

Project Planning & Purchasing Portal (P4) 2.0 User Guide

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FEMA

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How to use this guide

The Project Planning & Purchasing Portal (P4) 2.0 guide provides FEMA Regional Users a reference to the changes made within the 2.0 version of the application. This guide includes workflow screenshots, common terminology, and access to reports.

The Project Planning & Purchasing Portal (P4) 2.0 is used to plan investments on a multi-year basis, sequence projects to be funded annually, and develop the required Statement of Priorities for the work order process. Additionally, the P4 also supports FEMA Headquarters to align and disburse congressionally allocated funds to the regions, estimate funding needs for future years, determine project costs at award, and evaluate how upcoming projects support Risk Managements Directorate (RMD) and Flood Insurance & Mitigation Administration (FIMA) priorities and metrics. This requires standardization of reporting across regions and FEMA headquarters to support alignment of mission needs.

Terminology

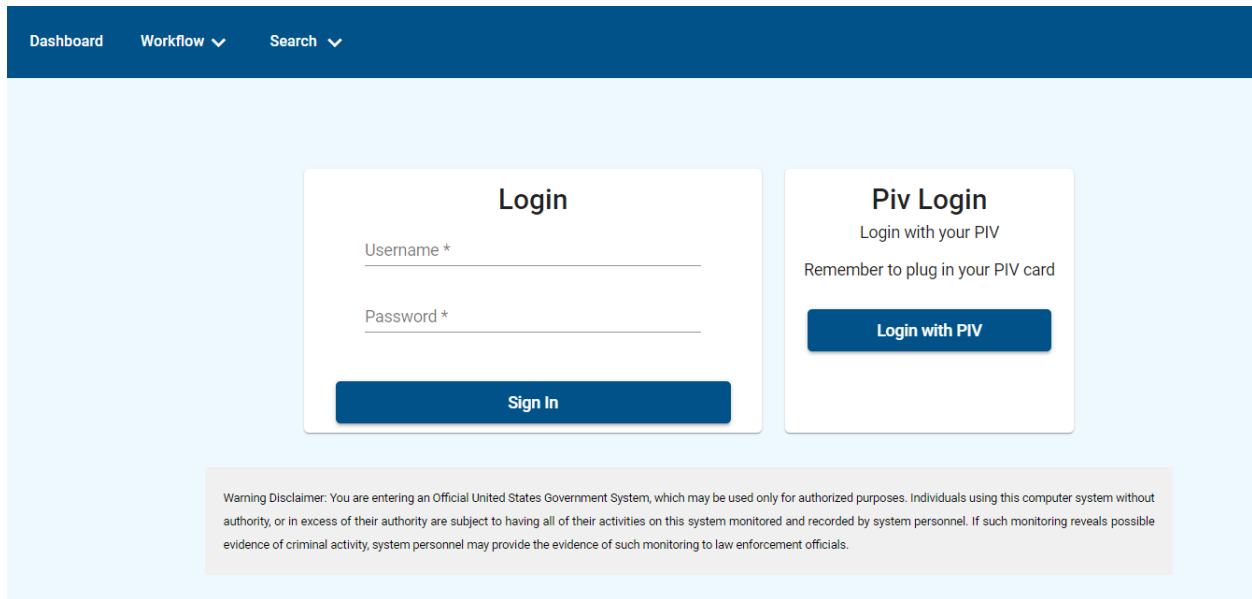
To better understand the terminology used in P4, a list of the most common terms has been developed. The list provides terms, the area it falls under within P4, and a general description of the term.

