2024

ER Data Portal Style Guide

A style guide to adding an Emergency Event and filling out an Obligation Plan for Emergency Relief funding in the Emergency Relief Data Portal

Version 1.0

U.S. Department of Transportation
Federal Highway Administration

Contents

ER Data Portal Login

The ER Data Portal Dashboard is a part of the Policy Information Data Portal (PIDP), which includes many web forms for the Office of Policy and Governmental Affairs and Office of Stewardship, Oversight and Management to perform their day-to-day activities. The ER Data Portal Dashboard is used to facilitate the data collection necessary for the Office of Stewardship, Oversight and Management to process an emergency event. This Guide instructs Data Portal users on how to fill out the information needed to create an emergency event and create and fill out an Obligation Plan Form to request allocations and de-allocations.

To login to the Data Portal, you will need to have a UPACS User Identification name (UPACS ID). This name should be provided to EmergencyReliefDataPortal@dot.gov. A member of the Emergency Relief team will provide you with access to the Data Portal using your UPACS ID. If you do not have a UPACS ID, navigate to UPACS (https://fhwaapps.fhwa.dot.gov/upacsp/tm) and click "To Establish a UPACS Account" to register and request an account.

After you have been given access to the Data Portal, you should navigate to UPACS (https://fhwaapps.fhwa.dot.gov/upacsp/tm) and login using your PIV card (FHWA/FLH users) or login.gov (all other users).

Once you have logged into the UPACS system, select PIDP Policy Information Data Portal from the menu.

Select the hyperlinked Emergency Relief (ER) text.

If you have difficulty accessing the portal, email EmergencyReliefDataPortal@dot.gov to report and describe your issue, and include screenshots if it would help explain the problem you are having.

Adding an Emergency Event

The State DOT decides if it will seek ER funding for repair of either State or local agency-owned Federal-aid highways. The State DOT may submit this form to initiate the event for division review and approval.

Navigate to the Emergency Relief Data Portal – Dashboard.

Select "Add Emergency Event."

Select the State or territory and the **Federal fiscal year** where and when the ER Event occurred.

- The Federal fiscal year runs from October 1 of one calendar year through September 30 of the next (e.g., Fiscal Year 2023 (FY 2023) started on October 1, 2022, and ended on September 30, 2023).

Adding an Emergency Event

Select "Save" to initiate the Event and close the window. Navigate to the ER dashboard. Your event should be at the top of the list. Note the ER Code of the event.[1] If your event is not at the top of the list, use the search bar to locate it by entering the ER Code, the two-letter State or territory code and the four-digit year of the event.

