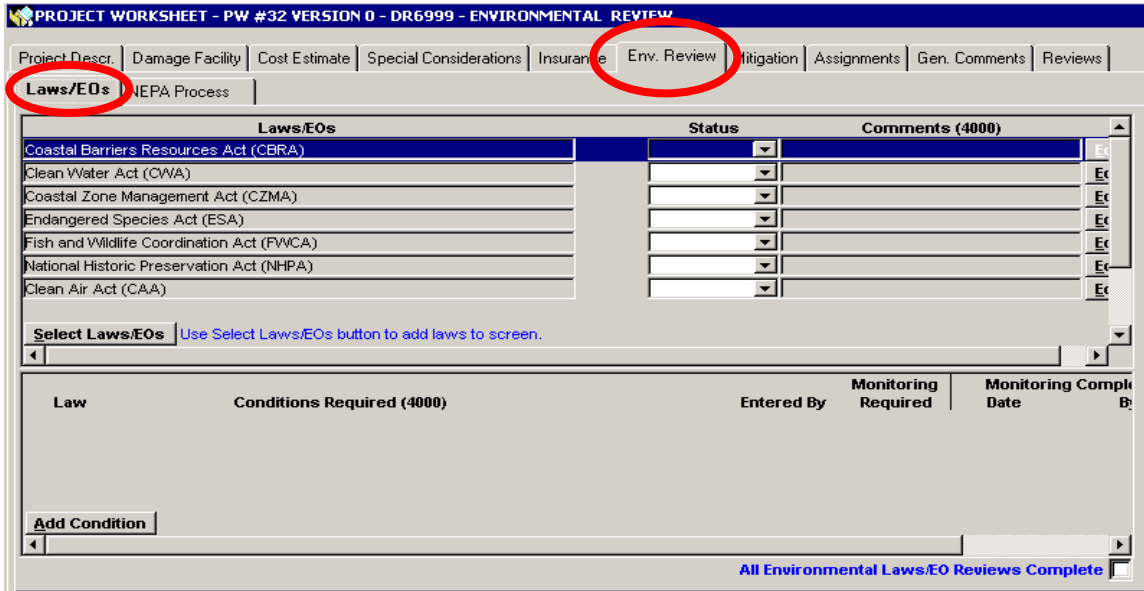
**Figure 13 Different Review Queues for a Disaster**

Once the user has selected "Retrieve," a listing of PWs to be reviewed within that queue will appear (Figure 14).

PW REVIEW - DISASTER #6999 - ENVIRONMENTAL REVIEW - 54 PWs IN QUEUE								
PW	VSN	APPLICANT ID	APPLICANT NAME	REVIEWER RECOMMENDATION	ELIG AMT	ELIG	INF	CAT
59	0	027-77625-00	TROY (TOWN OF)		\$0.00	Y	N	C
58	0	027-04090-00	BELMONT		\$0.00	Y	N	C
54	0	027-75000-00	SUMMERS		\$17,154.00	Y	N	B
53	0	027-75000-00	SUMMERS		\$24,625.00	Y	N	A
52	0	027-75000-00	SUMMERS		\$76,830.00	Y	N	C
51	0	027-75000-00	SUMMERS		\$24,375.00	Y	N	B
50	1	027-75000-00	SUMMERS		\$3,945.00	Y	N	A
49	0	027-77625-00	TROY (TOWN OF)		\$9,225.00	Y	N	B
48	0	027-46475-00	MONROE (TOWN OF)		\$18,275.00	Y	N	B

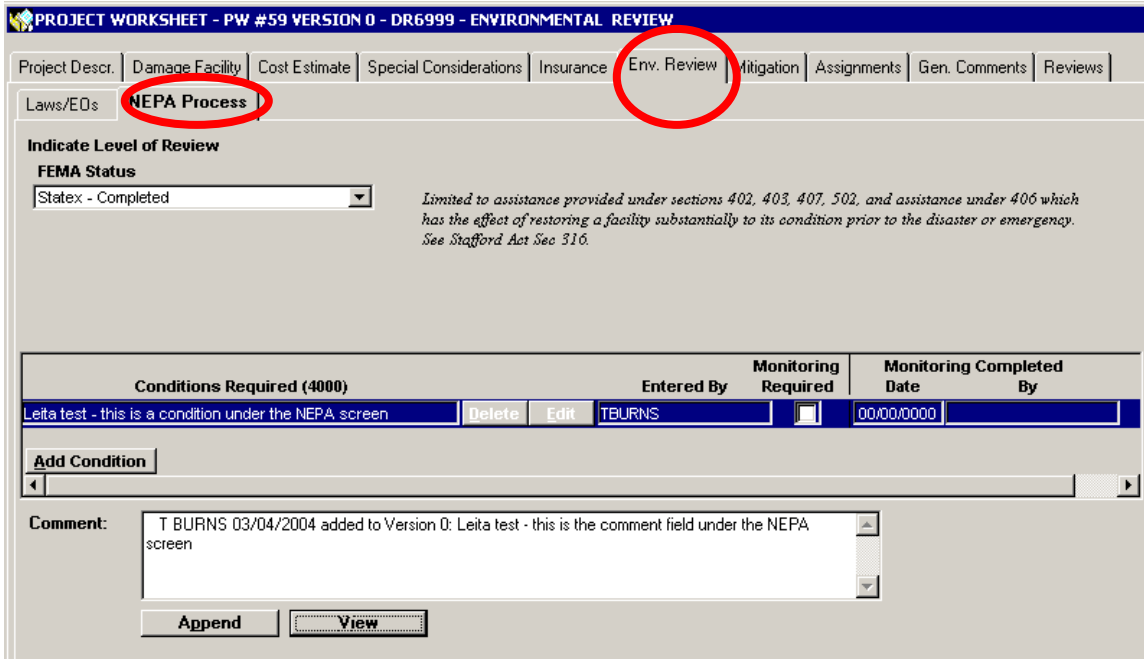
**Figure 14 Listing of PWs to be Reviewed in the Environmental Review Queue**

Highlight the PW to be reviewed and double click on the highlighted line. The PW will open. Click on the *Env. Review* tab (Figure 15).



**Figure 15** *Laws/EOs* tab under the *Environmental Review* of a PW

Click on the *NEPA Process* tab (Figure 16).



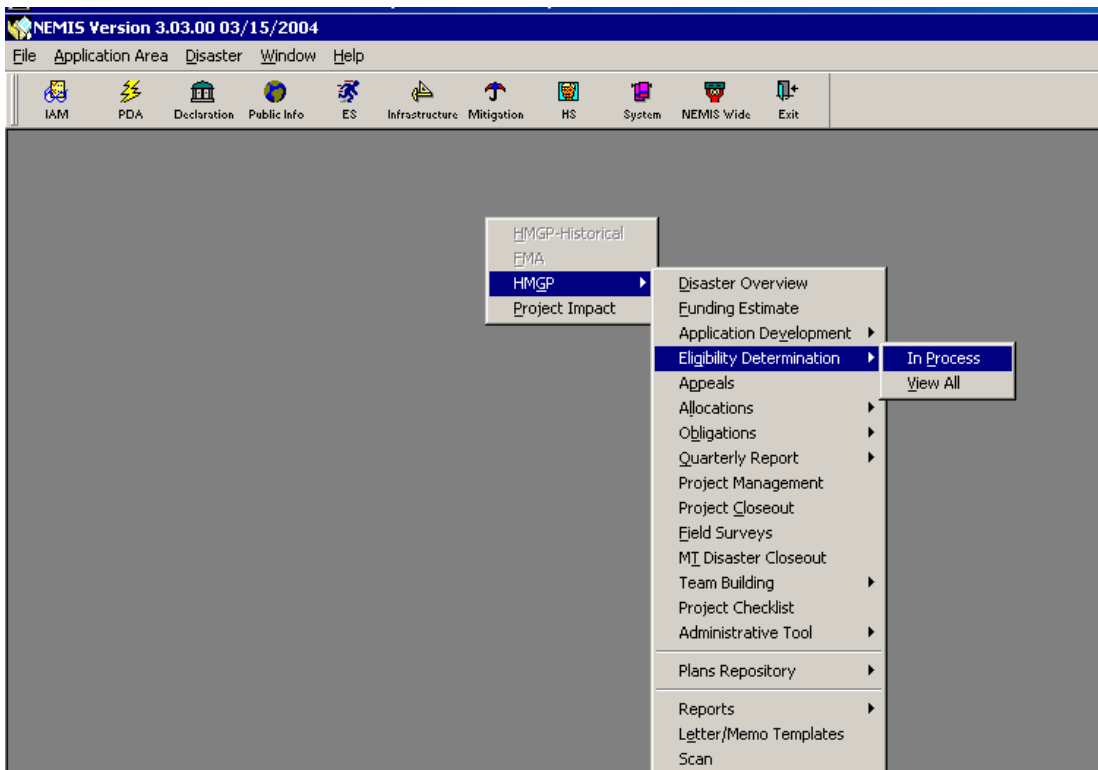
**Figure 16** *NEPA Process* Tab under the *Environmental Review* tab of a PW



## HMGP

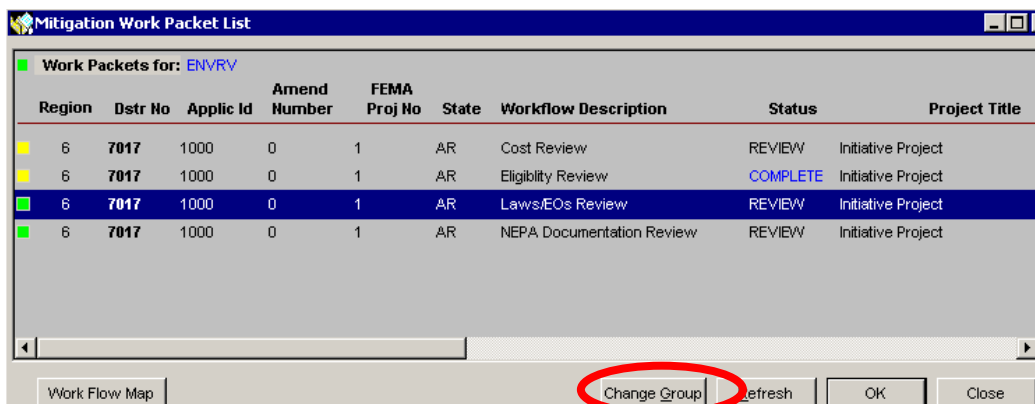
This section directs the user to a step-by-step process for selecting a project for environmental/historic preservation review. The Manual & Procedures Guide will walk HMGP users through the process in more detail than what is provided in this guidance document. This guide is available online (<http://nemis.fema.net/>). Click on the Reference Library link on the left side of the screen. Under the Training Information block, select the Materials link. From there, click on Mitigation→HMGP Job Aids. Open the Eligibility Determination section, Chapter 11, for step-by-step instructions.

To select a project for review in the Mitigation module, a reviewer must first select a project in Eligibility Determination [**Mitigation icon→HMGP→Eligibility Determination→In Process (to review an application)**] (Figure 17).



**Figure 17 Getting into the HMGP Eligibility Determination In Process Section**

The project must have a work packet with a workflow description of Laws/EOs Review or NEPA Documentation Review (Figure 18). The reviewer must have and be in the ENVRV role to complete these work steps. To select and complete the ENVOF work step, the reviewer must have and be in the ENVOF role.



**Figure 18** *Selecting a Project to Review in Eligibility Determination*

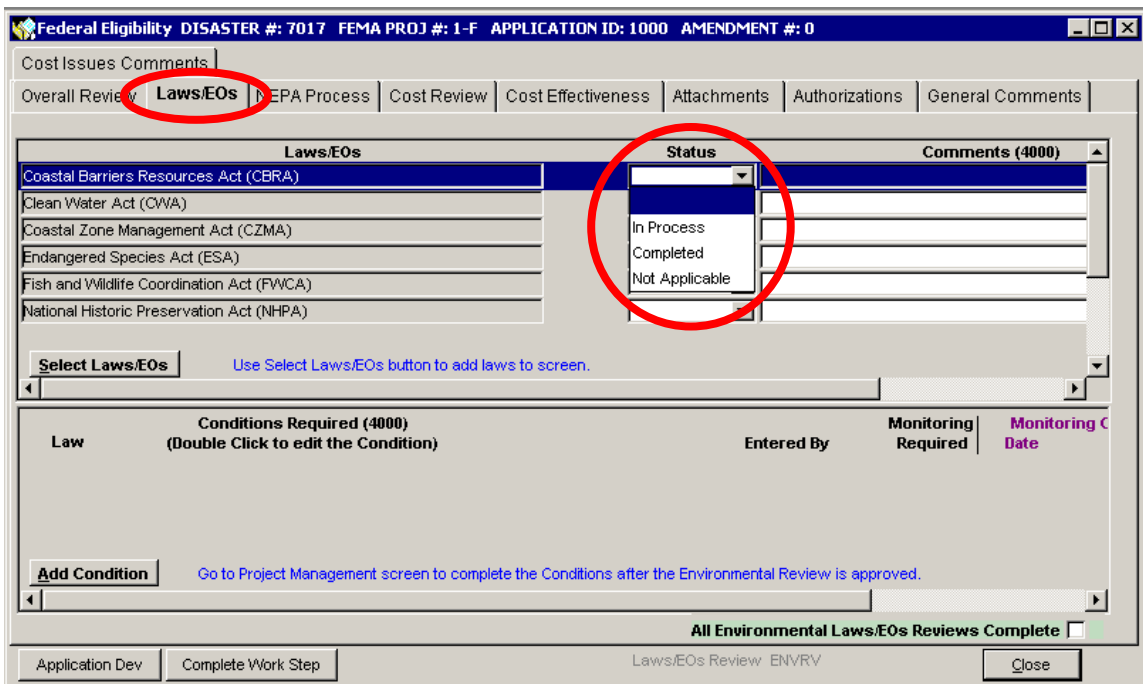
To get into the ENVRV or ENVOF roles so a project is selectable, a reviewer must click on the “Change Group” button on the Mitigation Work Packet List screen (Figure 18). Select the appropriate role needed to select a project for review and click the “Refresh” button so that the work step has a green box on the left, indicating availability.

## **Recording Review Under the *Laws/EOs* Tab**

### ***Public Assistance and HMGP***

Completion of both environmental tabs is required for any projects that are in the Environmental queue in PA and for all projects in HMGP. The environmental tabs are the same for both modules. The specialist documents project review on the environmental screens by recording the current status of compliance with relevant laws and EOs; recording analysis required for compliance and how resolutions were achieved in the “Comments” fields, demonstrating the applicable level of environmental or historic review; and inserting appropriate conditions of approval directly related to the applicable laws in the “Conditions Required” field on both screens.

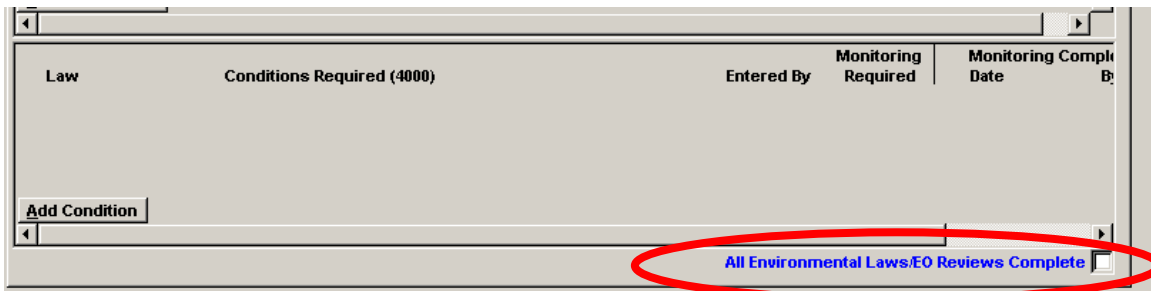
- ◆ Seven laws and three EOs are hard-coded on the *Laws/EOs* tab (scroll down for complete list) (Figure 19).
- ◆ A drop-down menu shows the “Status” of each law/EO.



**Figure 19 Status Box Within Laws/EOs tab**

Under the “Status” heading in the *Laws/EOs* tab, the specialist evaluates the applicability of each law to the project. One of four status categories can be chosen for each law, as follows:

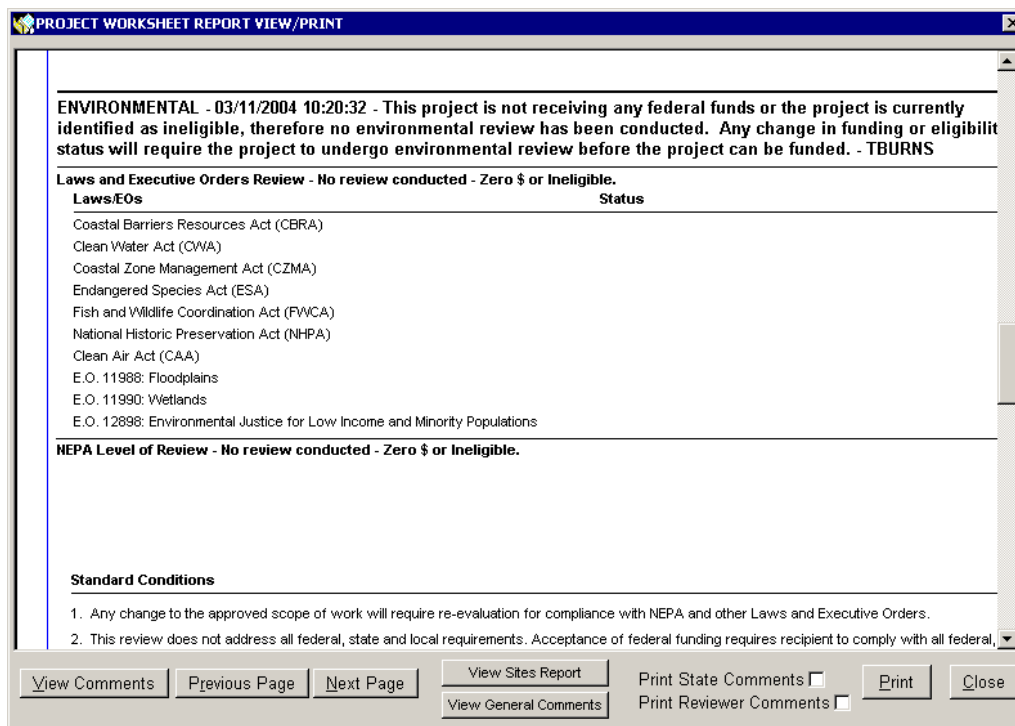
- ◆ **GenRevw/NA** – This code, used in PA only, signifies that the PAC resolved environmental/historic preservation review through initial review by bypassing the Environmental or Historic queues.
  - Use of this code indicates that the PAC reviewed this project and selected the “STATEX and no additional environmental review required” button on the PA Initial Review screen. This status autofills in these instances.
  - Use of this code indicates that the “All Environmental Laws/EOs Reviews Complete” box has been checked and the status of a particular law or EO was left blank by the reviewer (Figure 20). This status autofills in these instances.



**Figure 20** Bottom of Laws/EOs tab showing "All Environmental Laws/EO Reviews Complete" box

**NOTE:** In PA, use of the zero dollar/ineligible bypass box will not autofill the status option on the Laws/EOs tab. When the PAC uses the zero dollar/ineligible option, a comment will autofill in the Environmental area as shown on the PW Report (Figure 21).

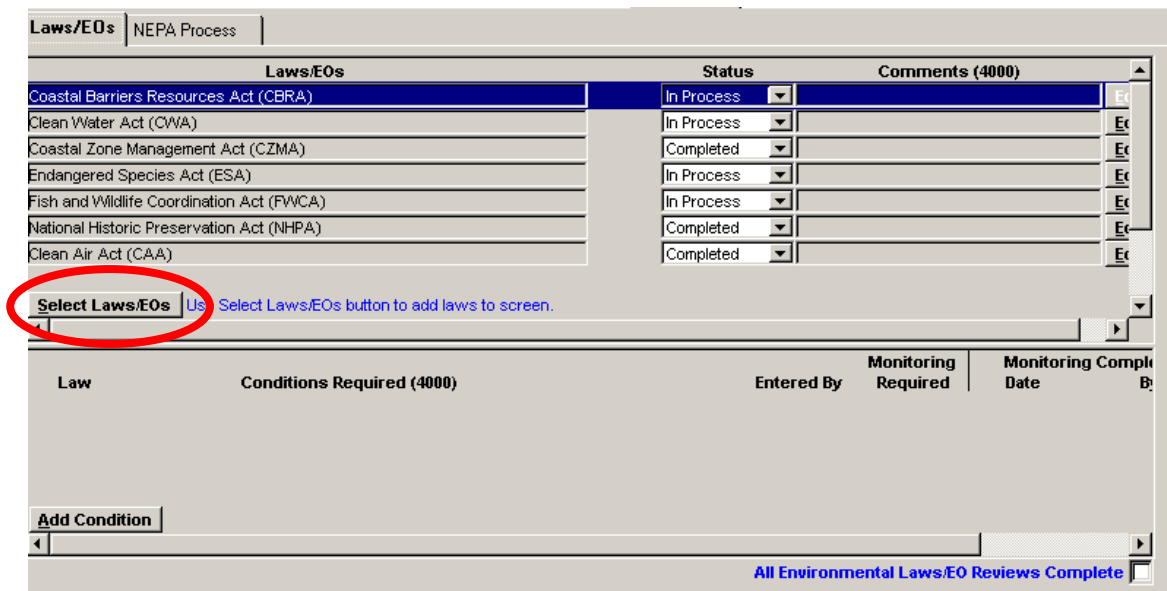
**NOTE:** See APPENDIX A: Reports for more information.