| Term | P4 Area | Description |
|--------------------|---------------------------------------|--|
| CID | Project Creation, Project Location | Community Identification Number. This is the six-digit community identification number assigned by FEMA. |
| FIPS | Project Creation, Project Location | Federal Information Processing System (FIPS) Codes for States and Counties. FIPS codes are numbers which uniquely identify geographic areas. |
| HUC | Project Creation, Project Location | Hydrologic Unit Codes (HUCs) for the flood risk project flood risk project area |
| Total Cost | Purchase Workflow | The value entered in the Quantity field multiplied by the value in the Unit Cost field |
| Unit Cost | Purchase Workflow | Estimated cost per unit of the scope item; based on units per quantity driver |
| P4 Workflow | Dashboard | The sequence in which information passes from initiation to completion. P4 Workflow is one of the P4 menu options. The following options are available under this menu: <ul style="list-style-type: none">• Add New Project• View/Edit Existing Project(s)• View Summaries |
| Project | Project | A higher-level term for one or more purchases that collectively address the needs for a geographic area (e.g. HUC-8 or defined planning area); deployment is typically expressed at the Project level |

| | | |
|-----------------|----------|--|
| Purchase | Purchase | <p>Any given FY unique work item(s) that is or will be tied to a task order or grant (i.e. what eventually becomes a unique record within a Regional Ordering Template). A Purchase is generally categorized as a Riverine, Coastal, Levee, Elevation or Outreach investment. A purchase could be more than one item such as riverine and coastal tasks, if they are scoped together.</p> <p>Modifications to purchases that have already been funded typically occur through the Change Request process</p> |
|-----------------|----------|--|

Logging in

The Login Screen for P4 provides the option to login with a Username/Password or using a PIV Card. Currently, each region has specific login credentials.

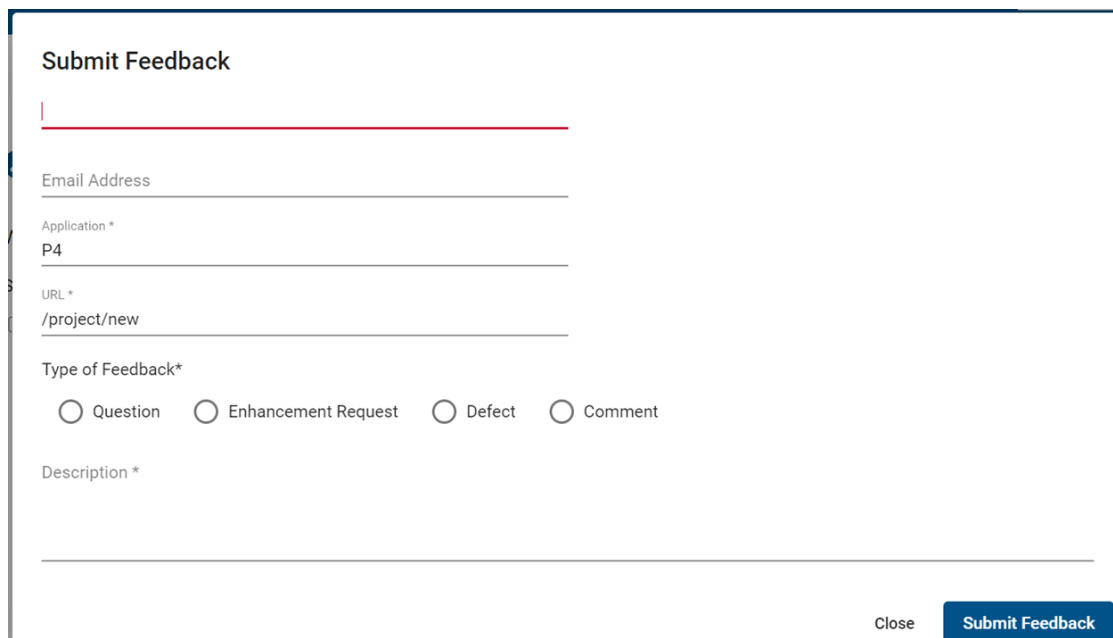


The screenshot shows the P4 Login interface. At the top is a dark blue navigation bar with links for 'Dashboard', 'Workflow' (with a dropdown arrow), and 'Search' (with a dropdown arrow). Below this is a light blue background containing two main login panels. The left panel, titled 'Login', has input fields for 'Username *' and 'Password *', followed by a blue 'Sign In' button. The right panel, titled 'Piv Login', includes the text 'Login with your PIV' and 'Remember to plug in your PIV card', with a blue 'Login with PIV' button. At the bottom of the interface is a light gray warning disclaimer box.

