Mitigation Planning Portal – Editing and Creating Plans
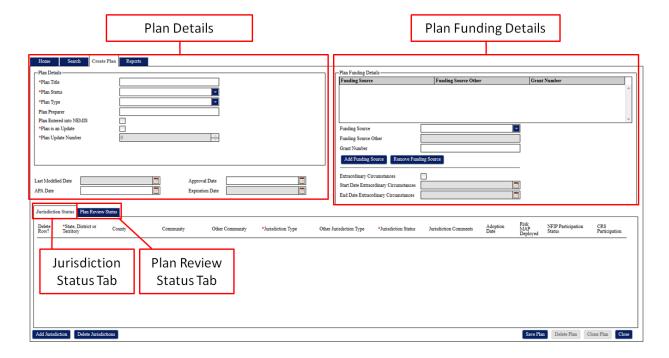
Updated: 7/13/2015

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**, detailed below, with all fields blank. 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. In order to save your new plan, you must first complete all 3 required fields: (1) **Plan Title**, (2) **Plan Status**, and (3) **Plan Type**. You can identify required fields by a red asterisk (*). It is important to remember that besides the required fields, you can enter values into the other fields at any time and in any order because there are few restrictions to entering values in most fields.

Plan Field Sections

When creating a new plan or editing an existing plan in the MPP, you will see fields in four sections: **Plan Details**, **Jurisdiction Status**, **Plan Review Status**, and **Plan Funding Details**.

The number of rows visible in the **Jurisdiction Status** and **Plan Review Status** sections is dependent on the resolution of your screen. If you wish to view more rows visible, modify the resolution displayed by your computer or switch to a higher resolution monitor.
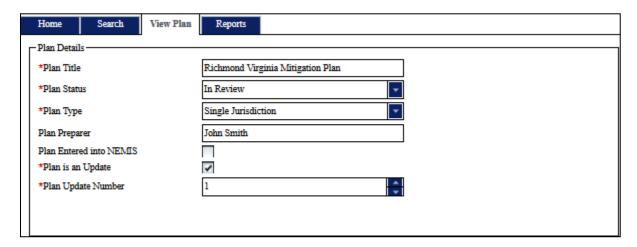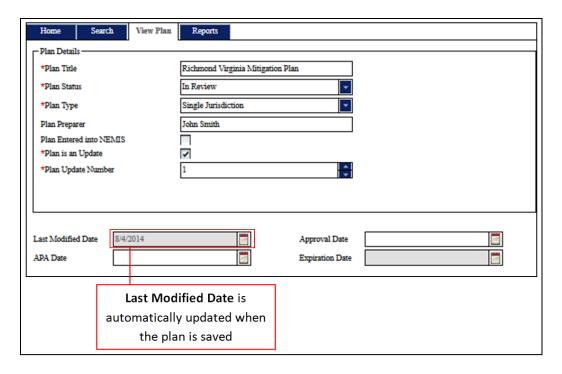

Plan Field Sections

Plan Details

When you open the **Create Plan** tab, you see a number of fields organized by section. The **Plan Details** section includes 5 required plan fields identified by a red asterisk (*).

Plan is an Update may be checked in all instances, including creating a new plan, updating an existing plan, and cloning a plan, but most often it is checked for cloned plans that are updates of expired plans. If **Plan is an Update** is checked, you must assign an appropriate update number in the **Plan Update Number**. The allowed value range for **Plan Update Number** is 0-25. For a newly created plan, you may either check or uncheck the **Plan is an Update** field. If you decide to check this field, you will assign a "0" value to **Plan Update Number**. If **Plan is Update** is unchecked, the **Plan Update Number** will be grayed out and you may not modify this data field. The image below refers to a plan that was updated for the first time since it was first created:

Plan Details Fields

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. **Expiration Date** calculations are described in the next section of this User Guide.

Last Modified Date is automatically updated when the plan is saved

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 Dates	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	≤ 05/28/2011	Approval Date plus 3 years
Enhanced State, Enhanced Tribal, and Standard State	> 05/28/2011	Approval Date plus 5 years

Jurisdiction Status

All jurisdiction status information is editable on the **Jurisdiction Status** tab through the drop down menus and sortable by each column in ascending/descending order. Click on one of the column headers to sort based off the column. 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 in a custom community name in **Other Community**. Selecting 'Other' or 'Special District' as the **Jurisdiction Type** allows you to enter in a custom jurisdiction type in **Other 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** field. For the other auto-populated statuses, you cannot change the **Jurisdiction Status** without modifying the **Plan Status**.