**Figure 21** Project Worksheet Report Showing Environmental Comment When Zero Dollar/Ineligible Bypass Box is Checked

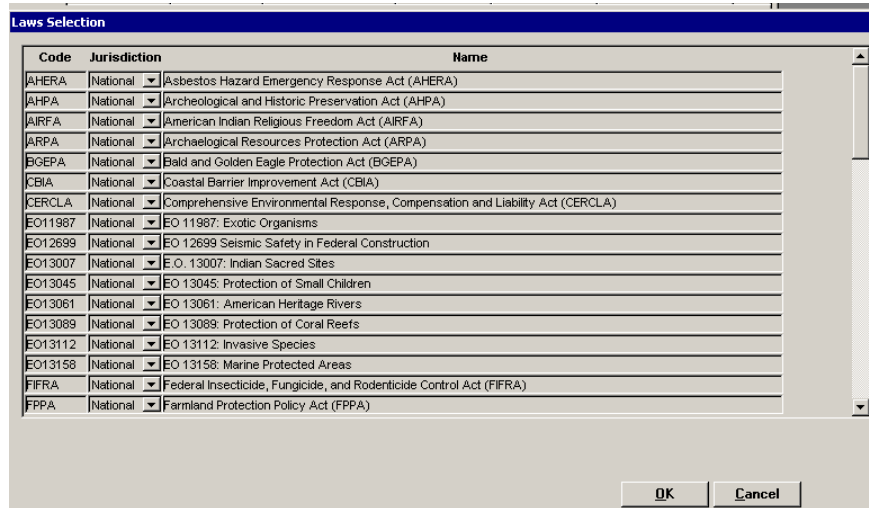
- ◆ **NA** – This code signifies that review of this law/EO was not applicable for this project. This status indicates that the reviewer does not need to consider this law or EO for the review of this project (e.g., if the project is in a landlocked area, the Coastal Zone Management Act does not apply). NA does not mean No Affect (Effect).
- ◆ **In Process** – Used to identify that the detailed review steps are applicable and the reviewer is taking action to complete the review required by the appropriate law/EO. Reviewers cannot forward the PW from the Environmental/Historic queue in PA or the HMGP project from the Laws/EOs Review work packet in HMGP while any law or EO status is “In Process”.
- ◆ **Completed** – This code signifies resolution of the detailed review process. The reviewer has determined, in consultation with the appropriate resource agency, that the proposed project application is in compliance with that law/EO which was previously “In Process” if all conditions are met. Any laws or EOs that are “In Process” will update to “Complete” once the reviewer checks the “All Environmental Laws/EOs Reviews Complete” button.

The reviewer can add laws/EOs other than those listed in standard environmental review from the “Select Laws/EOs” button on the *Laws/EOs* tab (Figure 22).



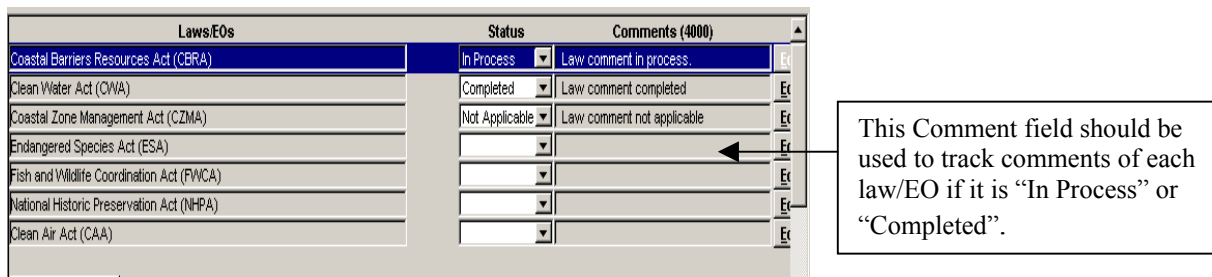
**Figure 22 "Select Laws/EOs" button on Laws/EOs tab**

A window appears showing additional laws and EOs (Figure 23). Once added, the reviewer must update the status of these laws/EOs and include appropriate comments. If conditions apply, the reviewer must also document the conditions for each added law. The user can select a generic law if the specific law is not included on the list. If the reviewer adds one of these generic laws, indicate the specific law in the Comments field.



**Figure 23 Additional Laws and Executive Orders**

Use the Comment field to track comments of each law/EO if it is “In Process” or “Completed.” This Comment field is limited to 4,000 characters and prints out on most environmental reports. See the report section beginning on page 49 for specific reports that include this information. Reviewers cannot forward the PW or HMGP project from the Environmental queue in PA or the Laws/EOs Review work step in HMGP while any law or EO status is “In Process” (Figure 24).

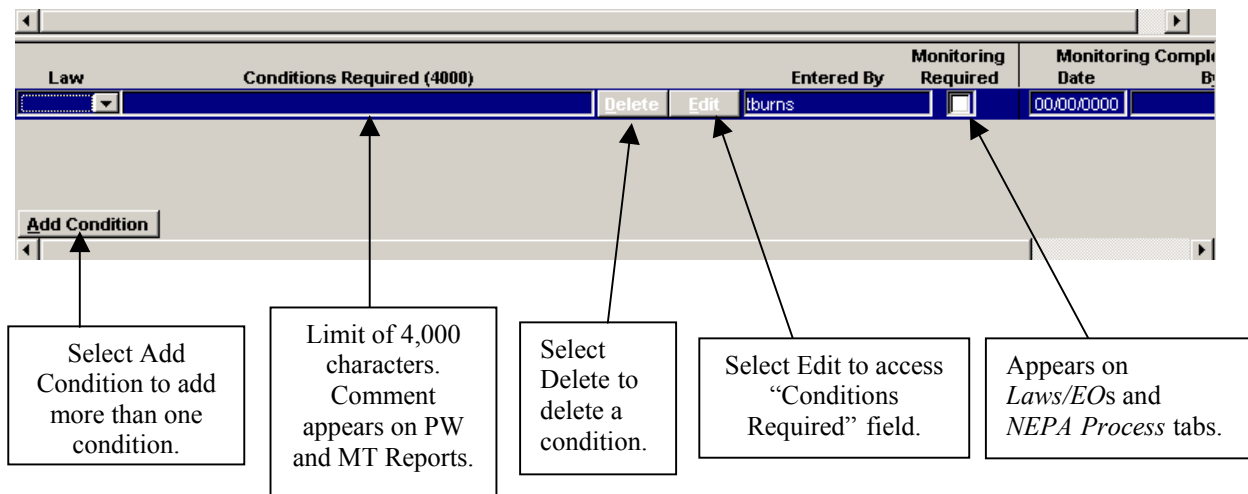


**Figure 24 Comments Field of Laws/EOs tab**

If a disaster-wide environmental compliance document (e.g., Programmatic Agreement) pertains to a specific project, the reviewer must put a comment in

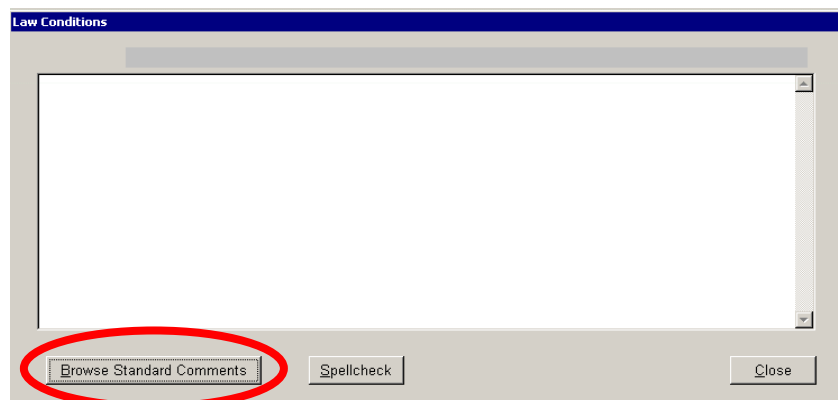
the “Comments” field of the *Laws/EOs* tab and/or the *NEPA Process* tab for the applicable law, EO, or level of NEPA documentation. The comment must include the date of execution and title of the appropriate agreement(s).

If specific conditions apply to a project under a specific law or EO, the reviewer must document them in NEMIS. To list a condition for a specific law/EO, use the “Add Condition” button (Figure 25). Once the reviewer enters the condition, he/she may access the field either by using the “Edit” button or by double clicking on the highlighted conditions line.



**Figure 25** *Conditions Field of Laws/EOs and NEPA Process Tabs*

- ◆ The user has the option to click the “Browse Standard Comments” button from the Conditions Required field (Figure 26) to access a list of Standard Comments (Figure 27) or use the copy and paste function.



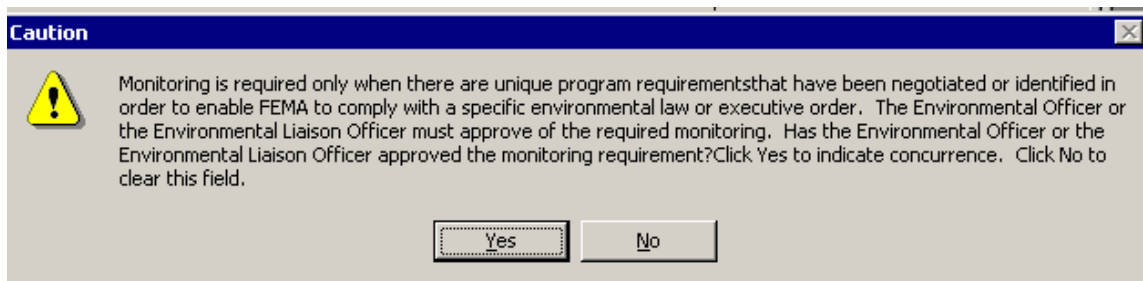
**Figure 26** *“Browse Standard Comments” Button*

LEVEL	COMMENT #	COMMENT SUMMARY	
State	1	Project Voided	This project is voided.
State	2	Immediate Needs Funding	This project represents Immediate Needs Funding (INF) calcu
National	3	Volunteer Services	The applicant will receive credit for volunteer services wher
State	4	Permits	Federal funding is contingent upon acquiring all necessary f
National	5	Improved Project	Improved project is approved. Federal funding is limited to th
National	6	PNP Eligibility	Referred to Public Assistance Officer for Private Non Profit
National	7	PNP Denied	Request for Private Non Profit eligibility has been reviewed s
National	8	PNP Facility Not Eligible	Private Non Profit facility is not an eligible facility for this decl
State	9	Pre-existing Condition	This project is not eligible for federal assistance. Damages
National	10	Ineligible FHWA	This project is not eligible. Damages are on a Federal Aid Sy
National	11	Denied, Flood Control	This project is not eligible pursuant to 44 CFR, 206.226(a). C
National	12	Appeal	Project is being appealed. The applicant does not concur wi
National	13	TEST	THIS IS A TEST OF SCR 74

Doubleclick to select.

**Figure 27 Standard Comments Options**

- ◆ The user name autofills based on the login name.
- ◆ The user should check the “Monitoring Required” box when a condition requires FEMA to follow up on the completion or take specific action. Once the reviewer checks the “Monitoring Required” box, a warning screen prompts the reviewer to verify the REO’s concurrence with the monitoring requirement (Figure 28). Sources of conditions that require monitoring can include agreements, consultation letters, permits, etc.



**Figure 28 Warning for Monitoring Required**

The reviewer must check the “All Environmental Laws/EOs Reviews Complete” box when all of the detailed reviews of the laws and EOs are complete (Figure 29). The reviewer can also uncheck the box if the reviewer needs to enter more information.



Laws/EOs	Status	Comments (4000)
Coastal Barriers Resources Act (CBRA)		
Clean Water Act (CWA)		
Coastal Zone Management Act (CZMA)		
Endangered Species Act (ESA)		
Fish and Wildlife Coordination Act (FWCA)		
National Historic Preservation Act (NHPA)		

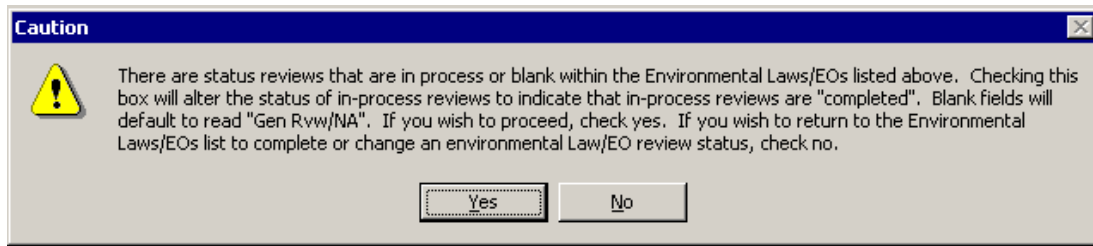
Select Laws/EOs Use Select Laws/EOs button to add laws to screen.

Law	Conditions Required (4000) (Double Click to edit the Condition)	Entered By	Monitoring Required	Monitoring Date
Add Condition Go to Project Management screen to complete the Conditions after the Environmental Review is approved.				

All Environmental Laws/EOs Reviews Complete

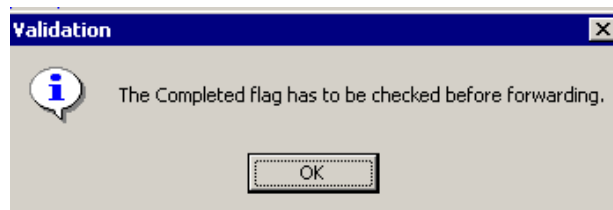
**Figure 29 "All Environmental Laws/EOs Reviews Complete" Box**

When the reviewer checks the "All Environmental Laws/EOs Reviews Complete" box, a warning appears if there are laws or EOs that have a status of "In Process" or have been left blank. This is the same warning that prompts the reviewer to complete the status reviews of the laws and EOs when a PAC checks the "STATEX bypass" box (Figure 30). This warning indicates that the system will automatically change the status to, "GenRvw/NA" if the reviewer proceeds to check the "All Environmental Laws/EOs Complete" box.



**Figure 30 Warning of Status Default**

When the reviewer attempts to complete this tab either in PA or HMGP without checking the "All Environmental Laws/EOs Reviews Complete," a warning appears prompting the reviewer to check the box (Figure 31).



**Figure 31 Warning for "All Environmental Laws/EOs Complete" Box**

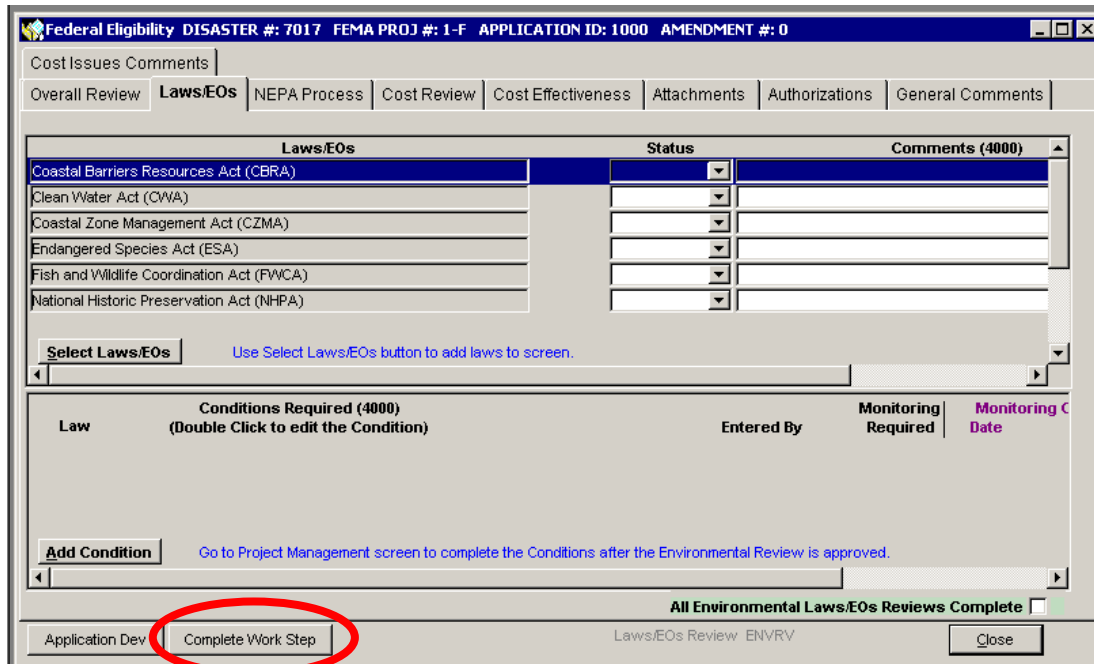
# Completing Review Under the *Laws/EOs* Tab

## Public Assistance

In PA, once the reviewer enters information onto the *Laws/EOs* tab and checks the “All Environmental Laws/EOs Reviews Complete” box, the *NEPA Process* tab must be completed before a reviewer can forward a project to the Final Review queue.

## HMGP

In HMGP, once a reviewer enters information onto the *Laws/EOs* tab and checks the “All Environmental Laws/EOs Reviews Complete” box, he/she can then complete the Laws/EOs Review work step in Mitigation by clicking on the “Complete Work Step” button (Figure 32).

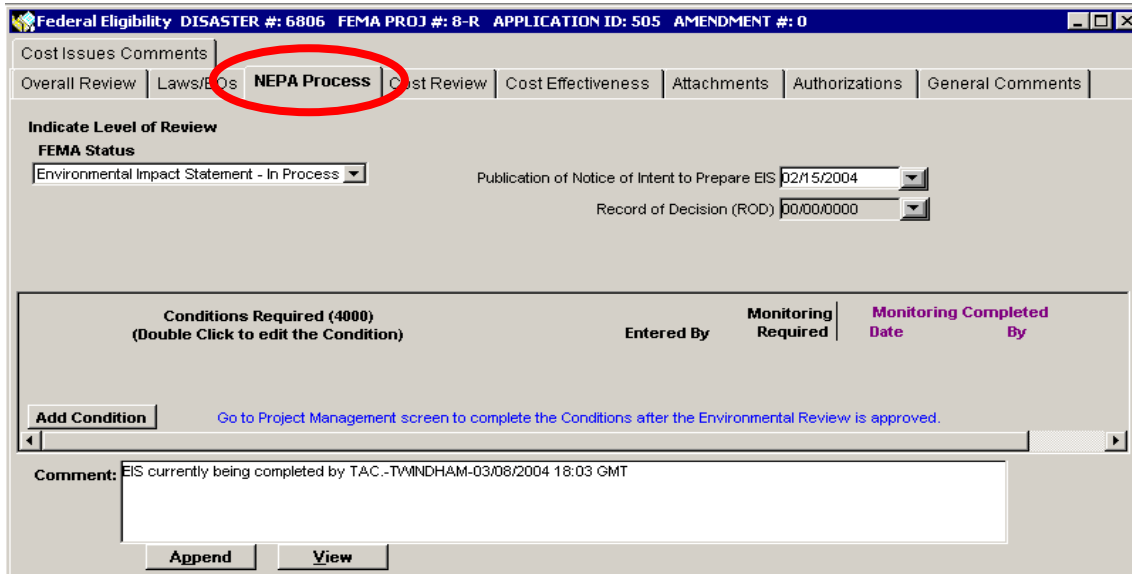


**Figure 32** *Completing the Laws/EOs Review Work Step in HMGP*

## Recording Review Under the *NEPA Process* Tab

### Public Assistance and HMGP

The reviewer should use the *NEPA Process* tab to document the level of NEPA review for a project and the applicable dates in the review process (Figure 33).