Warning Disclaimer: You are entering an Official United States Government System, which may be used only for authorized purposes. Individuals using this computer system without authority, or in excess of their authority are subject to having all of their activities on this system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

Feedback

In the lower left corner of any page in P4 is an icon that, when clicked, allows users to submit suggestions, comments, or feedback to support future P4 enhancements.



The screenshot displays the 'Submit Feedback' form. It features a title 'Submit Feedback' at the top left. Below the title is a red horizontal line. The form includes several input fields: 'Email Address', 'Application *' (with 'P4' entered), and 'URL *' (with '/project/new' entered). There is a section for 'Type of Feedback*' with four radio button options: 'Question', 'Enhancement Request', 'Defect', and 'Comment'. Below these is a 'Description *' field. At the bottom right of the form are two buttons: 'Close' and 'Submit Feedback'.

The Dashboard

The Dashboard page will display the users name and region to confirm appropriate profile login. There are two tables as part of the dashboard page. The first shows the projects created by the user. By clicking “View/Edit” on any of the projects, users navigate to the project edit summary page where they can modify project/purchase details.

The dashboard header includes a navigation bar with 'P4', 'Dashboard', 'Workflow', and 'Search'. Below the header, a welcome message 'Welcome FirstName1, Region 01' is displayed. To the right, there is a link to 'Export PALT Report for region 01 and fiscal year 2020' and a dropdown for 'Select for a different fiscal year: Beyond FY25'. The main content area features three tabs: 'Total Funding', 'Purchases', and 'Planned Purchases'. Below these tabs are two sub-sections: 'Purchase Distribution' and 'Funding Details'. The 'My Projects' section contains a table with the following data:

| ID | Region | Project Name | Date Created | View/Edit Project |
|-----------|--------|------------------------------------|--------------|---------------------------|
| 01_000205 | 01 | Test testt | 12/08/2020 | View/Edit |
| 01_000204 | 01 | dleete | 12/08/2020 | View/Edit |
| 01_000202 | 01 | Test 1 | 12/04/2020 | View/Edit |
| 01_000201 | 01 | project 4 | 12/03/2020 | View/Edit |
| 01_000200 | 01 | project 5 | 12/03/2020 | View/Edit |
| 01_000199 | 01 | DEMO PurchaseScope 12/02/2020EDITD | 12/02/2020 | View/Edit |

Scrolling down to the bottom half of the page will display the second table, which shows All Projects.

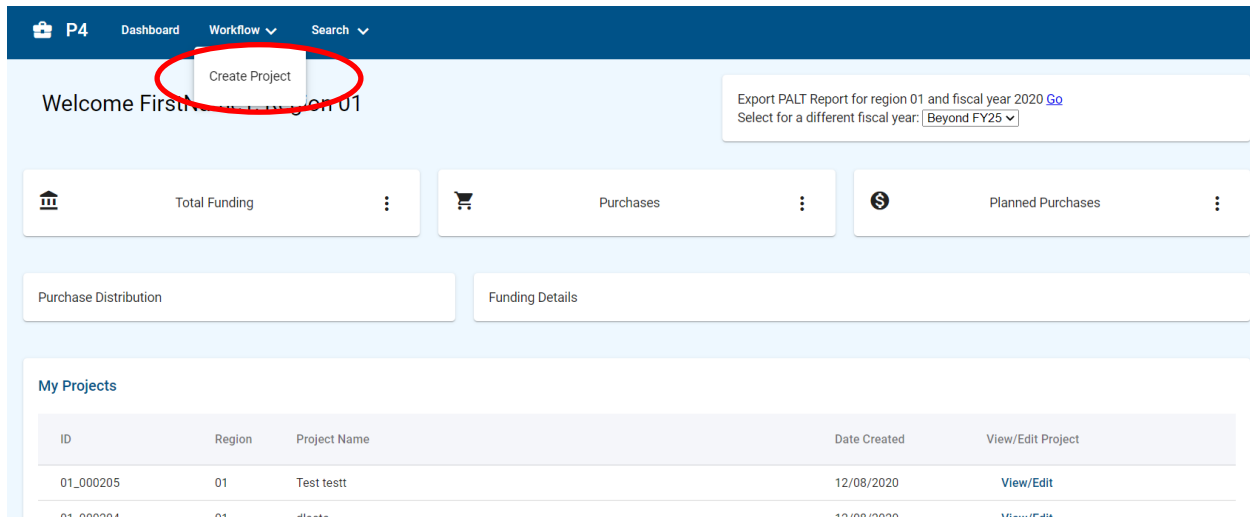
The 'All Projects' section displays a table with the following data:

