



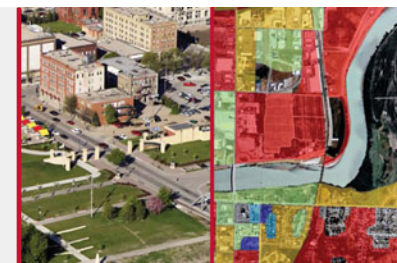
FEMA

Mitigation Planning Portal (MPP) Tutorial

Creating and Editing a Plan

Updated: 8/8/2014

RiskMAP
Increasing Resilience Together



Creating a New Plan

- Users with the ability to create new plans have access to the **Create Plan** tab. Once you click on the tab, you will see all the **Plan Field Sections** with all fields blank
- In order to save your new plan, you must first complete all required fields:
 - **Plan Title**
 - **Plan Status**
 - **Plan Type**
- You can identify required fields by a red asterisk (*)

Creating a New Plan – Create Plan Tab

Plan Details

Plan Funding Details

* indicates a required field

Home Search **Create Plan** Reports

Plan Details

*Plan Title

*Plan Status

*Plan Type

Plan Preparer

Plan Entered into NEMIS

*Plan is an Update

*Plan Update Number

Last Modified Date Approval Date

APA Date Expiration Date

Plan Funding Details

Funding Source	Funding Source Other	Grant Number

Funding Source

Funding Source Other

Grant Number

Add Funding Source **Remove Funding Source**

Extraordinary Circumstances

Start Date Extraordinary Circumstances

End Date Extraordinary Circumstances

Jurisdiction Status **Plan Review Status**

Delete Row?	*State, District or Territory	County	Community	Other Community	*Jurisdiction Type	Other Jurisdiction Type	*Jurisdiction Status	Jurisdiction Comments	Adoption Date	Risk MAP Deployed	NFIP Participation Status	CRS Participation

Jurisdiction Status Tab **Plan Review Status Tab**

Add Jurisdiction **Delete Jurisdictions** **Save Plan** **Delete Plan** **Clone Plan** **Cancel**

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Creating a New Plan – Plan Details

- The **Plan Details** section includes required plan fields like **Plan Title**, **Plan Status**, and **Plan Type**
- The **Plan is an Update** and **Plan Update Number** fields are only editable in cloned plans
- The **Last Modified Date**, which is set to the current date anytime you save a plan, and **Expiration Date** are calculated automatically, so you cannot edit their values
- The **Plan Statuses** available for new plans are **Plan in Progress** and **In Review**. To change your new plan's status to one of the other available values, simply save your plan, and the other values will then be selectable options

Creating a New Plan – Plan Details

- Example of a new plan that was approved 8/1/2014 and an **Expiration Date** of 8/1/2019. Since this is not an updated plan, the user did not check **Plan is an Update** and the **Plan Update Number** is grayed out:

Home Search Create Plan Reports

Plan Details

*Plan Title: Richmond Virginia Mitigation Plan

*Plan Status: In Review

*Plan Type: Single Jurisdiction

Plan Preparer: Lindsay M.

Plan Entered into NEMIS:

*Plan is an Update:

*Plan Update Number: 0

Plan Funding Details

Funding Source	Funding Source Other	Grant Number

Funding Source:

Funding Source Other:

Grant Number:

[Add Funding Source](#) [Remove Funding Source](#)

Extraordinary Circumstances:

Start Date Extraordinary Circumstances:

End Date Extraordinary Circumstances:

Last Modified Date: Approval Date: 8/1/2014

APA Date: Expiration Date: 8/1/2019

Jurisdiction Status Plan Review Status

Delete Row?	*State, District or Territory	County	Community	Other Community	*Jurisdiction Type	Other Jurisdiction Type	*Jurisdiction Status	Jurisdiction Comments	Adoption Date	Risk MAP Deployed	NFIP Participation Status	CRS Participation
<input type="checkbox"/>	New York	Essex County	Chesterfield town		Town		In Review	Comment Here	<input type="text"/>	<input type="checkbox"/>	Participating	<input type="checkbox"/>

[Add Jurisdiction](#) [Delete Jurisdictions](#) [Save Plan](#) [Delete Plan](#) [Clone Plan](#) [Cancel](#)