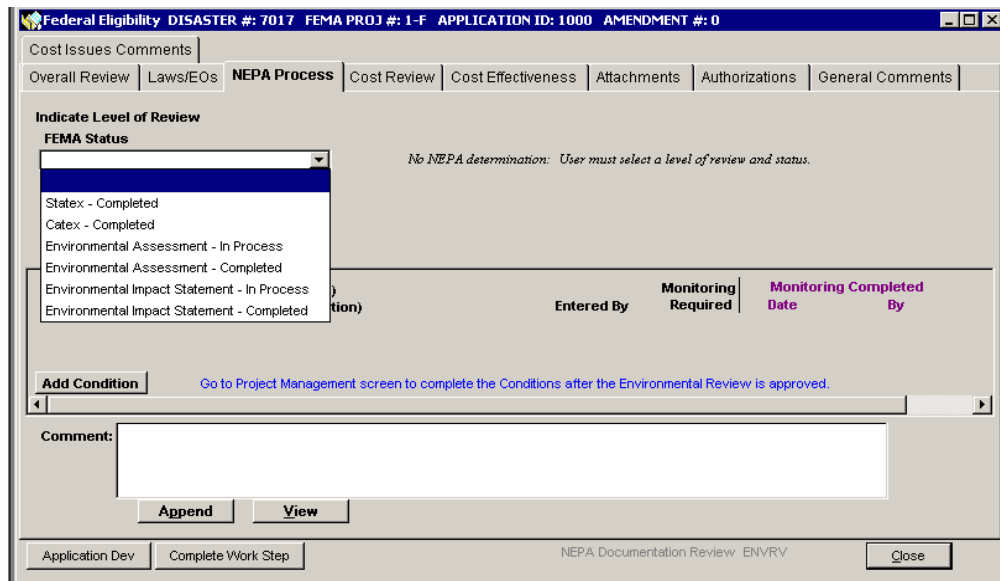


The screenshot shows a web application window titled "Federal Eligibility DISASTER #: 6806 FEMA PROJ #: 8-R APPLICATION ID: 505 AMENDMENT #: 0". The "NEPA Process" tab is selected and highlighted with a red circle. Below the tabs, the "Indicate Level of Review" section contains a dropdown menu for "FEMA Status" set to "Environmental Impact Statement - In Process", a date field for "Publication of Notice of Intent to Prepare EIS" set to "02/15/2004", and a date field for "Record of Decision (ROD)" set to "00/00/0000". Below this is a table for "Conditions Required (4000)" with columns for "Entered By", "Monitoring Required", and "Monitoring Completed By". An "Add Condition" button is present, along with a link: "Go to Project Management screen to complete the Conditions after the Environmental Review is approved." A "Comment" field contains the text: "EIS currently being completed by TAC.-TWINDHAM-03/08/2004 18:03 GMT". At the bottom are "Append" and "View" buttons.

**Figure 33** *Applicable NEPA Review Dates under the NEPA Process Tab*

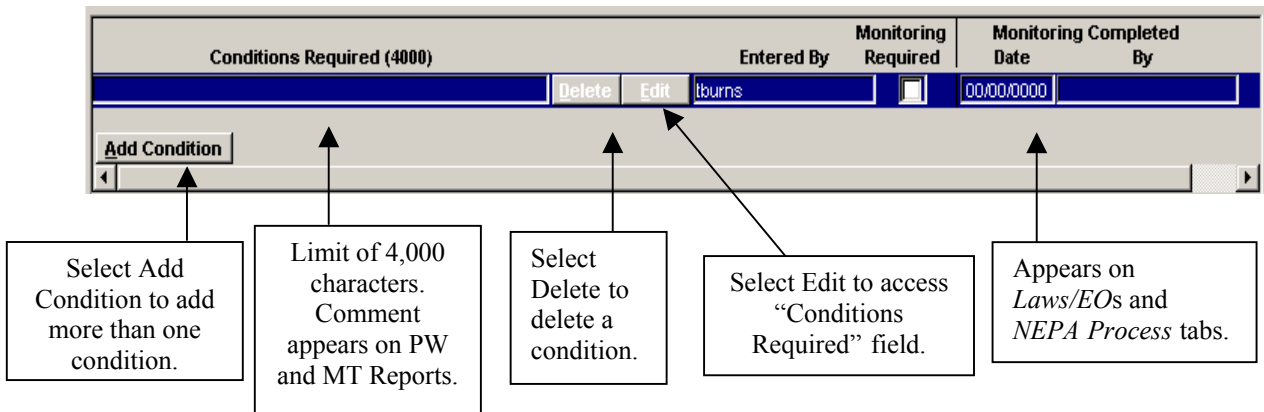
If a disaster-wide environmental compliance document (e.g., Programmatic CATEX or Environmental Assessment) pertains to NEPA review of a specific project, the reviewer must enter a comment in the “Comments” field of the *NEPA Process* tab for the applicable NEPA documentation. The comment must include date of execution and title of appropriate agreement(s).

On the *NEPA Process* tab, the user selects a Level of Review from the drop-down menu. STATEX is not a selectable option for HMGP projects (Figure 34).



**Figure 34 Environmental Levels of Review**

Users enter conditions for approval that pertain to the NEPA Documentation review using the same steps as the *Laws/EOs* review. Conditions on this tab do not need to be related to a specific law (Figure 35). To add a required condition for project approval, the reviewer should click the “Add Condition” button. If the condition requires monitoring, check the “Monitoring Required” box. Sources of conditions that require monitoring can include agreements, consultation letters, permits, etc.



**Figure 35 Conditions Field of NEPA Process Tab**

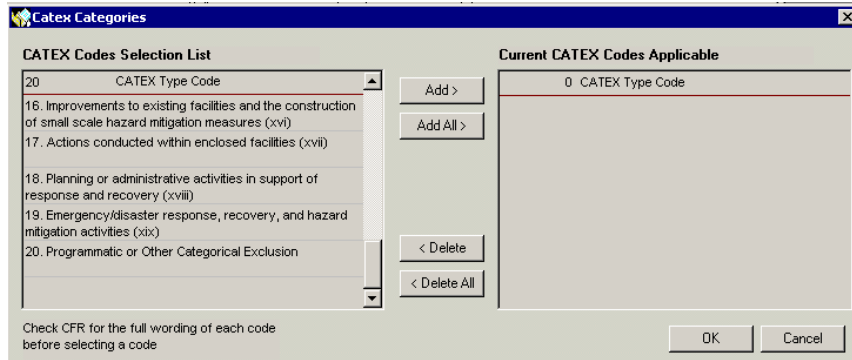
For each level of NEPA review, the reviewer must enter specific date fields before the reviewer can complete the review.

- ◆ Categorical Exclusions (CATEX)—Completed:
  - Documentation Complete Date
- ◆ Environmental Assessment (EA)—In Process:
  - Draft EA Date
  - Final Public Notice Publication Date (FONSI) (must be on or after the Draft EA Date)
- ◆ EA—Completed:
  - Final EA Date (must be on or after the Draft EA Date)
  - Finding of No Significant Impact Date (must be on or after the Draft EA Date; must be on or after the Final EA Date)
- ◆ Environmental Impact Statement (EIS)—In Process:
  - Publication of Notice of Intent to Prepare EIS Date
- ◆ EIS—Completed:
  - Record of Decision Date (ROD) (ROD date must be on or after the Publication of Notice of Intent to Prepare EIS Date)

When the level of environmental review is a CATEX, the reviewer must select the applicable CATEX Category (Figure 36). The reviewer must also check the “No Extraordinary Circumstances Requiring an EA” box and insert a date into the Documentation Complete field.

**Figure 36 "Extraordinary Circumstances" and "Applicable CATEX(s)" Buttons, No Extraordinary Circumstances Box and Date Field Under the NEPA Process Tab**

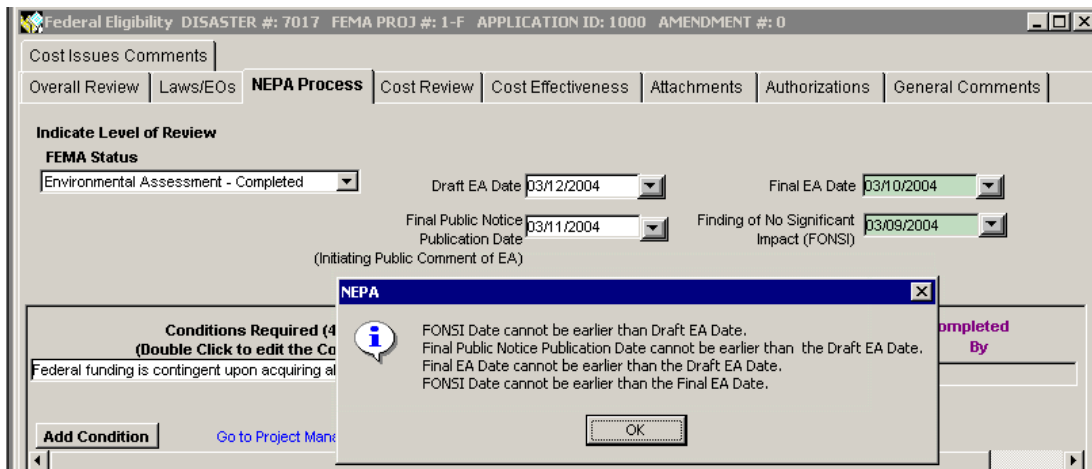
If the project qualifies as CATEX, users must select the appropriate CATEX category(ies) before completing the NEPA Process review. Twenty CATEX categories are available on the *NEPA Process* tab. Number 20 (xx) is labeled, “Programmatic or Other Categorical Exclusions” (Figure 37). Reviewers should use this category for the applicable Programmatic Categorical Exclusions or other CATEX categories available for FEMA’s use under the Department of Homeland Security’s (DHS) environmental regulations.



**Figure 37 CATEX Options**

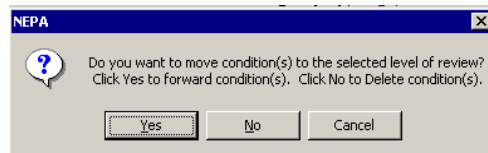
Part of the CATEX NEPA Process reviews include ensuring that no Extraordinary Circumstances apply to the project. Before completing the NEPA Process review for a CATEX, the user must check the box denoting that there are “No Extraordinary Circumstances Requiring an EA” box for the project. If the project qualifies as CATEX, the reviewer should reference any specific Extraordinary Circumstance(s) that the reviewer considered, but did not trigger an EA, in the Comments section of the *NEPA Process* tab. To view a list of Extraordinary Circumstances, click on the “Extraordinary Circumstances” button.

When the level of environmental review is an EA, the reviewer must follow certain relationships between the date fields, as follows: the date for the Draft EA Date must be on or before the Final Public Notice Publication Date, the Final EA Date, and the FONSI date; and the Final EA Date must be on or before the FONSI date. If the user enters a date into any of these fields that does not correspond with the rules, a warning message will display the messages relevant to the errors (Figure 38).



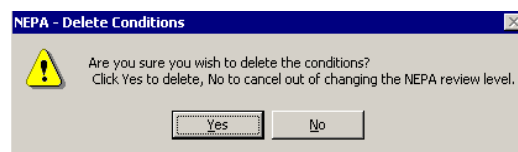
**Figure 38 Environmental Assessment Dates Warning**

On the *NEPA Process* tab, the reviewer has the ability to change the level of environmental review. If the reviewer decides to change the level of review, a warning appears asking if the reviewer wants to forward the same conditions to the new level of review. If the user selects “Cancel,” the conditions will remain in the current level of review (Figure 39).



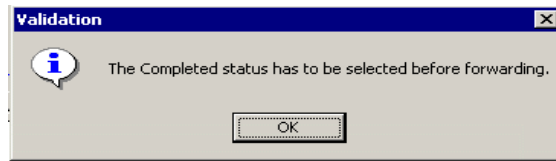
**Figure 39 Warning for Changing Level of NEPA Review**

If the reviewer chooses “No”, another warning screen will appear asking if the reviewer wants the conditions listed on the level of review deleted (Figure 40). If the user selects “Yes” to the second warning screen, the system will delete the conditions.



**Figure 40 Warning for Deleting Conditions of NEPA Review**

If there is no level of review indicated in the FEMA Status drop-down menu, the reviewer sees a warning prompting him or her to enter the information before a project can be forwarded (Figure 41).

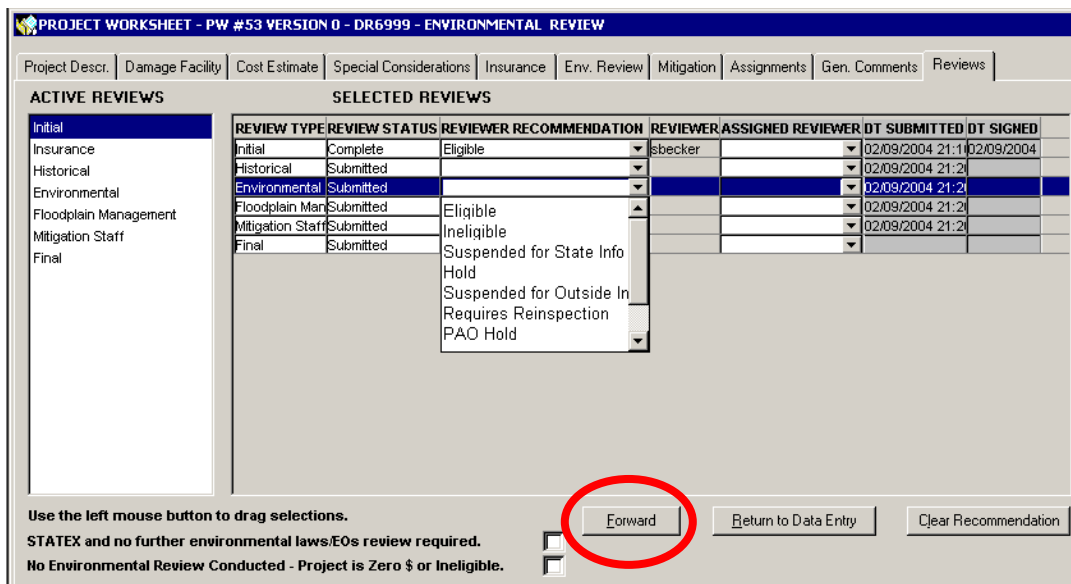


**Figure 41 Warning for NEPA Process**

## Completing Review Under the *NEPA Process* Tab

### Public Assistance

To forward a project out of the *NEPA Process* tab in PA, a reviewer must enter a NEPA level of review. Once a reviewer enters all the information into the *Laws/EOs* tab and the *NEPA Process* tabs, the reviewer should click on the *Reviews* tab to complete the review. Clicking on the drop-down menu allows the reviewer to make the project eligible and thus completes the environmental/historic preservation review. In PA, once a reviewer enters the recommendation, the system autofills the review, and the reviewer can forward the project by clicking on the “Forward” button (Figure 42).

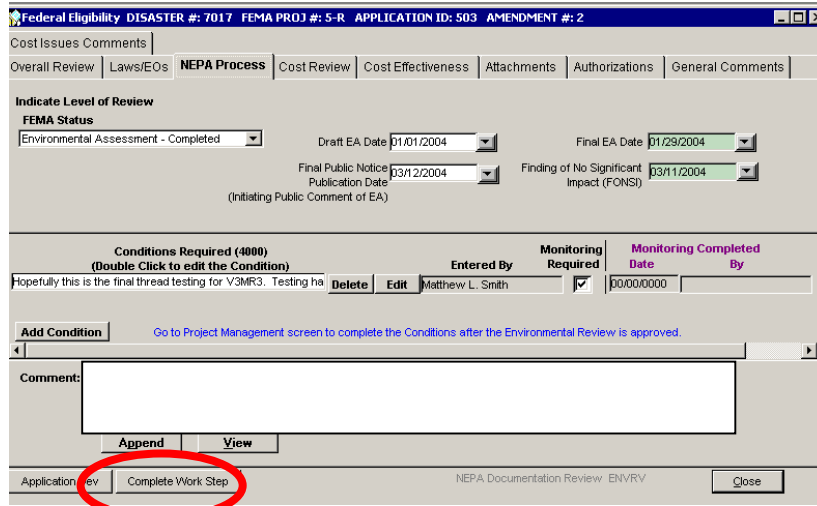


**Figure 42 Forwarding a PW from the Reviews Tab**



## HMGP

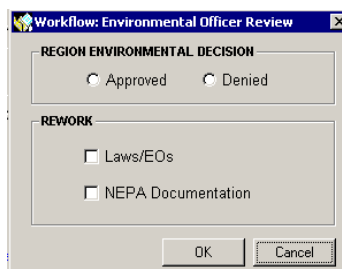
In HMGP, the reviewer selects the “Complete Work Step” button and the system forwards the project to the Environmental Officer Review work step (Figure 43).

The screenshot shows a web application window titled "Federal Eligibility DISASTER #: 7017 FEMA PROJ #: 5-R APPLICATION ID: 503 AMENDMENT #: 2". The interface includes a navigation bar with tabs for "Overall Review", "Laws/EOs", "NEPA Process", "Cost Review", "Cost Effectiveness", "Attachments", "Authorizations", and "General Comments". The "NEPA Process" tab is active. Below the navigation bar, there is a section for "Indicate Level of Review" with a "FEMA Status" dropdown set to "Environmental Assessment - Completed". It also includes date pickers for "Draft EA Date" (01/01/2004), "Final EA Date" (01/29/2004), "Final Public Notice Publication Date" (03/12/2004), and "Finding of No Significant Impact (FONS) Date" (03/11/2004). A table lists "Conditions Required (4000)" with columns for "Entered By" (Matthew L. Smith), "Monitoring Required" (checked), and "Monitoring Completed Date" (00/00/0000). Below the table is an "Add Condition" button and a link to "Go to Project Management screen to complete the Conditions after the Environmental Review is approved." A "Comments" text area is present with "Append" and "View" buttons. At the bottom, the "Complete Work Step" button is circled in red.

**Figure 43** *Completing the NEPA Documentation Review Work Step in HMGP*

## Completion of Review Under the HMGP Environmental Officer Work Step

To complete the Environmental Officer work step in Eligibility Determination for HMGP projects, the ENVOF must click on the “Complete Work Step” button. When the ENVOF selects this button, a dialogue box provides the reviewer with the option of approving, denying, or sending the work packet back to the previous work steps to be reviewed again (Figure 44). If the ENVOF sends a project back to the previous work steps, the ENVRV must enter the appropriate information and complete the work step again.

The dialog box is titled "Workflow: Environmental Officer Review". It contains two main sections: "REGION ENVIRONMENTAL DECISION" with radio buttons for "Approved" and "Denied", and "REWORK" with checkboxes for "Laws/EOs" and "NEPA Documentation". "OK" and "Cancel" buttons are at the bottom.

**Figure 44** *Options of Environmental Officer When Completing Work Step*

Whenever an amendment is made to a project, the Environmental Reviewer work steps are not required. However, a reviewer must complete the Environmental Officer Review work step for project review and approval. It is up to REO discretion as to who can process that step, and the REO has the option of delegating the ENVOF role. The REO can delegate the responsibility for completing the environmental reviews for each amendment within NEMIS to other Mitigation program staff within the Region who have ENVOF review roles.

All data will copy forward on each project amendment. Regardless of who completes the ENVOF review, the person who completes this work step must ensure that the correct information is present on the *Laws/EOs* and the *NEPA* tabs. If data is missing or incorrect, the reviewer must enter the correct environmental review data before completing the work step.

## **VII. How Does the Reviewer Document Environmental/Historic Preservation Conditions and Comments?**

There are multiple places in NEMIS to document environmental/historic preservation conditions and comments. Program and environmental/historic preservation staff use **Comments fields** for internal communication, tracking the review of relevant laws/EOs, monitoring of an on-going project, and justification of review decisions. User **conditions** are specific requirements that the applicant must meet to satisfy a specific law/EO.

They are part of the permanent record and are shared with all parties.

### **Standard Conditions**

Three hard-coded Standard Conditions apply to *every* project. Since these conditions do not apply to one specific law/EO, the system hard-codes these conditions into PA and HMGP Reports (APPENDIX A). The three Standard Conditions are:

1. Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other laws and EOs.
2. This review does not address all Federal, State, and local requirements. Acceptance of Federal funding requires recipient to comply with all Federal, State, and local laws. Failure to obtain all appropriate Federal,

State, and local environmental permits and clearances may jeopardize Federal funding.