| ID | Region | Project Name | Date Created | View/Edit Project |
|-----------|--------|------------------------------|--------------|---------------------------|
| 02_002631 | 02 | test | 11/25/2020 | View/Edit |
| 03_002686 | 03 | test | 11/19/2020 | View/Edit |
| 03_002685 | 03 | test | 11/19/2020 | View/Edit |
| 01_000185 | 01 | test | 11/19/2020 | View/Edit |
| 03_002684 | 03 | Lower Dan HUC8 Watershed | 11/19/2020 | View/Edit |
| 03_002683 | 03 | Lower Juniata HUC8 Watershed | 11/19/2020 | View/Edit |
| 01_000184 | 01 | rwerwer | 11/19/2020 | View/Edit |
| 10_002902 | 10 | test | 11/19/2020 | View/Edit |
| 06_002909 | 06 | test deploy 11.19 | 11/19/2020 | View/Edit |
| 03_002682 | 03 | wzhang11182020_0 | 11/18/2020 | View/Edit |

At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 355'.

Project Creation

In order to “CREATE PROJECT” the user must select “WORKFLOW” from the page header section then click “CREATE PROJECT” from the drop-down menu.

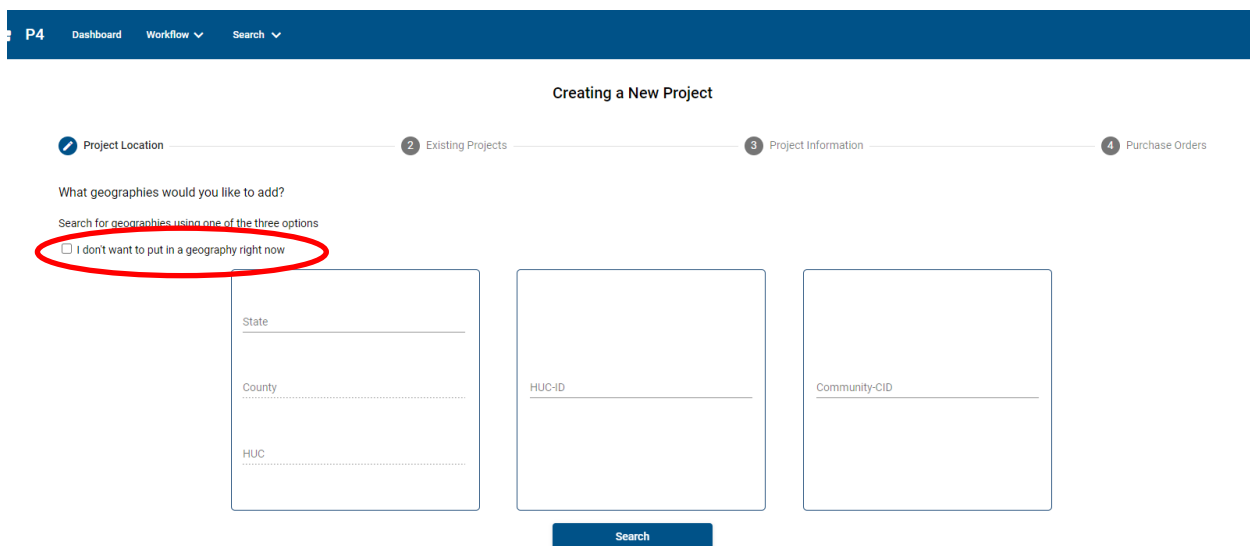


The screenshot shows the P4 Dashboard. The top navigation bar includes 'P4', 'Dashboard', 'Workflow' (with a dropdown arrow), and 'Search' (with a dropdown arrow). The 'Workflow' dropdown menu is open, and 'Create Project' is highlighted with a red circle. Below the navigation bar, there is a 'Welcome First Name Last Name' message. To the right, there is a link to 'Export PALT Report for region 01 and fiscal year 2020' and a dropdown for 'Select for a different fiscal year: Beyond FY25'. Below this, there are three main sections: 'Total Funding', 'Purchases', and 'Planned Purchases'. Below these, there are two sections: 'Purchase Distribution' and 'Funding Details'. At the bottom, there is a 'My Projects' section with a table of projects.

| ID | Region | Project Name | Date Created | View/Edit Project |
|-----------|--------|--------------|--------------|---------------------------|
| 01_000205 | 01 | Test testt | 12/08/2020 | View/Edit |
| 01_000204 | 01 | Test testt | 12/08/2020 | View/Edit |

Project Location

The first step in the New Project creation workflow is the location. Users have the option to add/search geographical locations using State and County, HUC-ID, or Community- CID. Users can also choose to bypass adding geography by clicking the checkbox to indicate “I don’t want to put in geography right now”.



