

*Environmental & Historic Preservation
Management Information System (EMIS)
User Guide
Revised September 2008*



FEMA

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1. Introduction

1.1 *About this Guide*

This User Guide introduces the Environmental and Historic Preservation Management Information System (EMIS) and provides comprehensive instructions to project reviewers (Reviewers) who use EMIS to conduct environmental and historic preservation (EHP) reviews of FEMA grant-funded projects. The guide can also be used as a reference tool by program staff who have read-only access rights to EMIS.

EMIS was created to standardize EHP compliance and documentation and ensure that it is recorded in a consistent manner in a single web-based system. This User Guide provides instructions for navigating through EMIS and how and where to record information in the system to appropriately document the EHP reviews.




1.2 *How to Use this Guide*

This guide is organized into four chapters:

- Chapter 1 contains administrative items, explains general terminology, and provides a conceptual overview of EMIS and how EHP interacts with other programs at FEMA.
- Chapter 2 explains how to log-on to EMIS and navigate through the system. It also highlights standard links and references that are common among the different screens in the system.
- Chapter 3 details the Historic Preservation (HP), Floodplain (FP), and Environmental (ENV) Technical Review processes and how to document these Technical Reviews in EMIS.
- Chapters 4 & 5 are an overview of the Environmental Officer (EO) Review and managerial capabilities of EMIS.
- The Appendices include a glossary, quick reference guides to frequently performed functions, and additional guidance on administrative features.

1.3 User Guide Icons Defined

Several icons are used in the guide to call attention to important information and tips. These icons are explained below.

ICON	DESCRIPTION
	<p>PROVIDES IMPORTANT INFORMATION ON THE TOPIC.</p>
	<p>ALERTS USER TO A HELPFUL TIP.</p>
	<p>PROMPTS USER TO REMEMBER NOTEWORTHY INFORMATION.</p>

1.4 Overview

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

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

The backbone of EMIS is an electronic version of the Record of Environmental Consideration (REC) which is automatically generated in PDF format once the review screens for each EHP law and Executive Order are completed.

EMIS collects and stores certain information about each project and allows Reviewers to 1) add comments, such as identifying the presence of resources at or near the project site, or summarizing coordination with a resource agency; 2) attach documents, such as photos, maps, and correspondence letters/emails; and 3) add approval conditions, such as mitigation or treatment measures or conditions required by a regulatory authority. EMIS also has administrative tools that EHP managers (e.g. Regional Environmental Officers, EHP Team Leads, EHP Advisors) may use to manage workload, generate

performance reports, and establish the review workflow for a particular program or disaster event.

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

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

1.5 Terms and Concepts

EMMIE: The *Emergency Management Mission Integrated Environment*. EMMIE is an internet-based system for managing disaster grants, over an entire grant life cycle, using standardized, web-based screens. EMMIE provides a common internal system for use by FEMA staff and contractors across the different program areas and offices involved in the successful processing of a grant from solicitation to closeout, i.e. eligibility reviews, awards, change requests, amendments, financial and performance report reviews, monitoring of expenditures, and other grants management functions. EMMIE also provides a common external system for use by grant applicants, where they can submit requests to FEMA for grant assistance. In January 2008, PA became the first program area to use EMMIE. There is a systems interface between EMMIE and EMIS, so that PA can submit an application for EHP review at the appropriate time during the grant process.

EMIS: The *Environmental and Historic Preservation Management Information System*. EMIS is a stand-alone web-based system designed to facilitate the process of reviewing FEMA-funded projects and documenting project compliance with the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Endangered Species Act (ESA), Clean Water Act (CWA), Executive Orders on Wetlands and Floodplains (EOs 11988 and 11990), and other EHP laws and Executive Orders.

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

MTeGrants: The web-based electronic grants system that currently processes applications for the following grant programs: Flood Mitigation Assistance (FMA); Pre-Disaster Mitigation (PDM); Severe Repetitive Loss (SRL); and Repetitive Flood Claim (RFC). There is a systems interface between MTeGrants and EMIS, so that Mitigation can submit an application for EHP review at the appropriate time during the grant process.

Funding Program or Calling Program: A Funding Program is a unit within FEMA that funds projects, such as the PA Program or the FMA Program. When a Funding Program requests an EHP Review of a project or application, it “calls” on the EHP program by submitting that project to EMIS. Once a program submits a project to EMIS for EHP Review, it is referred to as a Calling Program.

EHP Review/Technical Review: The EHP Review begins when a Calling Program submits a project to EMIS and it ends when a project is approved by the EHP program and is returned to the Calling Program. The EHP Technical Review consists of an analysis of the potential impacts a project may have on natural or biological resources and historic properties; making a determination of the project’s compliance with each of the applicable laws and executive orders; and documenting the project’s overall EHP compliance in EMIS.

Rework: The ability to return a project 1) to the Calling Program to request additional information or clarification about a project, or 2) to one of the three Technical Review queues in EMIS.

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

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

Data Warehouse: The Enterprise Data Warehouse (EDW) was created to make FEMA data accessible to users across the agency. Staff can use the Data Warehouse to perform ad-hoc reporting, on-line data analysis, evaluate trends and decide where best to assign resources to accomplish FEMA's strategic goals. The Data Warehouse pulls information entered into EMIS.

Positions and Roles: Positions (Figure 1.1) are assigned to EHP staff by EHP managers and designated in the NEMIS Access Control System (NACS). An individual’s Position is typically based on skills and expertise. For example, an architectural historian would likely have the Position of Historic Preservation (HP)

Specialist, and a wetlands biologist would have the position of Environmental (ENV) Specialist.

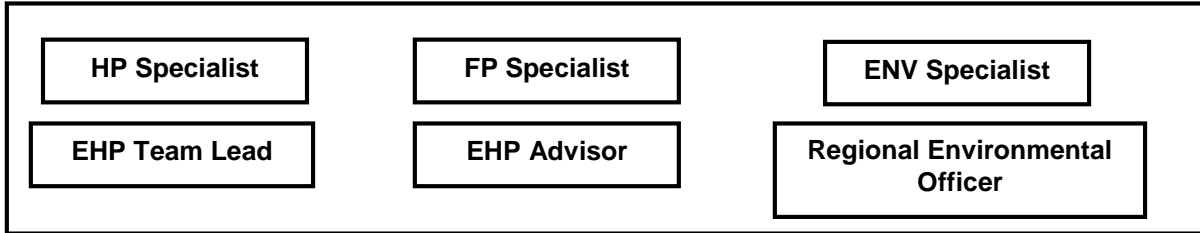


Figure 1.1: Positions

Each Position in NACS has one or more EMIS Roles assigned to it (Figure 1.2). A Role is a privilege to enter information into (i.e. “write-to”) the different Technical Reviews screens of EMIS. For instance, an HP Specialist has the Role of HP Reviewer and an Environmental Specialist has the Role of ENV Reviewer. Some Positions have multiple Roles: for example, the Regional Environmental Officer (REO) has the Roles of HP Reviewer, FP Reviewer, ENV Reviewer, and Environmental Officer (EO) Reviewer, and therefore, can enter information into all of the Technical Review screens of EMIS.

HP Specialist	FP Specialist	ENV Specialist
<p>The HP Reviewer may:</p> <ul style="list-style-type: none"> • Write to the HP Technical Review in EMIS • Read-only the FP and ENV Technical Reviews 	<p>The FP Reviewer may:</p> <ul style="list-style-type: none"> • Write to the FP Technical Review in EMIS • Read-only the HP and ENV Technical Reviews 	<p>The ENV Reviewer may:</p> <ul style="list-style-type: none"> • Write to the ENV Technical Review in EMIS • Read-only the HP and FP Technical Reviews
EHP Team Lead	Environmental Advisor	Regional Environmental Officer
<p>The Environmental Officer Reviewer may:</p> <ul style="list-style-type: none"> • Write to the HP, FP and ENV Technical Reviews in EMIS • Write to the Environmental Officer Review and return project to Calling program 	<p>The Environmental Advisor is generally a policy support position, and has a limited Role in EMIS. The Environmental Advisor may:</p> <ul style="list-style-type: none"> • Read-only the HP, FP and ENV Technical Reviews in EMIS • Write to the Environmental Officer Review and return project to Calling program 	<p>The Regional Environmental Officer has several Roles in EMIS, and may</p> <ul style="list-style-type: none"> • Write to the HP, FP and ENV Technical Reviews in EMIS • Write to the Environmental Officer Review and return project to Calling program • Establish the Workflow in EMIS

Figure 1.2: Positions and Roles

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

Queues: There are four review Queues in EMIS: Technical reviews are conducted in the HP Review Queue, the FP Review Queue, and the ENV Review Queue. A final quality assurance/quality control review may be conducted in the Environmental Officer (EnvOff) Review Queue. When a project is submitted to EMIS from a Calling Program, it appears in the HP, FP and ENV Review Queues until the Technical Reviews are completed and the project is returned to the Calling Program. Typically, Technical Reviewers with the HP Role manage the HP Review Queue, Technical Reviewers with the FP Role manage the FP Review Queue, and Technical Reviewers with the ENV Role manage the ENV Review Queue. Depending of staff resources, the ENV Role may manage the HP Review Queue, the FP Review Queue, or both. The number of different Queues a particular individual may be responsible for depends on how Workflow for a program or disaster event is established in EMIS.

Workflow: Depending on staff availability and expertise, a REO may want to establish a specific Workflow in EMIS for a particular Calling Program or Disaster event. “Workflow” refers to the progression of Technical Review Queues a project goes through before it is approved and returned to the Calling Program. The most inclusive Workflow (Figure 1.3) includes all of the four Queues, i.e. the project is reviewed by an HP Specialist, an FP Specialist, an ENV Specialist, and the Environmental Officer.

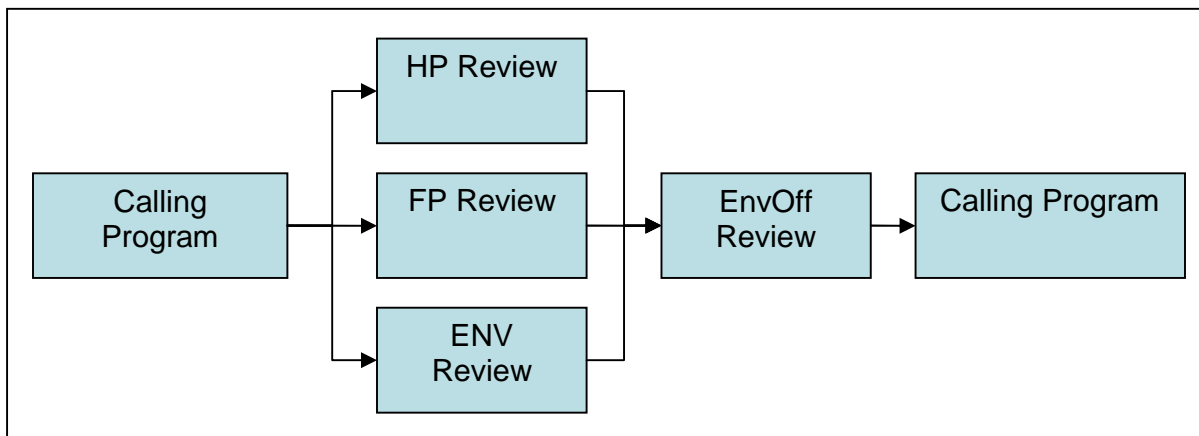


Figure 1.3: Most Inclusive Workflow

If needed, an REO may change the Workflow so that the ENV Reviewer may perform the Technical Review for the HP Reviewer, FP Reviewer, and/or the EO Reviewer. Figure 1.4 illustrates the Workflow when the ENV Reviewer is assigned the FP Review Queue.

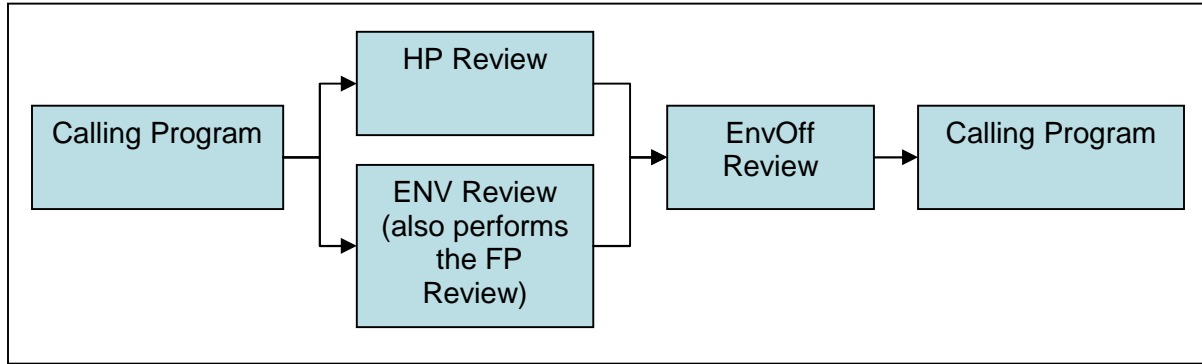


Figure 1.4: Workflow where ENV Reviewer performs FP Review

In its simplest form, Workflow can be established so that the ENV Review encompasses the HP and FP Reviews and is the only queue that appears in the EMIS inbox (a reviewer can enter the HP and FP review screens from within the ENV Queue rather than entering each queue separately). Once the three technical reviews are completed from within the single ENV Review Queue, the project is returned to the Calling Program directly from the ENV Review Queue. No EO Review occurs. In this situation, the individual responsible for the EHP review would need to be assigned all three (HP, FP, and ENV) Specialist Positions in NACS and the EO Review Queue would be turned off. This Workflow is illustrated in Figure 1.5.

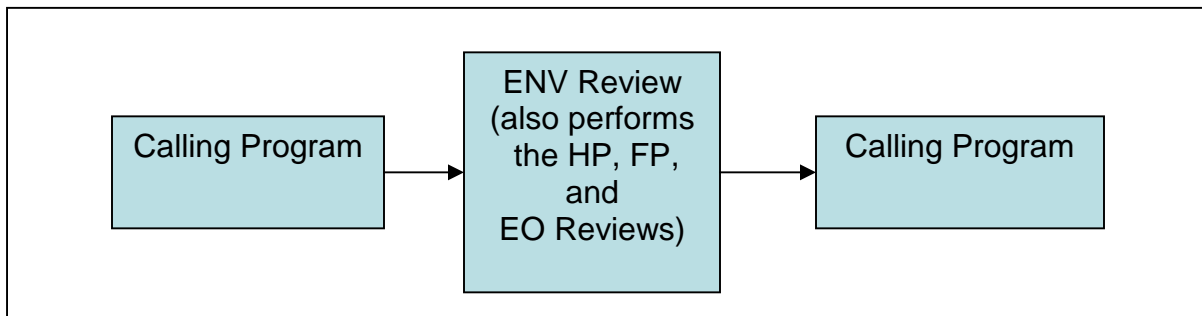


Figure 1.5: Most Streamlined Workflow

1.6 Technical Support

If problems are encountered during an EHP review in EMIS, contact the IT Help Desk at 1-866-476-0544 or MTeGrants@dhs.gov (for troubleshooting issues related to Mitigation grant process) or FEMA-EMMIE@dhs.gov (for troubleshooting issues related to PA projects).

Help Desk hours are generally Monday through Friday, 9 a.m. to 5 p.m. Eastern Time and may be extended preceding published FEMA grant application deadlines.

Any EMIS programmatic issues or suggestions to improve EMIS can be directed to OEHP Headquarters at FEMA-EHPSystem@dhs.gov.

2. Getting Started

2.1 How to Access the EMIS System

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

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

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

2.1.1 Logging In to EMIS

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

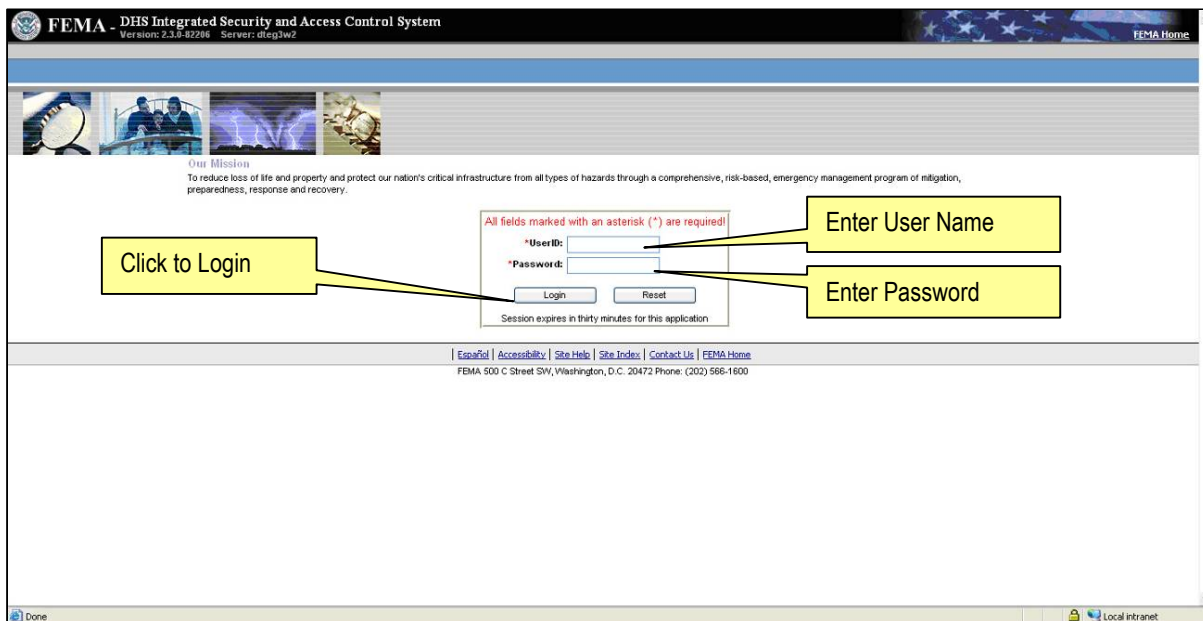


Figure 2.1: Login Screen

2.1.2 Accessing EMIS

After entering User ID and Password information, the *Program* screen will appear (Figure 2.2). From this screen, the user can:

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

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

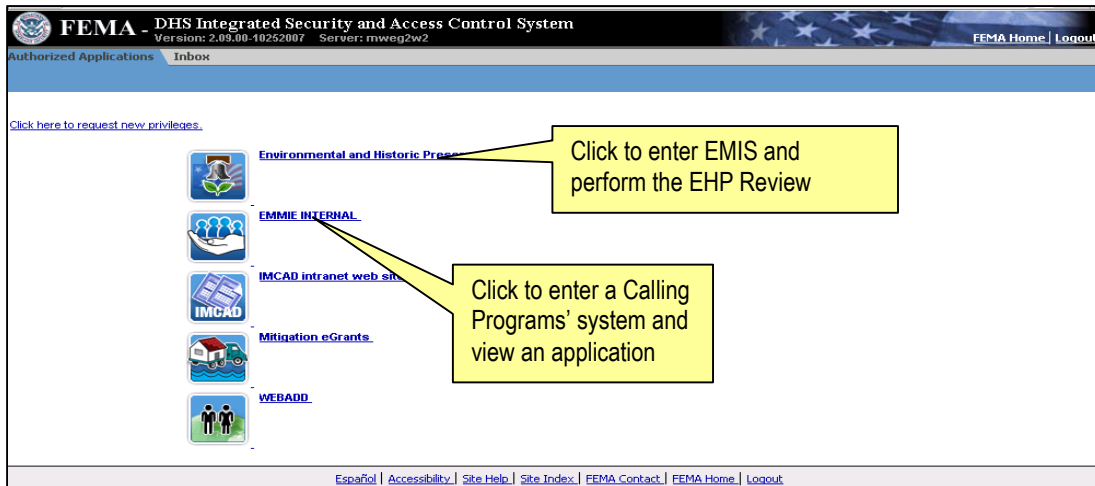


Figure 2.2: Select Program Screen

2.2 Standard Links in EMIS

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

Standard Bottom and Top Right Links:

- **Home** – Returns to the Select Program Screen (Figure 2.3)
- **Logout** – Logs out of EMIS
- **FAQ** – Displays Frequently Asked Questions about the system (under construction)
- **User's Guide** – Links to this guide
- **Privacy Policy** – Displays the FEMA Privacy Policy
- **Accessibility** – Displays FEMA Section 508 Accessibility Statement
- **Contact Us** – Displays the Help Desk contact information

2.3 Inbox Navigation in EMIS

The projects that have been submitted for EHP review appear on the **Inbox** screen (Figure 2.3). If a Technical Reviewer is assigned only the “EHP Historic Preservation Specialist” position in NACS, then only the Historic Review Queue will appear in that user’s Inbox. If a Reviewer is assigned the “EHP Historic Preservation, Floodplain, and Environmental Specialists” positions in NACS, then the Historic, Floodplains, and Environmental Review Queues will all appear in that user’s Inbox.

