

Mitigation Planning Portal - Data Dictionary

Updated: 7/13/2015

Plan Data

APA Date

Description	Approvable Pending Adoption. The date FEMA determines a Mitigation Plan meets all requirements of 44 CFR Part 201, except adoption by one or more of the Jurisdictions associated with the Plan that would then prompt FEMA approval.
Required	No
Format	mm/dd/yyyy

Approval Date

Description	The date the Mitigation Plan was approved by FEMA. Once established, the date will not change during the next 3 or 5 years.
Required	No. Required when Plan Status is "Approved"
Format	mm/dd/yyyy

Expiration Date

Description	The date when the Mitigation Plan expires. "Approval Date" plus 5 years.
Required	Display Only
Format	mm/dd/yyyy

Extraordinary Circumstance

Description	When checked, this element indicates that an exception was granted by the Regional Administrator that allows a plan to be completed within 12 months of the award of a Hazard Mitigation Assistance (HMA) project grant. Note: FEMA could create a 'placeholder' Plan with Plan Type "Plan in Progress", select this element until the Plan is submitted for review, and use the "Comments" field in Jurisdiction Status tab to indicate which Jurisdictions are under an Extraordinary Circumstance.
Required	No
Format	Yes/No. Default is blank

Extraordinary Circumstance Start Date

Description	The beginning date that indicates the start of a one year period a Jurisdiction has to complete approval of their Mitigation Plan
Required	No. Required when Extraordinary Circumstance equals 'Yes'
Format	mm/dd/yyyy

Extraordinary Circumstance End Date

Description	The end date that indicates the completion of a one year period a Jurisdiction had
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	to complete approval of their Mitigation Plan. The date will be pre-populated based on a one year period from the Extraordinary Circumstance Start Date
Required	No
Format	mm/dd/yyyy

Funding Source

Description	Source of funding obtained by a Jurisdiction that helped offset the expense of developing a Mitigation Plan. There can be multiple Funding Sources identified for a Plan. Once a Funding Source is identified, it doesn't change during the life of the Plan
Required	No
Format	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

Funding Source Other

Description	Funding Source Type that doesn't appear in the existing Funding Source value list
Required	No. Required only when Funding Source value "Other" is selected
Format	Text. 50 characters

Grant Number

Description	A specific number assigned to a planning grant that is awarded to complete the Mitigation Plan
Required	No. Required when Funding Source value is HMGP, PDM, FMA or EMPG
Format	Text. 25 characters

Last Modified Date

Description	An MPP system date generated when a Mitigation Plan record is initiated or a data element has been modified and the action item to save the data has been triggered.
Required	Display Only
Format	mm/dd/yyyy

Plan Entered into NEMIS

Description	Mitigation Plan information was entered in the external system NEMIS (National Emergency Management Information System)
Required	No
Format	Boolean

Plan is an Update

Description	A checkbox used to indicate an updated Mitigation Plan was created to replace an
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	existing plan. An existing Plan may or may not be expired
Required	No
Format	Boolean

Plan Preparer

Description	The name of an individual, organization, agency, consultant, “lead” jurisdiction or other entity that prepared the Mitigation Plan and submitted the Plan to FEMA
Required	No
Format	Text. 100 characters

Plan Status

Description	Status of a Mitigation Plan submitted to FEMA. The value selected in this element will be used to pre-populate “Jurisdiction Status.” The Status is automatically updated to Expired after 5 years exactly (i.e. 'through') from the Approval Date
Required	Yes
Format	<p>Plan in Progress: <i>Jurisdiction(s) working on Plan, but Plan has not been submitted to FEMA.</i></p> <p>In Review: <i>FEMA is reviewing Plan submitted by Jurisdiction</i></p> <p>Awaiting Revisions: <i>FEMA sent Plan back to Jurisdiction for revision</i></p> <p>Approvable Pending Adoption: <i>Jurisdiction met all requirements, except for adoption</i></p> <p>Approved: <i>A Jurisdiction adopted the Plan; FEMA received final documentation. This is the same date indicated on the official correspondence relaying FEMA approval</i></p> <p>Amending: <i>Post-Approval, the Jurisdiction submitted a revised (not “Plan Update”) Mitigation plan for FEMA review to include new information, such as an annex for another Jurisdiction, or inclusion of new hazard data. A new review cycle is in progress. Plan retains “Approved” rating; APA Date doesn’t change and Plan doesn’t need to be archived</i></p> <p>Expired: <i>Plan reached or passed expiration date</i></p> <p>Archived: <i>Updated Plan submitted, reviewed and approved; Original/previous version of the Plan expired. Old Plan made inactive/archived. Note: “Archive” should not be selected until after the updated Plan is Approved, including approval for all jurisdictions associated with the updated Plan. Once the Plan is archived, all associated records, including Jurisdiction records, will no longer appear in the results of an MPP search. The only way to view an archived Plan will be via an Ad hoc report</i></p>