The screenshot shows the 'Creating a New Project' workflow. The first step is 'Project Location'. Below the step indicator, there is a progress bar with four steps: 1. Project Location, 2. Existing Projects, 3. Project Information, and 4. Purchase Orders. Below the progress bar, there is a question: 'What geographies would you like to add?'. Below the question, there is a link: 'Search for geographies using one of the three options'. Below the link, there is a checkbox labeled 'I don't want to put in a geography right now', which is highlighted with a red circle. Below the checkbox, there are three input fields: 'State', 'County', and 'HUC'. To the right of these fields, there are two more input fields: 'HUC-ID' and 'Community-CID'. Below these fields, there is a 'Search' button.

Project Location

Notice the green checks to help users identify which steps of the new project workflow have been completed. From the project location search, if there are any existing projects they will display here. If existing projects appear, A user can view/edit existing projects by clicking the appropriate button. If there are no existing project, the user may proceed by clicking “Next”.

Creating a New Project

✓ Project Location

2 Existing Projects

3 Project Information

4 Purchase Orders

Edit/View Existing Projects

No existing projects were found with your given geography. Press "Next" to continue to the next step.

| ID | Region | Project Name | View/Edit Project |
|----|--------|--------------|-------------------|
|----|--------|--------------|-------------------|

Items per page: 10 0 of 0 < >

Next

Back

Project Location

Fields with an (*) require input to proceed and cannot be skipped. To proceed with the creation of a new project (when no similar project exists, the application will need to collect information requested here. Click “Next” to continue.

Creating a New Project

✓ Project Location

✓ Existing Projects

P Project Information

4 Purchase Orders

Project Information

We need to grab some basic information.

Lead Region *

Project Name *

Comments

0/1000

BackNext

Project Statistics and Metrics

| Description | Value |
|-----------------------------|-------|
| Project Area (Square Miles) | 0 |
| Total Population | 0 |
| Number of Communities | 0 |

Project vs. Purchase

The P4 tool uses a design framework that allows several different PROJECT(S) to be established in the project planning, project purchasing and project implementation phases.