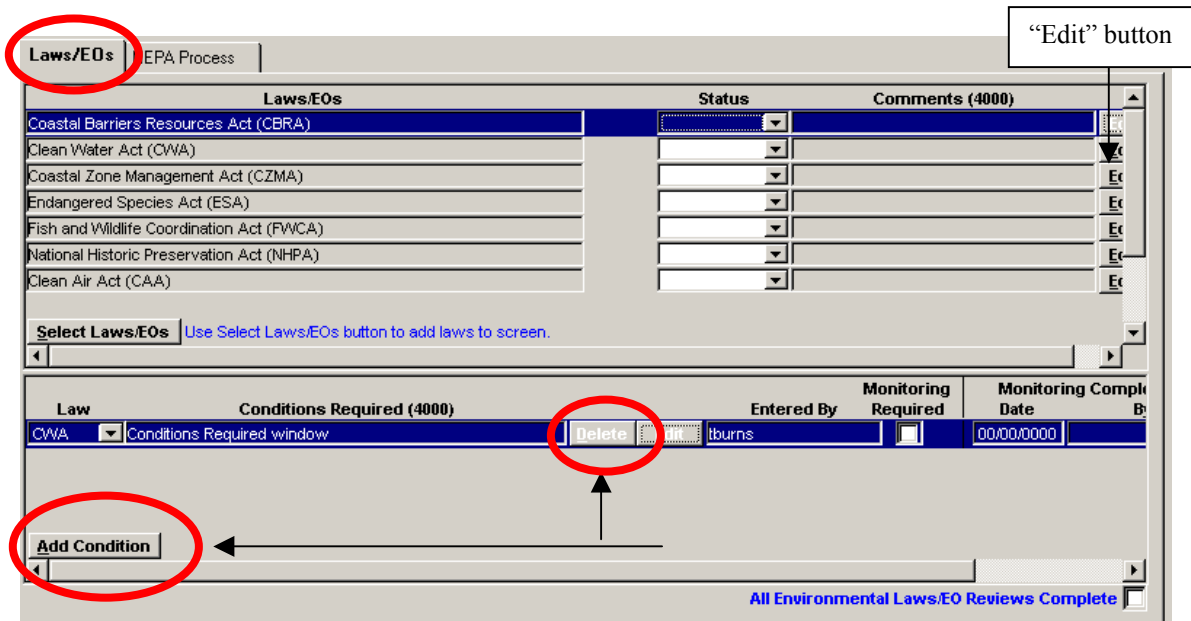
3. If ground-disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Environmental staff will use the *Laws/EOs* tab and *NEPA Process* tab to enter all comments and conditions pertinent to the project.

### **Laws/EOs Tab Conditions and Comments**

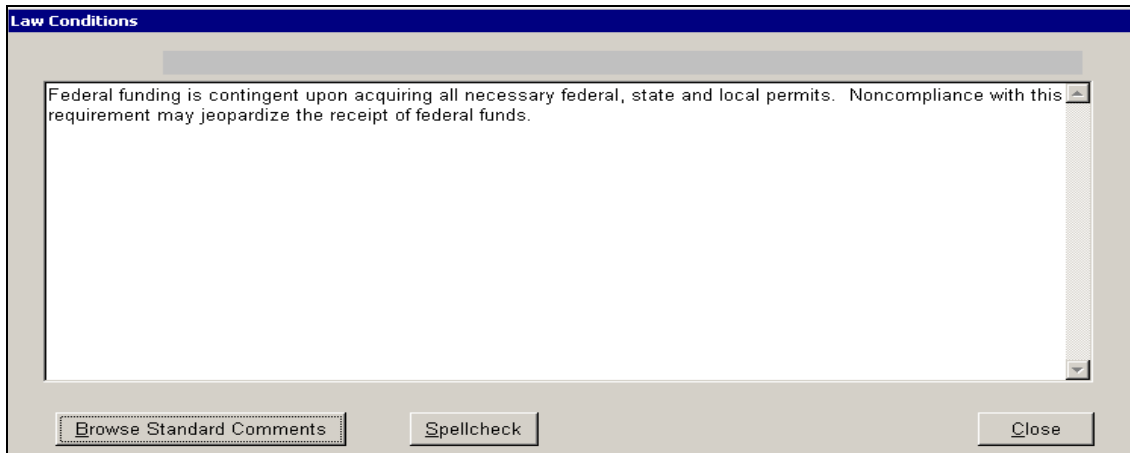
The reviewer should use the Comments field of the *Laws/EOs* tab for comments specific to a particular law or EO. Information in these fields must be relevant to the coordination that has been done to attain compliance for that law or EO.

- ◆ Select the “Edit” button on the right side of the window to activate the Comments (4000) field.
- ◆ Enter Comments regarding status of Laws/EOs (Figure 45).



**Figure 45 Laws/EOs Tab Showing Where Comments Field is Selected**

- ◆ If a reviewer adds a condition (bottom area of tab), he/she must click the “Edit” button to activate the Conditions Required window (Figure 46 and Figure 46b).



**Figure 46 Window to Enter Comments when the Conditions Required Field is Activated in PA**



**Figure 46b Window to Enter Comments When Conditions Required Field is Activated in HMGP**

## NEPA Process Tab Conditions and Comments

The reviewer should use the Comments field of the *NEPA Process* tab for comments that do not necessarily correspond to a particular law or EO or for NEPA-specific comments (Figure 47).

Laws/EOs **NEPA Process**

Indicate Level of Review

FEMA Status  
Statex - Completed

Limited to assistance provided under sections 402, 403, 407, 502, and assistance under 406 which has the effect of restoring a facility substantially to its condition prior to the disaster or emergency. See Stafford Act Sec 316.

Conditions Required (4000)	Entered By	Monitoring Required	Monitoring Completed Date	By
----------------------------	------------	---------------------	---------------------------	----

Comment:

Append View

**Figure 47 NEPA Process Tab Showing Comment field**

- ◆ Activate the Comments field by selecting the “Append” button (Figure 48).

Comment: EIS currently being completed by T.A.C.-TWINDHAM-03/08/2004 18:03 GMT

Append View

↑  
Select Append to activate screen.

**Figure 48 Comments Field of NEPA Process Tab**

- ◆ Enter internal documentation such as approval status, consultations, documentation, etc., in this field.

## **Public Assistance**

### ***Special Considerations Tab—Comment Log Tab***

The Special Considerations Questions used in PA alerts the special consideration reviewers of any potential issues. The PO, in coordination with the applicant and the PAC, uses the comment area on the *Special Considerations* tab to communicate issues to the special considerations reviewers (Appendix B). It is the responsibility of the environmental/historic preservation reviewer to ensure that he/she documents the resolution of these issues here *as well as* in the comments and conditions areas of the appropriate environmental tab.

### **General Comments on the PW**

Environmental/historic preservation staff should not use the *General Comments* tab of a PW unless otherwise directed by the REO. The environmental/historic preservation staff should use the *Laws/EOs* tab and *NEPA Process* tab to record standard comments, conditions, and on-going issues (Appendix B).

### **Case Management File (CMF) General Comment**

The Case Management File (CMF) is where the PAC maintains information on meetings, conversations, phone messages, and related administrative documentation for PA applicants. It is not a place to document information specific to a PW, and environmental/historic preservation staff should not use the CMF to document potential issues or on-going concerns. When there are particular environmental issues that may impact multiple PWs for an applicant, the environmental/historic preservation staff should coordinate with the PAC to ensure the documentation of those issues in the CMF.

The environmental staff uses the *Laws/EOs* tab and *NEPA Process* tab to record standard comments, conditions, and on-going issues for specific PWs. However, environmental/historic preservation reviewers can access the CMF to get applicant information that may be relevant (Appendix B).

### **Reviewer comments**

A user can access “Reviewer comments” from the top menu option bar in an open PW (Appendix B). This area is for internal communication between the PAC and other reviewers. Ideally, when a PAC determines a project must be

forwarded to the Historic, Environmental, or Floodplain queue, the PAC will enter a comment in the Reviewer Comment field alerting the specialist to the potential issue.

Example: (date) Please look further into the status of the County Courthouse noted on this PW. The applicant is not sure of the date of construction. Please see attached scanned pictures of the damage. (signed PAC)

When the Historic Preservation Reviewer ‘opens’ the PW in the Historic queue, the first action should be to open the Reviewer Comments and check for internal communication.

## **HMGP**

### **Application Development Section—Eligibility Review Tab Environmental Comments Tab**

This tab is for the applicant or a reviewer to enter comments. Enter comments to explain any potential environmental issues identified by the applicant on the *Environmental Checklist* tab.

### **General Comments**

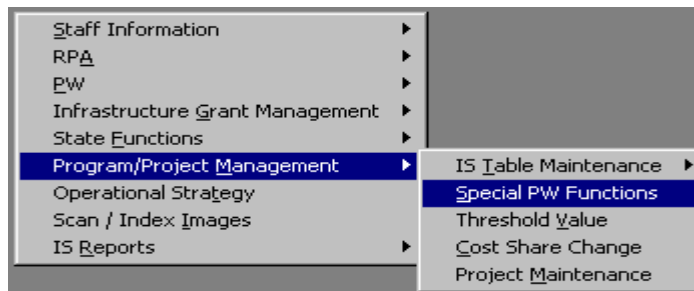
The environmental/historic preservation staff should not use the *General Comments* tab of a Work Packet unless otherwise directed by the REO. The environmental staff should use the *Laws/EOs* tab and *NEPA Process* tab to record standard comments, conditions, and on-going issues (Appendix B).

## **VIII. How Does a User Enter the “Monitoring Complete” Date?**

This section describes how to access the “Monitoring Complete” area after a PW has been obligated.

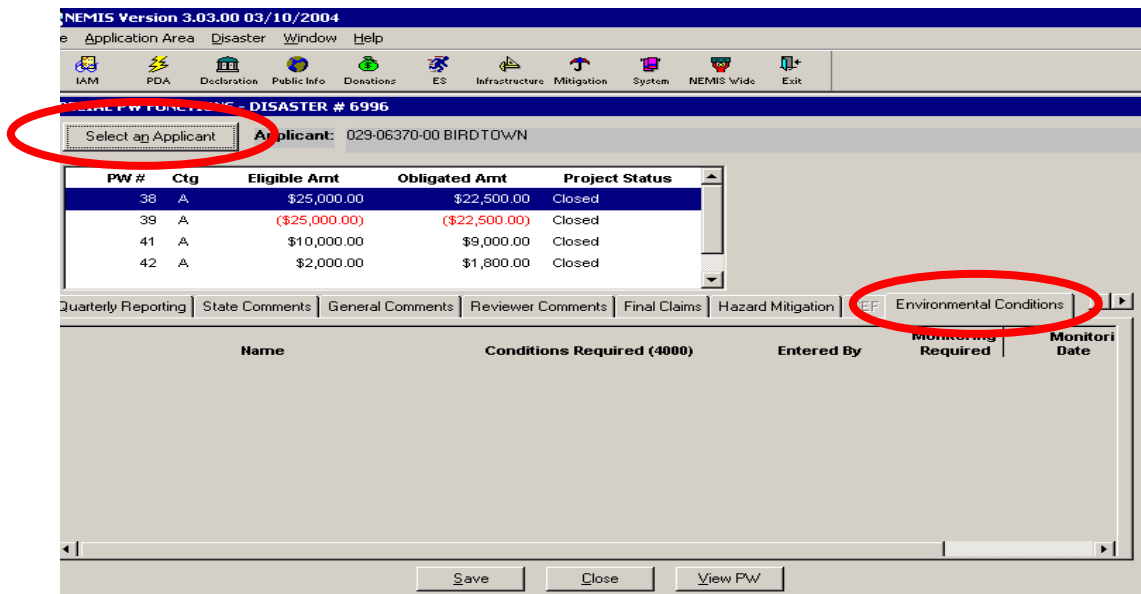
### **Public Assistance**

In PA, PA program staff can access a project after it has been forwarded out of the Environmental, Historic, or Floodplain queue. Before a project closeout, PA program staff, in coordination with the REO or ELO, must complete the “Monitoring Complete” field. The reviewer must click the **Infrastructure icon**→**Program/Project Management**→**Special PW Functions** and select a project that has environmental conditions that require monitoring (Figure 49).



**Figure 49 Main Menu Selecting Special PW Functions**

- ◆ Select an Applicant
- ◆ Highlight required PW
- ◆ Enter date on the *Environmental Conditions* tab (Figure 50)

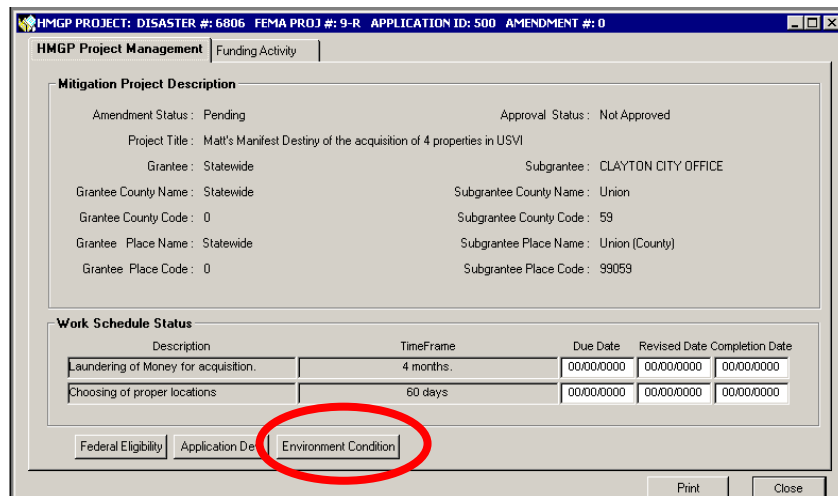


**Figure 50 Environmental Conditions Tab of Special PW Functions**

## HMGP

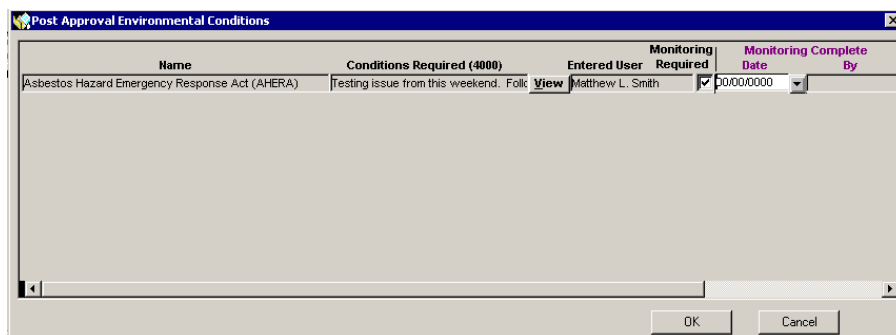
For HMGP projects, the Hazard Mitigation Officer (HMO) in coordination with the ELO and/or REO, can access the “Monitoring Complete” field from the *Project Management* tab. Under the HMO role, the HMO can go in and select a project. If the project has conditions that require monitoring, then the “Environment Condition” button is available for selection (Figure 51).





**Figure 51 "Environment Conditions" Button**

Clicking this button brings up the conditions in the project that require monitoring and the HMO will have the ability to input a date of completion. Before project closeout, a date must be entered into this field for all conditions that require monitoring (Figure 52).



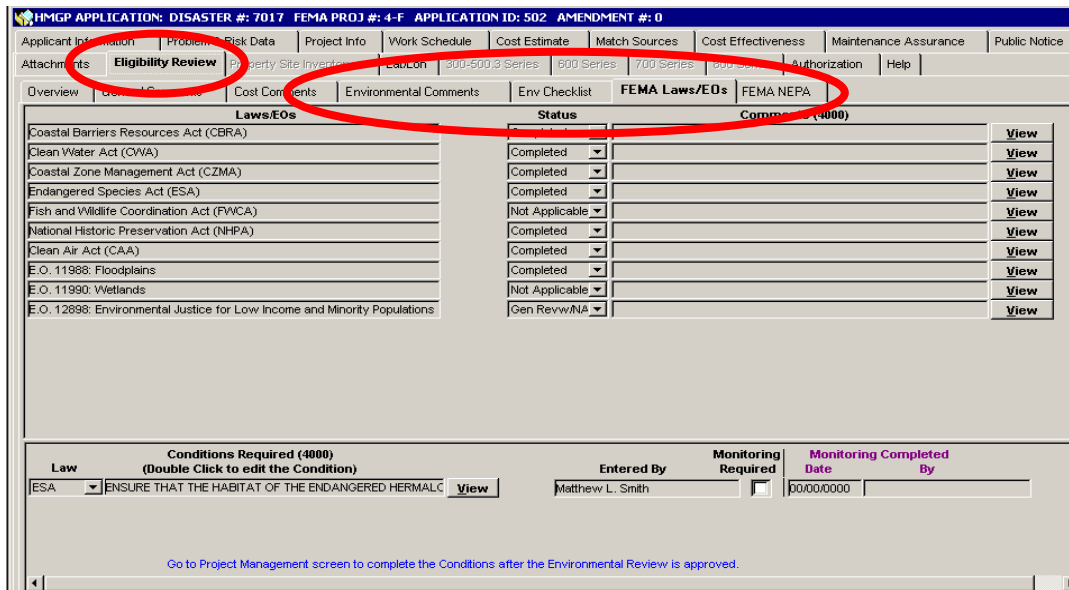
**Figure 52 Monitoring Complete Date**

A project cannot be closed out until a monitoring complete date is entered for each condition that requires monitoring. Failure to enter a "monitoring complete" date prompts the reviewer with a warning message to enter the appropriate dates (Figure 53).



**Figure 53 Monitoring Required Warning**

**NOTE:** In the Mitigation module, environmental comments, conditions, relevant laws, and the status of environmental review can be viewed in Project Management under the Eligibility Review tab in read-only form. By viewing these screens, the user can monitor applicant compliance and any conditions required during project activity (Figure 54).



**Figure 54 Eligibility Review Tab**

In HMGP, users can add comments pertaining to the various laws, EOs, and NEPA level of documentation even after the current amendment for a project has been approved through the Eligibility Determination workflow by going into Application Development.

## **IX. What is Appropriate Supporting Documentation in NEMIS?**

### **Hard Copies and Electronic Copies**

According to National Archive's requirements, NEMIS is not an official record-keeping system. This is not an oversight, but a function of our system.

Therefore, hard copies of all legal environmental/historic preservation documents (and any supporting documentation) should be kept in the appropriate project

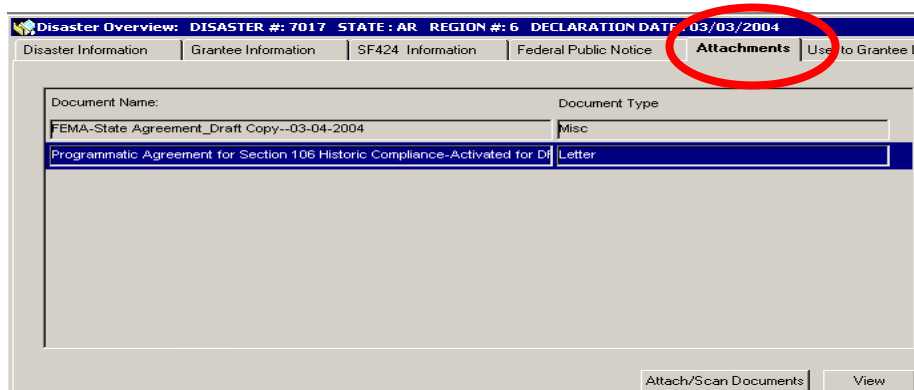
files or as specified in the region by the REO. However, documents printed directly from NEMIS, including scanned documents, are legal documents and can serve as hard copy documentation.

Printed reports that show the information documented on the environmental tabs in the V3MR3 NEMIS release can serve as the required CATEX documentation if the project is electronically signed by a reviewer with delegated signature authority for that level of NEPA review. To satisfy legal requirements, keep a printed copy of the PA or HMGP Environmental Report or the PA Project Environmental Report for all NEPA reviews that are CATEX Level 2 or higher.

### Disaster-wide Environmental Compliance Documents

In PA, there is no place within NEMIS to store disaster-wide environmental/historic preservation documents, such as Programmatic Agreements, Programmatic CATEXs, general public notices, etc. Therefore, these documents must be stored in hard copy in the project files.

For HMGP, the reviewer can store and view disaster-wide environmental compliance documents in Disaster Overview. An applicant or a reviewer can store and view project-specific documents in Application Development or Eligibility Determination. Law-specific documents should be referenced within the Comments field on the *Laws/EOs* or *NEPA Process* tabs (e.g., in compliance with Programmatic Agreement dated mm/dd/yyyy), with that document kept in the regional hard copy files. More specifically, users should scan or attach an electronic copy of the document, when available, using the *Attachments* tab in the Disaster Overview section [**Mitigation icon**→**HMGP**→**Disaster Overview**→**Attachments tab**] (Figure 55). If the document pertains to a specific project, comments should be put in the *Laws/EOs* tab and/or the *NEPA Process* tab.



**Figure 55** *HMGP Disaster Overview Attachments Tab for Disaster-wide Documents*

## Scanned Documents

In addition to maintaining hard copies, the reviewer should scan all environmental/historic preservation compliance documents into NEMIS and reference them in relevant Comments fields.

At a minimum, the reviewer should scan the following documentation into NEMIS:

- ◆ FONSI, if the project qualified as an EA.
- ◆ Consultation letters to and from other resource agencies (e.g., Blue Water Creek is a trout-spawning stream and the U.S. Fish and Wildlife Service put a condition on the project that no construction could take place from April until June in a formal consultation letter).
- ◆ Permits required for projects.
- ◆ Published public notices.
- ◆ Executed agreements or other compliance documents (e.g., Memorandum of Agreement, project-specific Programmatic Agreement, etc.).