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

Population Calculation for Jurisdictions Covered by Approved or APA Plans

When entering jurisdiction status information, you must populate the **Community** field in-order for a population to be included in the "Percentage of Population Covered by Approved or APA Plans" metric shown on the Home Page and in the Reporting System.

There are no "county-wide" selections in the **Community** field, so you must select individual incorporated communities for their populations to be counted. To include the population of any unincorporated area of a county, you must select the county name, available in the **Community** field. If you wish for the entire population of a county to be counted, you must add all records available in the **Community** field for the county. Simply entering a county in the **County** field will not include its population.

The population for a "whole community" is included when you add a multi-county community to a plan. For example, if a community spans two counties (County A and County B), when you add the community to a plan, the entire population from both counties will be included.

For all Canned Reports and on the MPP Home Page, communities included in multiple mitigation plans are only included once in population calculations, preventing double counting. Populations for tribal jurisdictions added to plans are also <u>not</u> counted since their populations are included in overlapping non-tribal communities.
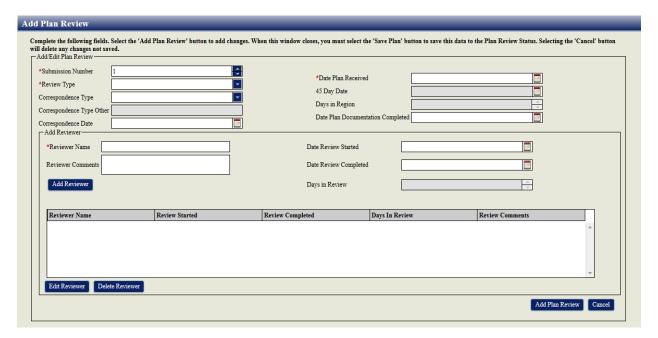
Plan Review Status

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. You cannot create a new plan review until all previous reviews are complete. 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.

Plan Review Status Table

Once you are editing a **Plan Review**, you must enter all required information marked with an asterisk.

Plan Review Status Window

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 **Correspondence Type Other** field is only editable when you select a **Correspondence Type** of Other. The **Days in Region** value is calculated using the following logic:

- When **Correspondence Date** is <u>not</u> populated <u>and</u> **Plan Status** is **In Review**, **Days in Region** = **Current Date** – **Date Plan Received**

- **Correspondence Date** is <u>not</u> populated <u>and</u> **Plan Status** is <u>not</u> **In Review**, **Days in Region** is **Blank**

- When **Correspondence Date** <u>is</u> populated, **Days in Region** = **Correspondence Date** - **Date Plan Received**

- Note: When **Date Plan Received** and **Correspondence Date** are the same date, the number of **Days in Review** will be counted as 1 day
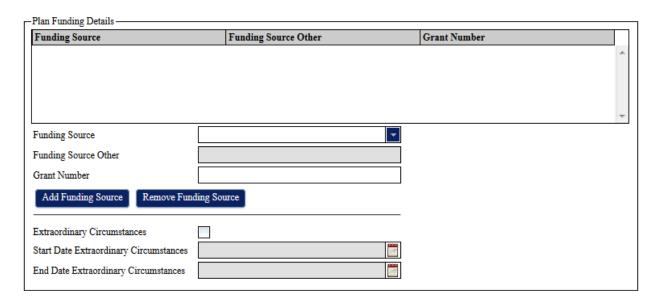
Under the **Add Reviewer** section, you can add reviewer information. Simply enter the reviewer details and click the **Add Reviewer** button. The **Days in Review** value is equal to the **Date Review Complete** minus the **Date Review Started**. You must enter a **Date Review Complete** value for a 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.

Plan Funding Details

The **Plan Funding Details** section allows you to enter funding information. 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.

When you check the **Extraordinary Circumstances** checkbox, you will be able to enter dates into the following fields: **Start Date Extraordinary Circumstances** and **End Date Extraordinary Circumstances**. The end date is automatically calculated as one year from the start date, but the field is editable.

Plan Funding Details Fields

Saving and Deleting a Plan

To save a plan, click on the **Save Plan** button within the **View Plan** or **Create Plan** screens. 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.

Clicking on the **Close** button will exit out of the plan. If you have not saved any changes that you have made, a pop-up will be triggered asking if you are sure would like any changes to be lost.