Project – A higher level term for one or more purchases that collectively address the needs for a geographic area (e.g. HUC-8 or defined planning area); deployment is typically expressed at the Project level.

Purchase – Any given FY unique work item(s) that is or will be tied to a task order or grant (i.e., what eventually becomes a unique record within a Regional Ordering Template). A Purchase is generally categorized as a Riverine, Coastal, Levee, Elevation or Outreach investment. A purchase could be more than one item such as riverine and coastal tasks if they are scoped together. Modifications to purchases that have already been funded typically occur through the Change Request process.

Purchase Orders

If the User has Purchase orders to add to this new project, it can be done so here. If the User has completed the input of information, click “No Thanks! I’m Done

Creating a New Project

✓ Project Location

✓ Existing Projects

✓ Project Information

Purchase Orders

Purchase Orders

Do you have any purchases to add?

Create Purchases

No Thanks! I'm Done

Back

Project Creation

Once you have created the new project, you will be guided back to the Dashboard page. The top of the page will display a message that your project has been successfully created. The newly created project will now be listed under “My Projects”. Find the new project below. To continue the process of updating the project, the user must click “View/Edit”.

Project 01_000186 successfully created

Welcome WZhang, Region 3

Total Funding

Purchases

Planned Purchases

Purchase Distribution

Funding Details

My Projects

| ID | Region | Project Name | Date Created | View/Edit Project |
|-----------|--------|--------------|--------------|-------------------|
| 01_000186 | 01 | Test1 | 11/25/2020 | View/Edit |
| 02_002631 | 02 | test | 11/25/2020 | View/Edit |
| 03_002686 | 03 | test | 11/19/2020 | View/Edit |
| 03_002685 | 03 | test | 11/19/2020 | View/Edit |
| 01_000185 | 01 | test | 11/10/2020 | View/Edit |

Project Creation

Selecting “View/Edit” on the previous page will bring the User to the “Project Information” page.

Here you will be able to perform several functions:

- Rename the Project
- Add comments to the Project
- Delete the Project
- Add Purchases to the Project
- Edit or add Geography to the project

Users can click “View/Edit” on the available underlying purchases list to be directed to the purchase there.

The screenshot shows the 'Project Information' page for a project named 'Test1'. The page includes a header with a '< Back' link and project details 'Project ID: 01_000186 | Lead Region: 01'. The main content area is divided into sections: 'Project Information', 'Project Statistics and Metrics', 'Purchases', and 'Geography'. Red circles highlight the 'Test1' project name, the 'Delete Project' button, the 'Comments' section with the text 'This is just a test', the 'Add Purchase' button, and the 'Edit Geography' button.

< Back Project ID: 01_000186 | Lead Region: 01

Test1 Delete Project

Project Information

Project Name *

Test1

Comments

This is just a test

19/1000

Save

Project Statistics and Metrics

| Description | Value |
|-----------------------------|-------|
| Project Area (Square Miles) | 0 |
| Total Population | 0 |
| Number of Communities | 0 |

Purchases

No Purchases are associated with this project.

Add Purchase

Geography

No Geography is associated with this project.

Edit Geography

Purchase Workflow: Adding a Purchase

Notice the Project ID display. This allows the user to confirm that they are in fact working in the correct project.

< Back

Project ID: 01_000186 | Lead Region: 01

Delete Project

Test1

Project Information

Project Name *

Test1

Comments

This is just a test

19/1000

Save

Project Statistics and Metrics

| Description | Value |
|-----------------------------|-------|
| Project Area (Square Miles) | 0 |
| Total Population | 0 |
| Number of Communities | 0 |

Purchases

No Purchases are associated with this project.

Add Purchase

Geography

No Geography is associated with this project.

Edit Geography

Purchase Workflow: Creating a New Purchase

Clicking on “Add Purchase” will bring the User to the “Creating a New Purchase” workflow. In order to “Create a New Purchase” the User may decide to enter specific geological information or click the checkbox to indicate “I don’t want to put in geography right now”. Select “Search” to continue.