**NOTE:** *If the reviewer who cleared the PW in NEMIS was delegated signature authority, then a printed version of any report is a legal document.*

- ◆ The completion of the Environmental tabs in the V3MR3 NEMIS release replaces the need to complete the hard copy Record of Environmental Consideration (REC), although the environmental/historic preservation reviewers may use the RER at the discretion of the individual REOs as a back up for the legal documentation or as a job aid to trigger the possible need for the review of laws listed under the “Select Laws/EOs” button on the *Laws/EOs* tab.

**NOTE:** *Printed reports indicate the status of laws and EO compliance as well as NEPA level of review (APPENDIX A).*

For further information on legal records management requirements, go to <http://cio.fema.net/RM>, and click on Disposition Schedule.

## How to Scan Documents

The step-by-step process of how to scan documents in NEMIS for both PA and HMGP can be found on the Intranet in the NEMIS Reference Library.

### Public Assistance

- ◆ Click on the <http://nemis.fema.net> address
- ◆ Click on the “Reference Library” link on the left side of the page
- ◆ Click on the “Materials” link under Training
- ◆ Click on the “NEMIS User Manuals and Job Aids Menu” (NEMIS User Manuals and Job Aids Menu)
- ◆ Click on Infrastructure
- ◆ Click on “Infrastructure Support User Manual”
- ◆ Select Chapter 9—Scanning

### HMGP

- ◆ Click on the <http://nemis.fema.net> address
- ◆ Click on the “Reference Library” link on the left side of the page
- ◆ Click on the “Materials” link under Training
- ◆ Click on the “NEMIS User Manuals and Job Aids Menu”
- ◆ Click on “Mitigation”
- ◆ Click on “HMGP Job Aids”
- ◆ Select APPENDIX A—Attach/Scan Documents

## How to Access Scanned Documents

Once a document has been scanned, it is possible to view and print the document. When the attachments area opens, a list of indexed documents (i.e., Project Worksheet, Special Considerations, Photos, etc.) will appear. Highlight the indexed document once and then select the “View” button. The image will then appear. To print an image, click on the “Print” button.

### Public Assistance

In PA, the scanned document can be viewed from:

1. From an open PW, (one that is accessed through a queue)
2. From the PW Listing. Select “View PW Attachments.”

## HMGP

In HMGP, the scanned document can be viewed and printed from the section you entered (attached or scanned) the document. Possible locations in HMGP to attach/scan documents include the following:

1. Disaster Overview → Attachments tab (for disaster-wide documents)
2. Application Development → Attachments tab (for project-level documents)
3. Eligibility Determination → View All → Attachments tab (for project-level documents)

## HMGP

### Project-Specific Public Notices

Some projects, as part of the 8-Step Decision Making Process for EO 11988, require a public notice prior to Environmental approval. The reviewer should document any project-specific public notices under the *Public Notice* tab in the Application Development section of Mitigation [**Mitigation icon** → **HMGP** → **Application Development** → **Public Notice tab**] (Figure 56). However, the hard copy of the public notice must be scanned or attached to the *Attachments* tab. Users can document multiple public notices in this section. Click the “New” button to add additional public notices. Click the “Delete” button to remove a public notice.

The screenshot shows a web application interface with a top navigation bar containing tabs: Attachments, Eligibility Review, Property Site Inventory, Lat/Lon, 300-500.3 Series, 600 Series, 700 Series, 800 Series, Authorization, and Help. Below this is a secondary set of tabs: Application Information, Problem & Risk Data, Project Info, Work Schedule, Cost Estimate, Match Sources, Cost Effectiveness, Maintenance Assurance, and Public Notice. The 'Public Notice' tab is highlighted with a red circle. The main content area contains a form with the following elements:

- A question: "Are you required to provide Public Notice of this Project?" with radio buttons for "Yes" (selected) and "No".
- A sub-header: "If **Yes** please provide the following information :
- Input fields for:
  - Appearance Date: 03/08/2004
  - Document of Record: ARKANSAS GAZETTE
  - Point of Contact: S. EILEEN
  - Telephone Number: (555) 555-5555, Extn: 7789
- Buttons for "New" and "Delete" at the bottom.

**Figure 56 Disaster-wide Public Notice Tab**

## APPENDIX A: REPORTS

REPORT	ACCESS	CONTENT
Public Assistance		
Project Worksheet Report	PW Report Icon	All conditions, including Standard Conditions
	Reports Menu within PW	Status of all laws/EOs and does not contain NEPA Process tab comments.
	Infrastructure Icon→PW→PW Listing	Scope of Work
Narrative Summary: The Project Worksheet is the official FEMA document providing information necessary to approve scope of work and itemized costs.		
PA Project Environmental Report	Reports Menu within PW	All environmental information:
		Floodplain Report
		Status of all laws/EOs and related comments, including NEPA Process tab comments
		All conditions
		Internal comments
Narrative Summary: This is a new report in NEMIS V3MR3. It shows all fields from the PW, including all environmental and historic preservation information entered, except for the internal comments on the <i>Laws/EOs</i> tab, which do not print on any report.		
Environmental Report	Reports Menu within PW	Record of environmental tabs
	Infrastructure Icon→IS Reports→PW→Miscellaneous PW Forms→Environmental Report	All conditions, including Standard Conditions
	NEMIS Wide Icon→Management Reporting→Management Reporting→Infrastructure→Miscellaneous PW Forms→Environmental Report	Status of all laws/EOs and related comments, including NEPA Process tab comments
Narrative Summary: This is a limited report that provides the record of the environmental tabs.		

REPORT	ACCESS	CONTENT
Floodplain Report	Reports Menu within PW	8-Step Process
	Infrastructure Icon→IS Reports→PW→Miscellaneous PW Forms→Floodplain Report	
	NEMIS Wide Icon→Management Reporting→Management Reporting→Infrastructure→Miscellaneous PW Forms→Floodplain Report	
Narrative Summary: This is the 8-step process form completed by the designated floodplain reviewer. This will also appear on the PA Project Environmental Report.		
Cross Disaster Environmental Conditions Report	Infrastructure Icon→IS Reports→PW>Cross Disaster Environmental Conditions Report	Conditions that require monitoring
Narrative Summary: This report allows the user to track those conditions on PWs that require monitoring.		
HMGP		
Application Development	NEMIS Wide Icon→Management Reporting→Management Reporting→+Mitigation→Application Development	All conditions including Standard Conditions
Narrative Summary: This report includes the Environmental Checklist, the status of the Laws/EOs, the level of NEPA review, all conditions, standard conditions, and comments from the <i>Laws/EOs</i> and <i>NEPA Process</i> tabs.		
Environmental Report	NEMIS Wide Icon→Management Reporting→Management Reporting→+Mitigation→Environmental Report	All conditions including Standard Conditions
Narrative Summary: This is a limited report that provides the record of the environmental tabs. This report includes the Environmental Checklist, the status of the Laws/EOs, the level of NEPA review, all conditions, standard conditions, and comments from the <i>Laws/EOs</i> and <i>NEPA Process</i> tabs.		
Project Closeout	NEMIS Wide Icon→Management Reporting→Management Reporting→+Mitigation→Project Closeout	Conditions that require monitoring
Narrative Summary: This report only contains conditions that require monitoring.		



REPORT	ACCESS	CONTENT
Project Eligibility	NEMIS Wide Icon→Management Reporting→Management Reporting→+Mitigation→Project Eligibility	All conditions including Standard Conditions
Narrative Summary: This report includes the status of the Laws/EOs, the level of NEPA review, all conditions, standard conditions, and comments from the <i>Laws/EOs</i> and <i>NEPA Process</i> tabs.		
Project Management	NEMIS Wide Icon→Management Reporting→Management Reporting→+Mitigation→Project Management	Conditions that require monitoring
Narrative Summary: This report only contains conditions that require monitoring.		
Cross Disaster Environmental Conditions Report	Mitigation Icon→HMGP→Reports→Cross Disaster Environmental Conditions Report	Conditions that require monitoring
Narrative Summary: This report allows the user to track those conditions on PWs and HMGP projects that require monitoring.		
Project Specific Environmental Report	Mitigation Icon→HMGP→Project Management→Environmental Conditions (available under the HMO Role)	Conditions that require monitoring
Narrative Summary: This report only contains conditions that require monitoring.		

## Public Assistance

There are various reports available within the PW. These include the Project Worksheet Report, Floodplain Report, Environmental Report, and PA Project Environmental Report.

**NOTE:** *Reports obtained through the Public Assistance module contain the most current information. It may take up to 24 hours to update data in the “NEMIS Wide” module.*

## Project Worksheet Report

The Project Worksheet is the official FEMA document providing information necessary to approve the scope of work and itemized costs.

1. Access the PW Report by selecting the “PW Report” button (Figure A-1) on the lower tool bar and the PW Report will load. This is the report that the State provides to the applicant. The report shows the status of all the environmental laws and EOs, and contains all conditions from both the *Laws/EOs* tab and the *NEPA Process* tab. This report also contains the comments from the Laws/EOs tab.

The screenshot displays the NEMIS software interface. The title bar reads "NEMIS Version 3.03.00 03/02/2004". The menu bar includes "File", "Browse", "Tools", "Review Forms", "Cgst Estimates", "Reports", "Window", and "Help". The toolbar contains various icons, with the "PW Report" icon (a document with a printer) circled in red. Below the toolbar, the main window title is "PROJECT WORKSHEET - PW #30 VERSION 0 - DR6999 - ENVIRONMENTAL REVIEW". The interface is divided into several sections: "Project Descr." with tabs for "Damage Facility", "Cost Estimate", "Special Considerations", "Insurance", "Env. Review", "Mitigation", "Assignments", "Gen. Comments", and "Reviews"; "DECLARATION NO." (FEMA-ME - DR6999), "FEMA PW #", "VSN", "FIPS NO.", "PREPARED DATE", "REF #", and "CATEGORY"; "APPLICANT NAME" (BELMONT) and "PROJECT TITLE"; "SUBDIVISION" and "COUNTY" (WALDO); "STD PROJECT NO." and "WORK COMPLETE AS OF:"; "PROJECTED CMLPTN DT" (07/13/2004), "FUNDING OPTION", "ELIGIBILITY" (Yes), "DATE OBLGTD", "ACTUAL CMLPTN DT", "COST SHARE" (75.0), "AMOUNT ELIG" (\$8,625.00), "PACKAGE DATE", "PACKAGE ID", "INITIAL REVIEW" (CONLEY, TAMARA), "DATE" (01/30/2004), "PRIORITY" (Normal), "MT PROP" (Yes/No), "FINAL REVIEW", "PREPARER" (BECKER), "ROLE" (Public Assistance Coordinat), "BEGIN DESIGN DATE", "END DESIGN DATE", "PNP QUESTIONS" (Yes/No), "ATTACH" (Yes/No), "DATA SOURCE" (Paper), "BEGIN CONSTR DATE", "END CONSTR DATE", "VALIDATED" (Yes/No), "STATE RVWD" (Yes/No), "STATE" (ME), and a "Validation Status" section with "Individual Validation Passed" and a checkbox.

**Figure A-1 Accessing PW Report - PW Screen**

The user may print Reviewer Comments, which are internal comments within the PW, by marking the “Print Reviewer Comments” box (Figure A-2).

**PROJECT WORKSHEET REPORT**

DECLARATION NO. FEMA-ME - DR6999		PREPARED DATE 02/09/2004	
FIPS NO. 027-75000-00		REPORT DATE 03/15/2004 13:22	
APPLICANT NAME SUMMERS		INF TYPE <input type="radio"/> INF <input checked="" type="radio"/> NON-INF <input type="radio"/> REC	
SUBDIVISION			
FEMA PW #	52	VSN	0
REF#			

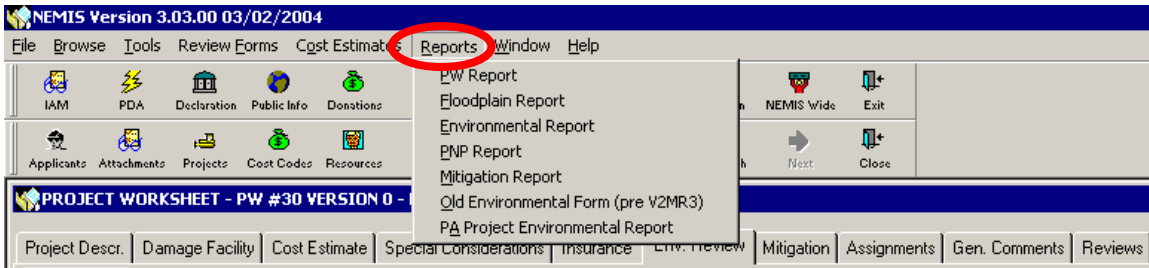
---

CATEGORY C. Roads & Bridges	COUNTY WALDO	FUNDING OPTION	COST SHARE 0.75
STD PROJECT NO.	PROJECT TITLE		
PROJECTED CMLPTH DT 07/13/2005	ACTUAL CMLPTH DT	WORK COMPLETE AS OF 02/09/2004	: 0 %
ELIGIBILITY Yes	AMOUNT ELIG \$76,830.00	FEDERAL SHARE \$57,622.50	PRIORITY Normal
BEGIN DESIGN DT	BEGIN CONSTR DT	PW REVIEWER DATA	
END DESIGN DT	END CONSTR DT	REVIEWER NAME	DATE
PREPARER S BECKER		INITIAL REVIEW BECKER,SHELIA	02/09/2004
ROLE PAC	DATA SOURCE Paper	FINAL REVIEW	
STATE me			
DATE OBLGTD	PACKAGE DATE	MT PROP <input type="radio"/> Yes <input checked="" type="radio"/> No	VALIDATED <input checked="" type="radio"/> Yes <input type="radio"/> No
PACKAGE ID		PNP QUESTIONS <input type="radio"/> Yes <input checked="" type="radio"/> No	STATE RVWD <input type="radio"/> Yes <input checked="" type="radio"/> No
		ATTACH <input type="radio"/> Yes <input checked="" type="radio"/> No	

View Comments Previous Page Next Page View Sites Report Print State Comments Print Reviewer Comments Close

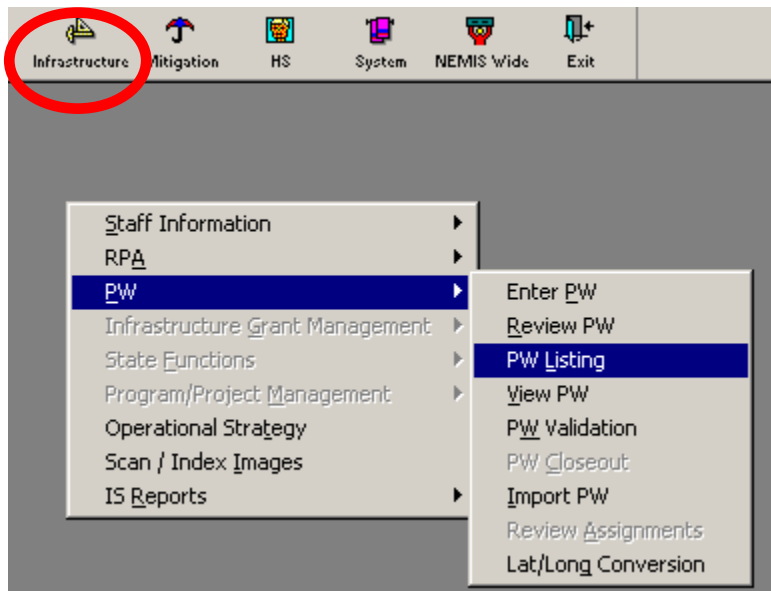
**Figure A-2 Selecting "Print Reviewer Comments" Box on PW Report**

2. A second way to access the PW report is through the "Reports" button within the PW (Figure A-3).



**Figure A-3 Accessing PW Report, Floodplain Report, Environmental Report and PA Project Environmental Report from Drop Down Menu Within PW**

3. To access the PW report through the main NEMIS menu (Figure A-4), select the Infrastructure icon→PW→PW Listing. When the listing appears, highlight the PW of interest, and click Print.



**Figure A-4 Accessing PW Report from Main NEMIS Menu – “Infrastructure” Icon, PW Listing**

## Floodplain Report

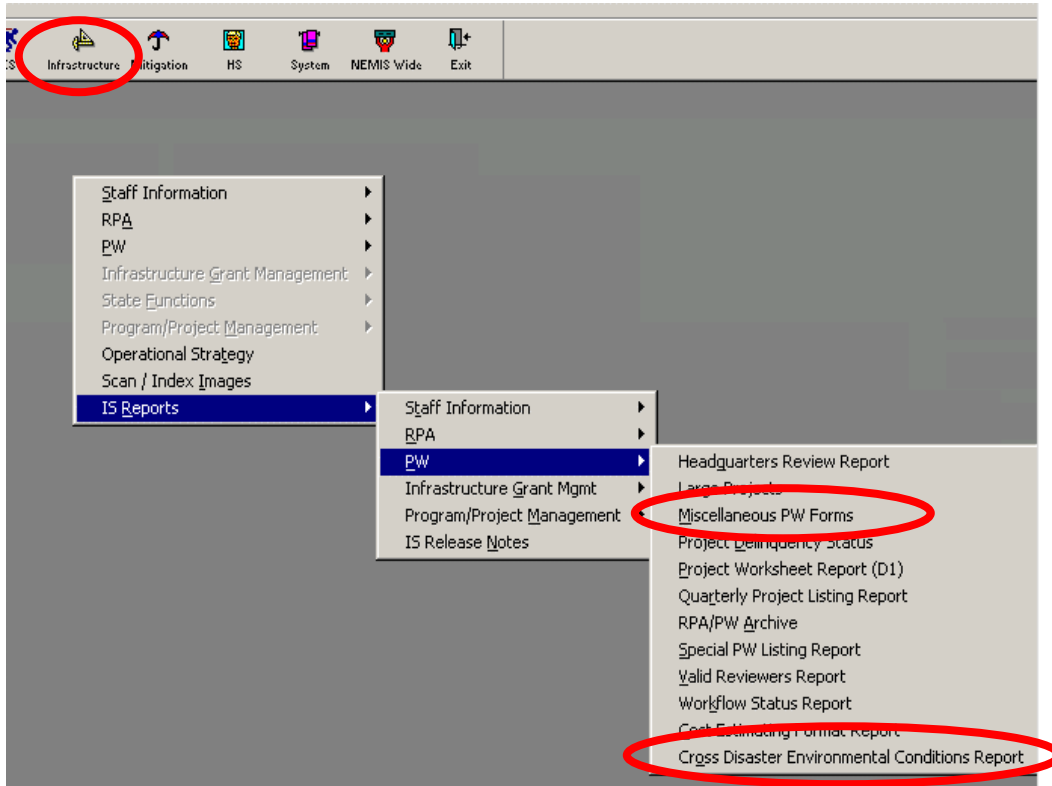
The Floodplain Report is the 8-step process form that is completed in NEMIS by the designated floodplain reviewer. The floodplain report will only open if the floodplain review was completed.

1. To access the report, select the “Reports” button within the PW (Figure A-3) to access the floodplain report.
2. There are two other ways to access this report through the main NEMIS menu (Figure A-5):
  - a. Select Infrastructure→IS Report→PW→Miscellaneous PW Forms. Then select “Floodplain Form” from the drop-down menu option (Figure A-6).

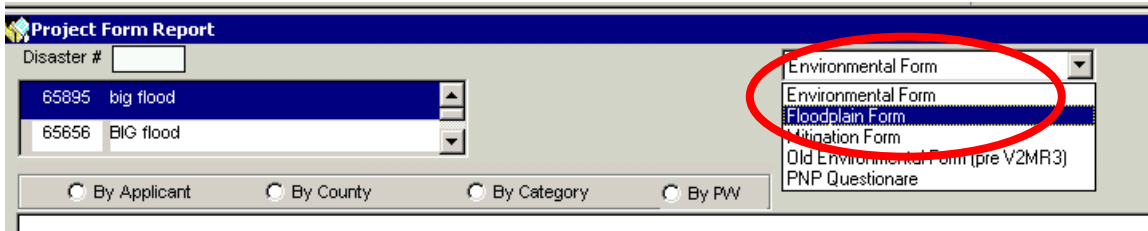
Or

- b. Select NEMIS Wide (Figure A-8)→Management Reporting→Management Reporting +Infrastructure Support→Miscellaneous Project Forms. Then select “Floodplain Form” from the drop-down menu option (Figure A-6).