To delete a plan, click on the **Delete Plan** button within the **View Plan** screen.

Cloning a Plan

Users can make a copy of an existing plan and its associated jurisdiction status records by clicking the **Clone Plan** button within the **View Plan** screen.

Once you press the **Clone Plan** button, the screen changes from the **View Plan** to the **Create Plan** screen. 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 the **State, District or Territory**, **County**, **Community**, **Other Community**, **Jurisdiction Type**, and **Other Jurisdiction Type** values.

The **Plan Update Number** designates the version of a plan. For example, if a plan expires, you can clone the plan. In the new plan, after confirming the **Plan is an Update** check box is checked, you can change the **Plan Update Number** to 1 instead of the default 0.

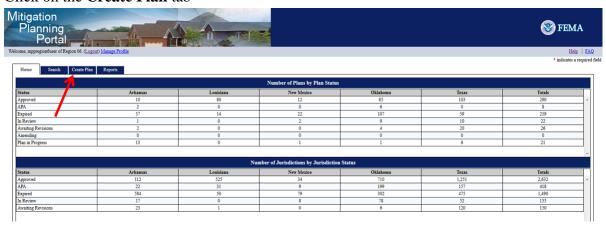## Quick Reference for Editing and Creating Plans

Use this quick reference as an easy way to start using the MPP. It doesn't cover every activity and option in detail, but you should be able to complete basic tasks. Review the previous sections in this guide for full details on entering plan information into the MPP.

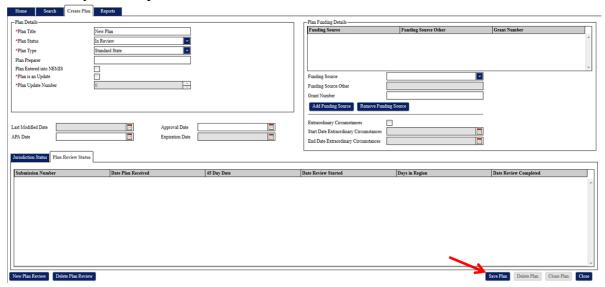### Creating a New Plan (Region Read/Write Users Only)
1. Log into the MPP

2. Click on the **Create Plan** tab

3. Fill in the required fields, which are marked with a red asterisk (*), and any other information you would like. Once you are done adding information click on the save button, and your new plan is now in the MPP
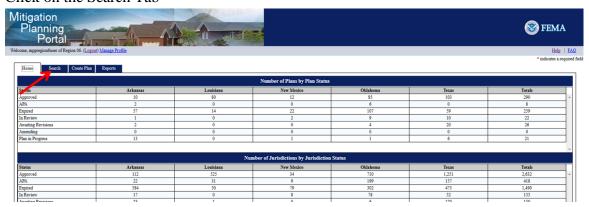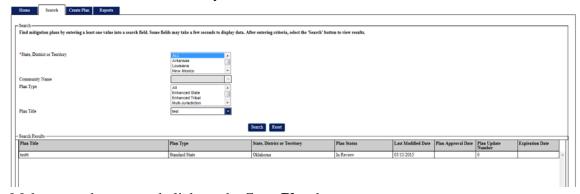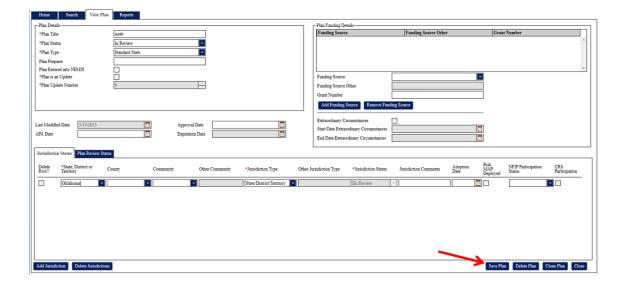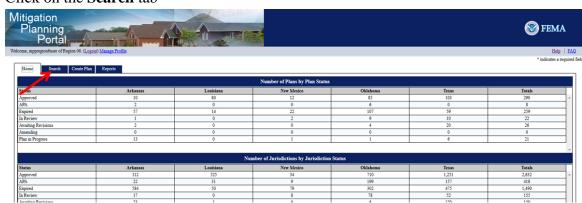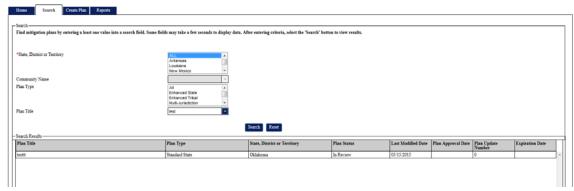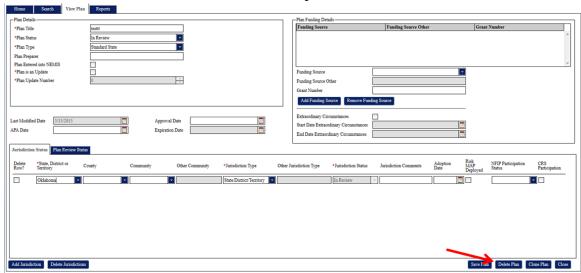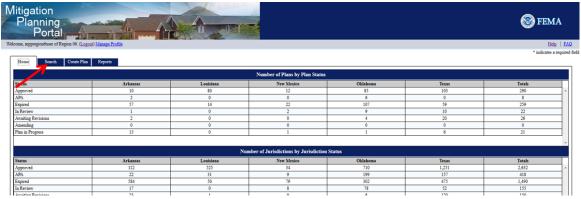