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

The screenshot shows the FEMA EMIS Inbox interface. At the top, there are navigation links for 'Inbox', 'Reports', and 'Search'. Below this, there are 'Subject tabs' for 'myRoles', 'Inbox', 'All Reviews', and 'Workflow Diagram'. The main area contains a filter section with dropdowns for 'Disaster Component', 'Region', 'Program', 'State', 'Disaster Number', and 'FY', along with 'Filter', 'Hide Filters', and 'Reset' buttons. Below the filters is a table of project entries. At the bottom, there is a 'Check Out/In' button and a footer with links for 'Privacy Policy', 'Accessibility', 'Contact Us', 'Home', 'Logout', 'FAQ', and 'User's Guide'.

Select	Checked Out By	Program	Disaster #	FY	Project ID	Historic Review	
		FEMA		2007	FMA-PJ-06-TX-2007-001 (0)	Historic Review	
		PA	6930	2007	Cam Test SCR 832	Historic Review	08/01/2006
	RABENAU, JEAN	PA		2007	PA-1234	Historic Review	08/20/2006
	rachel	PA	6930	2007	PA-PJ-06-TX-2007-001 (0)	Historic Review	08/20/2006
<input type="checkbox"/>	Check Out	PA	6930	2007	Workflow Test - 001	Historic Review	08/01/2006
	RABENAU, JEAN	Yadde	6930	2007	test 004 Cam	Historic Review	08/01/2006

Figure 2.3: Inbox Elements

2.3.1 Subject Tabs

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

The **Search** capabilities will be explored more in Section 2.4: Managing Your Inbox. The **Reports** capabilities of EMIS will be described in more detail in Module 5.

2.3.2 Top-right Standard Links are expanded to include:

Message: User session will expire in **XX** minutes

FAQ: Link to Frequently Asked Questions (under construction)

User Guide: Link to this Guide

2.3.3 Sidebar Links

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

- **myRoles** – A pop-up link of the Roles that have been assigned to a user (see Module 1 and Figure 2.4).
- **Inbox** – A redirect link to the *Inbox*
- **All Reviews** – A redirect link to view any project that has been submitted for EHP review in the Region or Disaster to which that user is assigned, including those projects for which the EHP review has been completed and projects/queues to which the user may or may not have write-to privileges (see Module 1)
- **Workflow Diagram** – A pop-up link showing a conceptual model of the EHP Review Workflow process (see Module 1)

The screenshot shows a window titled "myRoles". It contains a "User Information" section with the following details:

- User Name: orabin
- Name: RABIN, ALLAN

Below this is a table with the following columns: Component, Program, Region, Disaster, and Role.

Component	Program	Region	Disaster	Role
FEMA	All	4	All	EHP Regional Administrator
FEMA	All	4	All	Environmental Officer
FEMA	All	4	All	Environmental Reviewer
FEMA	All	4	All	Floodplains Reviewer
FEMA	All	4	All	Historic Reviewer

At the bottom of the window is a "Close" button.

Figure 2.4: myRoles

2.3.4 Project Data Table

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

- **Checked Out By:** Indicates who has checked out the project – if this field is blank, then the project is not checked out.
- **Program:** The name of the Calling Program
- **Disaster #:** The Disaster Number, if applicable.

- FY: The Fiscal Year under which the project is being funded.
- Project ID: The **Project ID** link – click the link to open a window for the grant application in the Calling Program’s system, i.e. EMMIE or MTeGrants.
- Queue: The Queue that the project is in, i.e., the HP, FP, ENV, or EO Review – click the link to access the *Technical Review* screens.
- Queue Status Date: The date the project was submitted by a Calling Program to EMIS for EHP review.



If a Reviewer has many projects in the Inbox, it may be helpful to view an extended table of all the projects. To expand the project data table to show all projects, click on the **Show All** link.

The screenshot shows the EMIS Inbox interface. At the top, there are navigation tabs for 'Inbox', 'Reports', and 'Search'. Below the tabs, there's a header for 'myRoles' and 'Inbox'. A message states: 'The Inbox displays the EHP queues that are ready for you to process. You may check out queues by selecting appropriate check boxes and clicking the Check Out/In button. After checking out a queue, click the corresponding link'. Below this, there are filter controls for 'Component' (FEMA), 'Region', 'Program', 'State', 'Disaster Number', and 'FY' (2007). There are buttons for 'Filter', 'Hide Filters', and 'Reset'. A 'Show All' link is visible next to the 'Show 1-10' dropdown. The main area contains a table with columns: 'Select', 'Checked Out By', 'Program', 'Disaster #', 'FY', 'Project ID', and 'Queue'. The 'Project ID' column contains links like 'Environmental Review', 'Floodplains Review', and 'Historic Review'. At the bottom, there is a 'Check Out/In' button.

Figure 2.5: Inbox Navigation

2.3.5 Command Buttons

Command buttons (Figure 2.5) are typically located at the bottom middle of the screen and on the Inbox Filter function. To perform a specific action, select the command button corresponding to that action, such as **Check Out/In**, **Filter**, **Hide Filter**, and **Reset**. There are different command buttons depending on what screen you are on. Other command buttons will be explained as they are introduced throughout this document.

2.4 Managing Projects in the Inbox

There are several ways to locate a project in the Inbox and manage the Technical Reviews that are in a Reviewer's Queue. Reviewers can **sort** the *Inbox* data table by any of the data columns; filter the Inbox by using the filter tool; or find projects by clicking on the **Search** subject tab. Depending on a user's Positions and Roles and the number of projects that are in the Queue, some of these tools can be more useful than others. (Figure 2.6)

2.4.1 The Sort Function

The screenshot shows the FEMA EHP EMIS system interface. At the top, there is a header with the FEMA logo and text: "FEMA - EHP: Environmental and Historic Preservation", "Version: 3.00.00 05/22/2007 14:00 PM Server: MWEGUA11", and "User session will expire in 29 mins | Home | Logout | FAQ | User's Guide". Below the header, there are navigation tabs: "Inbox", "Reports", and "Search".

The main content area is titled "Inbox" and contains a description: "The Inbox displays the EHP queues that are ready for you to process. You may check out queues by selecting the appropriate check boxes and clicking the Check Out/In button. After checking out a queue, click the corresponding link in the Queue column to continue processing." Below this description is a filter section with dropdown menus for "DHS Component" (set to FEMA), "Region", "Program", "State", "Disaster Number", and "FY" (set to 2007). There is also a "Checked Out By" dropdown and buttons for "Filter", "Hide Filters", and "Reset".

Below the filter section is a table with columns: "Select", "Checked Out By", "Program", "Disaster #", "FY", "Project ID", "Queue", and "Queue Status Date". The table contains several rows of project data. A "Check Out/In" button is located below the table.

Yellow callout boxes highlight specific features: "Navigate to Search screen" points to the "Search" tab; "Filter by Criteria" points to the filter section; and "Sort Columns" points to the "Project ID" column header.

Select	Checked Out By	Program	Disaster #	FY	Project ID	Queue	Queue Status Date
	MALDONADO, JOMAR	EMISTT		2007	EMIS TTT-002	Historic Review	06/27/2007
	SHICK, LAURA	EMISTT		2007	EMIS TTT-002	Environmental Review	06/27/2007
<input type="checkbox"/>	Check Out	FMA		2007	FMA-PJ-01-VT-2007-001 (0)	Historic Review	03/29/2007
<input type="checkbox"/>	Check Out	FMA		2007	FMA-PJ-03-PA-2007-003 (0)	Environmental Review	06/06/2007
<input type="checkbox"/>	Check Out	FMA		2007	FMA-PJ-03-PA-2007-003 (0)	Floodplains Review	06/06/2007

Figure 2.6: Sort, Search and Filter Functions

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



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

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

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

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

2.4.2 The Filter Function

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

- The filter can be hidden by clicking the **Hide Filter** command button.
- Select criteria from the drop-down boxes and click the **Filter** command button. Only projects that meet the selected criteria will appear in the *Inbox*.
- To show all of the projects in the Inbox again, select the **Reset** command button. The Inbox will remain filtered until the filter is reset.

The Filter function is most useful when working on projects from several different disasters, multiple States or fiscal years, or multiple Calling Programs. If no more than a couple dozen projects will be accessed and reviewed, it is just as easy to sort the project data table and scroll to a particular project.

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

To use the filter:

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



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

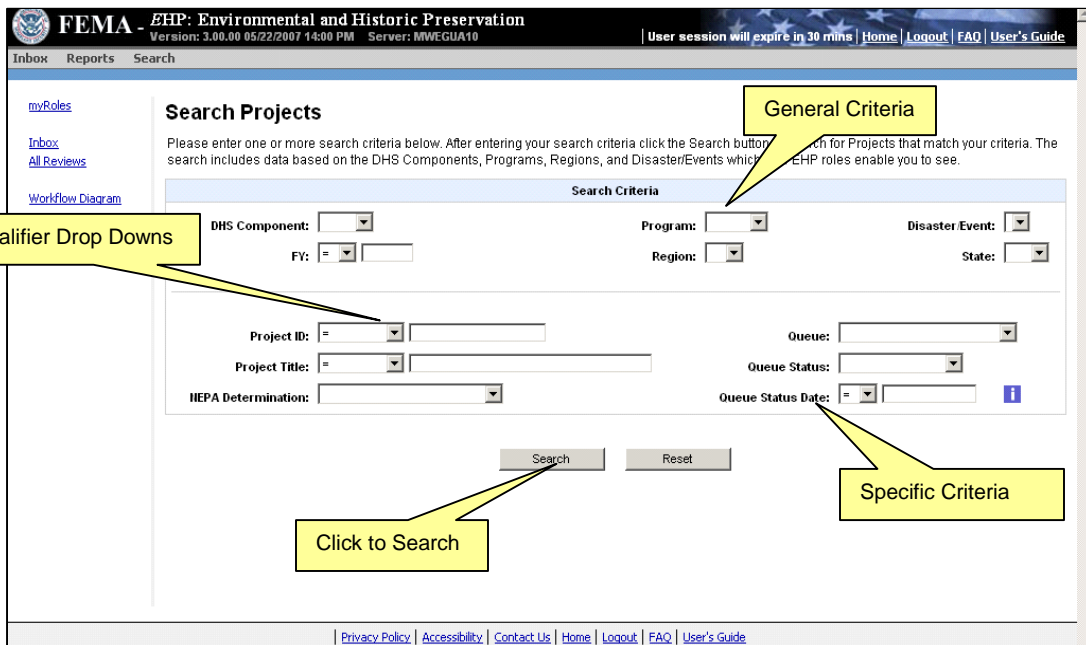


Figure 2.7: Search Projects

2.4.3 The Search Function

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

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

The *Search* screen is divided into two sections: the top section contains the same general criteria as the Filter function, and the bottom section contains specific search criteria, such as Project ID, Project Title, and Queue status. (Figure 2.7)

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

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

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

The projects that meet the criteria set for the search are displayed on a new screen. The criteria used in the search are displayed in the upper left corner of the screen. Some of the parameters have more than one drop-down list:

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

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

2.5 All Reviews

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

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

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

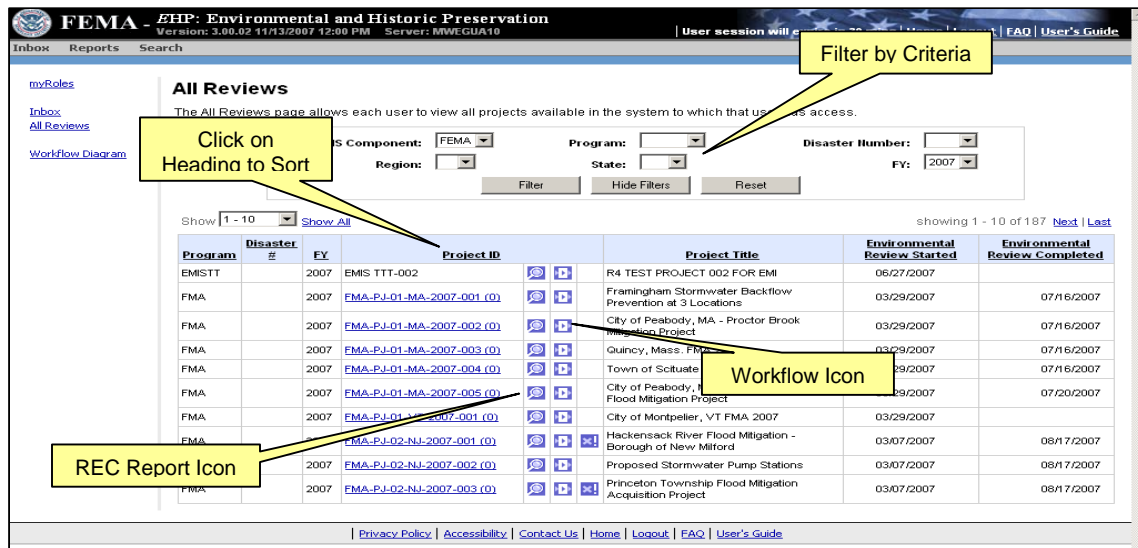


Figure 2.8: All Reviews

The *All Reviews* screen is similar in appearance to the *Inbox* screen; however, this screen is likely to contain many more projects (Figure 2.8).

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

To navigate the **All Reviews** screen:

- Click on the **workflow icon** to see the review status of the project, i.e. which Queues have been completed and which are still pending.
- To access the project technical review screen, click on the Queue. Once you have selected a project, you may click on an item in the sidebar to see the status of a specific **Environmental Law**, **Executive Order** or **NEPA determination**. Technical reviews cannot be completed from the All Reviews screen.
- Click on **All Conditions** or **All Comments** to see specific comments related to specific laws or other issues related to completion of the review.

3. The EHP Project Technical Review

3.1 Checking Projects Out and In



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

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

To check out a project:

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

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

The screenshot shows the FEMA EHP EMIS system interface. At the top, it says 'FEMA - EHP: Environmental and Historic Preservation' with version and server information. Below that is a navigation bar with 'Inbox', 'Reports', and 'Search'. The main content area is titled 'Inbox' and contains a table of projects. The table has columns for 'Select', 'Checked Out By', 'Program', 'Disaster #', 'FY', 'Project ID', 'Queue', and 'Queue Status Date'. There are several rows of project data. Callouts point to specific elements: 'Select project(s) to check out' points to the 'Check Out' checkboxes in the 'Select' column; 'Select Check Out command button' points to the 'Check Out/In' button; and 'Select link to enter the Technical Review screens' points to the 'Historic Review' links in the 'Queue' column.

Select	Checked Out By	Program	Disaster #	FY	Project ID	Queue	Queue Status Date
<input type="checkbox"/> Check Out		FMA		2007	FMA-PJ-06-TX-2007-001 (0)	Historic Review	08/24/2006
<input type="checkbox"/> Check Out		PA	6930	2007	Cam Test SCR 632	Historic Review	09/01/2006
	RABENAU, JEAN	PA		2007	PA-1234	Historic Review	08/20/2006
	jrachel	PA	6930	2007	PA-PJ-06-TX-2007-001 (0)	Historic Review	08/20/2006
<input type="checkbox"/> Check Out		PA	6930	2007	Workflow Test - 001	Historic Review	09/01/2006
	RABENAU, JEAN	Yadda	6930	2007	test 004 Cam	Historic Review	09/01/2006

Figure 3.1: Checking out a Project

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

To check the project back in:

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



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

3.2 Subject Tabs and Sidebar Links in the Technical Review Screens

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

3.2.1 Subject Tab – Environmental Workflow

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

Queue	Approved	User	Status	Status Date
Historic Review	Yes	RABUCK JR, RICHARD	Completed	09/15/2006 02:43 PM
Floodplains Review	Yes	RADDEN, CHRISTIAN	Completed	09/15/2006 03:06 PM
Environmental Review	Pending	RABSATT, LUBEN	Pending	09/01/2006 06:43 PM
Environmental Officer Review	Pending		Not Ready	09/01/2006 06:43 PM

Figure 3.2: Environmental Workflow

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

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

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

- Use the *NEPA Determination* link to navigate to the NEPA Determination screen to document the NEPA review. The other laws and EOs should be completed prior to the NEPA determination

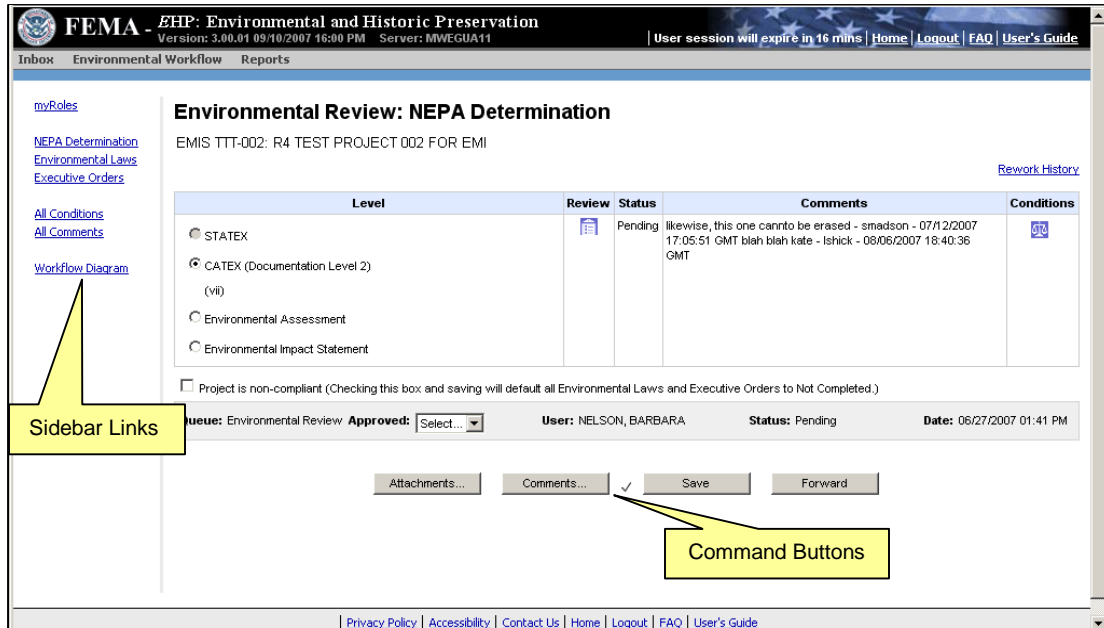



Figure 3.3: Sidebar Links

3.2.3 Side Bar Links – All Conditions and All Comments


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

3.2.4 Command Buttons

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



NEVER use the Windows “BACK BUTTON” to navigate to a previous screen – doing so may kick the reviewer out of EMIS



3.3 Performing the Historic Preservation Review

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

The screenshot displays the FEMA EHP: Environmental and Historic Preservation web application. The main content area is titled 'Inbox' and contains a table of projects. The table has columns for 'Select', 'Checked Out By', 'Program', 'Disaster #', 'FY', 'Project ID', 'Queue', and 'Queue Status Date'. The 'Queue' column contains links for 'Historic Review', 'Environmental Review', and 'Floodplains Review'. A 'Check Out/In' button is located at the bottom of the table. Callout boxes provide the following instructions:



- 1-Select project to check out (checkbox)
- 2-Select Check Out/In Command Button
- 3-Click Project ID to access Project Worksheet (PW)
- 4-Select link to enter Historic Review Queue
- 5-View Record of Environmental Consideration (REC) Report
- 6-View Environmental Workflow

Figure 3.4: Accessing the HP Review Queue

From the **Inbox**:

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

From the Inbox, Reviewers may also:

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

3.3.1 View Subgrant Application Sections

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



Click on the Project ID link to open a separate window and view the subgrant application from the Calling Program.