Now, select the green "+" symbol under the "Details" column.
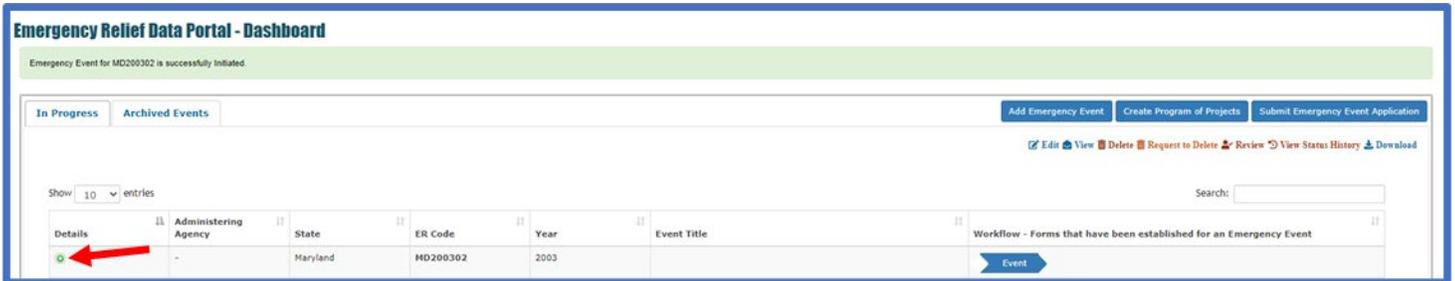
Select the edit symbol under "Actions." This will open the Emergency Event form, where you can add information about the new Event.
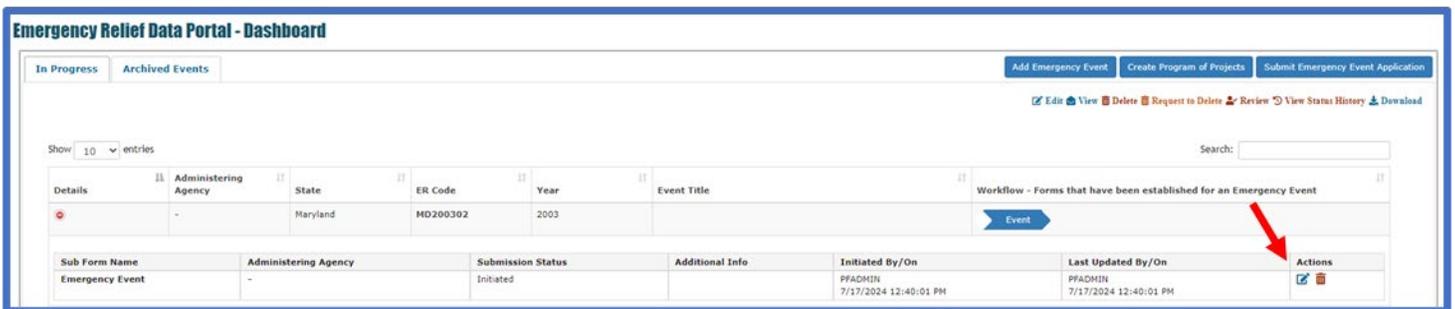
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[1] Beginning August 26, 2013, all projects using program code ER90, and all subsequent emergency relief program codes, require an Emergency Relief Code (ER Code). The Fiscal Management Information System (FMIS) has been modified to include the ER Code which will allow FHWA to track funding allocations by disaster event to ensure we comply with legislative provisions.

Adding an Emergency Event

Double-check that the pre-populated Event information matches that of the Event you created.

Select the "Administering Agency" dropdown menu. Select either "ERFA" (Emergency Relief for Federal-Aid Highways), or "ERFO" (Emergency Relief for Federally-Owned Roads).

Then select the "Event Type", which describes the disaster that instigated the Event. If several Event Types apply, select the greatest contributor. A sample title will automatically populate—skip it for now.

Write an Event Description. It should succinctly answer the following questions:

- When did the event take place, and about how long did it last?
- What type of event occurred? (e.g., winter storm, tornado, landslide, etc.)
- What was the effect of this event on roadways?
- What are the expected repairs?
- Which counties were affected?

See below for an example.

Event Description *

Provide a general description of the typical damages and location of damages within the state - central, western, statewide. An example event description "Beginning in March 2019, severe winter storms, including freezing rains, ice, and heavy snows, have resulted in severe flooding throughout Nebraska. Nebraska Department of Transportation estimates nearly 190 highway miles and 27 state bridges with damages, including 6 full replacements, 7 with major repairs and 14 with repair, scour and washout work."

From July 23rd, 2024 continuing into August, a series of severe winter storms struck northern Maryland, resulting in major flooding, damaged roadways, landslides, failed drainage systems, and support slope washouts. Typical repairs will include bridge and road reconstruction, retaining wall repairs, embankment restoration, addition of riprap protection, detours, and debris removal. Counties affected: Baltimore, Carroll, Cecil, Frederick, Harford, Howard, and Montgomery.

Enter the Event Start Date by selecting the calendar icon on the right of the text box and choosing the applicable date, or by entering it into the text box in mm/dd/yyyy format.

Event Start Date *
Beginning date of ER eligibility

07/23/2024

Scroll back up to the Event Title. A sample title should have populated once you selected the Administering Agency, the Event Type, and the Event Start Date. Add some more detail—e.g., if the event type is Storms and Flooding, elaborate on the type of storm (winter storm, severe storm, etc.). Expand on the location of the event (e.g., in and near Baltimore), and if the event is also recognized by FEMA, add the FEMA disaster ID to the end of the title (e.g., FEMA DR-9472-MD). For example, a full event title might be "MD03-2, July 23, 2024, Severe Storms in and near Baltimore (FEMA DR-9472-MD)."