Creating a New Plan – Jurisdiction Status

- You edit the status information directly on the rows contained within the tab
- Select the **Delete Row** check box and click the **Delete Jurisdictions** button to delete any row(s) containing jurisdiction status data. Simply clicking the **Delete Jurisdictions** button without checking any check boxes will not delete any jurisdiction data
- If you enter **Other** for the **Community**, you will be able to enter a custom community name. Selecting **Other** or **Special District** as the **Jurisdiction Type** allows you to enter a custom **Jurisdiction Type**
- The **Jurisdiction Status** is auto-populated with the **Plan Status** for all statuses except when the **Plan Status** is **Approved** or **Amending**. Even though a status of **Approvable Pending Adoption** will be auto-populated, you will still be able to edit the **Jurisdiction Status**. For the other auto-populated statuses, you cannot change the **Jurisdiction Status** without modifying the **Plan Status**

Creating a New Plan – Expiration Date Calculations

- The **Plan Status** for a plan will automatically update to ‘Expired’ when the current date is the same day or after the Plan’s **Expiration Date**. A plan’s **Expiration Date** is calculated using the following rules:

Plan Type	Approval Date	Calculation for Expiration Date
Multi-Jurisdiction, Single Jurisdiction, and Standard Tribal	All Dates	Approval Date plus 5 years
Enhanced State, Enhanced Tribal, and Standard State	\leq 05/28/2011	Approval Date plus 3 years
Enhanced State, Enhanced Tribal, and Standard State	$>$ 05/28/2011	Approval Date plus 5 years

Creating a New Plan – Jurisdiction Status

- You may edit the status information directly on the rows contained within the tab
- Select the **Delete Row** check box and click the **Delete Jurisdictions** button to delete any row(s) containing jurisdiction status data. Simply clicking the **Delete Jurisdictions** button without checking any check boxes will not delete any jurisdiction data
- If you enter **Other** for the **Community**, you will be able to enter a custom community name. Selecting **Other** or **Special District** as the **Jurisdiction Type** allows you to enter a custom **Jurisdiction Type**
- The **Jurisdiction Status** is auto-populated with the **Plan Status** for all statuses except when the **Plan Status** is **Approved** or **Amending**. Even though a status of **Approvable Pending Adoption** will be auto-populated, you will still be able to edit the **Jurisdiction Status**. For the other auto-populated statuses, you cannot change the **Jurisdiction Status** without modifying the **Plan Status**

Creating a New Plan – Jurisdiction Status

- Add/delete jurisdictions using the buttons on the bottom left. Below is an example of two added jurisdictions for the plan. The 2nd jurisdiction has “other” for **Community** and **Jurisdiction Type**, requiring comments in **Other Community** and **Other Jurisdiction Type**:

Jurisdiction Status		Plan Review Status										
Delete Row?	*State, District or Territory	County	Community	Other Community	*Jurisdiction Type	Other Jurisdiction Type	*Jurisdiction Status	Jurisdiction Comments	Adoption Date	Risk MAP Deployed	NFIP Participation Status	CRS Participation
<input type="checkbox"/>	New York	Essex County	Chesterfield town		Town		Plan in Progress	Comment Here		<input checked="" type="checkbox"/>	Participating	<input checked="" type="checkbox"/>
<input type="checkbox"/>	New Jersey	Atlantic County	Other	Springvalley Town	Other	Town Management Facility	Plan in Progress	None		<input checked="" type="checkbox"/>	Not Participating	<input type="checkbox"/>

Creating a New Plan – Plan Review Status

- The plan review status information is accessible under the **Plan Review Status** tab next to the **Jurisdiction Status** tab. A table lists out all the current **Plan Reviews**
- Sort any of the columns by clicking on the associated column header
- Create a new **Plan Review** instance by clicking on the **New Plan Review** button
- Delete **Plan Reviews** by clicking on the associated row and clicking the **Delete Plan Review** button
- Edit a plan review by double clicking on the associated row, which opens the **Plan Review Status** window

Creating a New Plan – Plan Review Status

You increment the **Submission Number** each time a jurisdiction submits a plan for review to FEMA. The **45 Day Date** and **Days in Region** values are auto-calculated. The **45 Day Date** is the **Date Plan Received** plus 46 days. The **Days in Region** value is the **Correspondence Date** minus the **Date Plan Received** when the **Correspondence Date** is populated, and it is the current date minus the **Date Plan Received** when the **Correspondence Date** is not populated

