Purpose: This document summarizes information on typical roles for prominent aspects of the P4 Tool. This document also covers key connections to other systems of record. For more detailed information, see *Project Planning and Purchasing Portal (P4) Tool Data Entry Best Practices* located at https://p4.msc.fema.gov/FEMAP4/Help/docs/P4Tool_DataEntry_BestPractices.pdf, or the *P4 Help File* located at, https://p4.msc.fema.gov/FEMAP4/Help/P4Help.html.

Multi-Year Program Planning

P4 is the official system of record for housing purchase details that FEMA Regions plan as part of the annual Risk MAP planning process. Planning objectives for a given fiscal year would be outlined in the annual Planning and Funding memos that are issued by FEMA HQ. The following descriptions represent typical roles for the P4 data entry and data maintenance processes.

- **P4 data entry:** The FEMA Regions have the primary responsibility for entering needs into P4. However, Regions may elect to assign this responsibility to their RPML. Program needs are typically entered into P4 based on input from various regional staff and would be based on the requirements outlined in planning and funding memos.
- **PTS partners** have no direct role in the multi-year planning process and do not have access to P4 in a planning capacity.
- **CERC partners** may play a role in the multi-year planning process if their Region desires them to do so. CERC partners do not have exposure to procurement sensitive information and they do not have P4 data entry responsibilities. CERC partners do not have access to P4 accordingly.
- **CTP partners** may play a role in the multi-year planning process if their Region desires them to do so. CTP partners do not have exposure to procurement sensitive information and they do not have P4 data entry responsibilities. CTP Partners do not have access to P4 accordingly.

Procurement and Fund Obligation

P4 has a variety of tools that support procurement and fund obligation. These tools and corresponding responsibilities related to procurement and fund obligation are listed below.

- **Statement Of Priorities (SOP) and Ordering Template (OT):** The SOP and OT can be generated from P4 (from home screen, select shopping cart -> Multi Year Purchase Sequencing. Open book symbol under FY Summary data, listed by fiscal quarter) based on the data that has been entered into P4. The SOP and OT is typically exported by the Regional POC or RPML before submitting to the appropriate Contracting Officer Representative (COR). The raw outputs from P4 will typically have to be modified for resolution and to add regional preferences prior to submitting to the COR.
• **Procurement Acquisition Lead Time (PALT):** The PALT can be generated from P4 (from home screen, select shopping cart -> Multi Year Purchase Sequencing. Select Fiscal Year and “Export PALT Report” at upper right of the screen) as a spreadsheet based on the planned purchases for given fiscal year. The PALT is used as the basis of discussion between FEMA regions and FEMA HQ for purposes of obligating Program dollars. Fund obligation is discussed via the PALT call.
  o The Regional POC or RPML is responsible for exporting the PALT from P4 for the PALT call.
  o The Regional Risk Analysis Branch Chief, RPML, and Regional staff participate in the PALT call with FEMA HQ.
  o Some elements of the PALT (columns, L, M, and N of the spreadsheet) are maintained by the Regional POC outside of P4.
  o The Regional POC or RPML is responsible for making updates to P4 based on discussions that occur during the PALT calls.

• **Purchase award:** Once a contract, grant or interagency agreement is awarded the Regional POC or RPML is responsible for updating the following:
  o NVUE initiated (Tier 1 Riverine Purchase) based on actual quantity negotiated
  o Scope elements, especially scope elements that drive the Deployment metric. See the P4 Metrics Job Aid for additional details about the Deployment Metric
  o Communicate any differences between planned and actual metrics to the appropriate person at FEMA HQ. Currently, this would be David Bascom for Deployment and Andy Read for NVUE Initiated.
  o Funding amounts*
  o MIP case numbers

*While updating P4 for impacts to NVUE initiated and Deployment is absolutely necessary for purposes of accurately tracking metrics, other significant changes from the purchase plans should be accounted for but are NOT required and those along with other less significant changes are at the Regions discretion. There is a future goal of using P4 data for future, larger planning purposes and the accuracy of the data is important, but the balance of time and effort should be considered when deciding the level of detail for updating P4.
Maintaining the data
As projects get executed, there are several key events that require updates to P4.

- **Change requests** that affect funding amounts, scope elements, NVUE initiated, or MIP case numbers require updates in P4. It is the responsibility of the mapping partner to notify the FEMA POC or RPML of these changes so that they can be properly updated in P4.