Creating a New Purchase

Project ID: 01_000186 | Lead Region: 01

1 Purchase Location

2 Existing Purchases

3 Purchase Information

4 Purchase Selection

5 Purchase Updates

6 Confirm Purchases

What geographies would you like to add?

Search for geographies using one of the three options

☐ I don't want to put in a geography right now

State

County

HUC

HUC-ID

Community-CID

Search

Purchase Workflow: Existing Purchases

Any existing Project matching the geography entered on the previous page, will be displayed here. If the User finds an existing purchase that they need to update, the User can click “Edit”. If the user is Unable to locate an “Existing Purchase” please click “Next” to proceed.

Dashboard

Workflow

Search

Mid-Year Planning

Mid-Year Editor

Reports

Resource

Support

Creating a New Purchase

Project ID: 01_000186 | Lead Region: 01

✓ Purchase Location

Existing Purchases

3 Purchase Information

4 Purchase Selection

5 Purchase Updates

6 Confirm Purchases

Based on your location, we have found existing purchases and projects with your purchase geography. Select "Edit" to edit existing purchases or push "Next" to continue.

Existing Purchases for Geography

| Region | Purchase Name | Start FY | Start QTR | Status | Scope | Actions |
|--------|--|----------|-----------|--------|-------|-------------|
| 01 | Concord HUC8 - study - FY10 | 2010 | 4 | | NYI | Edit |
| 01 | Shawsheen River - EDP - FY10 | 2010 | 4 | | NYI | Edit |
| 01 | Shawsheen River EDP - PPP | 2013 | 4 | | NYI | Edit |
| 01 | Appeal and Revised Preliminary | 2014 | 4 | | NYI | Edit |
| 01 | Fort Kent ME - DFIRM - FY09 | 2009 | 4 | | NYI | Edit |
| 01 | Rockingham and Strafford NH - coastal study - FY10 | 2011 | 4 | | NYI | Edit |
| 01 | Blackstone HUC8 | 2016 | 4 | | NYI | Edit |
| 01 | Blackstone HUC8 Discovery | 2016 | 4 | | NYI | Edit |
| 01 | Blackstone HUC8 - Base Map & Field Survey, | 2017 | 4 | | NYI | Edit |

Purchase Workflow: Purchase Information

Users can input critical Purchase information on this page. *Fields with an (*) require input to proceed and cannot be skipped. Users can click “Next” to continue.

Creating a New Purchase

Project ID: 01_000186 | Lead Region: 01

✓ Purchase Location

✓ Existing Purchases

Purchase Information

4 Purchase Selection

5 Purchase Updates

6 Confirm Purchases

We need to grab some basic information.

Purchase Information

Purchase Name *

Lead State *

Purchase Status *

Funding Type *

Fiscal Year *Quarter *

MIP Trackable?MIP Case Number

Lead Partner Name

Preliminary Date

Effective DateCompleted Req. Pack By

Planned Commitment ByPlanned Obligation By

Back

Next

Purchase Workflow: Purchase Selection

Users can select by clicking all purchases that are applicable to the project. Click “Next” to continue.

Creating a New Purchase

Project ID: 01_000186 | Lead Region: 01

✓ Purchase Location — ✓ Existing Purchases — ✓ Purchase Information — **✓ Purchase Selection** — 5 Purchase Updates — 6 Confirm Purchases

Creating a New Purchase

What Purchases would you like to add?

Purchase Selection - Select all that applies.

| | | | | | |
|-----------------|-----------------------------------|-----------|-------------------|-----------------|---|
| Discovery | Riverine | Coastal | Levee | Elevation/LIDAR | Community Engagement and Mitigation Support |
| Project Support | Natural Risk Datasets (not Flood) | Award Fee | Other Direct Cost | Work Packages | |

Back **Next**

Purchase Workflow: Purchase Updates

Each purchase type selected on the previous page will display in a collapsible manner here. Click the downward facing arrows to expand each purchase to include further details.