Creating a New Plan – Plan Review Status

Under the **Add Reviewer** section, you can add reviewer information. Simply enter the reviewer details and click the **Add Reviewer** button. The **Days in Review** value is equal to the **Date Review Complete** minus the **Date Review Started**. You must enter a **Date Review Complete** value for a reviewer to be able to add an additional reviewer. To edit already entered reviewer information select to associated row on the **Reviewer** table and click the **Edit Reviewer** button. Once you have completed your edits click the **Add Reviewer** button. You must select the **Save Plan** button to save this data to the plan review status. Selecting the **Cancel** button will delete any changes not saved. Delete reviewer details by selecting the associated row on the table and click the **Delete Reviewer** button

Creating a New Plan – Plan Review Status

Add Plan Review

Complete the following fields. Select the 'Add Plan Review' button to add changes. When this window closes, you must select the 'Save Plan' button to save this data to the Plan Review Status. Selecting the 'Cancel' button will delete any changes not saved.

Add/Edit Plan Review

*Submission Number	<input type="text" value="1"/>	*Date Plan Received	<input type="text"/>
*Review Type	<input type="text"/>	45 Day Date	<input type="text"/>
Correspondence Type	<input type="text"/>	Days in Region	<input type="text"/>
Correspondence Date	<input type="text"/>	Date Plan Documentation Completed	<input type="text"/>

Add Reviewer

*Reviewer Name	<input type="text"/>	Date Review Started	<input type="text"/>
Reviewer Comments	<input type="text"/>	Date Review Completed	<input type="text"/>
<input type="button" value="Add Reviewer"/>		Days in Review	<input type="text"/>

Reviewer Name	Review Started	Review Completed	Days In Review	Review Comments

Creating a New Plan – Plan Funding Details

- Enter the **Funding Source** and fill in other required fields
 - The **Other Funding Source** field is required when you select an **Other Funding Source** and the **Grant Number** field is required for **HMGP**, **PDM**, **FMA**, and **EMPG** funding sources
- Click the **Add Funding Source** button to add the funding details to the **Funding Source** table
- Double click on a row in the table to edit the associated funding source
- Click on the **Add Funding Source** button to add the source back to the table
- To delete a funding source, click on the associate row in the table and click on the **Remove Funding Source** button

Creating a New Plan – Plan Funding Details

Plan Funding Details

Funding Source	Funding Source Other	Grant Number

Funding Source

Funding Source Other

Grant Number

Extraordinary Circumstances

Start Date Extraordinary Circumstances

End Date Extraordinary Circumstances

Creating a New Plan – Saving a Plan

- To save a plan, click on the **Save Plan** button within the **Create Plan** screen. If you did not fill in any required fields, you will be unable to save the plan and will see red exclamation points marking the empty required fields. Once the plan is saved for the first time, the **Create Plan** screen changes to a **View Plan** screen

The screenshot displays a web form for creating a plan. At the top, there are several input fields, including a checkbox for 'Extraordinary Circumstances' and two date pickers for 'Start Date Extraordinary Circumstances' and 'End Date Extraordinary Circumstances'. Below these fields is a table with the following headers: '*Jurisdiction Type', 'Other Jurisdiction Type', '*Jurisdiction Status', 'Jurisdiction Comments', 'Adoption Date', 'Approval Date', 'Risk MAP Deployed', 'NFP Participation Status', and 'CIS Participation'. The table body is currently empty. At the bottom right of the form, there are four buttons: 'Save Plan', 'Delete Plan', 'Close Plan', and 'Cancel'. A red arrow points to the 'Save Plan' button.

Creating a Plan – Example

Click the **Create Plan Tab**

Home Search **Create Plan** Reports

Search

Find mitigation plans by entering a least one value into a search field. Some fields may take a few seconds to display data. After entering criteria, select the 'Search' button to view results.

*State, District or Territory

Community Name

Plan Type

Plan Title

Search Reset

Search Results

Creating a Plan – Example

Enter a title in the **Plan Title** field

The screenshot shows a web application interface with a navigation bar at the top containing four tabs: 'Home', 'Search', 'Create Plan', and 'Reports'. The 'Create Plan' tab is active. Below the navigation bar is a form titled 'Plan Details' with the following fields:

- *Plan Title**: A text input field with a cursor inside.
- *Plan Status**: A dropdown menu.
- *Plan Type**: A dropdown menu.
- Plan Preparer**: A text input field.
- Plan Entered into NEMIS**: A checkbox.
- *Plan is an Update**: A checkbox.
- *Plan Update Number**: A text input field containing the number '0'.