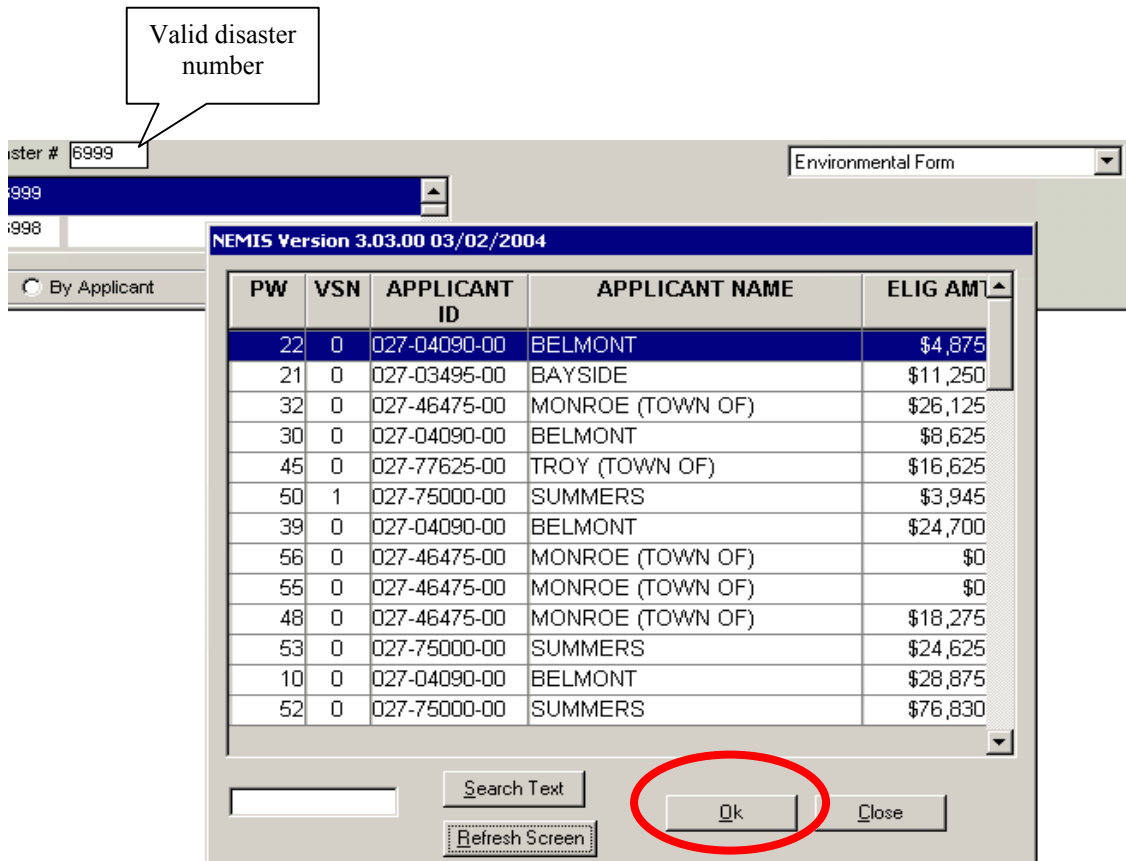
**NOTE:** *When accessing the report from the last two options, the user will also have to enter a valid disaster number, and must select whether to create the report by Applicant, County, Category or PW, before selecting the “OK” button (Figure A-7). Then select the “Retrieve” button to access the report.*



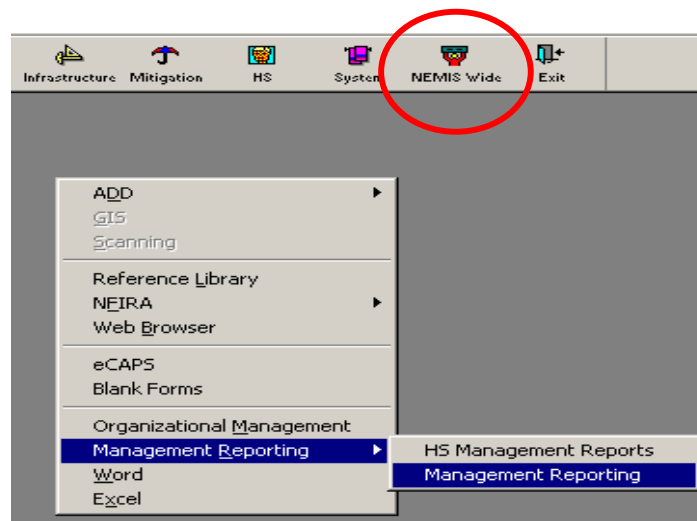
**Figure A-5 Accessing the Floodplain Report, Environmental Report and Cross Disaster Environmental Conditions Report from Main NEMIS Menu – “Infrastructure” Icon, IS Reports**



**Figure A-6 Accessing the Floodplain Report and the Environmental Report from the Drop-Down Menu Within Miscellaneous PW Forms**



**Figure A-7** *Selecting Floodplain Report or Environmental Report Options on Screen from Selecting "By PW"*



**Figure A-8** *Accessing the Floodplain and Environmental Reports from the Main NEMIS Menu – "NEMIS Wide" Button*

## Environmental Report

This Environmental Report provides the record of the environmental tabs. It shows the NEPA determination, and will automatically add the name of the reviewer. It shows the status of each of the laws and EOs and contains any conditions or comments from either the *Laws/EOs* tab or the *NEPA Process* tab, as well as the three hard-coded standard conditions shown on every PW (Figure A-9).

1. To access the Environmental Report, go to the “Report” button drop-down menu within the Project Worksheet (Figure A-3).
2. The user may also access the Environmental Report through the main NEMIS menu (Figure A-5).
  - a. Select Infrastructure→IS Reports→PW→Miscellaneous PW Forms. Then select “Environmental Form” from the drop-down menu option (Figure A-6).

Or

- b. Select NEMIS Wide (Figure A-8)→Management Reporting→Management Reporting→ +Infrastructure Support→Miscellaneous Project Forms. Then select “Environmental Form” from the drop-down menu option (Figure A-6).

As with the Floodplain Report, when accessing the report from these two options, the user will also have to enter a valid disaster number, and must select whether to create the report by Applicant, County, Category or PW, before selecting the “OK “ button (Figure A-7). Then use the “Retrieve” button to access the report.

---

**Environmental Review form for Disaster 6999 PW# 30 Version Number 0**

---

**Laws and Executive Orders Review - Other Laws/EOs review in-process.**

<b>Laws/EOs</b>	<b>Status</b>
Coastal Barriers Resources Act (CBRA)	Not Applicable
Clean Water Act (CWA)	Not Applicable
Coastal Zone Management Act (CZMA)	Completed
Endangered Species Act (ESA)	In Process
Fish and Wildlife Coordination Act (FWCA)	Completed
National Historic Preservation Act (NHPA)	Not Applicable
Clean Air Act (CAA)	Not Applicable
E.O. 11988: Floodplains	Completed
E.O. 11990: Wetlands	Completed
E.O. 12898: Environmental Justice for Low Income and Minority Populations	Not Applicable

---

**NEPA Level of Review - NEPA review is complete. The project is Statutorily Excluded. - TBURNS**

---



Required Conditions Resulting from Environmental Review					
Law Name	Conditions Required	Entered By	Monitoring Required	Monitoring Completed Date	Monitoring Completed By
Endangered Species Act (ESA)	No construction will take place within Bluewater Creek during the trout spawning season from April to June.	TBURNS	<input checked="" type="checkbox"/>	00/00/0000	
NEPA STATEX	Applicant must comply with conditions required for ESA.	TBURNS	<input type="checkbox"/>	00/00/0000	

Standard Conditions					
<p>1. Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.</p> <p>2. This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.</p> <p>3. If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.</p>					

**Figure A-9 Environmental Report**

## PA Project Environmental Report

The PW is the only location where this report can be accessed (Figure A-3). This report contains all the environmental information, including:

- the Floodplain Report;
- the status of, related comments, and any conditions for, the laws and EOs;
- any comments or conditions for the NEPA review; and

This is the most comprehensive report available in NEMIS, and is the preferred report to print and file as the legal record of environmental review.

**NOTE:** *The Environmental Review Report that a user can access through the main NEMIS menu, “Infrastructure” icon drop-down menu (Figure A-5) is a very limited report, but does contain the internal comments from the NEPA Process tab.*

## Cross Disaster Environmental Conditions Report

The user can track those conditions on PWs that require monitoring on the Cross Disaster Environmental Conditions Report, which the user can access from the main NEMIS menu. Click on Infrastructure→IS Reports→PW→Cross Disaster Environmental Conditions Report (Figure A-5). The user must (1) select a valid disaster, (2) select the program, and (3) choose which monitoring information is required (Figure A-10). The user must then select “Retrieve.” Only those conditions that have been checked for monitoring required on either the *Laws/EOs* tab or the *NEPA Process* tab will be shown on this report.

Conditions that were NOT checked for monitoring required must be accessed through the PW Report, the Environmental Report, or the PA Project Environmental Report.

1

2

3

NEMIS Infrastructure Management Reporting Tool - Form Report

DISASTER	REGION	STATE
6995	4	MS
6996	1	AL
6999	1	ME
7000	1	ME

Program

PA

HMGP

Both

Monitoring Required

Monitoring Not Completed

All

Retrieve

Print Date: 03/05/2004 3:55 PM

CROSS DISASTER ENVIRONMENTAL CONDITIONS REPORT

Program	Dstr #	Subgrantee	PW/ Aplcn ID	Vsn/ Amend #	Law Name: Conditions Required (4000)	Monitoring Completed Date
Region: 01 State: ME						
PA						
	6999	027-75000-00	50	0	ARCHEOLOGICAL AND HISTORIC PRESERVATION ACT (AHPA): Federal funding is contingent upon acquiring all necessary federal, state and local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds.	02/12/2004
			50	1	ARCHEOLOGICAL AND HISTORIC PRESERVATION ACT (AHPA): Federal funding is contingent upon acquiring all necessary federal, state and local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds.	02/12/2004
	6999	027-03495-00	21	0	E.O. 11988: FLOODPLAINS: test	00/00/0000
	6999	027-04090-00	30	0	ENDANGERED SPECIES ACT (ESA): 03/05/2004 - As required by Section 7 of the Endangered Species Act, consultation was conducted with the U.S. Fish & Wildlife as required. Any change to the approved scope of work will require resubmission for re-evaluation. Noncompliance with this requirement may jeopardize the receipt of federal funding.	00/00/0000

Sort

Filter

Find

Save As

Print

Print Preview

Zoom

Printer Set

Close

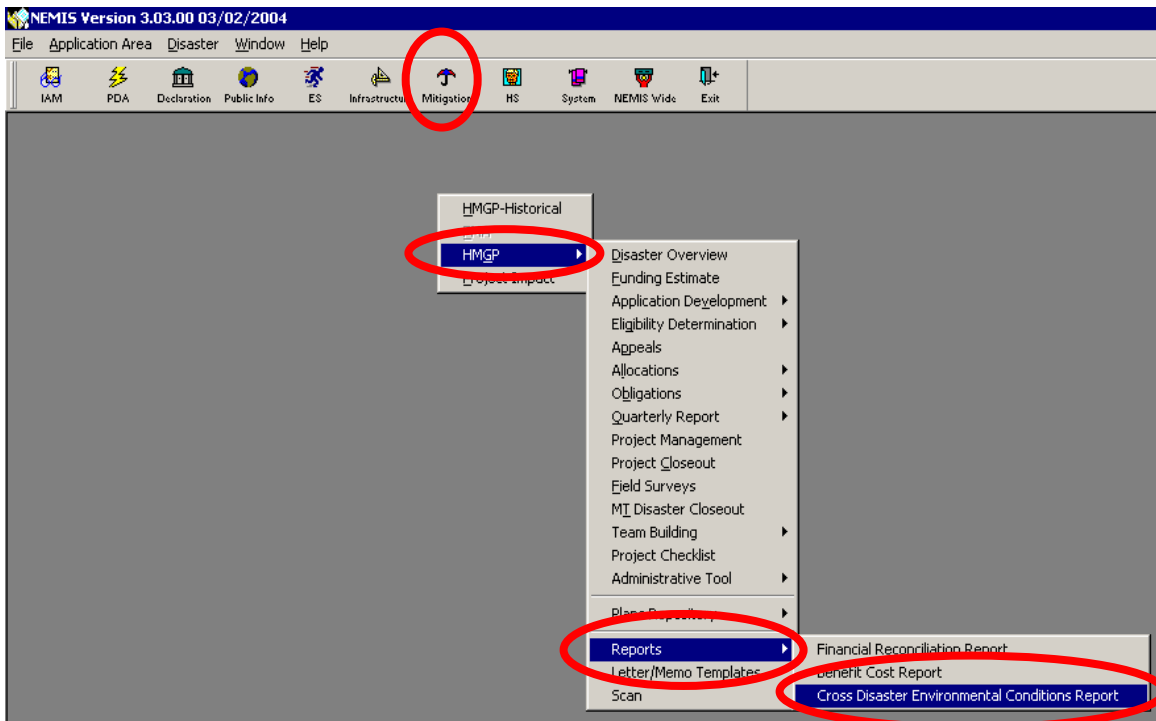
**Figure A-10 Cross Disaster Environmental Conditions Report**

## HMGP

For HMGP projects, there are multiple reports available. These include two reports accessible through the Mitigation icon on the main menu (Cross Disaster Environmental Conditions Report and project-specific reports), and five reports accessible through the NEMIS Wide icon (Application Development, Environmental, Project Closeout, Project Eligibility, and Project Management).

### Cross Disaster Environmental Conditions Report

A user can review a Cross Disaster Environmental Conditions Report to determine which projects have conditions that require monitoring. Access this report through the “Mitigation” icon on the main NEMIS menu → HMGP → Reports → Cross Disaster Environmental Conditions Report (Figure A-11). The user must (1) select a valid disaster, (2) select the program, and (3) choose which monitoring information is required (Figure A-10). The user must then select “Retrieve.”

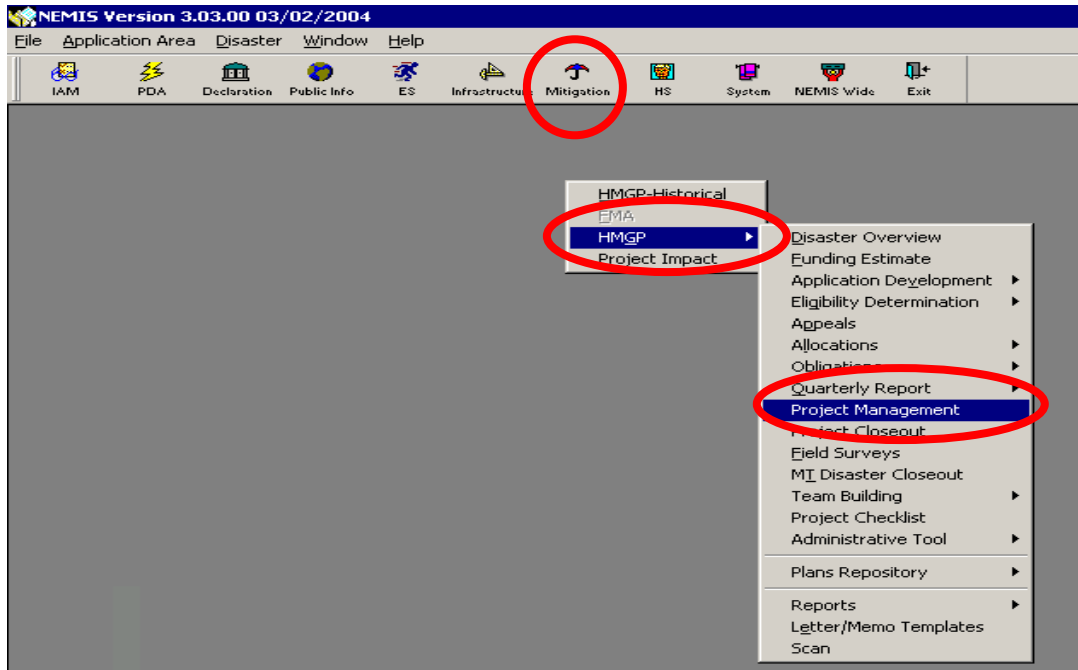


**Figure A-11 Accessing the Cross Disaster Environmental Conditions Report from Mitigation Icon on Main NEMIS Menu**

After selecting the desired project, the user viewing the screen under the HMO role can view the conditions that require monitoring for that specific project by selecting the “Environment Condition” button.

### Project-Specific reports

Under Project Management, a user can access a report on a specific project. Select Mitigation icon→HMGP→Project Management (Figure A-12).



**Figure A-12 Accessing a Specific HMGP Project Report Under the "Mitigation" Icon**

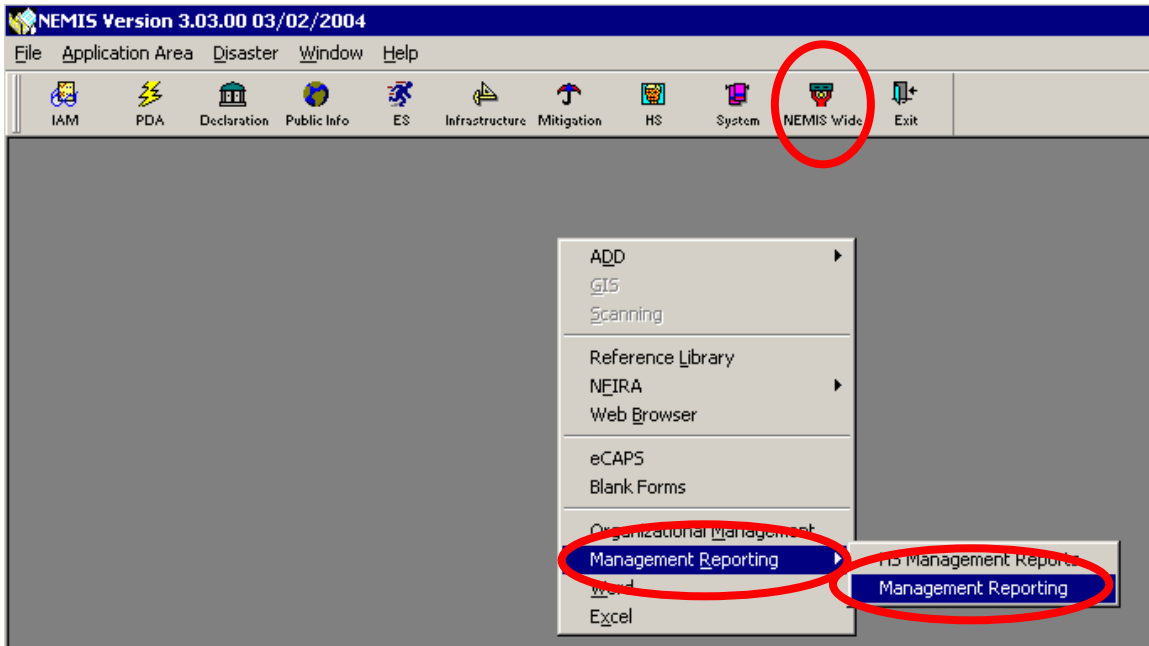
Application Development, Environmental, Project Closeout, Project Eligibility, and Project Management reports

These five reports provide environmental project-specific data.

- ◆ Application Development: shows all environmental conditions, including standard conditions
- ◆ Environmental Report: shows all environmental conditions, including standard conditions
- ◆ Project Closeout: shows only environmental conditions that required monitoring
- ◆ Project Eligibility: shows all environmental conditions, including standard conditions

- ◆ Project Management: shows only environmental conditions that require monitoring

All five are accessed by selecting the “NEMIS Wide” icon→Management Reporting→Management Reporting (Figure A-13). Then click the +Mitigation menu item and all the reports will be available for viewing.



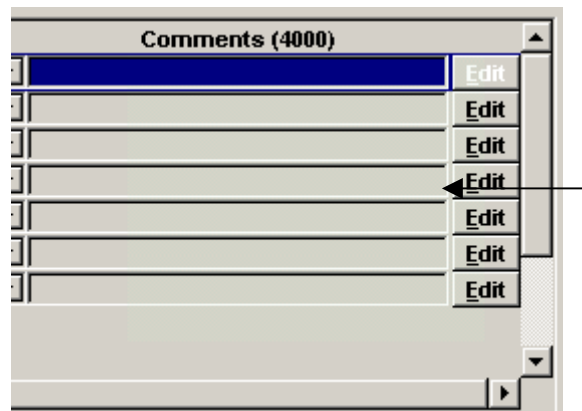
**Figure A-13 Accessing HMGP Reports from "NEMIS Wide" Icon**

## APPENDIX B: COMMENTS

### Laws/EOs Tab

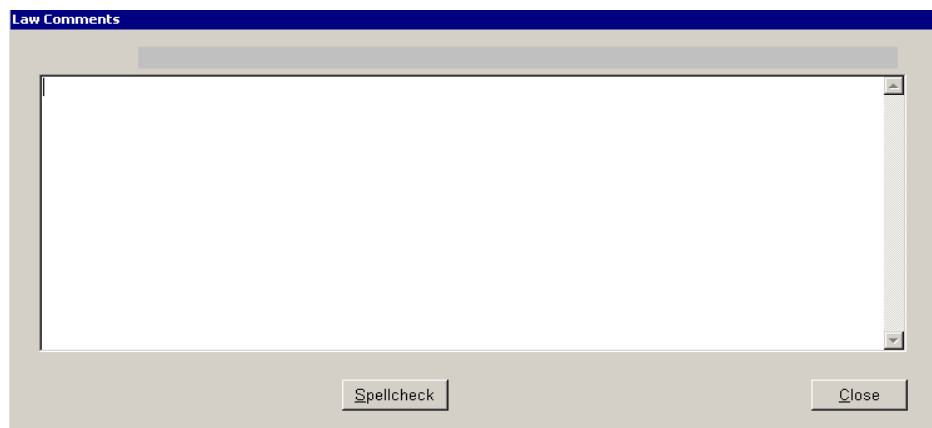
The *Laws/EOs* tab of the *Environmental* tab of a PW is where the user will enter comments pertaining to a specific law for PA and Mitigation. It is also the tab on which the user will record the status of a specific law.