Administering Agency *
Dropdown to select Administering Agency - Emergency Relief for Federal-aid Highways (ERFA) or Emergency Relief for Federally-Owned Roads (ERFO)

ERFA

Event Type*
Category of the emergency event

Storms and Flooding

Event Title *
Title of the event. Nomenclature: Recipient ID (XX), Fiscal Year (XX),"-", sequence number, Date and brief title "AL16-1, December 24, 2015 Heavy Rains and Severe Flooding"

MD03-2, July 23, 2024 Severe Winter Storms in and near Baltimore (FEMA 94721-

Scroll back down to the Declaration Type. In accordance with 23 U.S.C. 125 (d)(1), to be considered for ER funding, a Governor of the State with concurrence by the Secretary needs to have declared a disaster, or the President needs to have declared a Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (23 U.S.C. 5121 et seq.). For ERFO events only, it is sufficient for the Federal Lands Highway (FLH) Division Director to issue a "positive finding." Selecting the date these declarations were issued is optional but encouraged.

Note: FEMA events require a Presidential Declaration. If your event also has a FEMA disaster ID, it has been declared by the President. Check the Disaster Declaration page on the FEMA website for additional information: https://www.fema.gov/disaster/declarations

After the Administering Agency, Event Type, Event Title, Event Description, Event Start Date, and Declaration Type are filled out, you should be able to Save. Scroll to the bottom of the page and select "Save" so you don't lose any of your progress.

Declaration Type *	Governor's Proclamation, Presidential Declaration ▾
To be considered for Emergency Relief funding, a disaster declaration/proclamation is required. Select all declarations that apply to the event.	
Date of Governor's Disaster Proclamation	07/29/2024 📅
A declaration of emergency by the Governor of the affected State.	
Date of Presidential Declaration	08/03/2024 📅
A Presidential Major Disaster Declaration is provided under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121-5207).	
Date of FLH Positive Finding Date	mm/dd/yyyy 📅
Date of FLH Positive Finding Date	

Enter the total Estimated Repair Cost for reconstruction or restoration (i.e., Total of All Funding – Federal/State/Other).

Estimated Repair Cost (Total)	$ 3700000
Preliminary estimate of costs for restoration or reconstruction of damaged Federal-aid highways	

Calculate the federally eligible Estimated Repair Cost.

Except as otherwise provided, the Federal share payable for projects or activities carried out under title 23, U.S.C., shall be:

- 90% of the total cost thereof for a project on the Interstate System (including a project to add high occupancy vehicle lanes or auxiliary lanes but excluding a project to add other lanes) [23 U.S.C. 120(a)]; and

- 80% of the total cost thereof for any project that is not on the Interstate System. [23 U.S.C. 120(b)].

There are various exceptions and adjustments to the "standard" Federal share. Visit the above website for more information.

Estimated Repair Cost (Federal Share)	$ 2800000
Estimated federally-eligible cost of repair	

Estimate the Net Allocation Needs for the next three 6-month intervals. If needs are unknown, you can leave these blank and then fill them in later, such as when semi-annual allocation requests are issued.

Net Allocation Needs – 0 to 6 Months Allocation needs for next 6 months (0-6)	$ 1900000
Net Allocation Needs – 6 to 12 Months Allocation needs for subsequent 6 months (6-12)	$ 500000
Net Allocation Needs – 12 to 18 Months Allocation needs for subsequent 6 months (12-18)	$ 400000

Provide a point of contact in case an FHWA representative has questions.

Point of Contact (POC) from State Transportation Agency (STA) or Federal Land Management Agency (FLMA) The person FHWA should contact for questions.	[Name], [Position]: pointofcontact@example.gov

Add any helpful attachments, such as an official Event declaration.