Creating a Plan – Example

Enter a plan status in the **Plan Status** field

The screenshot displays a web application interface for creating a plan. At the top, there are navigation tabs: Home, Search, Create Plan (selected), and Reports. The main content area is titled 'Plan Details' and contains several input fields:

- *Plan Title:** A text box containing 'Test Plan'.
- *Plan Status:** A dropdown menu with a blue arrow icon on the right. The menu is open, showing two options: 'Plan in Progress' (highlighted in blue) and 'In Review'. A mouse cursor is pointing at the 'Plan in Progress' option.
- *Plan Type:** A text box.
- Plan Preparer:** A text box.
- Plan Entered into NEMIS:** A checkbox.
- *Plan is an Update:** A checkbox.
- *Plan Update Number:** A text box containing '0'.

Below the 'Plan Details' section, there are four date input fields, each with a calendar icon:

- Last Modified Date
- Approval Date
- APA Date
- Expiration Date

At the bottom left, there are two tabs: 'Jurisdiction Status' and 'Plan Review Status' (selected). On the right side of the form, there is a vertical sidebar with several buttons and labels, including 'Plan I', 'Func', 'Fundi', 'Fundi', 'Grant', 'Ad', 'Extra', 'Start', and 'End'.

Creating a Plan – Example

Enter a plan type in the **Plan Type** field

The screenshot shows a web application interface for creating a plan. At the top, there are navigation tabs: Home, Search, Create Plan (selected), and Reports. Below the tabs is a 'Plan Details' section with several fields:

- *Plan Title: Test Plan
- *Plan Status: Plan in Progress
- *Plan Type: A dropdown menu is open, showing options: Enhanced State, Enhanced Tribal, Multi-Jurisdiction, Single Jurisdiction, Standard State (highlighted with a mouse cursor), and Standard Tribal.
- Plan Preparer: (empty)
- Plan Entered into NEMIS: (empty)
- *Plan is an Update: (checkbox)
- *Plan Update Number: (empty)

Below the 'Plan Details' section are date fields for Last Modified Date, APA Date, Approval Date, and Expiration Date, each with a calendar icon. At the bottom, there are two tabs: Jurisdiction Status and Plan Review Status.

Creating a Plan – Example

Click the **Add Jurisdiction** button to add a jurisdiction to the plan

Last Modified Date Approval Date

APA Date Expiration Date

Extra Start End I

Jurisdiction Status Plan Review Status

Delete Row?	*State, District or Territory	County	Community	Other Community	*Jurisdiction Type	Other Jurisdiction

Add Jurisdiction Delete Jurisdictions

Creating a Plan – Example

Enter a state in the **State, District or Territory** field

Last Modified Date Approval Date

APA Date Expiration Date

Jurisdiction Status **Plan Review Status**

Delete Row?	*State, District or Territory	County	Community	Other Community	*Jurisdiction Type	Other Jurisdiction
<input type="checkbox"/>	<input type="text"/> New Jersey New York Puerto Rico Virgin Islands	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Jurisdiction **Delete Jurisdictions**

Creating a Plan – Example

Enter a community type in the **Jurisdiction Type** field

*Plan Update Number

Organized through:
Other
Parish
Regional Planning Agency
School/School District
Special District
State/District/Territory
Town
Township
Transit/Airport
Tribal
Unincorporated
University
Unorganized Territories

Funding Source C
Grant Number

Extraordinary Cir
Start Date Extrao
End Date Extrao

Last Modified Date
Approval Date
APA Date
Expiration Date

Jurisdiction Status

Delete Row?	*State, District or Territory	County	Community	Other Community
<input type="checkbox"/>	New York			

Creating a Plan – Example

Click on the **Plan Review Status** tab to add a plan review status

Plan Entered into NEMIS

*Plan is an Update

*Plan Update Number

Last Modified Date

Approval Date

APA Date

Expiration Date

Jurisdiction Status **Plan Review Status**

Delete Row?	*State, District or Territory	County	Community	Other Community
<input type="checkbox"/>	New York <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Creating a Plan – Example

Click the **New Plan Review** button to add a new plan review

*Plan is an Update

*Plan Update Number

Last Modified Date

Approval Date

APA Date

Expiration Date

Jurisdiction Status **Plan Review Status**

Submission Number	Date Plan Received	45 Day Date	Date Review St
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New Plan Review **Delete Plan Review**

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Creating a Plan – Example

In the new plan review enter a review type in the **Review Type** field

Add Plan Review

Complete the following fields. Select the 'Add Plan Review' button to add changes. When this window closes, you must select the 'Save Plan' button to save this data to the Plan Review Status. Selecting the 'Cancel' button will delete any changes not saved.