The user can enter comments here regarding status of laws/EOs by clicking on the “Edit” button for either PA or HMPG (Figure B-1).



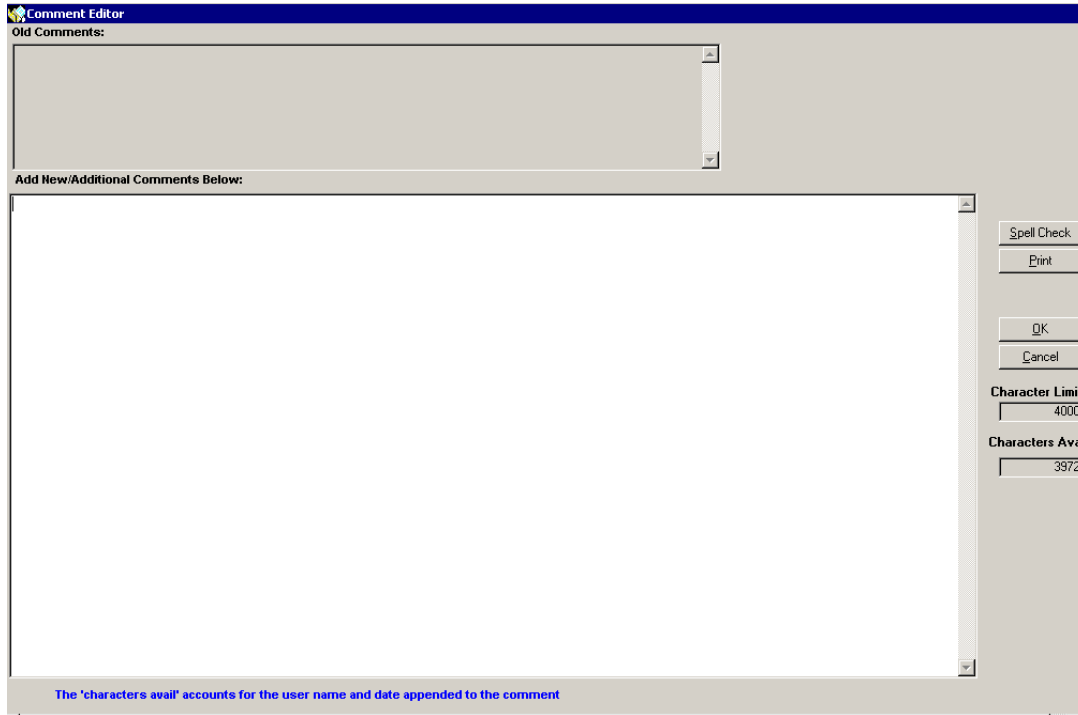
**Figure B-1** *Comments Field of Laws/EOs Tab*

The window shown below appears when the user selects the “Edit” button in the PA module (Figure B-2). Enter comments here (up to 4,000 characters). These comments do not print out on any PA reports (APPENDIX A Table). They are for internal use only.



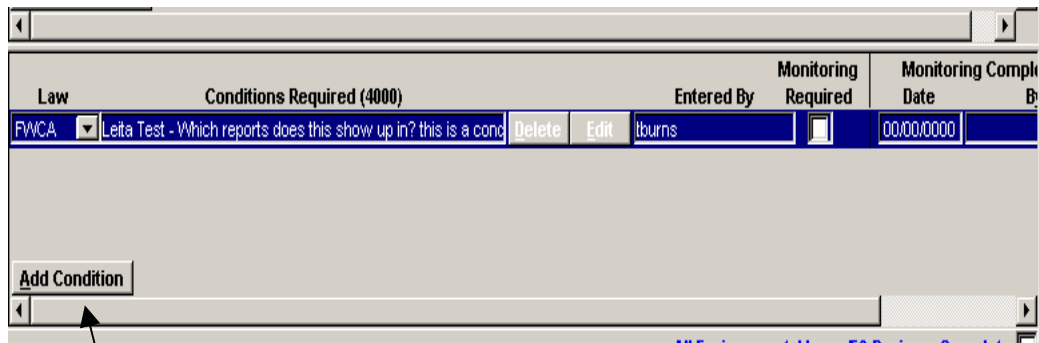
**Figure B-2** *Open Window of Comment Field of Laws/EO Tab in PA*

The window shown below appears when the user selects the “Edit” button in the HMGP module (Figure B-3). Enter comments here (up to 4,000 characters). These comments will show on various Mitigation reports that display the Environmental reviews (APPENDIX A Table).



**Figure B-3 Open Window of Comment Field of Laws/EO Tab in Mitigation**

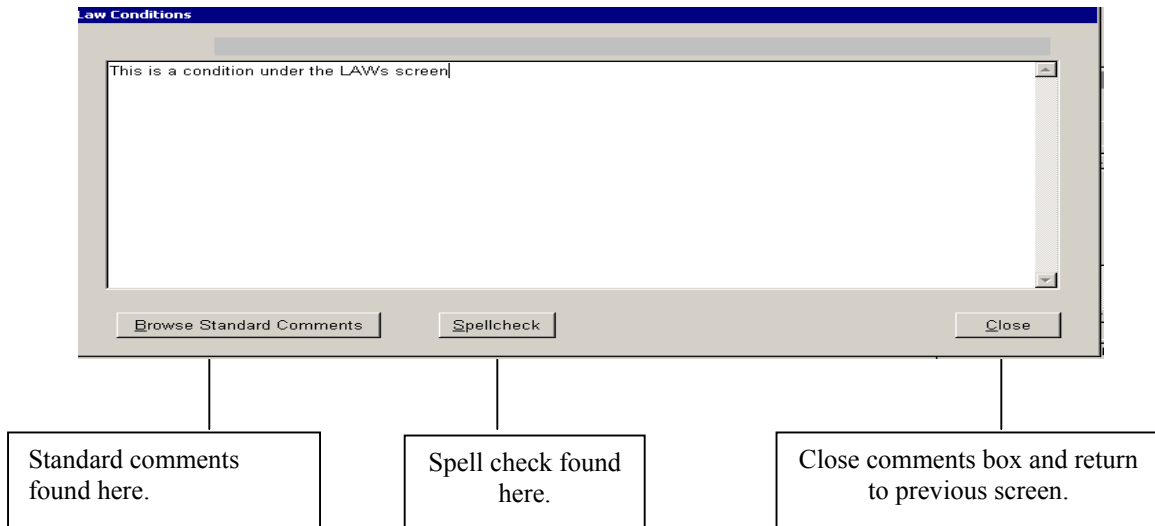
The reviewer may use the screen shown below (Figure B-4) to enter a condition on the *Laws/EO* tab in PA and HMGP. This field is limited to 4,000 characters. Information entered in this field will appear on various PA and HMGP reports (APPENDIX A Table).



**Figure B-4 Laws/Conditions Required Field of Laws/EOs Tab in PA & HMGP**

Conditions cannot be added until the user selects “Add Condition” button.

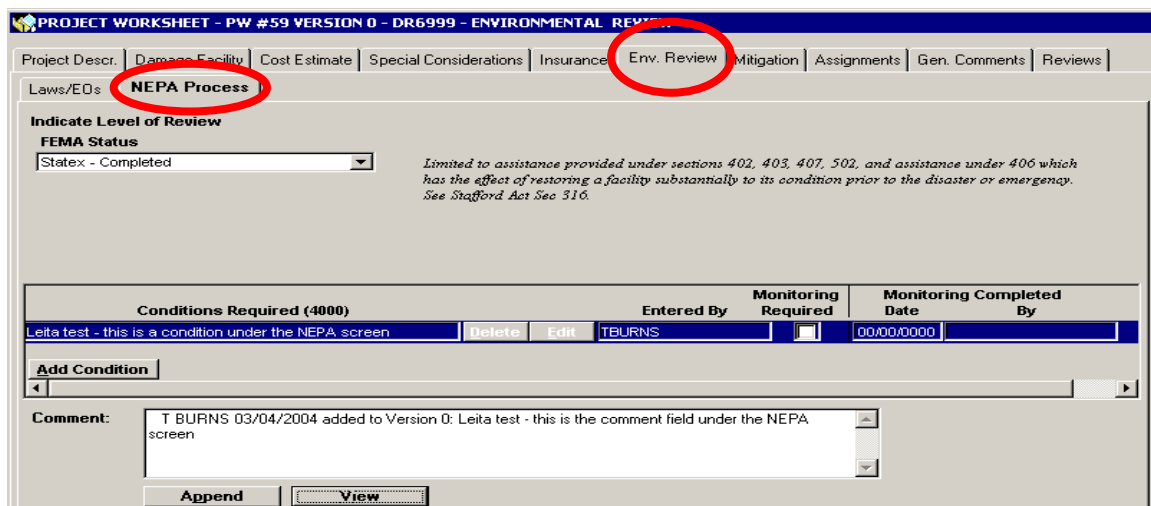
Once the user has selected the “Add Condition” button, select “Edit” to access the conditions field window shown below (Figure B-5). The user can enter comments or use the Browse Standard Comments option.



**Figure B-5** Open Window of "Conditions Required" Laws/EO Tab

## NEPA Process tab

The *NEPA Process* tab of the *Environmental Review* tab is the same for PA and HMGP. This is where the user documents the level of NEPA review and applicable dates of completion. It is also the tab on which the user can record conditions and add comments. (Figure B-6).

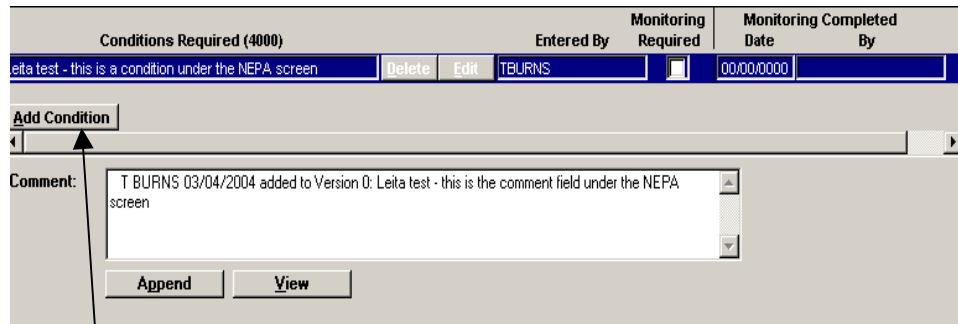


**Figure B-6** NEPA Process Tab Under the Environmental Review Tab in PA & HMGP



See individual captures of selected areas below:

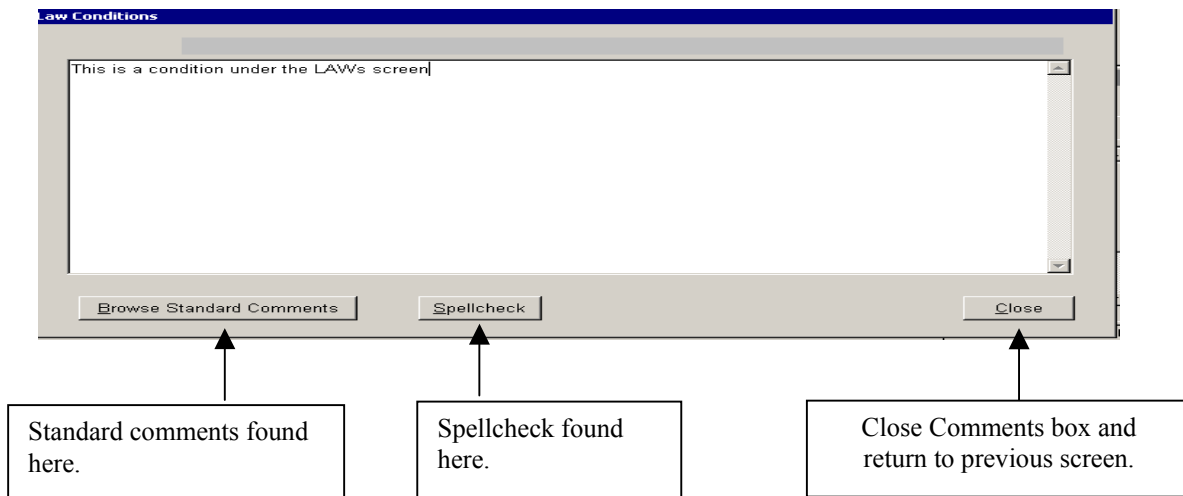
The reviewer may use this area to enter a condition on the *NEPA Process* tab (up to 4,000 characters). Information entered in this field will appear on various PA and HMGP reports (APPENDIX A Table).



**Figure B-7** *Laws/Conditions Required Field of NEPA Process Tab in PA & HMGP*

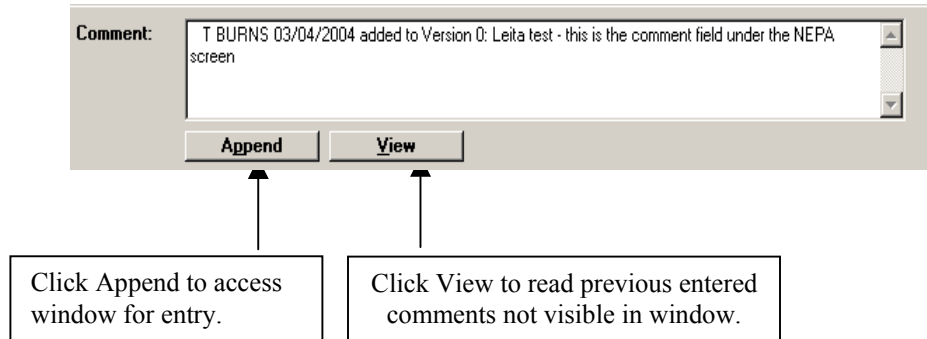
Conditions cannot be added until the user selects “Add Condition” button.

Once the user has selected the “Add Condition” button, select “Edit” to access the conditions field window shown below (Figure B-8). The user can either enter comments or use the Browse Standard Comments option.



**Figure B-8** *Open Window of "Conditions Required" on the NEPA Process Tab in PA & HMGP*

Use the Comment area shown below (Figure B-9) to enter comments relevant to documentation, such as justification for an EA.



**Figure B-9 Open Window of "Conditions Required" NEPA Process Tab**

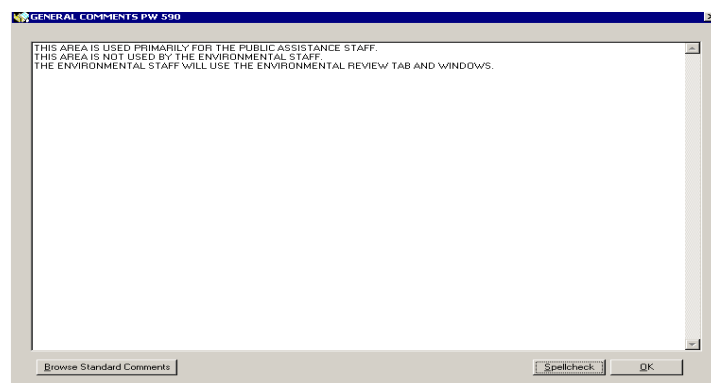
This Comment field is for internal communication and to provide back-up documentation. This area does not print on the PW report. This Comment field is seen on the Application Development, Environmental, and Project Eligibility reports in HMGP.

## General Comments

A General Comments area is available in both the PA and HMGP modules. Environmental/Historic Preservation staff should not use the *General Comments* tab in either PA or HMGP unless otherwise directed by the REO.

To enter General Comments in PA, the user double clicks in the *General Comments* window of a Project Worksheet. Once activated, the window makes the "Browse Standard Comments" and "Spellcheck" buttons available.

The General Comments are primarily used by the PA staff (Figure B-10).



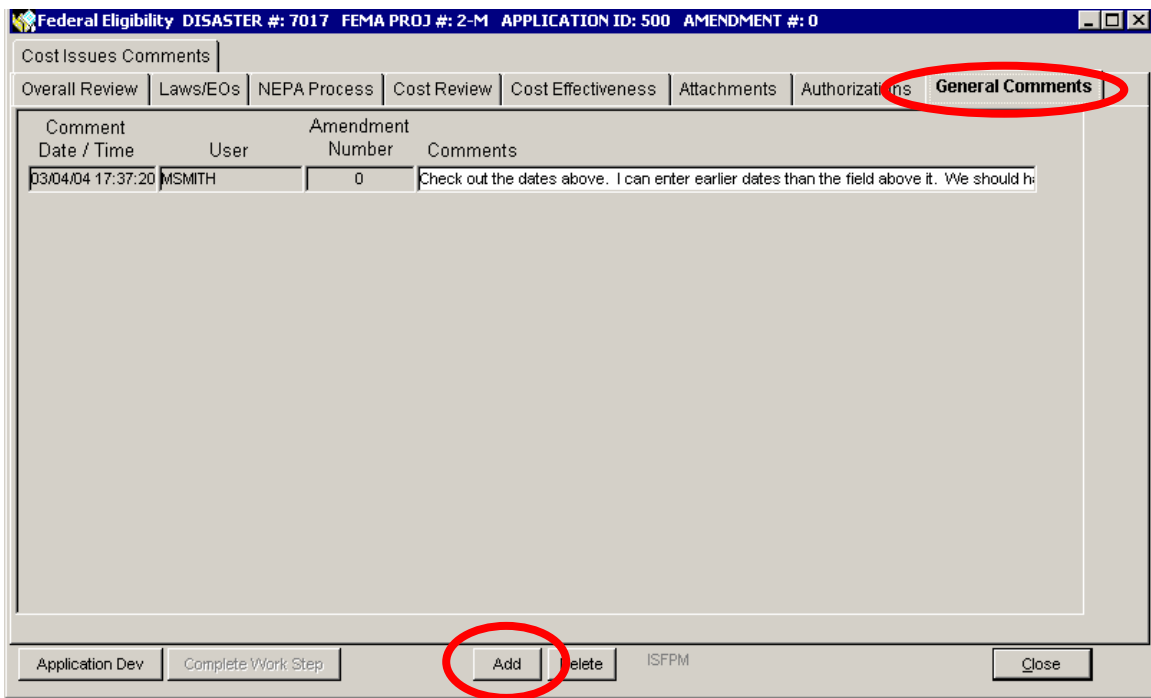
**Figure B-10 General Comments Tab of a PW in Public Assistance**

The General Comments appear and print on the PW Report in PA (APPENDIX A, Table).

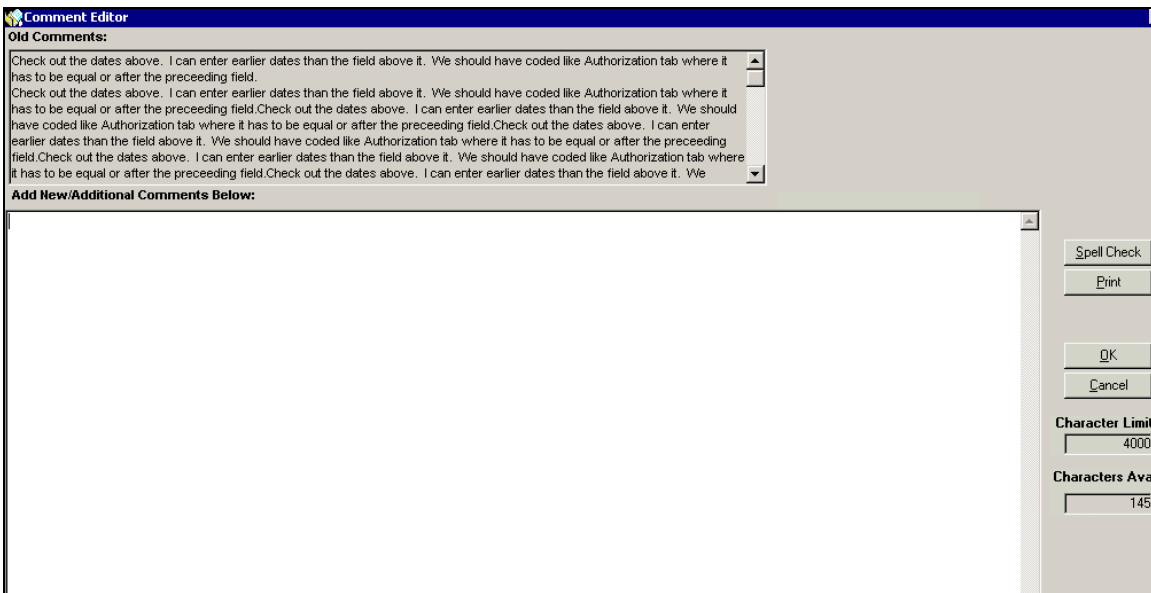
To enter General Comments in HMGP, click on the “Add” button to create a new field line in the *General Comments* window of a work packet. If there is already a line with comments and the user is the same, comments can be entered up to 4,000 characters. If a different user needs to enter a comment, click on the “Add” button to create a new field line.