Plan Title

Description	The name of the Mitigation Plan, typically as shown on the cover of the submitted document
Required	Yes
Format	Text. 200 characters

Plan Type

Description	The type of plan in accordance with 44 CFR Part 201. Plan Type can change over the life of a plan. For example a single jurisdiction can become multi-jurisdiction. Changing the Type doesn't cause the Plan to become 'archived'
Required	Yes
Format	You may enter only one plan type per plan. The values include: Multi-Jurisdiction: <i>A Mitigation Plan with more than one Jurisdictional participants that may include either Local or Tribal jurisdictions</i> Single Jurisdiction: <i>A Mitigation Plan developed to meet 44 CFR 201.6, Local Mitigation Plans</i> Standard State: <i>A Mitigation Plan developed to meet 44 CFR 201.4, State Mitigation Plans</i> Standard Tribal: <i>A Mitigation Plan developed to meet 44 CFR 201.7, Tribal Mitigation Plans</i> Enhanced State: <i>A State Mitigation Plan developed to meet 44 CFR 201.5, Enhanced Mitigation Plans</i> Enhanced Tribal: <i>A Tribal Mitigation Plan developed to meet 44 CFR 201.5, Enhanced Mitigation Plans</i>

Plan Update Number

Description	Manually entered number used to indicate the next comprehensive review and update of a Mitigation Plan
Required	No. Required if Plan is an Update is true.
Format	Numeric. 2 characters

Jurisdiction Status

Community

Description	Incorporated communities, unincorporated areas of counties, and tribes (when STATE TRIBES is selected as the county). If the community is not available, an "Other" value and text field must be selected and completed.
Required	Yes
Format	From Community Layer or Other

Other Community

Description	Any community that is not listed in the Community list (i.e., Community Layer). Consistent with 44 CFR 201.2, a community can be any Local or Tribal government, such as a county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity. Other Community may also include an Indian Tribal government that is any Federally
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	recognized governing body of an Indian or Alaska Native Tribe, band, nation, pueblo, village, or community that the Secretary of Interior acknowledges to exist as an Indian Tribe under the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. 479a. (44 CFR 201.2). The new community will be saved to an internal MPP table. Once saved, it will be available for selection, in addition to the Community values
Required	No. Required when the community value of “Other” is selected
Format	Text. 100 characters

County

Description	The primary legal division of most states; it also includes parishes, organized boroughs, and independent cities in some states
Required	Yes
Format	From Community Layer

CRS Participation

Description	Community Rating System is a voluntary incentive program that encourages community floodplain management activities to exceed the minimum National Flood Insurance Program requirements. The indicator is used to identify a Jurisdiction’s participation in the CRS program. (fyi: Not in MIP)
Required	No
Format	Boolean

Adoption Date

Description	Date the Jurisdiction formally adopted the Mitigation Plan, which may be different for each Jurisdiction. Also used as a reference point to indicate the time period between the Mitigation Plan’s “APA Date” date the date the first Jurisdiction adopted the Mitigation Plan
Required	No
Format	mm/dd/yyyy

Jurisdiction Comments

Description	Additional Jurisdiction information associated with a Mitigation Plan
Required	No
Format	Text. 500 characters

Jurisdiction Status

Description	The status of a Jurisdiction that is an identified participant in a Mitigation Plan
Required	Yes
Format	Plan in Progress In Review Awaiting Revisions Approvable Pending Adoption Approved Expired

	Archived View Appendix A for Jurisdiction Status logic
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Jurisdiction Type