The screenshot shows the 'Subgrant Application - Entire Application' screen. At the top, there is a header with the application ID 'PA-06-OK-1735-PW-00003(0)'. Below this is a table with fields for Applicant Name (NORMAN), Application Title, Period of Performance Start (12-18-2007), and Period of Performance End. A yellow callout box points to the 'Application Title' field with the text '1-Select section you wish to view from drop-down menu'. To the right, a drop-down menu is open, listing various sections such as 'Preparer Information', 'Project Description', and 'Damage Facilities'. A yellow callout box points to the 'Go' button next to the menu with the text '2-Click "GO"'. Below the header is the 'Subgrant Application - Entire Application' section, which includes the application title, number, and type. A yellow callout box points to the navigation links '<< Previous Section' and 'Next Section >>' with the text 'Click on "Previous Section" or "Next Section" to move between sections'. At the bottom, there is a 'Close Window' button, and a yellow callout box points to it with the text 'Select "Close Window" to return to Inbox'. The main content area is titled 'Preparer Information' and contains a table with fields for Prefix (Mr.), First Name (Donal), Middle Initial, Last Name (Wright), Title (Squad Leader (PO)), Agency/Organization Name (FEMA), Address 1 (PO Box 50309), Address 2, City (Midwest City), State (OK), Zip (73140), and Email (r.6@...).

Figure 3.5: Viewing Subgrant Application Project Worksheet (PW)

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

Example: View **Scope of Work**:


PA-06-OK-1735-PW-00002(0) P			
Applicant Name:	NORMAN	Application Title:	Debris Removal (DRW 001)
Period of Performance Start:	12-18-2007	Period of Performance End:	06-18-2008
Subgrant Application - Facility Details			
Facility Name:	Debris Removal (DRW 001)		
Address 1:			
Address 2:			
County:	Cleveland		
City:			
State:	OK		
ZIP:			
Was this site previously damaged?	No		
Location:	415 E. Main Street, Norman, OK 73071		
Damage Description and Dimensions:	The event, caused damage in the form of vegetative debris to City's jurisdictional responsibility. Streets, curbside, alleys, and parks are all inclusive.		
Scope of Work:	Work Completed: 12 days of Contract Services (Monitoring) at \$28,805.00 per day totaling \$ 345,660.00 . The starting date: Dec.29, 2007 through Jan. 09, 2008. Work to be Completed: 7 days of Contract Services (Monitoring) at \$28,805.00 per day totaling \$ 201,635.00. The starting date: Jan. 10, 2008 through Jan.16, 2008. Costs obtained from documentation retained in this file. The applicant has been advised to retain all applicable records, including load tickets, tipping fees, daily records, load quantities and etc. This is the first of several versions of this project that will need to be signed.		
GIS Coordinates			
	Project Location	Latitude	Longitude
	415 E. Main St.	35.22304	-97.43902
<div style="display: flex; justify-content: space-between; align-items: center;"> Go Back <div style="border: 1px solid black; padding: 5px; background-color: yellow;"> Select "Close Window" to return to Inbox </div> Close Window </div>			

Figure 3.6: View Scope of Work

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

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

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

From the **Historic Review: Environmental Laws** screen, the HP Reviewer can document the project's compliance with NHPA by clicking on the **Review** icon  in the Review column next to that law. (Figure 3.7)

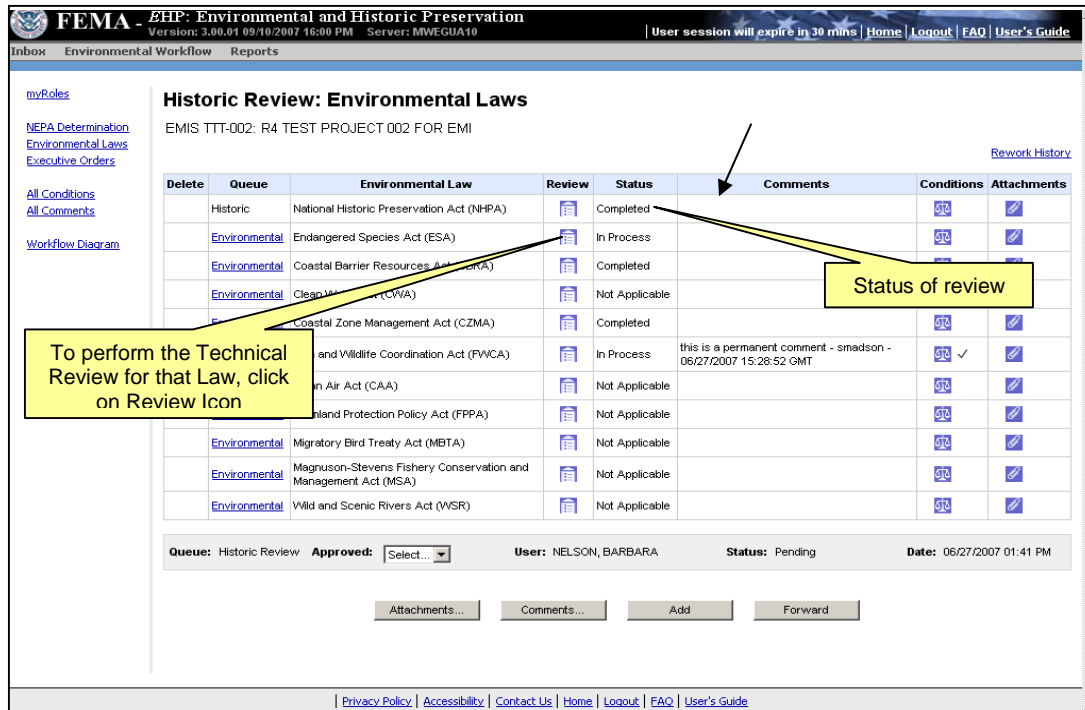


Figure 3.7: Accessing the HP Technical Review

3.3.2 The REC Format and Radio Buttons

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

FEMA - EHP: Environmental and Historic Preservation
Version: 3.00.01 09/10/2007 16:00 PM Server: MWEUA10 | User session will expire in 20 min

Inbox Environmental Workflow Reports

National Historic Preservation Act (NHPA)
EMIS TTT-002: R4 TEST PROJECT 002 FOR EMI

Law Attachments... Save Return Next Law >>

Review Criteria

- Not type of activity with potential to affect historic properties - **Review concluded**
- Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - **Review concluded**
[Click here to enter/view project conditions](#)
- Applicable executed Programmatic Agreement (enter date in comments).
- Standard Section 106 review

Historic Buildings and Structures

- No properties in the project area are 50 years or older or listed on the National Register - **Review concluded**
- Building or structure 50 years or older or listed on the National Register in the project area and activity not exempt from review
 - Determination of No Historic Properties Affected (FEMA finding/SHPO/THPO concurrence attached) - **Review concluded**
[Click here to enter/view project conditions](#)
 - Determination of Historic Properties Affected (FEMA finding/SHPO/THPO concurrence attached)
 - Property a National Historic Landmark and National Park Service was provided early notification during the consultation process. If not, see [redacted]
 - No Adverse Effect Determination (FEMA finding/SHPO/THPO concurrence attached) - **Review concluded**
[Click here to enter/view project conditions](#)
 - Adverse Effect Determination (FEMA finding/SHPO/THPO concurrence attached)
 - Resolution of Adverse Effect completed. (MOA attached) - **Review concluded**
[Click here to enter/view project conditions](#)

Archeological Resources

- Project affects only previously disturbed ground - **Review concluded**
- Project affects undisturbed ground
 - Project area has no potential for presence of archeological resources
 - Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence or consultation attached) - **Review concluded**
 - Project area has potential for presence of archeological resources
 - Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence attached) - **Review concluded**
[Click here to enter/view project conditions](#)
 - Determination of historic properties affected
 - NR eligible resources not present (FEMA finding/SHPO/THPO concurrence attached) - **Review concluded**
[Click here to enter/view project conditions](#)
 - NR eligible resources present in project area. (FEMA finding/SHPO/THPO concurrence attached)
 - No Adverse Effect Determination. (FEMA finding/SHPO/THPO concurrence attached) - **Review concluded**
[Click here to enter/view project conditions](#)
 - Adverse Effect Determination. (FEMA finding/SHPO/THPO concurrence attached)
 - Resolution of Adverse Effect completed. (MOA attached) - **Review concluded**
[Click here to enter/view project conditions](#)

Comments/Correspondence/Consultation/References

Review Status

Please select a review status for this Environmental Law: Completed

Law Attachments... Save Return **Set status of review**

Completed
Pending
In Process
Completed
Not Applicable

Privacy Policy | Accessibility | Contact Us | Home | Logout | FAQ | User's Guide

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

3.3.3 Adding Comments

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

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

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

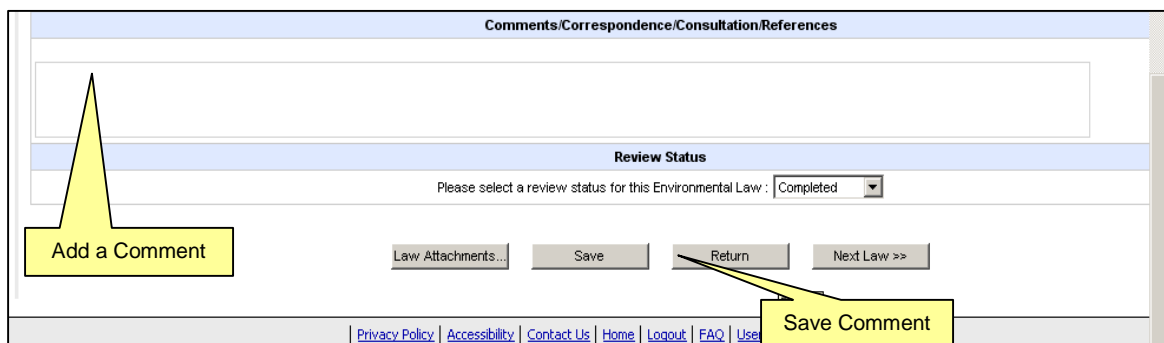
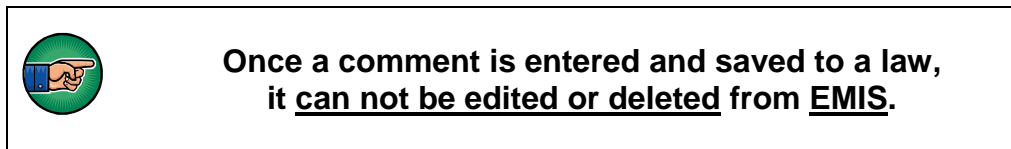


Figure 3.9: Adding Comments to a law

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

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

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

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

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

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

3.3.4 Adding Conditions

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

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

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

To add a condition to a project:

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

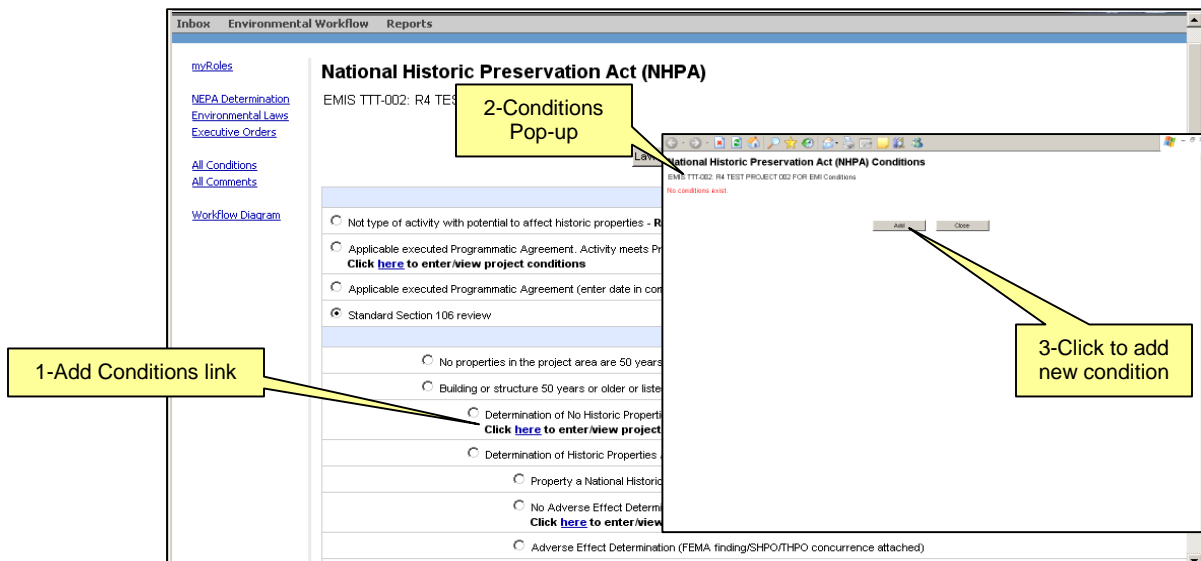


Figure 3.10: Adding conditions

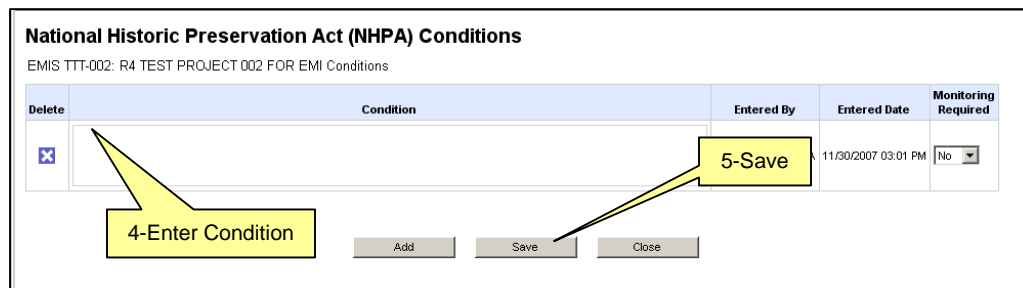


Figure 3.11: Adding conditions (2)

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

3.3.5 Adding Attachments

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

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

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

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

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

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

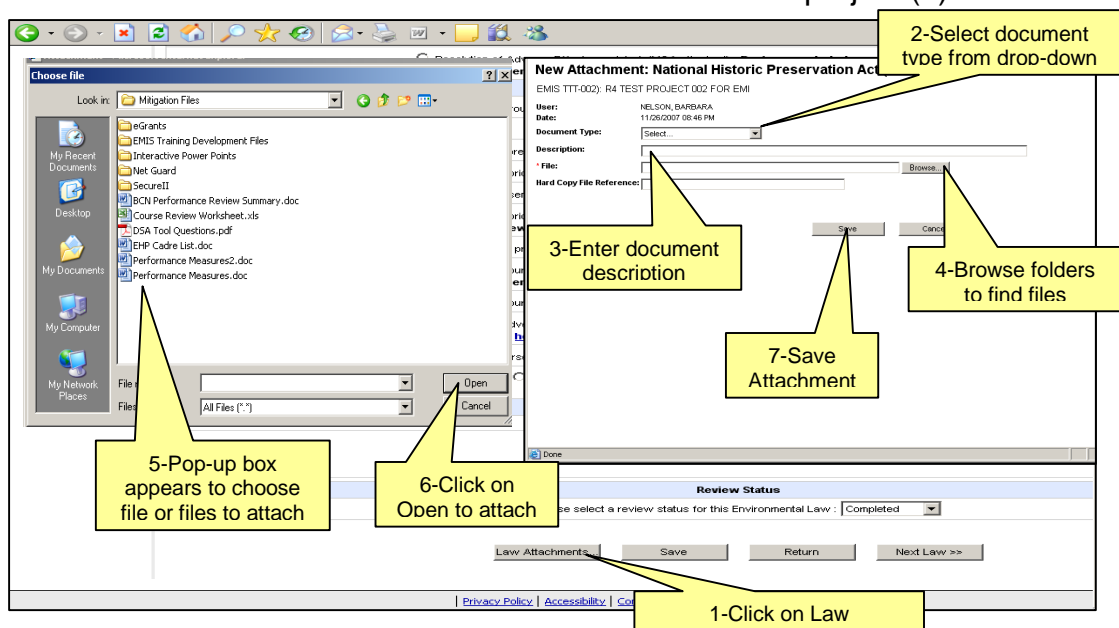


Figure 3.12:
Adding an Attachment

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

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

3.3.6 Setting the Project Review Status

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

The review status can be set to:

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

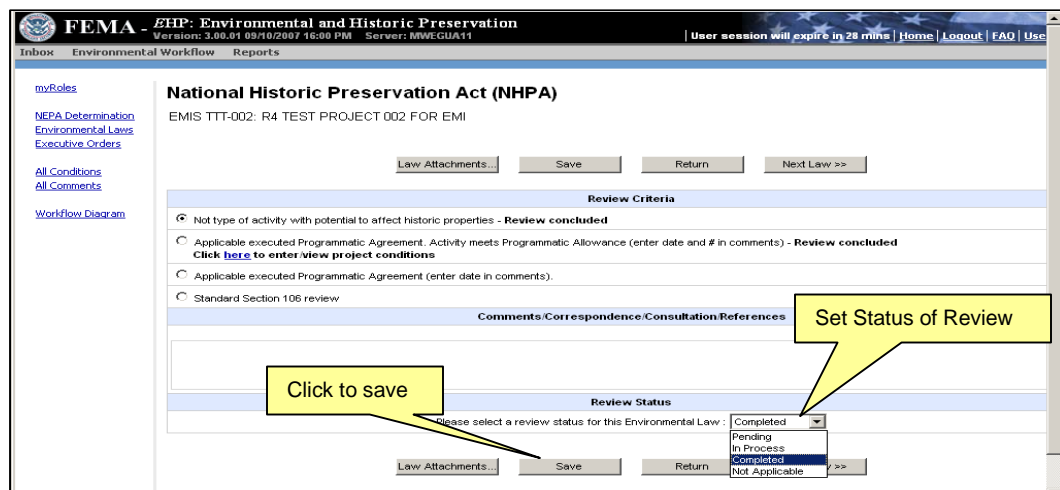


Figure 3.13: Setting the Project Review Status

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

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

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

- Set the review status to **Complete** (from drop-down list)
- Click **Save** as shown in Figure 3.13

Use the **Return** button to navigate to the *Historic Review: Environmental Laws* screen or the left sidebar links to navigate to other review screens.