Attachments Select one or more files which are less than 50MB in total to attach	Choose Files MD200302_GovnrProclamation.png

Hit Save at the bottom of the page to view and manage your uploaded documents. The user will receive an email that an ER event has been initiated. Emails are automatically generated by the system.

Attachments
Select one or more files which are less than 50MB in total to attach

Choose Files No file chosen

Manage Attachments

Name	Uploaded By	Uploaded On	Actions
MD200302_PrsdntDeclaration.jfif	PFADMIN	7/24/2024 11:26:40 AM	📥 🗑
MD200302_Road Damage.jfif	PFADMIN	7/24/2024 11:26:40 AM	📥 🗑
MD200302_GovnrProclamation.png	PFADMIN	7/24/2024 11:22:36 AM	📥 🗑

Submission of this form is an electronic Notice of Intent (NOI) to apply for Emergency Relief Funds.
Under the provisions of Title 23, U.S.C., Section 125, this is notice of intent to request emergency relief funds to assist in the repair or reconstruction of Federal-aid Highways or Federal Lands which are found to have suffered serious damage by a natural disaster over a wide area or by catastrophic failure.

Cancel/Back to Dashboard   Save

Submit Emergency Event

Review the application. If satisfied, submit your Emergency Event. **Note that submission of the Emergency Event is an official submission of a Notice of Intent to apply for Emergency Relief funds**.

Attachments			
Select one or more files which are less than 50MB in total to attach		Choose Files No file chosen	

Manage Attachments

Name	Uploaded By	Uploaded On	Actions
MD200302_PrsdntDeclaration.jfif	PFADMIN	7/24/2024 11:26:40 AM	⬇ 🗑
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MD200302_GovnrProclamation.png	PFADMIN	7/24/2024 11:22:36 AM	⬇ 🗑

Submission of this form is an electronic Notice of Intent (NOI) to apply for Emergency Relief Funds.
Under the provisions of Title 23, U.S.C., Section 125, this is notice of intent to request emergency relief funds to assist in the repair or reconstruction of Federal-aid Highways or Federal Lands which are found to have suffered serious damage by a natural disaster over a wide area or by catastrophic failure.

Cancel/Back to Dashboard   Save

Submit Emergency Event ⬅

When you submit the event, the page will reload. Above the summary table, a green banner confirming you successfully submitted the event will appear.

Emergency Event - View

Emergency Event for MD200302 is successfully Submitted! ⬅

State	Year	ER Code	Adminstering Agency	Status	Updated By	Updated On
Maryland	2003	MD200302	ERFA	Submitted	PFADMIN	8/2/2024 9:18:19 AM

After the event is submitted, an administrator will either Accept, Reject, or Require Revision. To view the status of the event, search for the event on the dashboard, expand 'Details', and select the 'View Status History' icon.

Show 10 ∨ entries   Search: md200302

Details	Administer ing Agency	State	ER Code	Year	Event Title	Workflow - Forms that have been established for an Emergency Event
⊖	ERFA	Maryland	MD200302	2003	MD03-2, July 23, 2024 Severe Winter Storms in and near Baltimore (FEMA 94721-MD)	Event

Sub Form Name	Administering Agency	Submission Status	Additional Info	Initiated By/On	Last Updated By/On	Actions
Emergency Event	ERFA	Accepted	$2,800,000.00	PFADMIN 7/17/2024 12:40:01 PM	PFADMIN 8/2/2024 9:59:52 AM	✉ 🕙 🗑

Showing 1 to 1 of 1 entries (filtered from 2,149 total entries)   First Previous 1 Next Last

You will be able to view the status of your Event Application and any comments the reviewer left for you.

Note that Acceptance of the Emergency Event Application serves as the acknowledgment of the Notice of Intent.

Submitting an Emergency Event Application

Select the edit icon under the Emergency Event Application.

Once inside the Emergency Event Application form, double check that the pre-populated Event information matches that of the Emergency Event you created. This includes the ER Code.

The Administering Agency should have been pre-populated. Double check that it is correct.