Creating a New Purchase

Project ID: 01_000186 | Lead Region: 01

✓ Purchase Location — ✓ Existing Purchases — ✓ Purchase Information — **✓ Purchase Selection** — **5 Purchase Updates** — 6 Confirm Purchases

Creating a New Purchase

What Purchases would you like to add?

| | | |
|-----------|-----------------|---|
| Discovery | Total Cost: \$- | ▼ |
| Riverine | Total Cost: \$- | ▼ |

Back **Next**

For each purchase, the User must enter information specific to each purchase. Secondary Purchase Can be added here as well. The application will tally the total cost of the purchase.

Purchase Edit Summary Page

If the User has another purchase to add to this project, it can be done so here. If the User has completed the input of information, click “No Thanks! I’m Done.”

The screenshot shows the 'Creating a New Purchase' workflow in the P4 portal. At the top, a navigation bar includes links for Dashboard, Workflow, Search, Multi-Year Planning, Multi-Year Editor, Reports, and Resource. Below the navigation bar, the page title is 'Creating a New Purchase'. Underneath, it says 'Project ID: 01_000186 | Lead Region: 01'. A progress bar shows six steps: Purchase Location, Existing Purchases, Purchase Information, Purchase Selection, Purchase Updates, and Confirm Purchases. The 'Confirm Purchases' step is highlighted with a blue pencil icon. Below the progress bar, the page is titled 'Step 6 Purchase Add'. It asks 'Do you have any purchases to add?' and provides three buttons: 'Add Another Purchase' (blue), 'No Thanks! I'm Done' (light blue), and 'Back' (white).

Purchase Edit Summary Page

If the User wants to edit information related to the purchase, they can do so on the Purchase Edit Summary Page. Please note the required information fields when editing. (*)

The screenshot shows the 'Purchase Edit Summary Page' in the P4 portal. At the top, a navigation bar includes links for P4, Dashboard, Workflow, and Search. Below the navigation bar, the page title is 'Purchase: N/A'. Underneath, it says 'Project ID: N/A | Lead Region: 01'. The page is divided into two main sections: 'Purchase Information' and 'Purchase Scope Items'. The 'Purchase Information' section contains several input fields: 'Purchase Name *', 'Lead Partner Name', 'Lead State *', 'Preliminary Date', 'Purchase Status *', 'Effective Date', 'Completed Req. Pack By', 'Funding Type *', 'Planned Commitment By', 'Planned Obligation By', 'Fiscal Year *', 'Quarter *', 'MIP Trackable?', and 'MIP Case Number'. The 'Purchase Scope Items' section is currently empty. At the bottom right of the page, there is a blue button labeled 'Add/Edit Primary Scope'.

Search Function

The navigation bar at the top of the page, Users can conduct a Project Search by clicking it from the Search dropdown.

State County **Project Search** HUC HUC8 ID Community CID

Reset Search

Project Search

| ID | Region | Project Name | Date Created ↓ | View/Edit Project |
|----|--------|--------------|----------------|-------------------|
|----|--------|--------------|----------------|-------------------|

Items per page: 10 0 of 0

PALT Report

The Procurement Action Lead Time is constantly reading the projected cost of a county or Special Project for the current fiscal year from the Last Approved Values in the tool. In the top right corner of the application, Users are given the option to choose a specific FY in which they would like to export.

P4 Dashboard Workflow Search

Welcome FirstName1, Region 01

Export PALT Report for region 01 and fiscal year 2020 [Go](#)
Select for a different fiscal year: **Beyond FY25**

Total Funding Purchases Planned Purchases

Purchase Distribution Funding Details

My Projects

| ID | Region | Project Name | Date Created | View/Edit Project |
|-----------|--------|--------------|--------------|---------------------------|
| 01_000207 | 01 | test | 12/08/2020 | View/Edit |
| 01_000205 | 01 | Test testt | 12/08/2020 | View/Edit |