Once the line has been added, or if the same user enters additional information on an existing line, double click on the line to active the General Comment window (Figure B-12).

In HMGP, the General Comments are primarily used by the HMGP staff (Figure B-11).



**Figure B-11 General Comments Tab in HMGP**



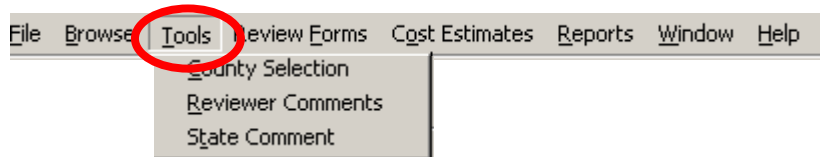
**Figure B-12 General Comments Window in HMGP**

The applicant can view and print the work packet. These comments also print out on the Project Eligibility Report (APPENDIX A Table).

**NOTE:** For each comment line, there is a character limit of 4,000. This window option keeps a running count of characters entered and the user can easily determine if a new comment line should be added.

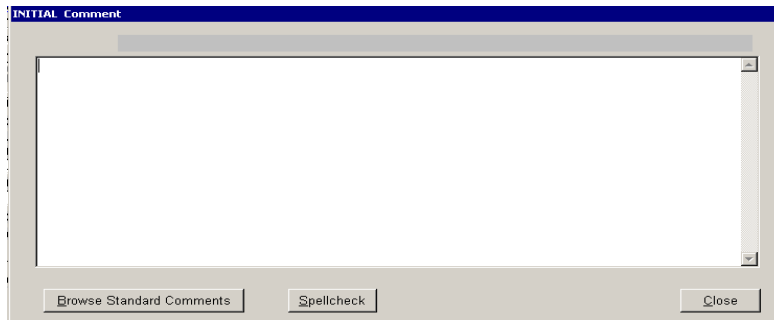
## Reviewer Comments

From an open PW in the PA module, the Reviewer can access the Reviewer Comments box to enter information needed to internally communicate with other Special Considerations Reviewers, including State staff.



**Figure B-13 Tool Bar: Where to Access Reviewer Comments Field in PA**

When a PA Reviewer activates a PW and then selects Reviewer Comments from the top menu bar, the window shown below will appear (Figure B-14).

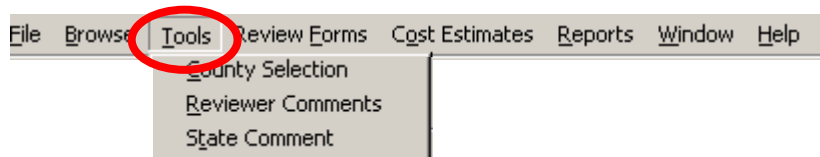


**Figure B-14 Open Comments Window from Initial Review Queue in PA**

When a reviewer activates the Reviewer Comments area from Historic, Floodplain, or Environmental queue, the user can view any previously entered comments. Any Special Considerations reviewer should access the Reviewer Comments prior to reviewing a project to see if there are any pertinent issues. This is for internal communication. However, anyone who can access the Project Worksheet can print these internal Reviewer Comments (Figures B-14a and B-14b).

## State Comments

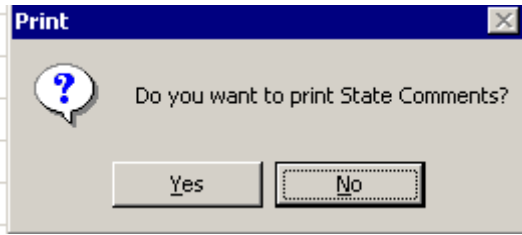
From an open PW in the PA module, the State Reviewer can access the Reviewer Comments box from the top menu bar, to enter information needed to internally communicate with other Special Considerations Reviewers, including PA staff (Figure B-15).



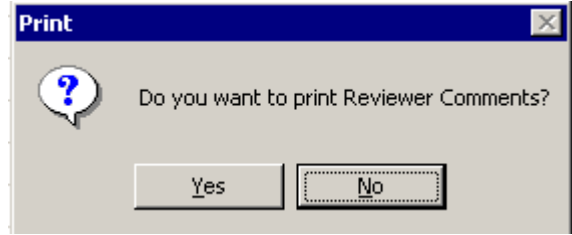
**Figure B-15 Tool Bar: Where to Access State Comments Field**

The window to enter comments is the same as Figure B-12.

The user has the option to view and/or print out any of the internal comments on a PW (Figure B-16 and Figure B-16a).



**Figure B-16 Option to Print State Comments from a PW in PA**



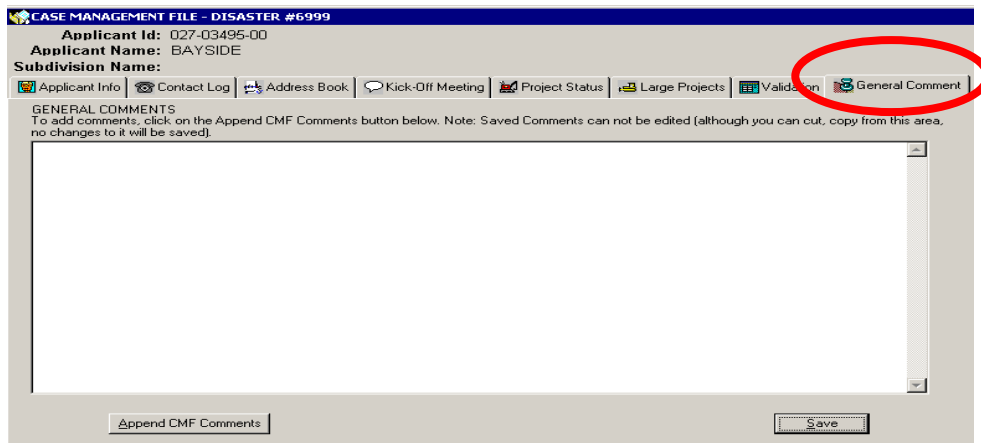
**Figure B-16a: Option to Print Reviewer Comments from a PW in PA**

## Case Management File (CMF) General Comment

The PAC and PA managers use the Case Management File General Comment area to maintain information on meetings, conversations, phone messages and related administrative documentation for PA applicants. It is not a place to document information specific to a PW.

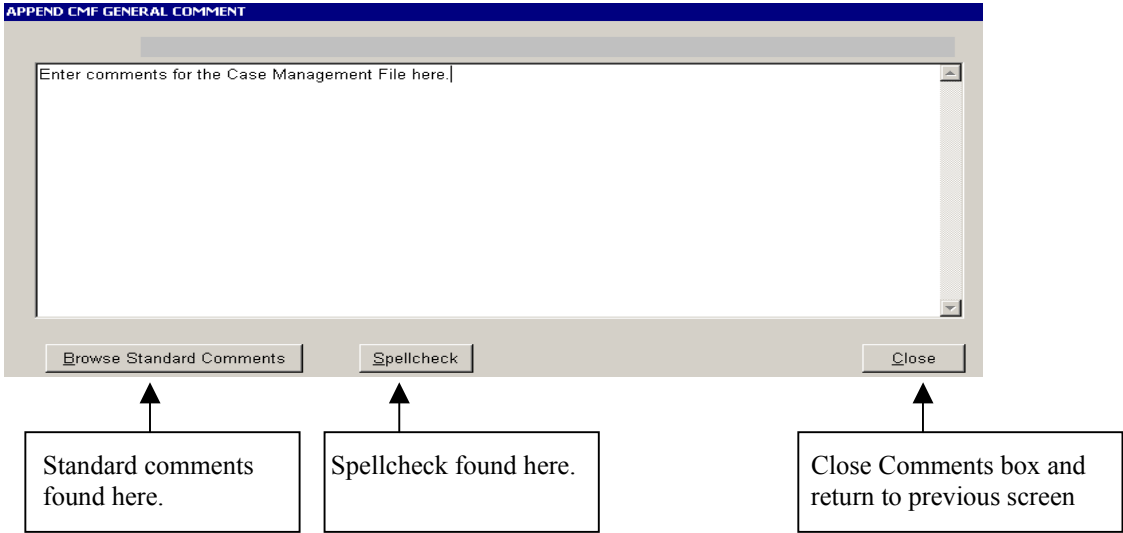
The PA staff are the primary users of the CMF. The Environmental staff should generally not use this area to enter comments or to record potential issues or on-going concerns.

The user clicks on the “Append” button on the *General Comments* tab in the CMF to open the window (Figure B-17).



**Figure B-17 Case Management File General Comment Tab in PA**

Once this window is open, the user can enter comments or use the Browse Standard Comments option (Figure B-18).



**Figure B-18 Open window of General Comments in Case Management File in Public Assistance.**

## **APPENDIX C**

### **Summary of changes in NEMIS V3MR3 Affecting the Documentation of Environmental/Historic Preservation Review**

In the V3MR3 version of NEMIS, the environmental tabs have been standardized for both PA and HMGP.

#### **Public Assistance:**

##### **STATEX Bypass :**

- ◆ User will not be able to use Bypass and send project to environmental/historic queue at the same time.
- ◆ System will record user and date STATEX bypass has been used, as well as users making determinations within NEPA screen.
- ◆ Use of STATEX bypass will autofill NEPA STATEX and laws/EOs screen determinations.
- ◆ Autofilled determinations code is specific to use of bypass to provide clear audit trail and avoid confusing determinations associated with situations where a law is evaluated in detail for a specific project.
- ◆ Use of STATEX bypass will be noted on PW report.
- ◆ New versions of a project will be required to return to the Environmental queue if the original version was reviewed through the queue. Data will copy forward.

##### **Zero Dollar or Ineligible Projects:**

- ◆ Will allow a project to be moved forward without environmental review (for ineligible projects).
- ◆ Requires Review queue or STATEX bypass like any other project, if project later found to be eligible for funding.

##### **Floodplain Queue:**

- ◆ Selecting Floodplain queue will not bypass the Environmental or Historic queues. User must select one of the two, Environmental or Historic.

##### **Special Considerations form:**

- ◆ If either “yes” or “unsure” is marked on the Special Considerations Questions #2 - #5 and #7 – #9, the project automatically enters the Environmental queue.



- ◆ If question #2 is marked “yes” or “unsure”, the project is automatically entered into the Floodplain queue and the Environmental queue.
- ◆ Marking question #6 “yes” or “unsure” will automatically enter the project into the Historic queue and the Environmental queue
- ◆ Additional warning notice given at final review if one of the eight questions is “yes” or “unsure”.

#### Corrections:

- ◆ No longer can two users edit a project at the same time.
- ◆ Allow paste into all Comments fields.
- ◆ Access button for “standard comments” on screens (including mitigation program screens).

#### PW Enhancements:

- ◆ Re-designed environmental section, including notation of user applying STATEX bypass.
- ◆ Distinct area for required conditions.
- ◆ Universal standard conditions “hard-coded” on the reports.
- ◆ Users can no longer enter any type of free-form laws.

#### Reports:

- ◆ New Project Environmental Report to print nine questions, project scope, full information from environmental screens, and all comment areas. Used for internal documentation of review.
- ◆ Cross Disaster Environmental Conditions Report. Used to track projects requiring monitoring.

#### Special PW Functions:

- ◆ Added environmental conditions comment area to record comment status, outcome, issues after project obligation.

#### Required conditions:

- ◆ All information communicated to applicants will be recorded in the “Required Conditions” text fields. No longer use General Comments section of the PA module to record any environmental information.

## **HMGP:**

### Application Development:

- ◆ Ability to view Eligibility Determination Environmental information in Application Development.
- ◆ Updated HMGP checklist to reflect changes in areas of application such as Environmental/Historic Preservation compliance.

### Eligibility Determination:

- ◆ New streamlined Environmental Review process that has condensed review from four steps to three total.
- ◆ Standardized Environmental Laws and Executive Order entry in the system.
- ◆ Ability to monitor environmental conditions after approval of project.
- ◆ Requirement that all amendments be reviewed by ENVOF.

### Project Closeout:

- ◆ Additional requirement checks for PSI, State Management Costs, and Environmental conditions.

### Other HMGP:

- ◆ Improved comment and attachment function within the system.

## **PA and Mitigation:**

### NEPA Screens:

- ◆ Added box to notate no extraordinary circumstances.
- ◆ Added programmatic CATEX to list of CATEX codes.
- ◆ Removed seldom used date fields.
- ◆ Made mandatory start and completion dates for EAs and EISs. To be used for reporting purposes.
- ◆ Added a “Conditions Required” area in NEPA screen for consistency with “Other Laws/EOs” screen. Used for NEPA related or general conditions.
- ◆ Other Laws and EOs separate screens have been combined into one screen.
- ◆ Improved process for use of “other” laws and EOs; scrolling list to choose from.

### Required Conditions:

- ◆ Internal documentation will occur in the Comments fields; printed through a new project environmental report.
- ◆ Comments field in both PA and MT modules NEPA screens.
- ◆ All conditions and comment areas can use copy/paste function.
- ◆ Very commonly applied conditions have been hard-coded into the PW report and the MT project report.

### Added features:

- ◆ A “Monitoring Required” button has been added to notate conditions that require active follow-up or verification.
- ◆ A “Completion Date” field has been added to record closure for those conditions that have been marked as requiring monitoring. Completion date is visible but cannot be edited until after project obligation.
- ◆ A report has been created to identify projects within the identified selection criteria associated with conditions.

## **APPENDIX D**

### **GLOSSARY**

**AMENDMENT** – Reflects changes to the original HMGP project application.

**BYPASS BUTTON** – Found on *Review* tab of Project Worksheet for Public Assistance staff to stop the project going through Environmental review.

**CASE MANAGEMENT FILE (CMF)** – Place to maintain information on meetings, conversations, phone messages and related administrative documentation for Public Assistance applicants.

**CATEGORICAL EXCLUSION (CATEX)** – A category of actions which do not individually or cumulatively have a significant effect on the human environment and which are therefore exempt from requirements to prepare an environmental impact statement.

**COMMENTS** – Notation of a reason or further explanation of area(s) of the Project Worksheet.

**CONDITIONS** – Specific requirement that the applicant must meet to satisfy a law.

**DEPUTY ENVIRONMENTAL LIAISON OFFICER (DELO)** – Deputy Environmental Liaison Officer.

**ENVIRONMENTAL ASSESSMENT (EA)** – A concise public document under the National Environmental Policy Act that provides evidence and analysis for determining the extent of environmental effects or consequences a proposed action and reasonable alternative actions. An EA may help to determine if an Environmental Impact Statement must be prepared.

**ENVIRONMENTAL / HISTORIC PRESERVATION REVIEWER** – The person who assists in completing the historic preservation review process and determines which review process will be used.

**ENVIRONMENTAL IMPACT STATEMENT (EIS)** – A detailed analysis under the National Environmental Policy Act that examines any major Federal action that significantly affects the quality of the human and natural

environment. An EIS provides a complete evaluation of the proposed action and all feasible alternatives.

**ENVIRONMENTAL LIAISON OFFICER (ELO)** – Lead Environmental person at a Disaster Field Office that provides national oversight, guidance, interagency coordination, and technical assistance on environmental compliance issues.

**EXECUTIVE ORDERS (EO)** – Presidential mandates.

**EXTRAORDINARY CIRCUMSTANCE** – Something about the nature or location of a proposed action that makes it substantially different from a typical action of its category and usually requires a higher level of National Environmental Policy Act review.

**FINDING OF NO SIGNIFICANT IMPACT (FONSI)** – The conclusion of an Environmental Assessment (EA) under the National Environmental Policy Act when it is found that there are no significant impacts.

**GENERAL COMMENTS TAB** – Free-form entry screen that stores the narrative information about the applicant for information and archival purposes.

**HAZARD MITIGATION GRANT PROGRAM (HMGP)** – Authorized under Section 404 of the Stafford Act, this program provides grants to Tribes, States, local governments, and certain Private Non-Profits to implement long-term hazard mitigation measures throughout the Tribal lands/State after a major disaster declaration.

**ICONS** – Graphic symbol indicating a computer function.

**INFRASTRUCTURE** – Provides grants for repair of public buildings, public utilities, parks, etc. It can also help non-profit agencies that provide assistance that is normally in the public domain (i.e., daycare or abused women's shelters) that are open to the public. The term Infrastructure is no longer used in the FEMA vocabulary; instead use PA.

**MITIGATION** – Actions taken to reduce the loss of life and property.

**MONITORING** – Tracking progress for a particular condition.

**NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)** – Level of documentation that varies based on amount of environmental and historic disturbances the project entails.

**NATIONAL HISTORIC PRESERVATION ACT (NHPA)** – Passed in 1966, this Act is the primary law governing historic preservation programs nationally. NHPA outlines historic preservation responsibilities for Federal agencies.

**NEMIS (NATIONAL EMERGENCY MANAGEMENT INFORMATION SYSTEM)** – Management system used by FEMA to electronically enter, record, and manage grants for Federal funding in pre-disaster, fire suppression, emergency management, and declared disaster assistance grant programs.

**NEPA PROCESS TAB** – Area within Public Assistance in NEMIS where staff enters information and data pertaining to NEPA. Found on the *Environmental Review* tab of a Project Worksheet.

**PROGRAMMATIC AGREEMENTS** – An agreement between FEMA and other agencies, under the National Historic Preservation Act, to execute historic preservation review on a programmatic basis, rather than on a case-by-case basis.

**PROJECT OFFICER (PO)** – Works with the applicant and/or State staff in developing project worksheets for Federal funding.

**PROJECT WORKSHEET (PW)** – Official document in FEMA used to develop funding request for a designated applicant.

**PUBLIC ASSISTANCE (PA)** – Provides grants for repair for public buildings, public utilities, parks, etc. It can also help non-profit agencies that provide assistance that is normally in the public domain (i.e., daycare or abused women's shelters) that are open to the public. Use Public Assistance in place of Infrastructure.

**PUBLIC ASSISTANCE COORDINATOR (PAC)** – Primary contact for a Public Assistance applicant. Reviews written work of assigned Project Officer; responsible for Case Management File, INITIAL and FINAL review of Project Worksheets through NEMIS.

**PUBLIC ASSISTANCE (406) MITIGATION** – Authorized under Section 406 of the Stafford Act for specific mitigation measures for the damaged portion of a public facility.

**QUEUE** – Electronic storage area within NEMIS database where projects await review and processing.

**RECORD OF ENVIRONMENTAL REVIEW (RER)** – Regional checklist (job aid) used to determine level of environmental review. The use of the RER varies from region to region.

**REGIONAL ENVIRONMENTAL OFFICER (REO)** – Lead environmental compliance manager for a specific region.

**RECORD OF DECISION (ROD)** – Under the National Environmental Policy Act, the conclusion of the environmental review process that concisely explains the reasons for selecting a certain action, the environmental effects of the action, and the proposed mitigation procedures.

**SCOPE OF WORK (SOW)** – Description of work necessary to repair the damage and correspond directly to the cause of damage. The scope of work should be specific in quantifiable and descriptive terms.

**SPECIAL CONSIDERATIONS** – Issues other than program eligibility that affect the scope of work and funding for a project.

**SPECIAL CONSIDERATION QUESTION** – Sometimes referred as the “9 questions form” used by the PO/PAC/APPLICANT to identify special consideration issues on a Project Worksheet.

**SPECIAL CONSIDERATION REVIEWER** – Specialized reviewers assigned specific duties of review in Public Assistance.

**STANDARD COMMENTS** – Informative hard-coded comments in NEMIS available to staff that will not have to be entered manually.

**STATUTORY EXCLUSION (STATEX)** – A FEMA action exempted from the National Environmental Policy Act compliance under the Stafford Act Section 316.

**STATUS** – Current level of review.

**V3MR3** – Version 3, Maintenance Release 3 of NEMIS. Released March 2004.

**VERSION** – Supplemental information for a project worksheet.

**WARNING SCREEN** – An area that is displayed alerting the user of a potential error or message.

**WORK PACKETS** – HMGP project package.

**WORK STEPS** – Process of completing work packets.