3.3.7 Adding Additional HP Laws to a Project Review

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

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

The screenshot displays the 'Historic Review: Environmental Laws' interface. At the top, it shows 'FEMA - EHP: Environmental and Historic Preservation' and 'EMIS TTT-002: R4 TEST PROJECT 002 FOR EMI'. The main area contains a table with the following data:


Delete	Queue	Environmental Law	Review	Status	Comments	Conditions	Attachments
	Historic	National Historic Preservation Act (NHPA)	<input type="checkbox"/>	Completed		<input type="checkbox"/>	<input type="checkbox"/>
	Environmental	Endangered Species Act (ESA)	<input type="checkbox"/>	In Process		<input type="checkbox"/>	<input type="checkbox"/>
	Environmental	Coastal Zone Management Act (CZMA)	<input type="checkbox"/>	Completed		<input type="checkbox"/>	<input type="checkbox"/>
	Environmental	Clean Water Act (CWA)	<input type="checkbox"/>	Not Applicable		<input type="checkbox"/>	<input type="checkbox"/>
	Environmental	Coastal Zone Management Act (CZMA)	<input type="checkbox"/>	Completed		<input type="checkbox"/>	<input type="checkbox"/>
	Environmental	Fish and Wildlife Coordination Act (FWCA)	<input type="checkbox"/>	In Process	this is a permanent comment - smadson - 06/27/2007 15:28:52 GMT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Environmental	Clean Air Act (CAA)	<input type="checkbox"/>	Not Applicable		<input type="checkbox"/>	<input type="checkbox"/>
	Environmental	Farmland Protection Policy Act (FPPA)	<input type="checkbox"/>	Not Applicable		<input type="checkbox"/>	<input type="checkbox"/>
	Environmental	Migratory Bird Treaty Act (MBTA)	<input type="checkbox"/>	Not Applicable		<input type="checkbox"/>	<input type="checkbox"/>
	Environmental	Magnuson-Stevens Fishery Conservation and Management Act (MSA)	<input type="checkbox"/>	Not Applicable		<input type="checkbox"/>	<input type="checkbox"/>
	Environmental	Wild and Scenic Rivers Act (WSR)	<input type="checkbox"/>	Not Applicable		<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the screen, there are buttons for 'Attachments...', 'Comments...', 'Add', and 'Forward'. The 'Add' button is highlighted by a callout box.

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

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

When an additional HP law is added to a project:

- It appears on a new line beneath the 11 standard EHP Laws on the *Historic Review: Environmental Laws* screen
- Can be accessed by clicking on the **Review** icon next to the name of the law.
- The review format is different than the REC review for the standard laws and EOs; there are no radio buttons for additional laws
- Additional laws must be documented by adding comments, attachments, or conditions
- If a law is added in error, the Reviewer can delete it from the review Queue by selecting the **Delete** icon  in the *Delete* column (Figure 3.16)
- A Reviewer cannot delete an additional law that was added by another Reviewer or after the review has been completed and the status is set to **Complete**

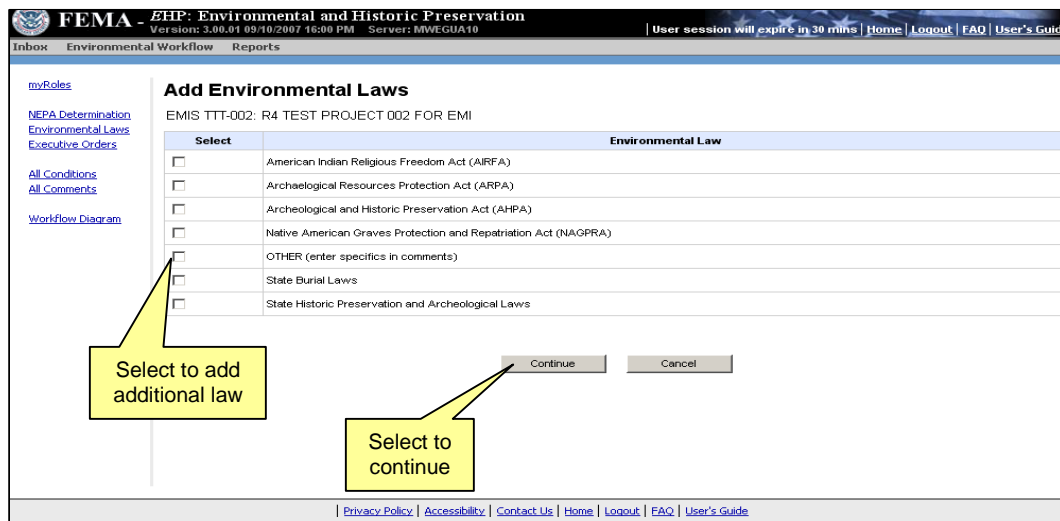
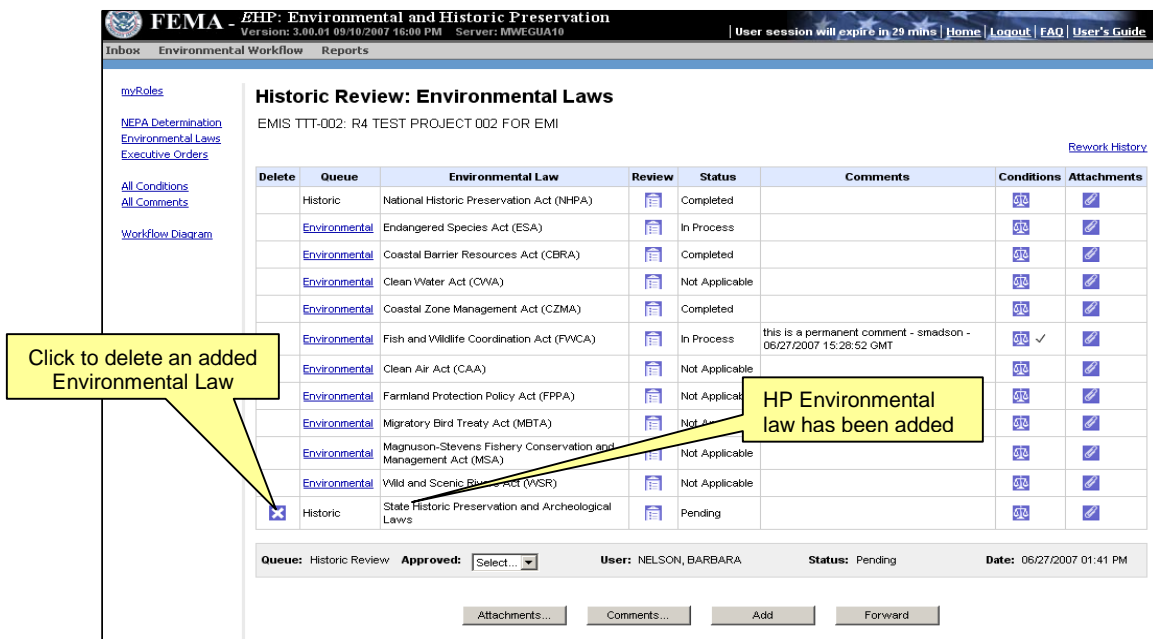


Figure 3.15: Adding Additional HP Laws to the Technical Review (Part 2)

Figure 3.16: Deleting Additional HP Laws in the Technical Review



3.3.8 Approving and Forwarding a Project

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

To approve a project;

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

The screenshot shows the 'Historic Review: Environmental Laws' interface. At the top, it says 'Workflow Test - 001: Miami, FL Beach Reclamation'. Below this is a table with the following columns: Delete, Queue, Environmental Law, Review, Status, Comments, Conditions, and Attachments. The table lists various environmental laws such as National Historic Preservation Act (NHPA), Endangered Species Act (ESA), Coastal Barrier Resources Act (CBRA), etc. The 'Status' column shows 'Completed' for NHPA and 'Pending' for others. A dropdown menu is open over the 'Approved' field, showing options: Select..., Select, Yes, No. Callout boxes provide instructions: 'Select "Yes" to approve the HP Technical Review' points to the dropdown, 'HP laws have been completed' points to the 'Completed' status in the table, and 'Select "Forward" to forward the project out of queue' points to the 'Forward' button.

Figure 3.17: Approving and Forwarding the HP Technical Review

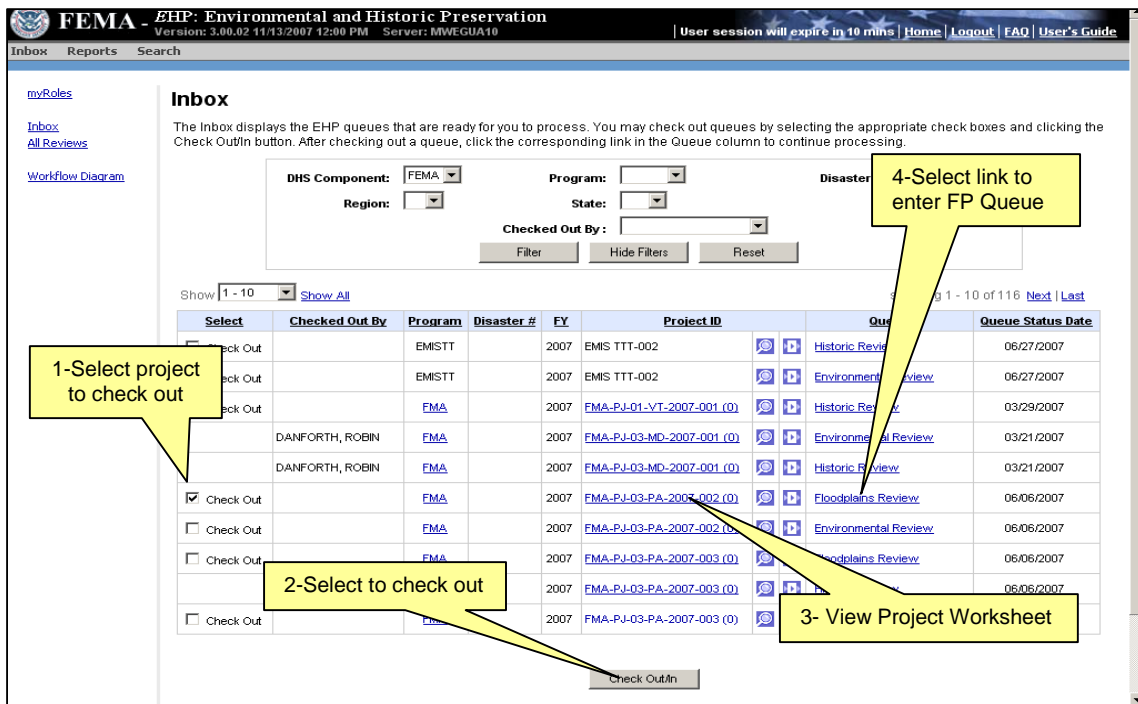
The screenshot shows the 'Confirmation' screen. It displays the message: 'Historic Review was successfully completed for RFC-PJ-01-CT-2008-001 (0): Load Test SG PJ #051'. There is a 'Return to Inbox' link.

3.4 Performing the Floodplain Review



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

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




The screenshot shows the FEMA EHP Inbox interface. At the top, there are navigation links for 'Inbox', 'Reports', and 'Search'. Below this is a sidebar with 'myRoles' and links to 'Inbox', 'All Reviews', and 'Workflow Diagram'. The main content area is titled 'Inbox' and contains a message: 'The Inbox displays the EHP queues that are ready for you to process. You may check out queues by selecting the appropriate check boxes and clicking the Check Out/In button. After checking out a queue, click the corresponding link in the Queue column to continue processing.'

Below the message are filter controls for 'DHS Component' (set to FEMA), 'Program', 'Region', 'State', and 'Checked Out By'. There are 'Filter', 'Hide Filters', and 'Reset' buttons. A 'Show' dropdown is set to '1 - 10' with a 'Show All' link. Below this is a table with columns: 'Select', 'Checked Out By', 'Program', 'Disaster #', 'FY', 'Project ID', 'Queue', and 'Queue Status Date'. The table contains several rows of project data. Callouts point to specific actions: '1-Select project to check out' points to a checkbox in the 'Select' column; '2-Select to check out' points to a 'Check Out/In' button at the bottom; '3- View Project Worksheet' points to a link in the 'Queue' column; and '4-Select link to enter FP Queue' points to a 'Floodplains Review' link in the 'Queue' column.

Select	Checked Out By	Program	Disaster #	FY	Project ID	Queue	Queue Status Date
<input type="checkbox"/> Check Out		EMISTT		2007	EMIS TTT-002	Historic Review	06/27/2007
<input type="checkbox"/> Check Out		EMISTT		2007	EMIS TTT-002	Environmental Review	06/27/2007
<input type="checkbox"/> Check Out		FMA		2007	FMA-PJ-01-VT-2007-001 (0)	Historic Review	03/29/2007
<input type="checkbox"/> Check Out	DANFORTH, ROBIN	FMA		2007	FMA-PJ-03-MD-2007-001 (0)	Environmental Review	03/21/2007
<input type="checkbox"/> Check Out	DANFORTH, ROBIN	FMA		2007	FMA-PJ-03-MD-2007-001 (0)	Historic Review	03/21/2007
<input checked="" type="checkbox"/> Check Out		FMA		2007	FMA-PJ-03-PA-2007-002 (0)	Floodplains Review	06/06/2007
<input type="checkbox"/> Check Out		FMA		2007	FMA-PJ-03-PA-2007-002 (0)	Environmental Review	06/06/2007
<input type="checkbox"/> Check Out		FMA		2007	FMA-PJ-03-PA-2007-003 (0)	Floodplains Review	06/06/2007
<input type="checkbox"/> Check Out		FMA		2007	FMA-PJ-03-PA-2007-003 (0)	Floodplains Review	06/06/2007
<input type="checkbox"/> Check Out		FMA		2007	FMA-PJ-03-PA-2007-003 (0)	Floodplains Review	06/06/2007

Figure 3.18: Accessing the FP Queue

To access the project application from the Calling Program, select the **Project ID** link from the *Inbox* as shown in Figure 3.18

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

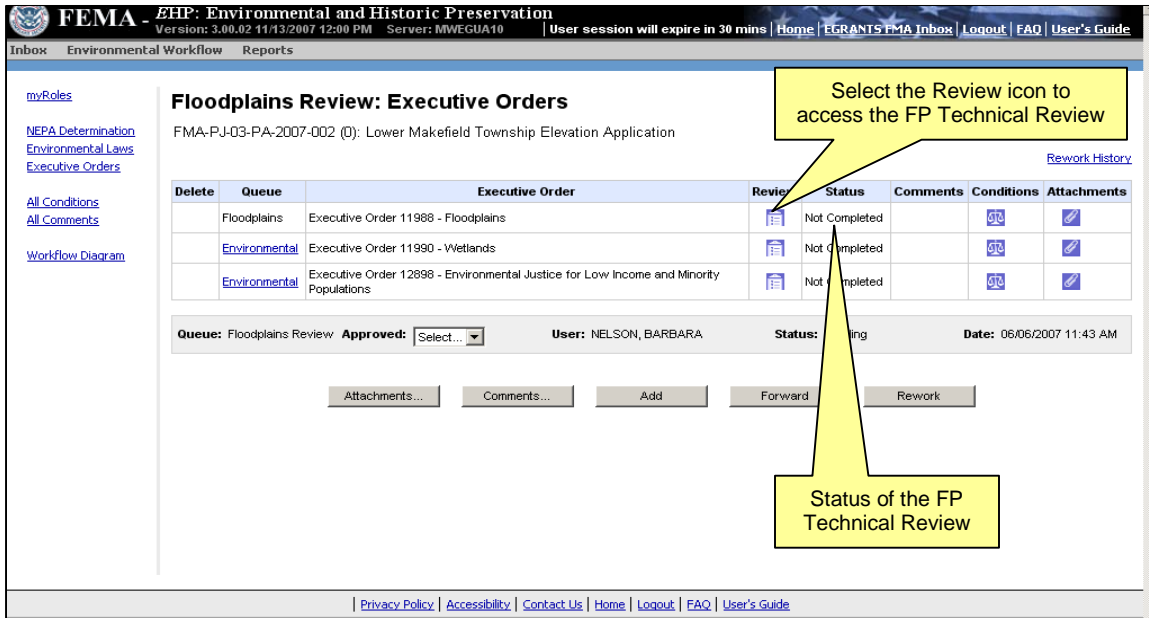


Figure 3.19: Accessing the FP Technical Review

3.4.1 The REC Format and Adding Comments, Conditions and Attachments

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

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

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

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

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

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

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

To approve a project:

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

The screenshot shows the FEMA EHP: Environmental and Historic Preservation interface. The main heading is "Floodplains Review: Executive Orders" for application FMA-PJ-03-PA-2007-002 (0). Below this is a table with the following data:

Delete	Queue	Executive Order	Review	Status	Comments	Conditions	Attachments
	Floodplains	Executive Order 11988 - Floodplains		Completed			
	Environmental	Executive Order 11990 - Wetlands		Not Completed			
	Environmental	Executive Order 12898 - Environmental Justice for Low Income and Minority Populations		Not Completed			

Below the table, the "Approved" dropdown is set to "Select...", and the "Status" is "Pending". The "Forward" button is highlighted. Callout boxes provide the following instructions:

- "Select 'Yes' to approve the FP Technical Review" points to the "Approved" dropdown.
- "Select 'Forward to forward the project out of the queue" points to the "Forward" button.
- "Conditions and attachments have been added" points to the "Conditions" and "Attachments" columns.
- "The FP Executive Order has been completed" points to the "Status" column.