Add/Edit Plan Review

*Submission Number:

*Review Type:
Correspondence Type:
Correspondence Date:
Add Reviewer:

*Date Plan Received:

45 Day Date:

Days in Region:

Date Plan Documentation Completed:

*Reviewer Name:

Reviewer Comments:

Date Review Started:

Date Review Completed:

Days in Review:

Add Reviewer

Reviewer Name	Review Started	Review Completed	Days In Review	Review Comments
---------------	----------------	------------------	----------------	-----------------

Edit Reviewer **Delete Reviewer**

Add Plan Review **Cancel**

Creating a Plan – Example

Add a date in the **Date Plan Received** field

Add Plan Review

Complete the following fields. Select the 'Add Plan Review' button to add changes. When this window closes, you must select the 'Save Plan' button to save this data to the Plan Review Status. Selecting the 'Cancel' button will delete any changes not saved.

Add/Edit Plan Review

*Submission Number:

*Review Type:

Correspondence Type:

Correspondence Date:

*Date Plan Received:

45 Day Date:

Days in Region:

Date Plan Documentation Completed:

Add Reviewer

*Reviewer Name:


Reviewer Comments:

Date Review Started:

Date Review Completed:

Days in Review:

Reviewer Name	Review Started	Review Completed	Days In Re



The image shows a web-based form for adding a plan review. A calendar widget is open, displaying the month of August for the year 2013. The date August 28th is highlighted in blue, and a mouse cursor is pointing at it. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 31. Below the calendar, the years 2013, 2014, and 2015 are visible for navigation.

Creating a Plan – Example

Add a name in the **Reviewer Name** field

Add Plan Review

Complete the following fields. Select the 'Add Plan Review' button to add changes. When this window closes, you must select the 'Save Plan' button to save this data to the Plan Review Status. Selecting the 'Cancel' button will delete any changes not saved.

Add/Edit Plan Review

*Submission Number	1	*Date Plan Received	7/28/2014
*Review Type	Courtesy Review	45 Day Date	9/13/2014
Correspondence Type		Days in Region	9
Correspondence Date		Date Plan Documentation Completed	

Add Reviewer

*Reviewer Name	Reviewer	Date Review Started	
Reviewer Comments		Date Review Completed	
Add Reviewer		Days in Review	

Reviewer Name	Review Started	Review Completed	Days In Review	Review Comments

Edit Reviewer **Delete Reviewer**

Add Plan Review **Cancel**

Creating a Plan – Example

Add a date in the **Date Review Started** field

Add Plan Review

Complete the following fields. Select the 'Add Plan Review' button to add changes. When this window closes, you must select the 'Save Plan' button to save this data to the Plan Review Status. Selecting the 'Cancel' button will delete any changes not saved.

Add/Edit Plan Review

*Submission Number:
*Review Type:
Correspondence Type:
Correspondence Date:


*Date Plan Received:
45 Day Date:
Days in Region:
Date Plan Documentation Completed:

Add Reviewer

*Reviewer Name:
Reviewer Comments:

Date Review Started:
Date Review Completed:
Days in Review:

Reviewer Name	Review Started	Review Completed	Days In Re



The calendar widget displays the month of August 2014. The days of the week are labeled S, M, T, W, T, F, S. The dates are arranged in a grid. The 29th is highlighted in blue, and a mouse cursor is pointing at it. The years 2013, 2014, and 2015 are visible at the bottom of the calendar.

Creating a Plan – Example

Click the **Add Reviewer** button to add the new reviewer

Add Plan Review

Complete the following fields. Select the 'Add Plan Review' button to add changes. When this window closes, you must select the 'Save Plan' button to save this data to the Plan Review Status. Selecting the 'Cancel' button will delete any changes not saved.