Editing an Existing Plan

1. Log into the MPP

2. Click on the Search Tab

3. Fill in your search criteria and click on the **Search** button. From the list of returned results, double click on the one you would like to edit

4. Make your changes and click on the **Save Plan** button
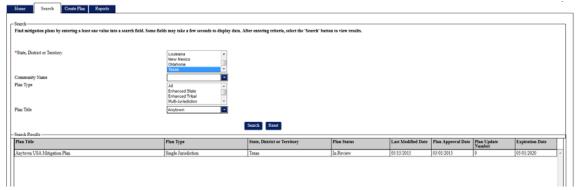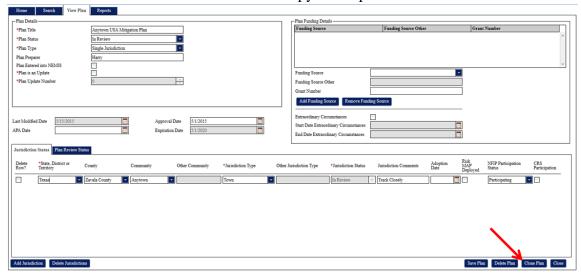
Delete a Plan

1. Log into the MPP

2. Click on the **Search** tab

3. Fill in your search criteria and click on the **Search** button. From the list of returned results, double click on the one you would like to delete

4. Click on the **Delete Plan** button to remove the plan from the MPP

Clone a Plan

1. Log into the MPP

2. Click on the **Search** tab

3. Fill in your search criteria and click on the **Search** button. From the list of returned results, double click on the one you would like to replicate
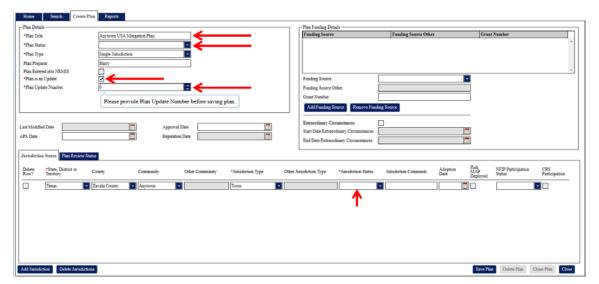

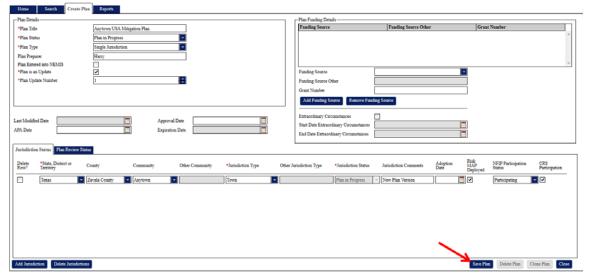4. Click on the **Clone Plan** button to create a copy of the plan

5. You will now see a copy of your plan. Change your **Plan Title**, enter a new **Plan Status**, and all other required fields marked with a red asterisk (*). The **Plan is an Update** field will automatically be checked. Confirm the **Plan is an Update** and **Plan Update Number** fields are correct and update the default 0 setting to an appropriate Update Number before saving

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