Figure 3.20: Approving and Forwarding the FP Technical Review

3.5 Performing the Environmental Review and NEPA Determination



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

The Environmental Review requires more steps than do the Historic and Floodplains Reviews. The Environmental Reviewer is responsible for documenting compliance with NEPA and 10 other Environmental Laws and two standard Executive Orders (EOs).

After checking out the project:

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

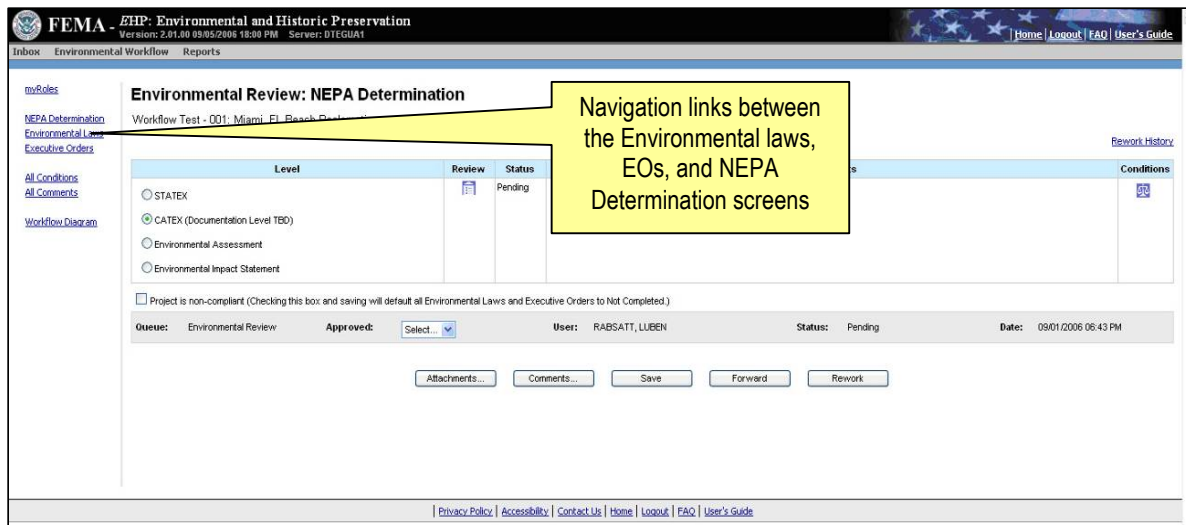


Figure 3.21: Accessing the ENV Queue

3.5.1 The REC Format and Adding Comments, Conditions and Attachments

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


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

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

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

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

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

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

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

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

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



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

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

3.5.3 Setting the Project Review Status

The project review status is located near the bottom of the **REC review** screen, just above the command buttons (see **Figure 3.22**). Similar to the HP and FP Reviews, set the review status to **Pending**, **In Process**, **Completed**, or **Not Applicable**, as appropriate.

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

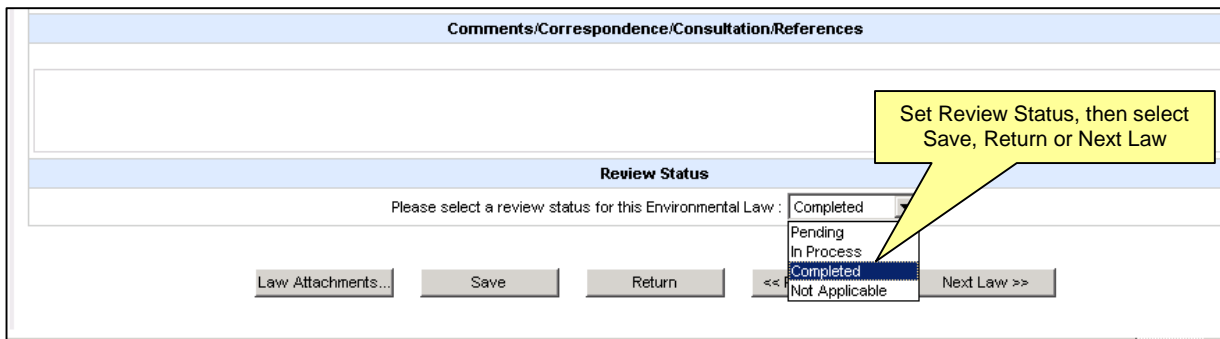


Figure 3.22: Setting the Project Review Status

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



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

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




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

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

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

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

When adding an additional law or EO to a project:

- It appears on its own line under the standard Environmental Laws or EOs.
- Is accessed by clicking on the review icon next to the name of the law.
- The review format is different than the REC review for the standard Laws and Executive Orders because there are no radio buttons.
- Documenting review under additional laws or EOs is completed by adding comments, attachments, or conditions.
- If an additional law or EO is added to a Technical Review in error, it can be deleted by selecting the **Delete**  icon.
- A Reviewer cannot delete an additional law that was added by another Reviewer, or after the review has been completed and the status is set to **Complete**.

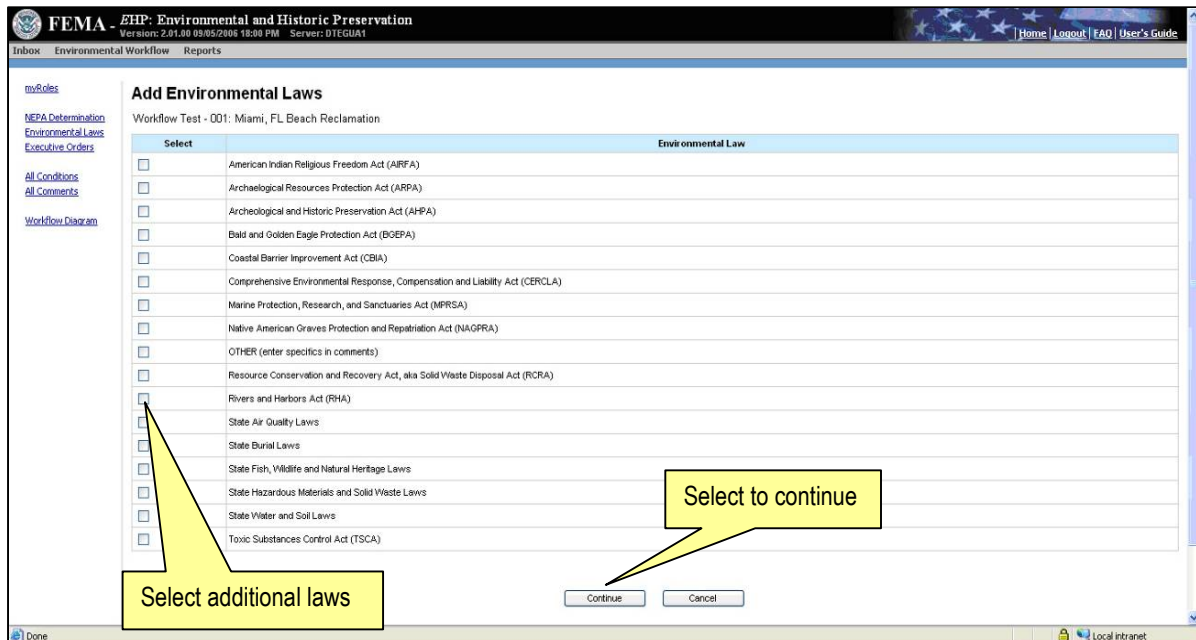


Figure 3.23: Adding Additional ENV Laws to the Technical Review

3.5.5 Documenting the NEPA Determination

Once a project has been reviewed under all the other EHP laws and EOs, the ENV Reviewer must document the NEPA review by indicating whether the project is a

Statutory Exclusion (STATEX), Categorical Exclusion (CATEX), requires an Environmental Assessment (EA), or requires an Environmental Impact Statement (EIS).

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

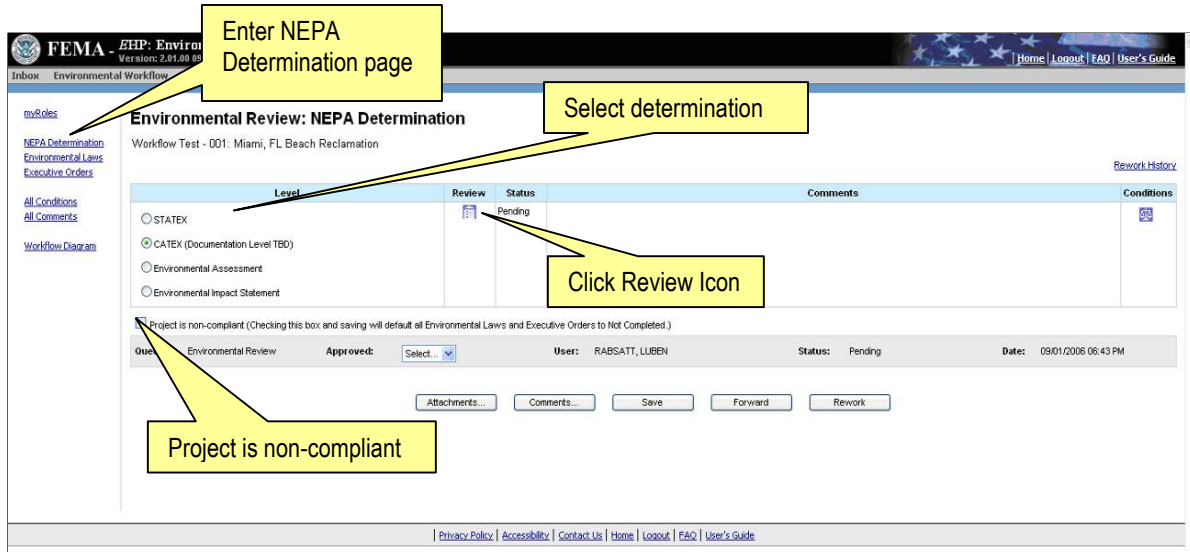


Figure 3.24: NEPA Determination Screen

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

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

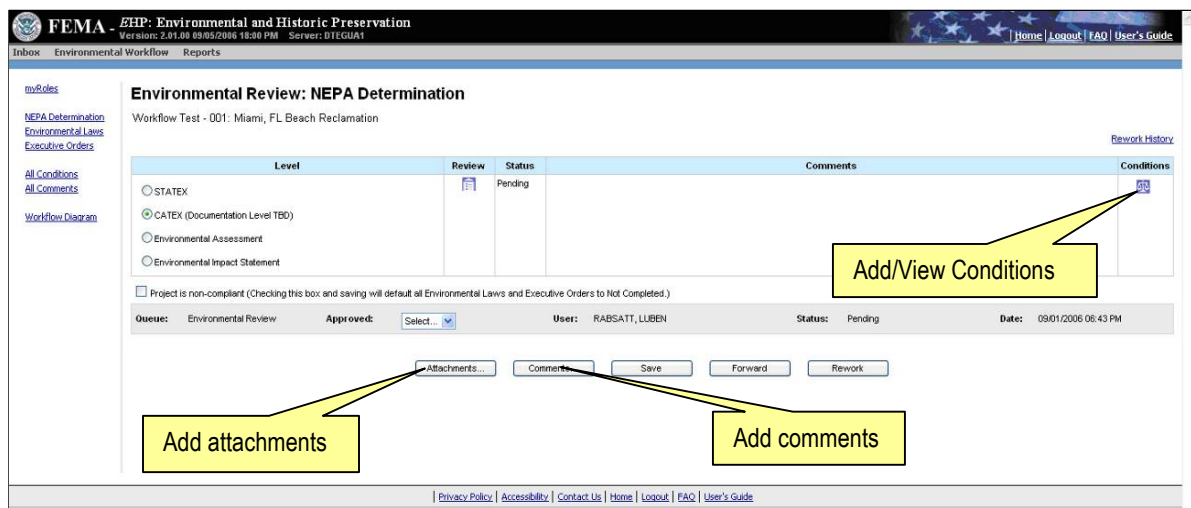



Figure 3.25: Conditions, Comments, and Attachments to the NEPA Determination Screen

General comments can be added to the NEPA determination by selecting the **Comments** command button. General comments would include documenting Programmatic or eligibility issues that may be related to the NEPA determination, but not to another particular law or EO (see figure 3.25). General comments do not appear on the REC. Comments entered in the text box on the *Extraordinary Circumstances* screen (see 3.5.8), however, do appear on the REC.

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

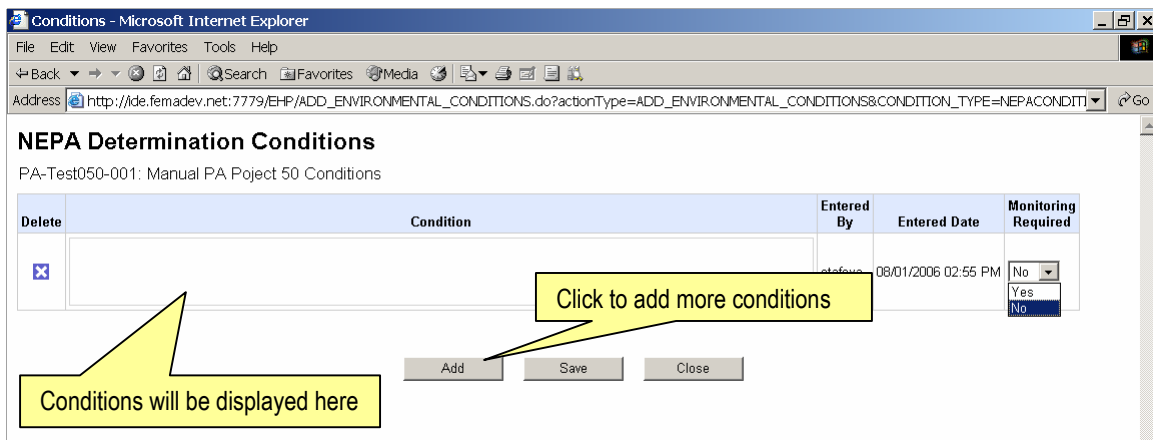



Figure 3.26: NEPA Determination Conditions

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

3.5.7 STATEX Determination

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

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

Once the reviews under the Environmental Laws and EOs are completed and the NEPA determination has been made, the project can be approved by selecting **Yes** from the drop-down box above the command buttons, and forwarded out of the Environmental Review Queue by selecting the **Forward** command button (see Figure 3.27).