- **Preliminary map issuance date**: The Preliminary map issuance date must get updated for the associated purchase in P4 for the purchase associated with riverine data development. **Failure to update the Preliminary map issuance date could result in the double counting of NVUE** as both initiated and attained. If there are multiple Preliminary dates associated with a purchase, as separate purchase should be broken out in order to account for NVUE initiated correctly.

- **Project Status Change**: When projects change status (to either complete or on-hold), it is the responsibility of the MIP Champion or RPML to coordinate with the Region’s P4 POC to update the status of the corresponding purchases in P4.
LiDAR Needs in P4

LiDAR needs are to be tracked in P4 similar to how other purchases are tracked. Additionally, there is coordination between FEMA HQ and USGS based on P4 data that drives LiDAR needs for the 3DEP Program. Therefore, it is important for the FEMA POC or RPML to keep LiDAR needs up to date in P4. The following coordination steps happen between FEMA HQ and USGS based on P4 data:

- FEMA pulls data from MIP and P4 based on the timeline in the graphic that follows. The data pull includes project attributes and project footprint.
- FEMA performs the following process steps on the data:
  - National Elevation Inventory is subtracted from the 3DEP Priorities
  - Purchases that only include “Digitize USGQ Quad” or “Elevation Data Integration” are subtracted from 3DEP Priorities
  - 2 Representational State Transfer (REST) services are created and shared with USGS. One service is for Planned and Ongoing purchases and the other is for Proposed purchases.
  - Projects that are shown as complete in P4 are used to update the National Elevation Inventory.
- USGS selects LiDAR projects and negotiates with FEMA for must haves.
- Immediate LiDAR needs that aren’t picked up through the 3DEP Program can be purchased by FEMA by other means such as PTS, Interagency Agreement, or CTP grant. It is the responsibility of the FEMA POC or RPML to update these needs in P4 based on the timing of required by the funding vehicle.

Interaction with Other Systems

This section highlights how P4 interacts with other systems. Please review system documentation for these other systems to account for functionality updates that may have occurred with these other systems after the time of this writing.

- Mapping Information Platform (MIP): There is currently no connectivity between the MIP and P4. There is a need for some integration between the two systems. However, some analysis between the two systems can be performed by looking at reports that contain, Case Number, Project Name, Preliminary Date, and Project Status.
Coordinated Needs Management System (CNMS):
  - CNMS passes information to P4 via a service, but information is not passed to CNMS from P4. The information that is passed is used to display the CNMS data on the mapping interface and the Footprint CNMS summary for the Project.
  - The CNMS data is updated quarterly.
  - There is manual review that occurs quarterly by PTS
    - A quarterly report is issued to PTS from P4 that contains a summary of NVUE initiated.
    - PTS reviews the report to check for proper accounting of initiated vs. attained. Typically, new miles that are attained would be offset by miles that were previously initiated. PTS will report any anomalies to the Regional CNMS POC or RPML.
  - The mapping partner will provide PTS with an update for “Being studied” miles for purchases funded in P4, but not yet Preliminary. PTS will update the regional CNMS file geodatabase for subsequent rollup into the CNMS viewer.

Risk MAP Progress Tracker: The Risk MAP Progress tracker uses information from both P4 and the MIP in order to display project data. The MIP case number in P4 is used to tie the P4 data to the pertinent information in the MIP. Therefore, it is important to populate and maintain the MIP Case number in P4. **Failure to include the MIP case number in P4 will result in incomplete information in the Risk MAP Progress Tracker.** The following table shows the fields that are displayed in the Risk MAP Progress Tracker along with their source.

<table>
<thead>
<tr>
<th>Data Element in Risk MAP Progress Tracker</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>MIP</td>
</tr>
<tr>
<td>MIP Case Number</td>
<td>P4</td>
</tr>
<tr>
<td>1st Funded</td>
<td>P4</td>
</tr>
<tr>
<td>Preliminary Map</td>
<td>MIP</td>
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<tr>
<td>Effective Map</td>
<td>MIP</td>
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<td>Project Status</td>
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<tr>
<td>Project Type</td>
<td>P4</td>
</tr>
<tr>
<td>Communities</td>
<td>MIP</td>
</tr>
</tbody>
</table>

Key Decision Point (KDP) Tracker: There is no direct connectivity to the KDP Tracker. However, purchases that result in Discovery or Data Development would lead to KDP0 and KDP1 decisions respectively. Therefore, the Regional P4 POC or RPML should coordinate with the Regional Project Officers to complete KDP0 and KDP1 forms.

Mitigation Action Tracker (MAT): The MAT passes information to P4 via a service, but information from P4 is only passed to the MAT annually.