Description	The type of government entity (Jurisdiction). Includes State, Tribal and Local governments
Required	Yes
Format	Alaska Native Organization Alaska Native Village College Conservation District Consolidated Government County County Subdivision District Electric/Power Authority Fire/EMS District Flood Control District Highway/Port/Rail Hospital/Medical Facility Incorporated City Island Municipality Municipio Natural Resources Organized Borough Other Parish Regional Planning Agency School/School District Special District State/District/Territory Town Township Transit/Airport Tribal Unincorporated University Unorganized Territories Village Water/Sewer Authority

Other Jurisdiction Type

Description	Enter the type of governmental entity, if "Special District" or "Other" are selected in the Jurisdiction Type data element
Required	No. Required when Jurisdiction Type values "Special District" or "Other" are

	selected
Format	Text. 50 characters

NFIP Participation Status

Description	A Jurisdiction's form of participation in the National Flood Insurance Program (NFIP)
Required	No
Format	Not Mapped Not Participating Participating Sanctioned SFHA Sanctioned Suspended

Risk MAP Deployed

Description	An indicator that reflects the Jurisdiction's participation in a FEMA Risk MAP project
Required	No
Format	Boolean

State, District or Territory

Description	Any State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands
Required	Yes
Format	From Community Layer Data

Plan Review Status

45 Day Date

Description	The date by which FEMA must complete its review of a mitigation plan, in accordance with 44 CFR 201.6(d)(2). Calculation: "Date Plan Received" plus 1, plus 45 <u>calendar</u> days.
Required	Display Only
Format	mm/dd/yyyy

Correspondence Date

Description	The date FEMA reviewer sent a communication with the results of the FEMA review to the State or Tribe. There is only one Correspondence Date per submission
Required	No
Format	mm/dd/yyyy

Correspondence Type

Description	Indicates the type of communication used between FEMA and the Jurisdiction
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	during the Mitigation Plan review
Required	No
Format	Approval Letter Approvable Pending Adoption Letter Required Revisions Other

Other Correspondence Type

Description	Indicates the type of communication used between FEMA and the Jurisdiction during the Mitigation Plan review when “Other” is selected as the Correspondence Type
Required	No. Required when Correspondence Type value “Other” is selected
Format	Text. 50 characters

Date Plan Documentation Started

Description	The date all Plan information, including final approval letter, was ‘officially/administratively’ stored. This applies to the Plan and not per submission. Date is not considered in the “Number of Days in Review” calculation
Required	No
Format	mm/dd/yyyy

Date Plan Received

Description	The date FEMA received a Mitigation Plan from a Jurisdiction
Required	Yes
Format	mm/dd/yyyy

Date Review Completed

Description	Date the FEMA reviewer completed their individual review of a submitted Mitigation Plan. There can be multiple Date Review Completed dates for a single Submission Number, depending on the number of Reviewers
Required	No
Format	mm/dd/yyyy

Date Review Started

Description	Date the FEMA reviewer began to review a submitted Mitigation Plan. There can be multiple Date Review Started dates for a single Submission Number, depending on the number of Reviewers
Required	No
Format	mm/dd/yyyy

Days in Region

Description	MPP will derive the number of days a Plan has been in the region based on the Date Plan Received and Correspondence Dates. Calculation:
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	<ul style="list-style-type: none"> When Correspondence Date is <u>not</u> populated and Plan Status is In Review, Days in Region = Current Date – Date Plan Received Correspondence Date is <u>not</u> populated and Plan Status is <u>not</u> In Review, Days in Region is Blank When Correspondence Date is <u>populated</u>, Days in Region = Correspondence Date - Date Plan Received <p>Note: When Date Plan Received and Correspondence Date are the same date, the number of Days in Review will be counted as 1 day</p>
Required	Display Only
Format	Numeric

Days in Review

Description	MPP will derive the number of days a single reviewer has reviewed a plan. There is one value per reviewer. Calculation: Date Review Completed - Date Review Started.
Required	Display Only
Format	Numeric

Review Comments

Description	A pertinent piece of information provided by a FEMA reviewer associated with the Mitigation Plan or the Plan review process
Required	No
Format	Text. 200 characters