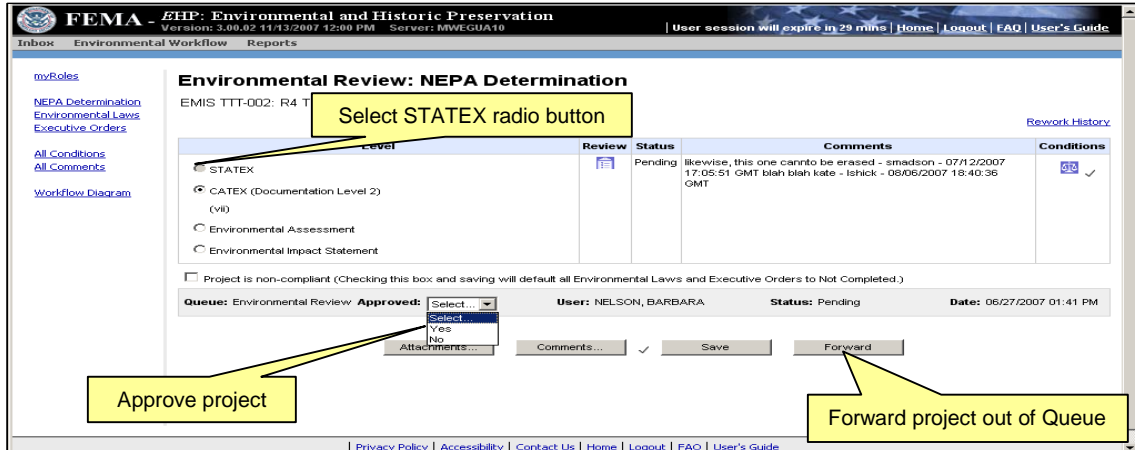



Figure 3.27: STATEXing a Project

3.5.8 CATEX Determination

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

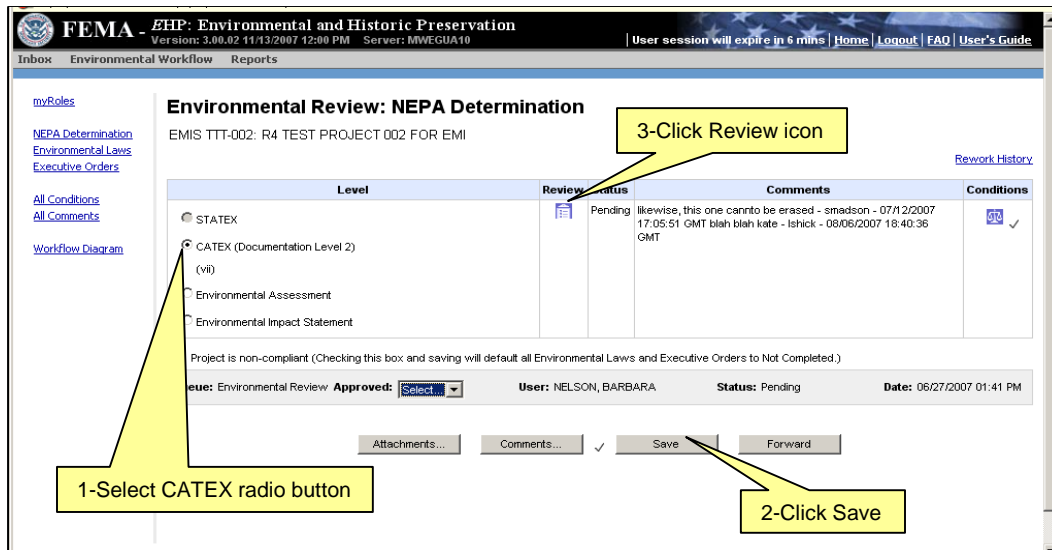


Figure 3.28: CATEXing a Project



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

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

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

NEPA Determination - CATEX Categories

Workflow Test - 001: Miami, FL Beach Reclamation

Select	CATEX Categories	Documentation Level
<input type="checkbox"/>	Programmatic CATEX (xx)	N/A
<input type="checkbox"/>	(i) Administrative actions such as personnel actions, travel, procurement of supplies, etc., in support of normal day-to-day activities and disaster related activities;	1
<input type="checkbox"/>	(ii) Preparation, revision, and adoption of regulations, directives, manuals, and other guidance documents related to actions that qualify for categorical exclusions;	1
<input type="checkbox"/>	(iii) Studies that involve no commitment of resources other than manpower and associated funding;	1
<input type="checkbox"/>	(iv) Inspection and monitoring activities, granting of variances, and actions to enforce Federal, state, or local codes, standards or regulations;	1
<input type="checkbox"/>	(v) Training activities and both training and operational exercises utilizing existing facilities in accordance with established procedures and land use designations;	1
<input type="checkbox"/>	(vi) Procurement of goods and services for support of day-to-day and emergency operational activities, and the temporary storage of goods other than hazardous materials, so long as storage occurs on previously disturbed land or in existing facilities;	1
<input type="checkbox"/>	(vii) The acquisition of properties and the associated demolition/removal or relocation of structures under any applicable authority when the acquisition is from a willing seller, the buyer coordinated acquisition planning with affected authorities, and the acquired property will be dedicated in perpetuity to uses that are compatible with open space, recreational, or wetland practices;	2
<input type="checkbox"/>	(viii) Acquisition or lease of existing facilities where planned uses conform to past use or local land use requirements;	1
<input type="checkbox"/>	(ix) Acquisition, installation, or operation of utility and communication systems that use existing distribution systems or facilities, or currently used infrastructure rights-of-way;	2
<input type="checkbox"/>	(x) Routine maintenance, repair, and grounds-keeping activities at FEMA facilities;	1
<input type="checkbox"/>	(xi) Planting of indigenous vegetation;	1
<input type="checkbox"/>	(xii) Demolition of structures and other improvements or disposal of uncontaminated structures and other improvements to permitted off-site locations, or both;	2
<input type="checkbox"/>	(xiii) Physical relocation of individual structures where FEMA has no involvement in the relocation site selection or development;	2
<input type="checkbox"/>	(xiv) Granting of community-wide exceptions for floodproofed residential basements meeting the requirements of 44 CFR 60.6(c) under the National Flood Insurance Program;	1
<input type="checkbox"/>	(xv) Repair, reconstruction, restoration, elevation, retrofitting, upgrading to current codes and standards, or replacement of any facility in a manner that substantially conforms to the preexisting design, function, and location;	2
<input type="checkbox"/>	(xvi) Improvements to existing facilities and the construction of small scale hazard mitigation measures in existing developed areas with substantially completed infrastructure, when the immediate project area has already been disturbed, and when those actions do not alter basic functions, do not exceed capacity of other system components, or modify intended land uses; provided the operation of the completed project will not, or itself, have an adverse effect on the quality of the human environment;	3
<input type="checkbox"/>	(xvii) Actions conducted within enclosed facilities where all airborne emissions, waterborne effluent, external radiation levels, outdoor noise, and solid and bulk waste disposal practices comply with existing Federal, state, and local laws and regulations;	2
<input type="checkbox"/>	(xviii) The following planning and administrative activities in support of emergency and disaster response and recovery: (A) Activation of the Emergency Support Team and convening of the Electronic Disaster Response Group at FEMA headquarters; (B) Activation of the Regional Operations Center and deployment of the Emergency Response Team, in whole or in part; (C) Deployment of Urban Search and Rescue teams; (D) Situation Assessment including ground aerial reconnaissance; (E) Information and data gathering and reporting efforts in support of emergency and disaster response and recovery and hazard mitigation;	1
<input type="checkbox"/>	(xix) The following emergency and disaster response, recovery and hazard mitigation activities per the Stafford Act: (A) General Federal Assistance (\$402); (B) Essential Assistance (\$403); (C) Debris Removal (\$407); (D) Temporary Housing (\$408), except locating multiple mobile homes or other readily fabricated dwellings on sites, other than private residences, not usually used for such purposes; (E) Unemployment Assistance (\$410); (F) Individual and Family Grant Programs (\$411), except for grants that will be used for restoring, repairing or building private bridges, or purchasing mobile homes or other readily fabricated dwellings; (G) Coupons and Distribution (\$412); (H) Food Commodities (\$413); (I) Legal Services (\$415); (J) Crisis Counseling Assistance and Training (\$416); (K) Community Disaster Loans (\$417); (L) Agency Communications (\$418); (M) Emergency Public Transportation (\$419); (N) Fire Management Assistance Grants; and (O) Federal Emergency Assistance (\$502).	1

1 - Select all categories that apply

2 - Select to save before going to "Circumstances"

3 - Select to go to Extraordinary Circumstances screen

Buttons: Save, Return, Circumstances >>

Figure 3.29: CATEX Categories

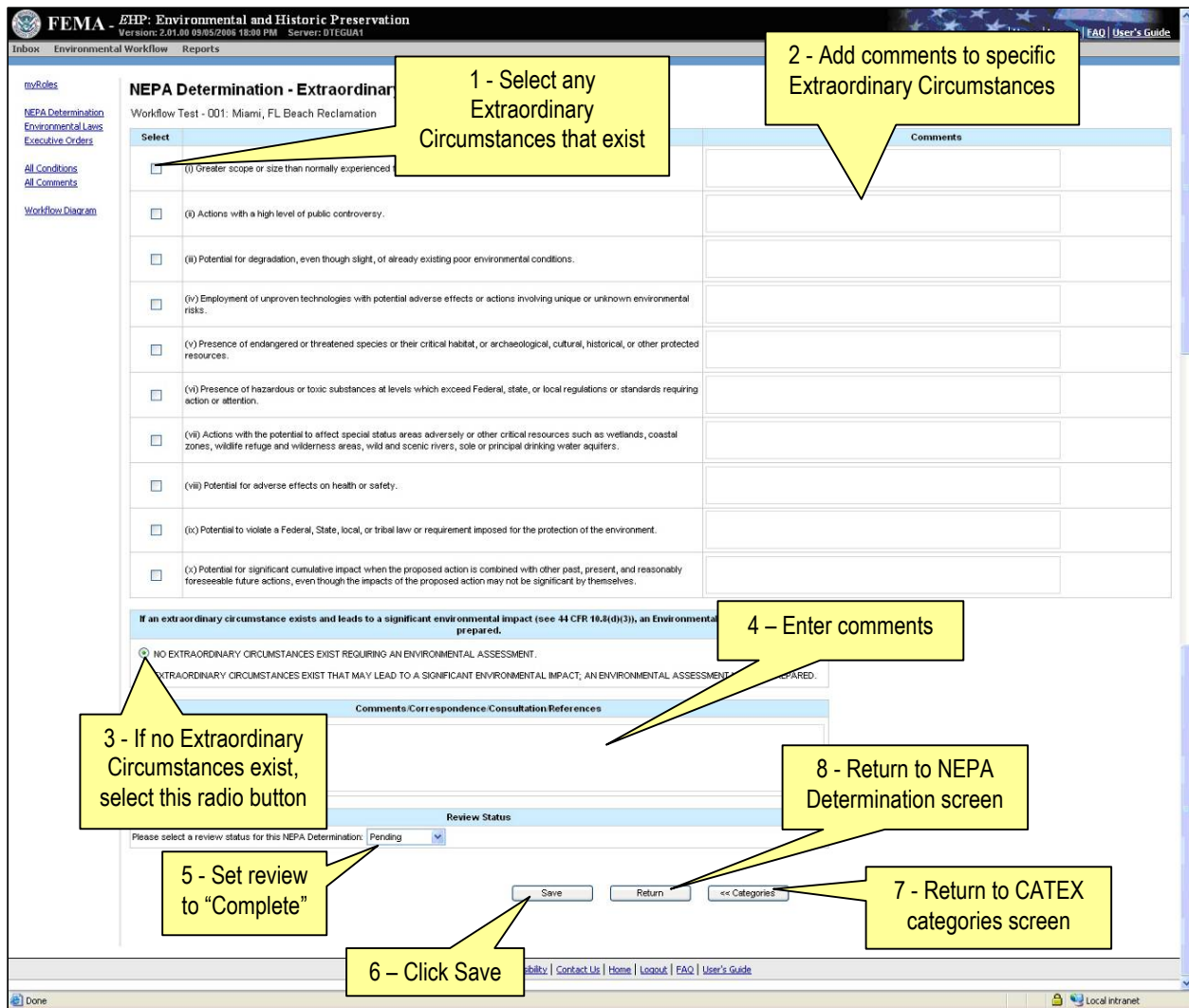


Figure 3.30: Extraordinary Circumstances

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

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

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

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

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

3.5.9 Environmental Assessment Determination

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

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

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

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


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

The screenshot shows the 'NEPA Determination - Environmental Assessment' interface. At the top, the FEMA logo and 'EHP: Environmental and Historic Preservation' are visible. The page title is 'NEPA Determination - Environmental Assessment' and the project ID is 'PDMC-PJ-04-NC-2006-002 (0): Chapel Hill - Camelot Village Acquisition and Demolition Project - Bldg. B'. The 'Environmental Assessment Dates' section contains four date fields: 'Draft EA Date', 'Final EA Date', 'Final Public Notice Publication Date (Initiating Public Comment of EA)', and 'Finding of No Significant Impact (FONSI)'. Below this is a large text area for 'Comments/Correspondence/Consultation/References'. The 'Review Status' section shows a dropdown menu set to 'Pending'. At the bottom, there are 'Save' and 'Return' buttons. A yellow callout box with an arrow points to the 'Save' button, containing the text 'Click to Save'.

Figure 3.31: Environmental Assessment

3.5.10 Environmental Impact Statement Determination

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

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

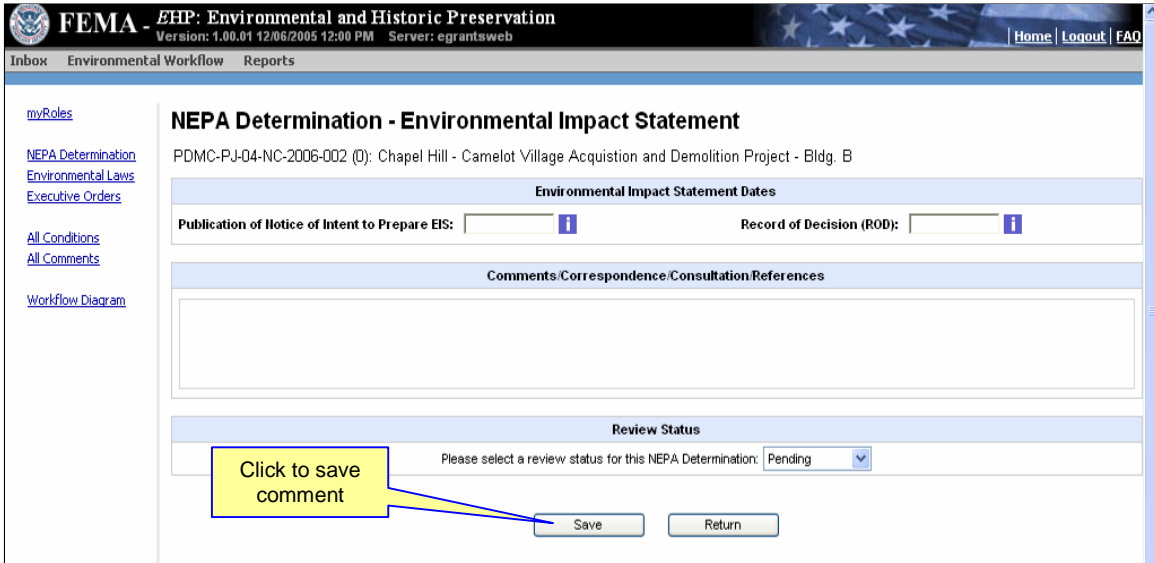


Figure 3.32: Environmental Impact Statement

3.5.11 Approving and Forwarding a Project

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

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


3.6 REWORK Command

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



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

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

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

The screenshot shows the FEMA EHP EMIS user interface. At the top, it displays the FEMA logo and the text "FEMA - EHP: Environmental and Historic Preservation". Below this, there are navigation links for "Inbox", "Reports", and "Search". The main content area is titled "Inbox" and contains a table of projects. The table has columns for "Select", "Checked Out By", "Program", "Disaster #", "FY", "Project ID", "Queue", and "Queue Status Date". Each row represents a project, and the "Queue" column contains a "Rework" icon (a blue square with a white 'X') next to the queue name. Two yellow callout boxes are present: one pointing to the "Rework" icon in the "Queue" column of the row for "SHICK, LARRY" with the text "Check Rework History and view Rework Comments from the Rework Icon", and another pointing to the "Rework" icon in the "Queue" column of the row for "RYDER, LONNIE" with the text "To make a rework request, open the project from the inbox".

Select	Checked Out By	Program	Disaster #	FY	Project ID	Queue	Queue Status Date
<input type="checkbox"/> Check Out		EMISTT		2007	EMIS TTT-002	Historic Review	06/27/2007
<input type="checkbox"/> Check In	NELSON, BARBARA	EMISTT		2007	EMIS TTT-002	Environmental Review	06/27/2007
<input type="checkbox"/> Check Out		FMA		2007	FMA-PJ-01-VT-2007-001 (0)	Historic Review	03/29/2007
<input type="checkbox"/> Check Out	DANFORTH				FMA-PJ-03-MD-2007-001 (0)	Historic Review	03/21/2007
<input type="checkbox"/> Check Out	DANFORTH				FMA-PJ-03-MD-2007-001 (0)	Environmental Review	03/21/2007
<input type="checkbox"/> Check Out	SHICK, LARRY				FMA-PJ-03-PA-2007-002 (0)	Environmental Review	06/06/2007
<input type="checkbox"/> Check Out					FMA-PJ-03-VA-2007-002 (0)	Floodplains Review	06/04/2007
<input type="checkbox"/> Check Out		FMA		2007	FMA-PJ-03-VA-2007-002 (0)	Historic Review	06/04/2007
<input type="checkbox"/> Check Out		FMA		2007	FMA-PJ-03-VA-2007-002 (0)	Environmental Review	06/04/2007
<input type="checkbox"/> Check Out	RYDER, LONNIE	FMA		2007	FMA-PJ-04-AL-2007-002 (0)	Environmental Review	03/28/2007
<input type="checkbox"/> Check Out		PDMC		2007	PDMC-PJ-05-OH-2007-002 (0)	Floodplains Review	05/04/2007
<input type="checkbox"/> Check Out		PDMC		2007	PDMC-PJ-05-OH-2007-002 (0)	Historic Review	05/04/2007
<input type="checkbox"/> Check Out		PDMC		2007	PDMC-PJ-05-OH-2007-003 (0)	Historic Review	01/04/2008

Figure 3.33: Accessing the Rework Request

Rework Request Information

To rework a project to the Calling Program:

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

The screenshot shows a web form titled "Rework Request". At the top, it displays the project ID "PA-06-OK-173" and the program name "Hazardous Waste Removal (CES 003)". Below this, there is a text prompt: "Please select the program to rework to and enter comments describing the reason(s) for requesting rework." The form contains a table with two columns: "Select" and "Rework To". The "Rework To" column has a sub-column "Reason(s) for Rework Request". A callout box labeled "1-Select Calling Program to rework to" points to the "EMMIE" entry in the "Rework To" column, which has a checked checkbox in the "Select" column. Another callout box labeled "2-Provide detailed reason why project is being reworked" points to the empty text area under the "Reason(s) for Rework Request" header. At the bottom of the form, there are two buttons: "Continue" and "Cancel". A callout box labeled "3-Select 'Continue' to submit" points to the "Continue" button.

Select	Rework To	Reason(s) for Rework Request
<input checked="" type="checkbox"/>	EMMIE	

Figure 3.34: Rework Request

4. Environmental Officer Review

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

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

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

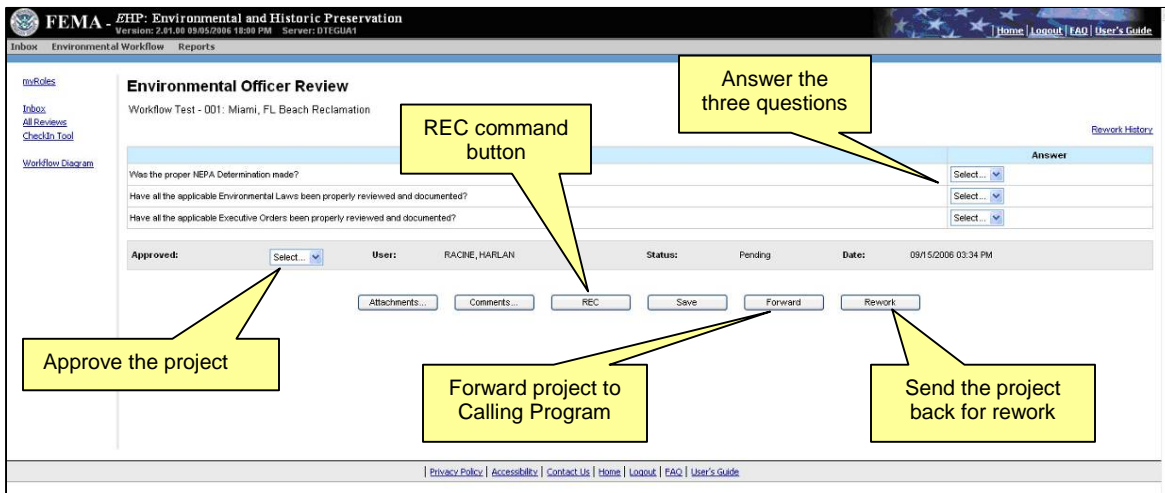



Figure 4.1: EO Review

To approve a project in EnvOff Review queue and return it to the Calling Program:

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

NOTE: In most cases, the above steps should provide enough information to complete the Environmental Officer Review.

However for more extensive review:

- Click on the Environmental Workflow  icon on the subject tab or on the Inbox screen next to the desired project. From the Environmental Workflow screen, the EO Reviewer may enter any of the technical review queues.
- To view the project description, click on the Project ID link from the Inbox.

To complete the EO review:

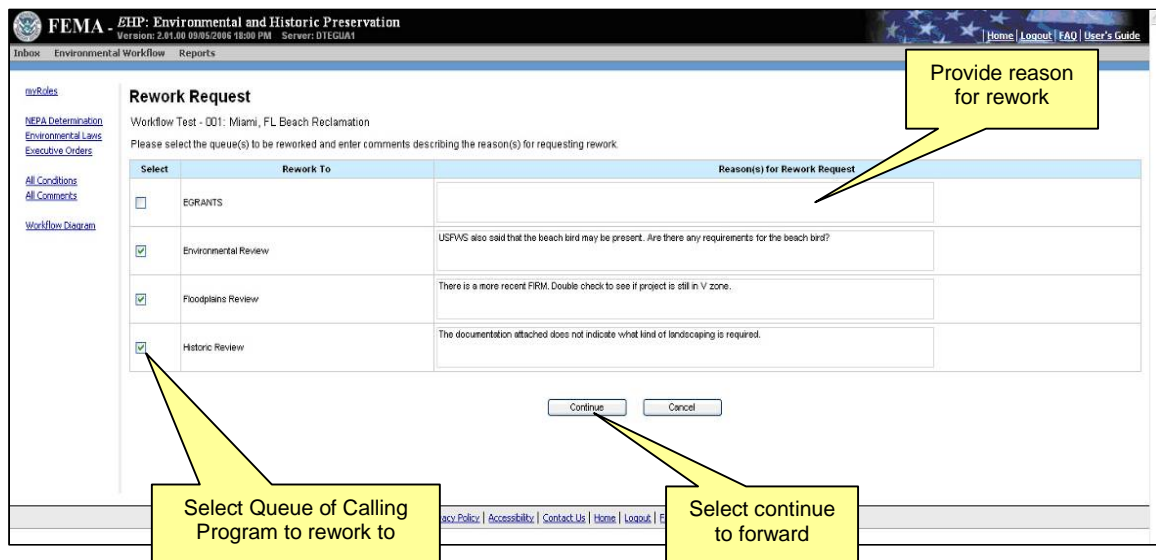
- Answer the three questions regarding the quality of the Technical Reviews (Figure 4.1).
- If “No” is selected next to any of the questions, then the project must be reworked to either an EHP Technical Reviewer or the Calling Program with an explanation.
- If “Yes” is selected for all three questions, approve the project by selecting:
 - “Yes” from the drop down box next to Approved in the lower left hand corner
 - Select the **Forward** command button to send the project back to the Calling Program.