Attaching an Application Letter from State DOT leadership to the FHWA Division Administrator is optional but encouraged. It summarizes the eligibility of the project under the Emergency Relief Program and contains either the Governor's Proclamation or a Presidential Declaration or both as well as the Disaster Survey Summary Report (DSSR) for review.

You must submit a list of all eligible project sites and repair costs within three months after the natural disaster of catastrophic failure. As per the ER Manual, this program of projects should:

- Indicate the natural disaster or catastrophic failure and the time of its occurrence.
- Relate the damage to that described in the damage assessment reports prepared and/or detailed damage inspections.

- Describe proposed permanent repairs or replacements on a site-by-site basis (although sites may be lumped by route and county for program purposes).
- Include supporting material indicating the suitability and economy of upgrades or betterments including relocation proposed for participation with ER funds. For some projects it will be necessary to complete additional design work in order to develop justification for added protective features. When betterments are considered, the State or local agency should contact the Division Administrator so that further project development is accomplished with FHWA involvement.
- Identify emergency repairs.

See below for an example:

	A	C	D	E	F	I	K	AC	AD	AE
	Report Number/ Detailed Damage Inspection Report (DDIR) Number	Describe Proposed Permanent Repairs	Emergency Repairs Estimate	Permanent Repairs Estimate	DDIR Amount	Total Federal Share ER Eligible Amount	Site Status	Federally-eligible cost of betterment (not related to Resiliency)	Federally-eligible cost of betterment (related to Resiliency)	Total Federally-eligible cost of betterment
1										
2	2		$200,000.00	$1,800,000.00	$2,000,000.00	$1,640,000.00 Initiated				0
3	3		$300,000.00	$2,700,000.00	$3,000,000.00	$2,960,000.00 Pending				0
4	4		$500,000.00	$12,500,000.00	$13,000,000.00	$10,500,000.00 FHWA Accept & Sign	0	2000000	2000000
5	5	stabilize slope	$100,000.00	$500,000.00	$600,000.00	$500,000.00 Applicant Accept & Sign				0
6										

Upload the program of projects here.

2. Comprehensive list of all eligible project sites and repair costs*

Select one or more files which are less than 50MB in total to attach

[Choose Files] No file chosen

Attach a copy of the Governor's proclamation and/or the Presidential Declaration.

3. A copy of the:*

a. Governor's proclamation, or
b. Presidential Declaration per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.)

Select one or more files which are less than 50MB in total to attach

[Choose Files] No file chosen

Once all documents are attached, select Save. Double check to make sure the correct documentation was uploaded. When ready, select Submit.

Note that submission of the Emergency Event Application is an official submission of an application to seek funding for repairs and reconstruction through the ER Program.

There are three potential actions that can be taken by the Division:

1. "FHWA Accept and Sign" serves as an **Affirmative Finding Determination.**
2. "Require Revision" provides comments for the Applicant to address and resubmit the request.
3. "Return" serves as a **Negative Finding Determination.**