Review Type

Description	The type of review performed by a FEMA reviewer on a submitted Mitigation Plan
Required	Yes
Format	<p>Approval Review: A review after a plan has achieved APA status. A full review is not required. You only verify the plan has not been altered since APA and review the documentation of the jurisdictions adoptions. The Approval Review is not a page-by-page review, but a scan to make sure all things have stayed the same since we last reviewed the document</p> <p>Courtesy Review: A community sends a plan and asks FEMA to review it so they can receive comments and see if the plan would pass. This does not result in a status change or a letter. These are not given priority and are reviewed as time allows. Although it will still be good to count it, this type of review is not bound by the 45 days. Typically, a Courtesy Review is only for a section(s) of a plan and not the entire plan. If the entire plan is written, submit it for an official review</p> <p>Official Review: All plans sent to FEMA to verify if they have met all regulatory requirements. Some regions have stages during the official review. For example, Initial or IR (first review), QC or Quality (second review), TA (hands on technical assistance to bring the plan to APA), QA (3rd review) for complex plan</p>

	Technical Assistance Review: <i>We are in direct discussions with the state and locals to facilitate an expedited review process. This is typically done during disasters or if there is a minor revision that is needed after an official review has begun. These are typically given priority and may be limited to a 72 hour window. Although it will still be good to count it this type of review is not bound by the 45 days</i>
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Reviewer Name

Description	The name of the FEMA reviewer that reviewed the Mitigation Plan
Required	Yes
Format	Text. 100 characters

Submission Number

Description	The incremental number assigned for each version of a Mitigation Plan submitted for review by a Jurisdiction to FEMA. For example: Initial submission number would be 1. When Plan Status is “Awaiting Revisions” and data is received, Submission Number would be incremented to 2. When Plan Status is “Approvable Pending Adoption”, and Jurisdiction sends in final data, the Submission Number remains the same. When Plan Status is “Amending”, Submission Number is incremented to 3. The Submission Number doesn’t correspond to a plan status. It simply increments each time a jurisdiction submits a plan for review to FEMA
Required	Yes
Format	Numeric. 2 characters

Miscellaneous

Jurisdiction ID

Description	An identification number used to identify a Jurisdiction, based on the FIPS (Federal Information Processing Standards (FIPS) code. The ID will be prepopulated based on the geographical drill down using the Jurisdiction’s State, County and Community. Used for reporting purposes only.
Required	For reporting purposes only
Format	Numeric

Days till Expired

Description	The number of days remaining before the Mitigation Plan reaches its expiration date. Calculation: Expiration Date minus current date. Used for reporting purposes only.
Required	For reporting purposes only
Format	Numeric

Plan Expired

Description	A yes or no indicator used to signify the Mitigation Plan has expired. Used for reporting purposes only
Required	For reporting purposes only

Format	Boolean
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Percent of Population Covered by Approved and APA Plans

Description	<p>Regional Calculation: Sum of Community Populations (from Community Data Element) with Approved or APA Jurisdiction Status divided by the Sum of Populations of all Communities in Region</p> <p>State Calculation: Sum of Community Populations (from Community Data Element) with Approved or APA Jurisdiction Status divided by the Sum of Populations of all Communities in State</p> <p>The MPP uses the summation of jurisdiction populations within a state or region rather than the straight Census population when calculating the Percent of Population Covered</p>
Required	For reporting purposes only
Format	Numeric

Appendix A

Plan Status Value	Jurisdiction Status Allowed Values
Plan in Progress	Pre-Pop all Juris. with Plan in Progress. Display only. Have to change Plan Status to change Juris. Status
In Review	Pre-Pop all Juris. with In Review. Display only. Have to change Plan Status to change Juris. Status
Awaiting Revisions	Pre-Pop all Juris. with Awaiting Revisions. Display only. Have to change Plan Status to change Juris. Status
Approvable Pending Adoption	Pre-Pop all Juris. with Approvable Pending Adoption. In Review Awaiting Revisions Approvable Pending Adoption Approved Expired Archived
Approved	(No Pre-Pop) Display last Plan Status value In Review Awaiting Revisions Approvable Pending Adoption Approved Expired Archived
Amending	(No Pre-Pop) Display last Plan Status value In Review Awaiting Revisions Approvable Pending Adoption Approved Expired

Plan Status Value	Jurisdiction Status Allowed Values
	Archived
Expired	Pre-Pop all Juris. with Expired. Display only. Have to change Plan Status to change Juris. Status
Archived	Pre-Pop all Juris. with Archived. Display only. Have to change Plan Status to change Juris. Status