4.1 Rework

The EO Reviewer also has the ability to rework projects.

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

To rework a project, navigate to the *Rework Request* screen by selecting the **Rework** command button on the Environmental Officer Review screen (Figure 4.1).



The screenshot shows the 'Rework Request' screen for 'Workflow Test - 001: Miami, FL Beach Reclamation'. It includes a table with the following data:

Select	Rework To	Reason(s) for Rework Request
<input type="checkbox"/>	EGRANTS	
<input checked="" type="checkbox"/>	Environmental Review	USFWS also said that the beach bird may be present. Are there any requirements for the beach bird?
<input checked="" type="checkbox"/>	Floodplains Review	There is a more recent FIRI. Double check to see if project is still in V zone.
<input checked="" type="checkbox"/>	Historic Review	The documentation attached does not indicate what kind of landscaping is required.

Buttons at the bottom include 'Continue' and 'Cancel'. Callout boxes provide instructions: 'Provide reason for rework' points to the reason column, 'Select Queue of Calling Program to rework to' points to the 'Select' column, and 'Select continue to forward' points to the 'Continue' button.


Figure 4.2: EO Rework Request

From the **Rework Request** screen:

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

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

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

- Click on the **Continue** command button to forward the project out of the EO Review Queue.
- A *Confirmation* screen will appear displaying the selected rework Queues.
- For any project reworked to a Technical Review Queue, it will appear in the Inbox and be identified by the Rework  icon (see Figure 4.2).

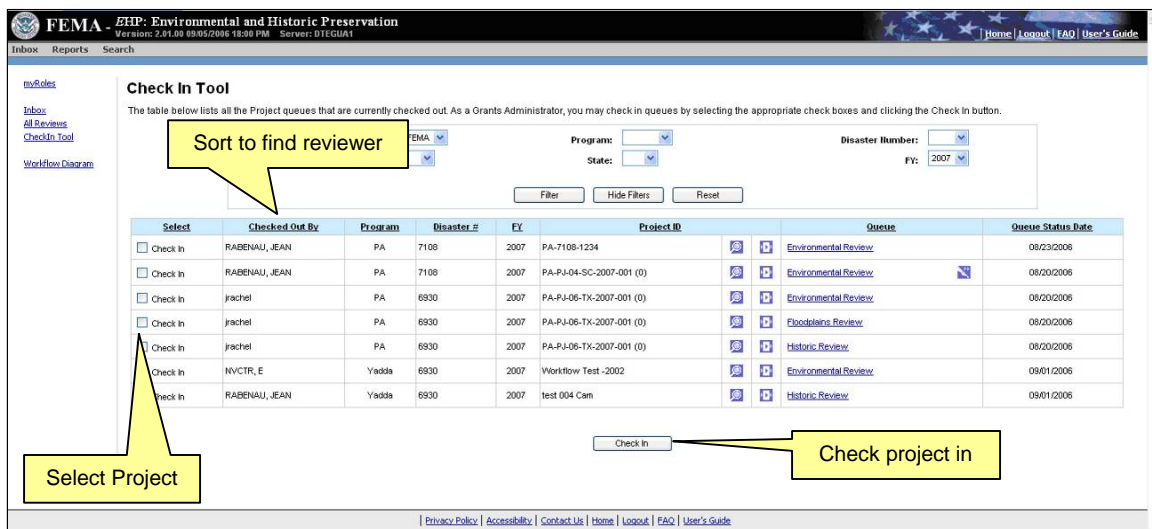
4.2 Check-in Tool

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

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

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

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



Check In Tool

The table below lists all the Project queues that are currently checked out. As a Grants Administrator, you may check in queues by selecting the appropriate check boxes and clicking the Check In button.

Select	Checked Out By	Program	Disaster #	FY	Project ID	Queue	Queue Status Date
<input type="checkbox"/> Check In	RABENAU, JEAN	PA	7108	2007	PA-7108-1234	Environmental Review	08/23/2008
<input type="checkbox"/> Check In	RABENAU, JEAN	PA	7108	2007	PA-PJ-04-SC-2007-001 (0)	Environmental Review	08/20/2008
<input type="checkbox"/> Check In	jrachel	PA	6930	2007	PA-PJ-06-TX-2007-001 (0)	Environmental Review	08/20/2008
<input type="checkbox"/> Check In	jrachel	PA	6930	2007	PA-PJ-06-TX-2007-001 (0)	Floodplain Review	08/20/2008
<input type="checkbox"/> Check In	jrachel	PA	6930	2007	PA-PJ-06-TX-2007-001 (0)	Historic Review	08/20/2008
<input type="checkbox"/> Check In	NVCTR, E	Yadda	6930	2007	Workflow Test -2002	Environmental Review	09/01/2008
<input type="checkbox"/> Check In	RABENAU, JEAN	Yadda	6930	2007	test 004 Cam	Historic Review	09/01/2008

Check In

Figure 4.3: Check-in Tool

5. Management and Administrative Functions


5.1 Reports

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



Training on the use of the Data Warehouse to generate reports will be provided as a separate course. See training contact at your facility.

5.2 Saving a copy of REC to archive

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

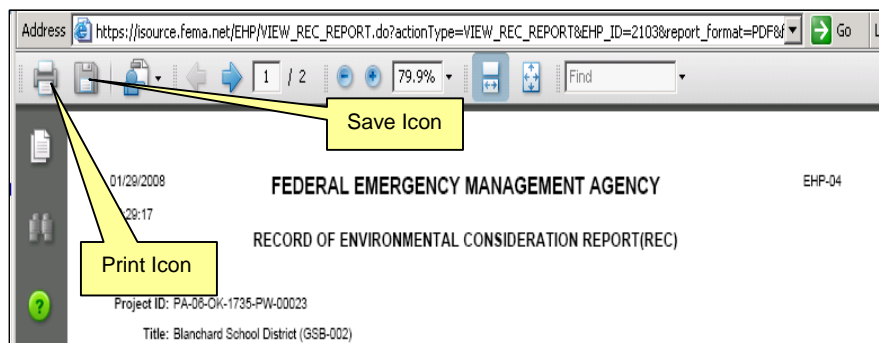


Figure 5.1: Saving a copy of REC

5.3 Using EMMIE Reports to help Manage EMIS Workflow

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

EHP staff with EMMIE Read-Only access may login to **EMMIE INTERNAL** from the **ISAAC Portal** (<https://portal.fema.net/famsRuWeb/home>) (see Figure 5.2).

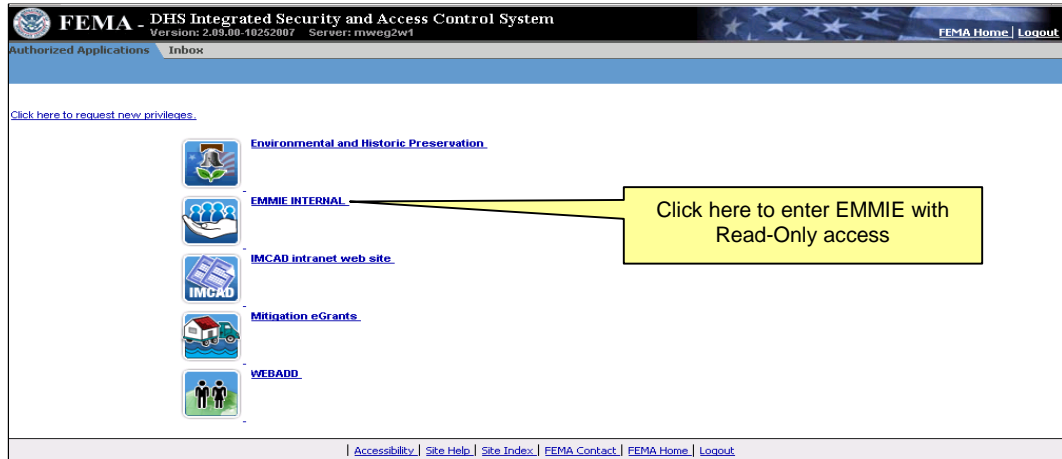


Figure 5.2: Accessing EMMIE

5.3.1 Generating a D.1 Project Worksheet Report

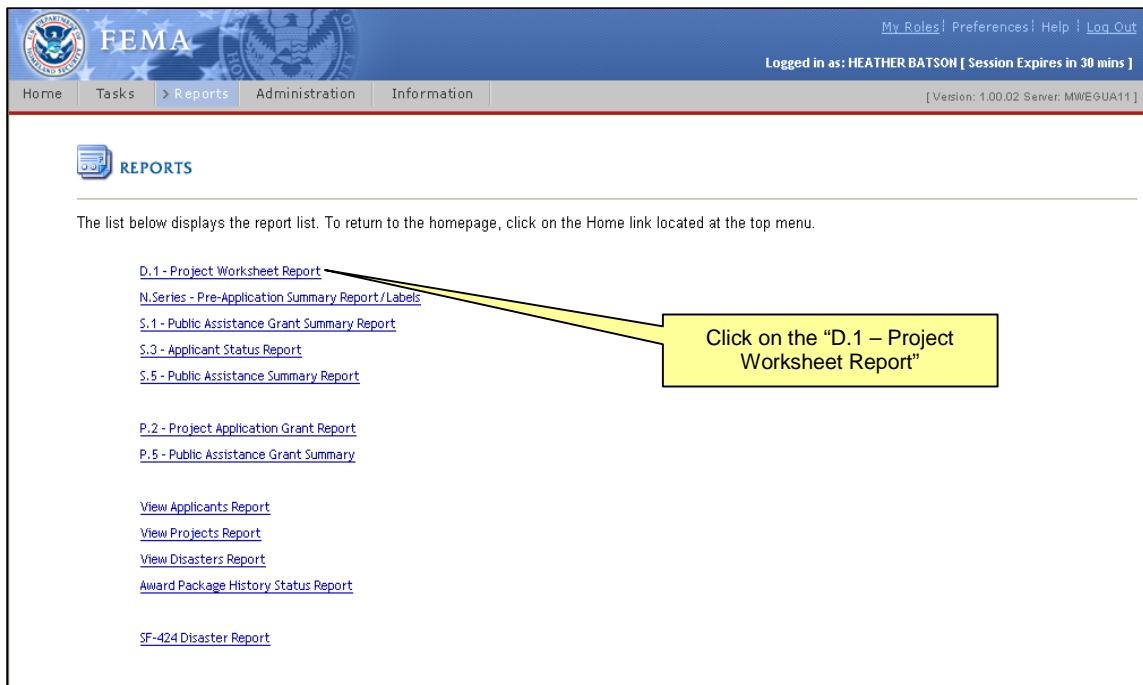


Figure 5.3 Accessing the D.1 Project Worksheet Report

The screenshot shows the 'Project Worksheet Report (D.1)' page in the EMIS system. At the top, there is a navigation bar with 'Home', 'Tasks', 'Reports', 'Administration', and 'Information'. The user is logged in as BARBARA NELSON. The main content area contains a 'Search Criteria' form with the following fields:

- * Grant Program: A dropdown menu labeled 'Select Grant Program' with a yellow callout box pointing to it.
- * Disaster Number: A text input field.
- * Please make a selection and click on the Go button: Radio buttons for 'Applicant', 'County', and 'Category', followed by a 'Go' button.
- Report with optional fields?: Radio buttons for 'Yes' and 'No'.

At the bottom of the form, there are buttons for 'Go Back', 'Reset', and 'Generate Report'. The footer contains links for 'Privacy Statement', 'Contact Us', 'FAQ', 'EMMIE Home', 'Glossary', 'Help', and 'Log Out'.

Figure 5.4 Running the Report

To run the report:

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

5.4 Managing Programs

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

To perform these administrative functions, select the **Manage Programs** tab on the top navigation toolbar (Figure 5.5).

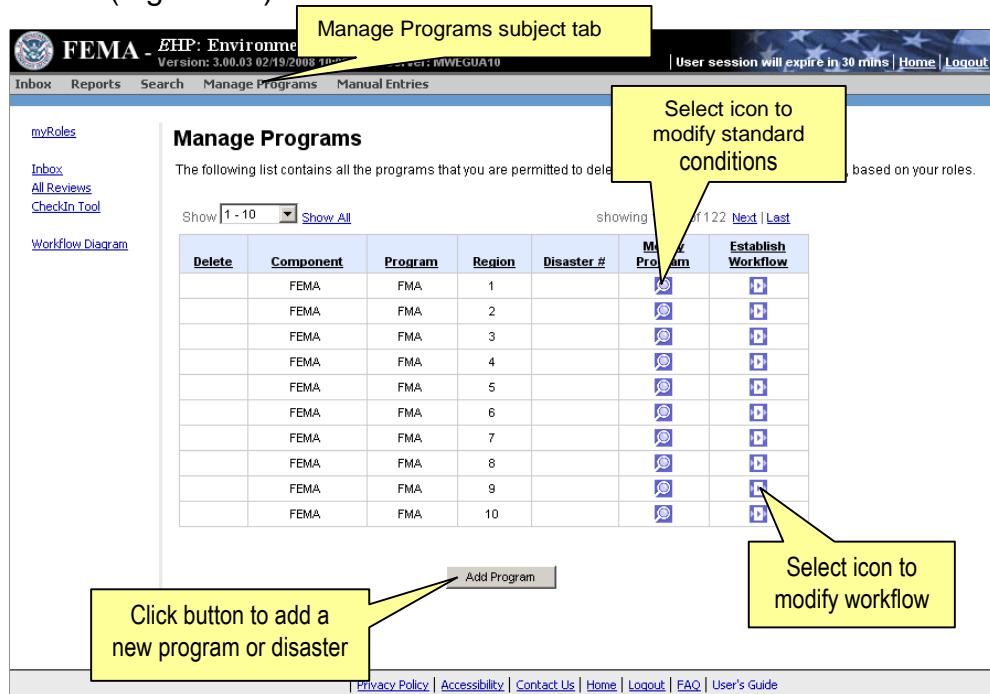


Figure 5.5: Managing Programs

5.4.1 Establishing Required Conditions

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

- From the *Manage Programs* screen, select the **Modify Program** icon next to the desired program name or disaster number (Figure 5.5).
 - If the desired disaster number is not already listed, it must be added using the **Add Program** button.
- On the *Manage Program: View Program* screen, select or de-select required conditions (Figure 5.6)

- If selection under “Required Conditions” are changed and saved, the changes will apply from that point forward for new projects submitted to EMIS; the changes will not apply to projects that were in the system already.

Manage Programs: Modify Program
FEMA - FMA - Region 1

Select the Required Conditions to be associated with each project of this type:

Select	Required Conditions
<input checked="" type="checkbox"/>	Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.

Regional Environmental Officer can designate:

Select	Designations
<input checked="" type="checkbox"/>	Historic Preservation Laws / Executive Orders reviewer
<input checked="" type="checkbox"/>	Floodplains Executive Orders reviewer
<input checked="" type="checkbox"/>	Whether to include or exclude Environmental Officer Review ?

Save Return

Figure 5.6: Manage Programs: View Program


5.4.2 Establishing Workflow

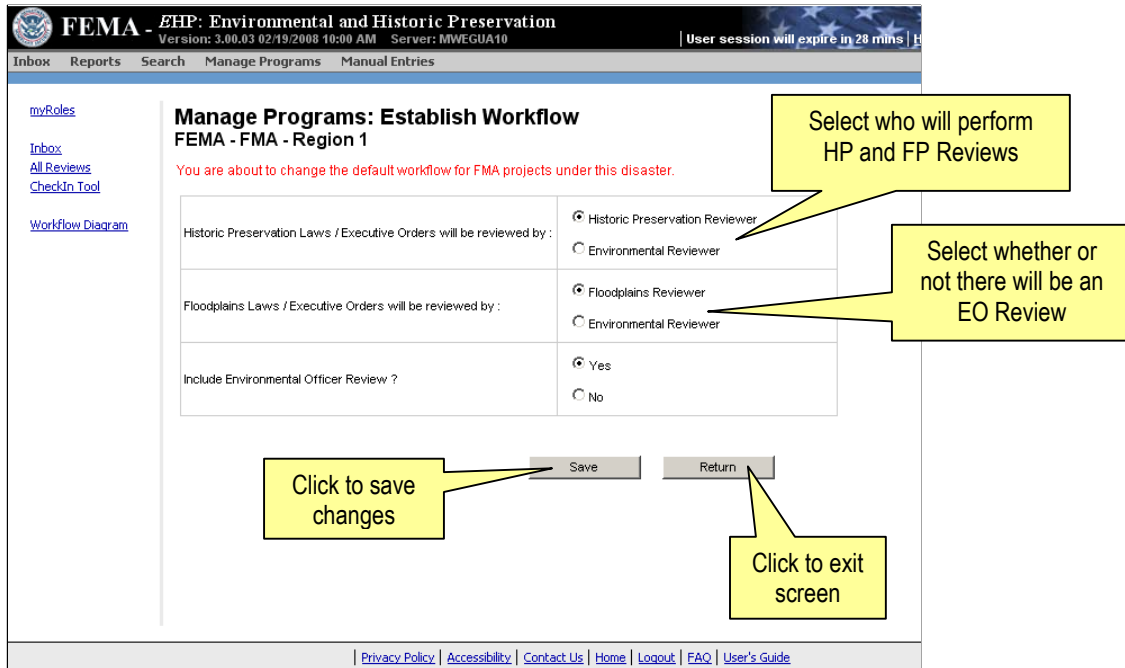
The EHP review can be tailored for a particular program on a regional basis or for a particular disaster event, based on staffing availability and subject matter expertise of the EHP reviewers. For example, the REO may establish the Workflow so that the Historic Preservation Review and/or the Floodplains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

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



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

- From the *Manage Programs* screen, select the  icon in the Establish Workflow column next to the desired program name or disaster number (Figure 5.5).
 - If the desired disaster number is not already listed, it must be added using the **Add Program** button.
- On the *Manage Program: Establish Workflow* screen, use the radio buttons to set the Workflow (Figure 5.7).
- If changes are made and saved, the new workflow will apply from that point forward for new projects submitted to EMIS; the changes will not apply to projects that were in the system already.



The screenshot shows the 'Manage Programs: Establish Workflow' interface for FEMA - FMA - Region 1. The page title is 'Manage Programs: Establish Workflow' and the subtitle is 'FEMA - FMA - Region 1'. A warning message states: 'You are about to change the default workflow for FMA projects under this disaster.' The form contains three sections with radio button options:

- Historic Preservation Laws / Executive Orders will be reviewed by :**
 - Historic Preservation Reviewer
 - Environmental Reviewer
- Floodplains Laws / Executive Orders will be reviewed by :**
 - Floodplains Reviewer
 - Environmental Reviewer
- Include Environmental Officer Review ?**
 - Yes
 - No

At the bottom of the form are two buttons: 'Save' and 'Return'. Callouts provide instructions: 'Click to save changes' points to the 'Save' button, 'Click to exit screen' points to the 'Return' button, 'Select who will perform HP and FP Reviews' points to the first two radio button options, and 'Select whether or not there will be an EO Review' points to the second two radio button options.