Creating and Submitting an Obligation Plan

If an Obligation Plan for the event does not exist in the data portal yet, you will need to create one. To do this, on the Data Portal landing page click the "Create Obligation Plan" button.
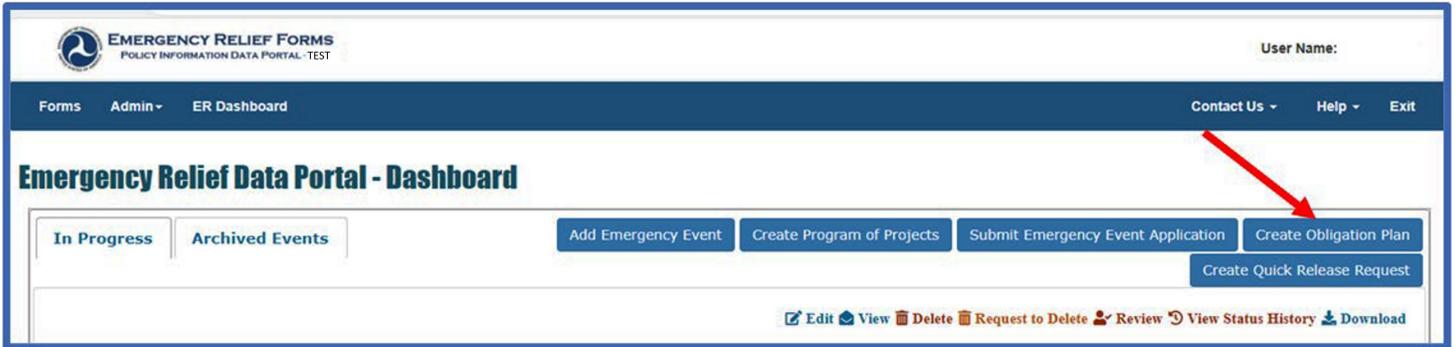
Select the State, Federal Fiscal Year of the event, the ER Code of the event, and the administering agency (ERFA or ERFO). Then select "Save."
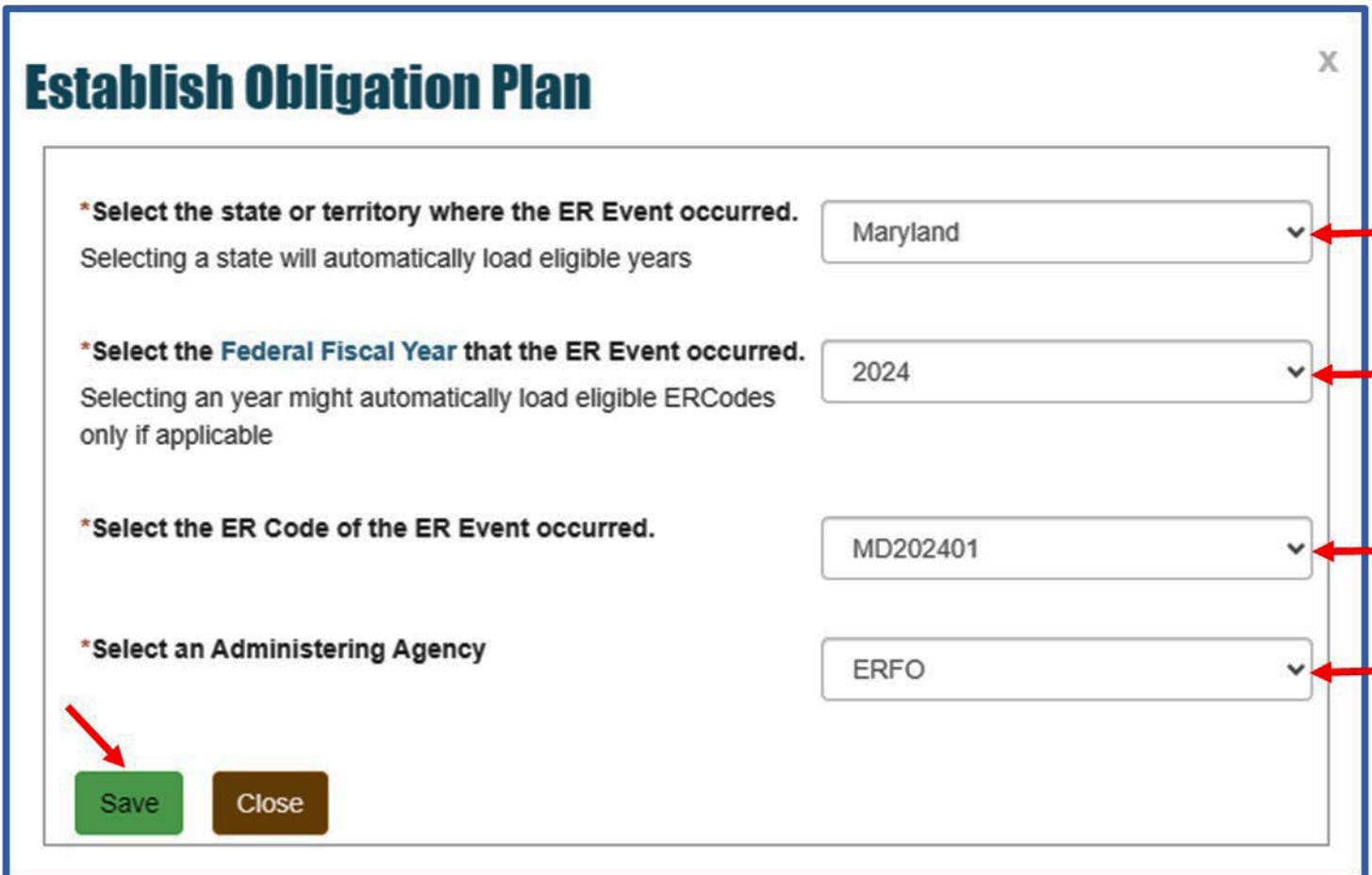
You should now be able to see the Obligation Plan as "Initiated" as part of the event. Select the edit icon under the Obligation Plan.