Add/Edit Plan Review

*Submission Number	1	*Date Plan Received	7/28/2014
*Review Type	Courtesy Review	45 Day Date	9/13/2014
Correspondence Type		Days in Region	9
Correspondence Date		Date Plan Documentation Completed	

Add Reviewer

*Reviewer Name	Reviewer	Date Review Started	7/29/2014
Reviewer Comments		Date Review Completed	
Add Reviewer		Days in Review	

Reviewer Name	Review Started	Review Completed	Days In Review	Review Comments
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Edit Reviewer Delete Reviewer

Add Plan Review **Cancel**

Creating a Plan – Example

Click the **Add Plan Review** to add the plan review changes

Add Plan Review

Complete the following fields. Select the 'Add Plan Review' button to add changes. When this window closes, you must select the 'Save Plan' button to save this data to the Plan Review Status. Selecting the 'Cancel' button will delete any changes not saved.

Add/Edit Plan Review

*Submission Number	<input type="text" value="1"/>	*Date Plan Received	<input type="text" value="7/28/2014"/>
*Review Type	<input type="text" value="Courtesy Review"/>	45 Day Date	<input type="text" value="9/12/2014"/>
Correspondence Type	<input type="text"/>	Days in Region	<input type="text" value="9"/>
Correspondence Date	<input type="text"/>	Date Plan Documentation Completed	<input type="text"/>

Add Reviewer

*Reviewer Name	<input type="text"/>	Date Review Started	<input type="text"/>
Reviewer Comments	<input type="text"/>	Date Review Completed	<input type="text"/>
<input type="button" value="Add Reviewer"/>		Days in Review	<input type="text"/>

Reviewer Name	Review Started	Review Completed	Days In Review	Review Comments
Reviewer	7/29/2014			

Creating a Plan – Example

Enter a funding source in the **Funding Source** field

Plan Funding Details

Funding Source	Funding Source Other	Grant Number

Funding Source

Funding Source Other

Grant Number

Extraordinary Circumstances

Start Date Extraordinary Circumstances

End Date Extraordinary Circumstances

Funding Source Dropdown:

- HMGP (Hazard Mitigation Grant Program)
- PDM (Pre-Disaster Mitigation)
- FMA (Flood Mitigation Assistance Program)
- EMPG (Emergency Management Performance Grant)
- Homeland Security Grants
- Self Funded
- Other


Date Review Started	Days in Region	Date Review Completed
7/29/2014	9	

Creating a Plan – Example

Click the **Add Funding Source** button to save the funding information

Plan Funding Details

Funding Source	Funding Source Other	Grant Number


Funding Source: HMGP (Hazard Mitigation Grant Program) 


Funding Source Other:

*Grant Number:

Add Funding Source **Remove Funding Source**

Extraordinary Circumstances:

Start Date Extraordinary Circumstances: 

End Date Extraordinary Circumstances: 

Date Review Started	Days in Region	Date Review Completed
7/29/2014	0	

Creating a Plan – Example

Click the **Save Plan** button to save your new plan

End Date Extraordinary Circumstances



Date Review Started	Days in Region	Date Review Completed
7/29/2014	9	

Save Plan

Delete Plan

Clone Plan

Cancel



Editing an Existing Plan – Example

Click on the **Search** tab



The screenshot shows the Mitigation Planning Portal interface. At the top, there is a banner with the text "Mitigation Planning Portal" and a background image of houses. Below the banner, a welcome message reads "Welcome, mppregion2user of Region 02. ([Logout](#))". A navigation menu contains four tabs: "Home", "Search", "Create Plan", and "Reports". The "Search" tab is highlighted with a mouse cursor. Below the navigation menu is a table with the following data:

Status	New Jersey	New York
Approved	0	56
APA	1	3
Expired	6	20
In Review	7	8
Awaiting Revisions	1	12
Amending	0	0
Plan in Progress	28	31

Editing an Existing Plan – Example

Fill in the applicable search fields and click the **Search** button

The screenshot shows the Mitigation Planning Portal interface. At the top, there is a banner with the text "Mitigation Planning Portal" and a background image of houses. Below the banner, a welcome message reads "Welcome, mppregion2user of Region 02. (Logout)". A navigation bar contains buttons for "Home", "Search", "Create Plan", and "Reports". The "Search" button is highlighted. Below the navigation bar, there is a search section with the heading "Search" and a sub-heading "Find mitigation plans by entering a least one value into a search field. Some fields may take a few seconds to display data. After entering criteria, select the 'Search' button to view results." The search fields include "State, District or Territory", "Community Name", "Plan Type", and "Plan Title". A dropdown menu is open for the "State, District or Territory" field, showing options: "ALL", "New Jersey", "New York", "Puerto Rico", and "Virgin Islands". A mouse cursor is pointing at "New York". To the right of the search fields are two buttons: "Search" and "Reset".