Figure 5.7: Manage Programs: Establish Workflow, Assign Reviewer Roles

It is important to note that for disaster-based program, i.e. Public Assistance, the Workflow and standard conditions may be established program-wide within a region, or established separately for each disaster event. To establish Workflow and set standard conditions for a particular disaster event, locate the disaster number on the Manage Programs screen. If the desired disaster number is not listed, it must be added using the Add Program button (Figure 5.5 and 5.8).

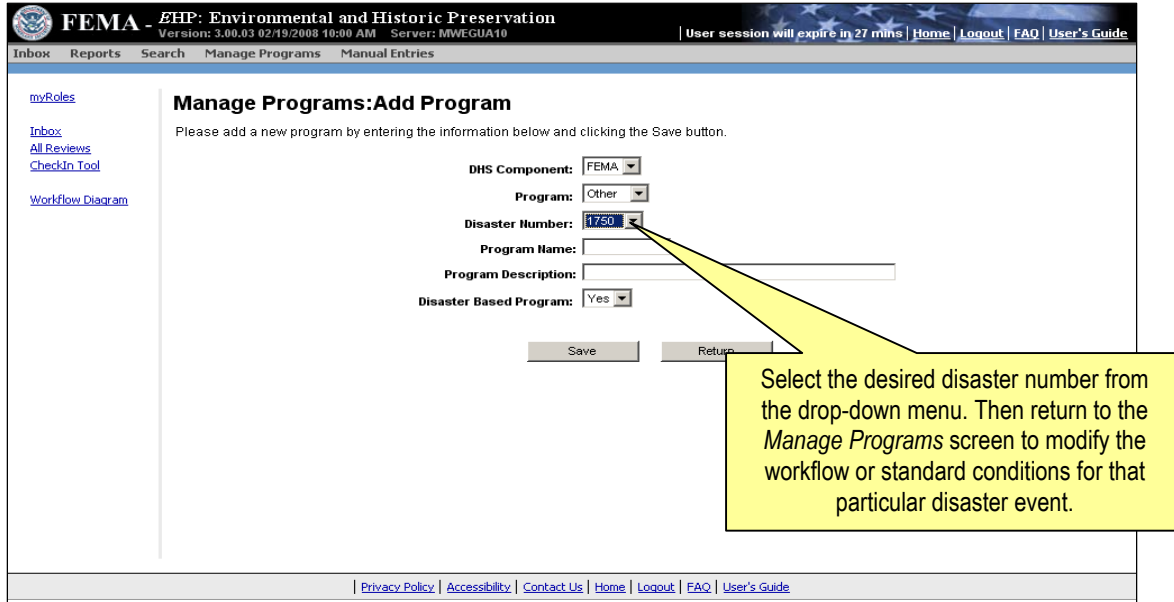


Figure .5.8 Add Program/Disaster

5.5 Manual Project Entry

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

To manually enter a project into EMIS:

- Select the **Manual Entries** subject tab in the navigation bar at the top of the screen
- Select the **Add** command button from the bottom of the *Manual Projects Entries* screen (Figure 5.9).

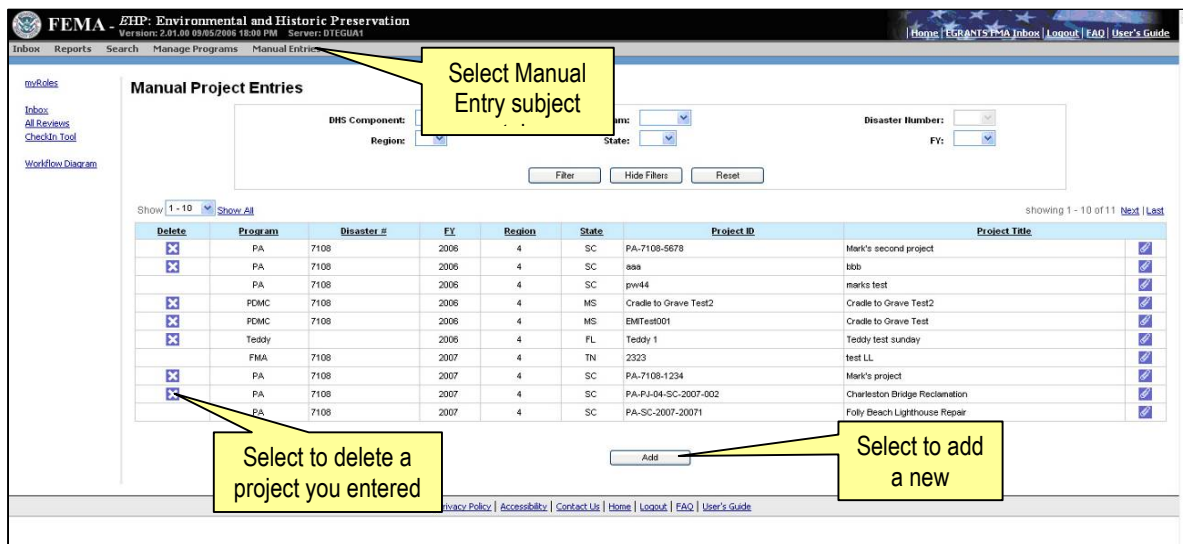

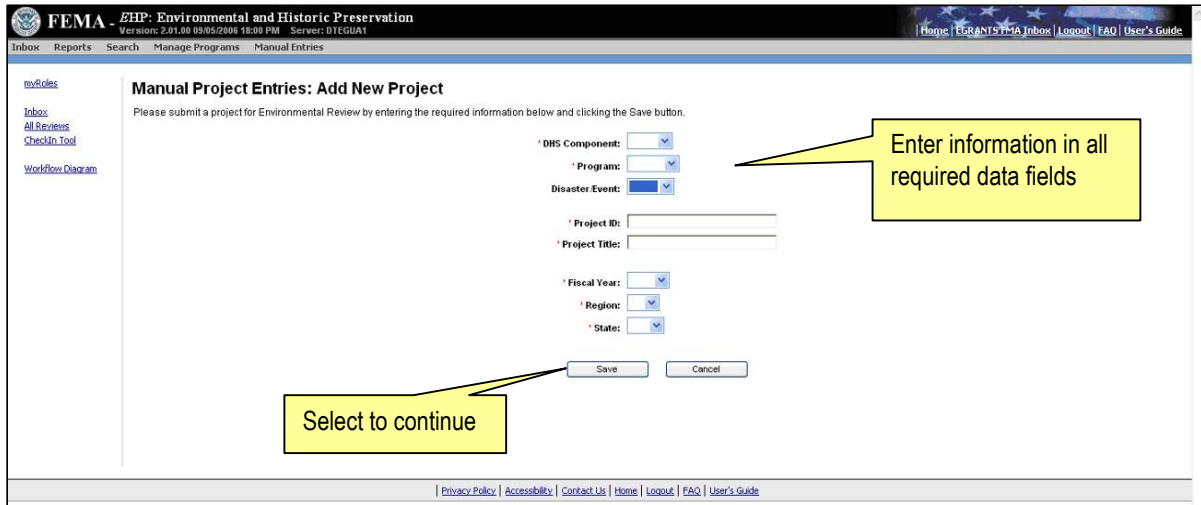


Figure 5.9: Manual Project Entries

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




The screenshot shows the 'Manual Project Entries: Add New Project' form. The form contains the following fields and controls:

- DHS Component:
- Program:
- Disaster Event:
- Project ID:
- Project Title:
- Fiscal Year:
- Region:
- State:
- Save button
- Cancel button

Two callout boxes are present:

- A yellow callout box pointing to the dropdown menus with the text: "Enter information in all required data fields".
- A yellow callout box pointing to the Save button with the text: "Select to continue".

Figure 5.10: Manual Project Data Entry

Enter the required information on the *Manual Project Entries: Add New Project* screen, and click the **Save** command button. From the Manual Project Entries screen (Figure 5.9), select the paperclip icon  next to the manually-entered project to attach project documentation, such as a Statement of Work, photographs, maps, etc. that are relevant to the project in general. Attach law or EO-specific documentation to the appropriate law or EO.


6. List of Acronyms

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


7. Appendices

7.1 Quick Reference Guide: Application Icons


MAGNIFY ICON:

	<p>The <i>magnify icon</i> links the reviewer to the Record of Consideration (REC) from the inbox. From the Comments and Attachment screens, click the magnify icon to view details.</p>
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READ-ONLY ICON:

	<p>The <i>workflow icon</i> shows the status of each queue in the EHP review or can be used to access the queues. Authorized users may also modify the workflow for a program or disaster.</p>
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READ-ONLY ICON:

	<p>The <i>read-only icon</i> indicates that the reviewer has not checked out the project or does not have the rights to conduct that review. To perform the technical review, a reviewer must check out the project.</p>
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REVIEW ICON:

	<p>By selecting the <i>review icon</i> in the review column on the technical review screens, the reviewer will be able to access the review screen for each Law or Executive Order.</p>
--	---


DELETE ICON:

	<p>The <i>delete icon</i> enables the reviewer or authorized users to delete certain information that has been added to EMIS, such as laws, general comments, conditions, attachments, manually-entered projects, programs, etc.</p>
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ATTACHMENTS ICON:

	<p>By selecting the <i>attachments icon</i>, the reviewer is able to add attachments to a project or view attachments.</p>
---	--


CHECKMARK ICON:

	<p>A <i>small checkmark</i> next to an icon indicates that conditions, comments, or attachments have been added to a project.</p>
---	---

CONDITIONS ICON:

	<p>By selecting the <i>conditions icon</i>, the reviewer is able to add conditions to a project or view conditions.</p>
---	---

REVIEW REQUEST ICON:

	<p>The <i>review request icon</i> indicates that the Historic Preservation and Floodplains review have been completed and the project is ready for Environmental review.</p>
---	--

RE-WORK REQUESTED ICON:

	<p>The <i>re-work requested icon</i> indicates that the project has been reworked to a technical review queue. Click on the icon to view the rework history and view the reason(s) for the re-work request.</p>
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7.2 Quick Reference Guide: Adding Conditions, Comments, and Attachments

7.2.1 Adding Comments

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

To a Law or Executive Order

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

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

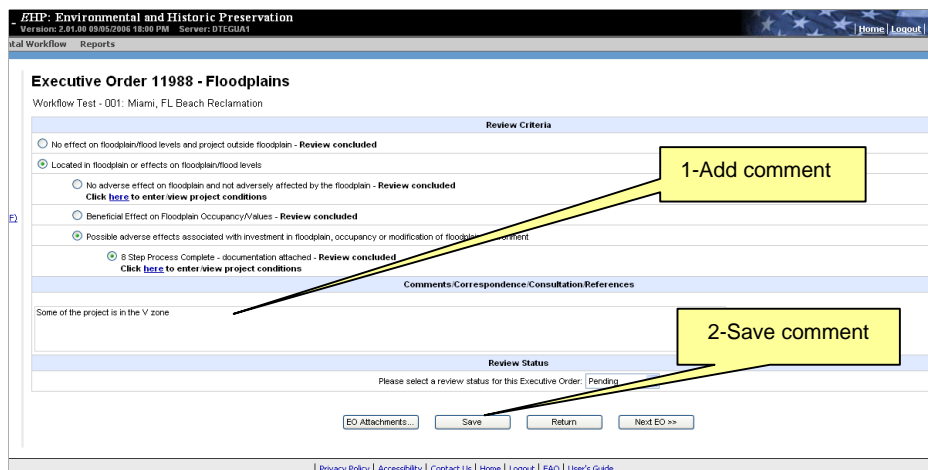


Figure 7.1: Adding Comments to a Law or Executive Order

To the NEPA Determination

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

- The presence of Extraordinary Circumstances.

- General summary of NEPA Determination process, if needed.

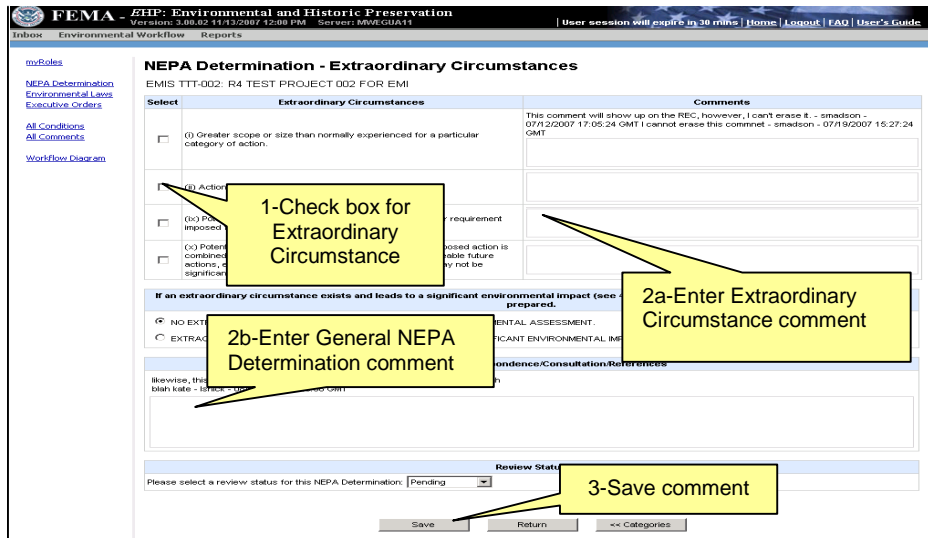


Figure 7.2: Adding Comments to the NEPA Determination

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

General Comments to the Project

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

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

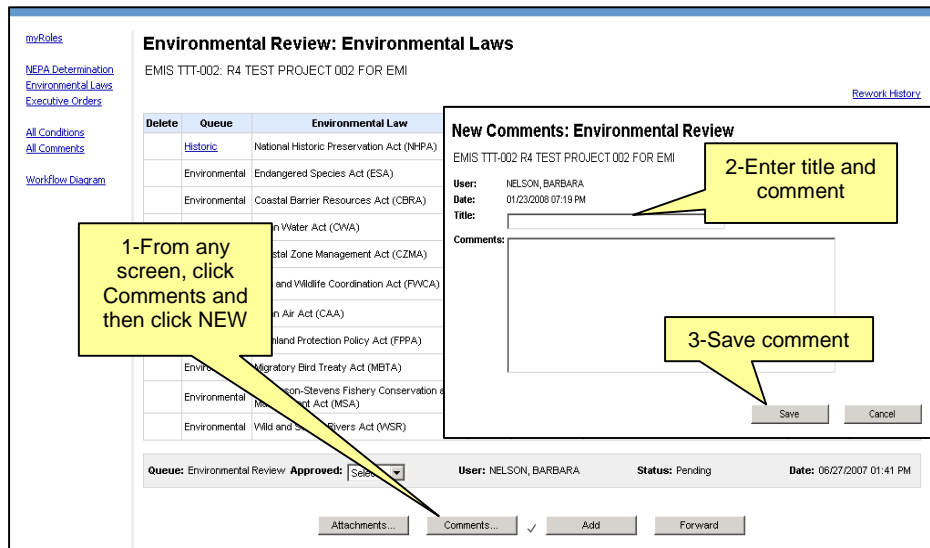


Figure 7.3: Adding General Comments to a Project

Note: General comments can be deleted by the author.

7.2.2 Adding Conditions

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

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

To a Law or Executive Order

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

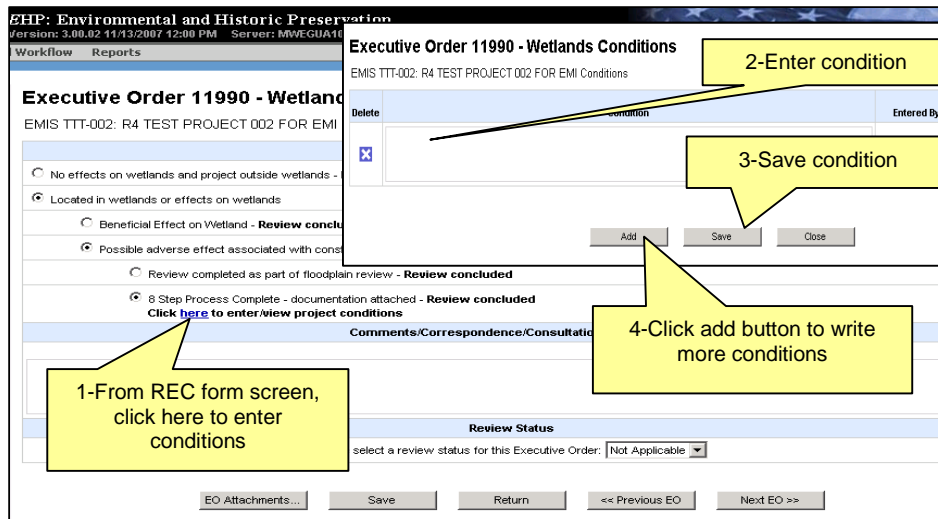



Figure 7.4: Adding Conditions to a Law or Executive Order

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

General Condition to the Project

General conditions can be added to the project from the *NEPA Determination* screen by **selecting the conditions icon**  and adding text in the pop-up dialogue box (see Figure 7.5).

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

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

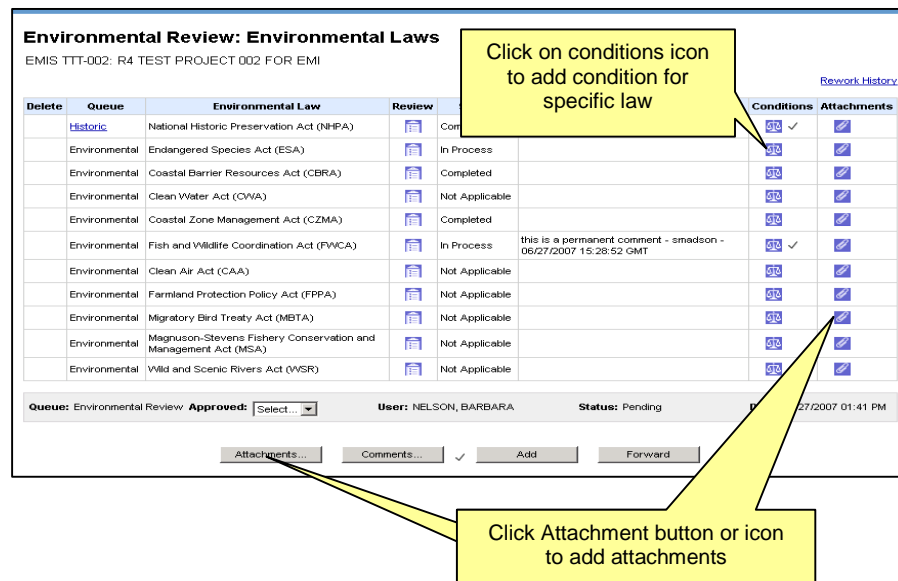


Figure 7.5: Adding General Conditions and Attachments to a Project

7.2.3 Adding Attachments

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

To a Law or Executive Order

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

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

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

General Attachments to the Project

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

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