Editing an Existing Plan – Example

Fill in the applicable search fields and click the **Search** button



Home Search Create Plan Reports

Search

Find mitigation plans by entering a least one value into a search field. Some fields may take a few seconds to display data. After entering criteria, select the 'Search' button to view results.

*State, District or Territory:

Community Name:

Plan Type:

Plan Title:

Editing an Existing Plan – Example

Double click on the row in the search results for the plan you wish to edit, which opens the plan

	State, District or Territory	Plan Status	Last Modified Date	Plan Approval Date
	New York	In Review	11/01/2013	10/15/2013
	New York	Plan in Progress	11/01/2013	
	New York	In Review	10/02/2013	
	New York	In Review	10/02/2012	
	New York	Plan in Progress	12/30/2013	
	New York	Plan in Progress	12/30/2013	
	New York	In Review	12/30/2013	

Editing an Existing Plan – Example

Make your changes to the plan



Home Search View Plan Reports

Plan Details

*Plan Title	Test Plan
*Plan Status	Plan in Progress
*Plan Type	Plan in Progress In Review Awaiting Revisions Approvable Pending Adoption Approved Amending Expired Archived
Plan Preparer	
Plan Entered into NEMIS	
Plan is an Update	
Plan Update Number	

Last Modified Date: 12/30/2013
APA Date:
Approval Date:
Expiration Date:

Plan E
Fund
HMC
Fund
Fund
Grant
Ad
Extra
*Start
End I

Editing an Existing Plan – Example

Click the **Save Plan** button to save your changes

Jurisdiction Status	Jurisdiction Comments	Adoption Date	Risk MAP Deployed	NFIP Participation Status	CRS Participation
Awaiting Revisions			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Plan **Delete Plan** **Close Plan** **Cancel**

Deleting a Plan

After opening a plan for editing, click on the **Delete Plan** button to remove the plan from the MPP

The screenshot displays the FEMA RiskMAP interface for editing a plan. The interface is divided into several sections:

- Plan Details:** Includes fields for Plan Title (Test Plan), Plan Status (Awaiting Revisions), Plan Type (Standard State), Plan Preparer, Plan Entered into NEMIS, Plan is an Update, and Plan Update Number (0).
- Plan Funding Details:** Includes a table for Funding Source (FD/IGP (Hazard Mitigation Grant Program)) and Grant Number (123). It also has fields for Funding Source, Funding Source Other, and Grant Number, along with buttons for Add Funding Source and Remove Funding Source.
- Extraordinary Circumstances:** Includes a checkbox for Extraordinary Circumstances and fields for Start Date Extraordinary Circumstances and End Date Extraordinary Circumstances.
- Jurisdiction Status:** Includes a table with columns for Delete Row?, State, District or Territory, County, Community, Other Community, Jurisdiction Type, Other Jurisdiction Type, Jurisdiction Status, Jurisdiction Comments, Adoption Date, Risk MAP Deployed, NFIP Participation Status, and CPS Participation. The first row shows New York, State District Territory, Awaiting Revisions, and other details.
- Buttons:** At the bottom, there are buttons for Add Jurisdiction, Delete Jurisdictions, Save Plan, Delete Plan (highlighted with a red arrow), Close Plan, and Cancel.

Cloning a Plan

After searching and opening a plan for editing, click on the **Clone Plan** button to create a copy of the plan

The screenshot displays the RiskMAP web application interface. At the top, there are navigation tabs: Home, Search, View Plan, and Reports. The main content area is divided into several sections:

- Plan Details:** Includes fields for Plan Title (Richmond Virginia Mitigation Plan), Plan Status (In Review), Plan Type (Single Jurisdiction), Plan Preparer (Lindsay M.), Plan Entered into NEMIS, Plan is an Update, and Plan Update Number (0).
- Plan Funding Details:** Includes a table for Funding Source, Funding Source Other, and Grant Number. Below this are fields for Funding Source, Funding Source Other, and Grant Number, along with buttons for Add Funding Source and Remove Funding Source.
- Extraordinary Circumstances:** Includes a checkbox for Extraordinary Circumstances, and fields for Start Date Extraordinary Circumstances and End Date Extraordinary Circumstances.
- Jurisdiction Status:** Includes tabs for Jurisdiction Status and Plan Review Status.
- Jurisdiction Table:** A table with columns: Delete Row?, *State, District or Territory, County, Community, Other Community, *Jurisdiction Type, Other Jurisdiction Type, *Jurisdiction Status, Jurisdiction Comments, Adoption Date, Risk MAP Deployed, NFIP Participation Status, and CRS Participation. The table contains one row with data: New York, Essex County, Chesterfield town, New, Town, In Review, Comment Here, and Participating.
- Buttons:** At the bottom left are Add Jurisdiction and Delete Jurisdictions. At the bottom right are Save Plan, Delete Plan, Clone Plan (highlighted with a red arrow), and Cancel.

Cloning a Plan

You will now see a copy of your plan. All plan information is cleared in the new plan except the **Plan Title**, **Plan Type**, and **Plan Preparer** values. The jurisdiction status records are copied into the new plan, but all their information is cleared except (1) **State, District or Territory, County**; (2) **Community**, (3) **Other Community**, (4) **Jurisdiction Type**, and (5) **Other Jurisdiction Type** values. Confirm the **Plan is an Update** and **Plan Update Number** fields are correct. Change the default 0 setting to an appropriate Update Number before saving your plan.

Cloning a Plan

After cloning the plan, update your **Plan Title**, enter a new **Plan Status**, and all other required fields. **Plan is an Update** field will automatically be checked. Provide a **Plan Update Number** before saving

The screenshot displays the FEMA RiskMAP system interface for cloning a plan. The 'Plan Details' section includes fields for Plan Title, Plan Status, Plan Type, Plan Preparer, Plan Entered into NEMIS, Plan is an Update (checked), and Plan Update Number. A message box indicates that the Plan Update Number is required before saving. The 'Plan Funding Details' section includes fields for Funding Source, Funding Source Other, and Grant Number, along with buttons for adding and removing funding sources. The 'Jurisdiction Status' table shows a row for 'New York', 'Essex County', 'Chesterfield town', and 'Town'. A red arrow points to the 'Jurisdiction Status' dropdown menu in the table row.

Delete Row?	*State, District or Territory	County	Community	Other Community	*Jurisdiction Type	Other Jurisdiction Type	*Jurisdiction Status	Jurisdiction Comments	Adoption Date	Risk MAP Deployed	NFIP Participation Status	CRS Participation
<input type="checkbox"/>	New York	Essex County	Chesterfield town		Town					<input type="checkbox"/>		

Cloning a Plan

Click the **Save Plan** button to save your new plan

The screenshot displays the 'Create Plan' interface in the RiskMAP system. The top navigation bar includes 'Home', 'Search', 'Create Plan', and 'Reports'. The main form is divided into several sections:

- Plan Details:** Includes fields for Plan Title (Richmond Virginia Mitigation Plan), Plan Status (Plan in Progress), Plan Type (Single Jurisdiction), Plan Preparer (Lindsay M.), Plan Entered into NEMIS (checkbox), Plan is an Update (checkbox), and Plan Update Number (1).
- Plan Funding Details:** Features a table for funding sources with columns for Funding Source, Funding Source Other, and Grant Number. Below the table are input fields for Funding Source, Funding Source Other, and Grant Number, along with 'Add Funding Source' and 'Remove Funding Source' buttons.
- Extraordinary Circumstances:** Includes a checkbox for 'Extraordinary Circumstances' and date pickers for 'Start Date Extraordinary Circumstances' and 'End Date Extraordinary Circumstances'.
- Jurisdiction Status / Plan Review Status:** A table with columns for 'Delete Row?', 'State, District or Territory', 'County', 'Community', 'Other Community', 'Jurisdiction Type', 'Other Jurisdiction Type', 'Jurisdiction Status', 'Jurisdiction Comments', 'Adoption Date', 'Risk MAP Deployed', 'NFIP Participation Status', and 'CRS Participation'. A single row is visible with values: New York, Essex County, Chesterfield town, Town, Plan in Progress, Comment Here, and Participating.
- Buttons:** At the bottom, there are buttons for 'Add Jurisdiction', 'Delete Jurisdictions', 'Save Plan' (highlighted with a red box and a red arrow), 'Delete Plan', 'Clone Plan', and 'Cancel'.