Hint: If you idle for too long, PIDP will log you out and you may have to re-enter your submissions. Please save frequently or compose your responses offline to copy and paste in the form.

Show 10 entries							Search:
Details	**Administering Agency**	**State**	**ER Code**	**Year**	**Event Title**		**Workflow - Forms that have been established for an Emergency Event**
⊖	ERFA	Maryland	MD200302	2003	MD03-2, July 23, 2024 Severe Winter Storms in and near Baltimore (FEMA 94721-MD)		Event ▸ Event Application ▸ Obligation Plan

Sub Form Name	Administering Agency	Submission Status	Additional Info	Initiated By/On	Last Updated By/On	Actions
Emergency Event	ERFA	Accepted	$2,800,000.00	PFADMIN 7/17/2024 12:40:01 PM	PFADMIN 8/2/2024 9:59:52 AM	✉🕘
Obligation Plan	ERFA	Initiated		PFREVIEWER 8/5/2024 4:13:00 PM	PFREVIEWER 8/5/2024 4:13:00 PM	✏🕘🗑
Emergency Event Application	ERFA	Submitted		PFADMIN 8/2/2024 10:43:13 AM	PFADMIN 8/6/2024 8:35:36 AM	✉👤

Double check that the pre-populated information is accurate.

Obligation Plan - Edit

State	Year	ER Code	Adminstering Agency	Status	Updated By	Updated On
Maryland	2003	MD200302	ERFA	Initiated	PFREVIEWER	8/5/2024 4:13:00 PM

For the first five questions, reuse the answers provided for the Emergency Event form.

Emergency Relief Program Obligation Plan and Allocation Request

ER funds are generally distributed to projects nationwide twice during the fiscal year based on availability of funds, outstanding needs, and State readiness to obligate funds in the Fiscal Year. The Obligation Plan submission is the Division Office's request for the allocation of ER Funds.

Administering Agency *
Emergency Relief for Federal-aid Highways (ERFA) or Emergency Relief for Federally-Owned Roads (ERFO)

> ERFA

Event Type *
Drop-down to select the primary category of the emergency event.

> Storms and Flooding

Event Start Date *
Date the emergency event occurred.

> 07/23/2024

Event Title *
Recipient ID (XX), Fiscal Year (XX), "-", Disaster Sequence Number (X), Event Start Date and the Event Type. Modify the Event Type to include additional text to distinguish this event from Use 'Title Case'/'Headline Style' for all entries. Example: "AL24-1, December 24, 2023 Heavy Rains and Severe Flooding in Southwest Portion of the State"

> MD03-2, July 23, 2024 Severe Winter Storms in and near Baltimore (FEMA 94721-

Event Description *
Provide a general description of the typical damages and location of damages within the state - central, western, statewide. An example event description "Beginning in March 2019, severe winter storms, including freezing rains, ice, and heavy snows, have resulted in severe flooding throughout Nebraska. Nebraska Department of Transportation estimates nearly 190 highway miles and 27 state bridges with damages, including 6 full replacements, 7 with major repairs and 14 with repair, scour and washout work."

> From July 23rd, 2024 continuing into August, a series of severe winter storms struck northern Maryland, resulting in major flooding, damaged roadways, landslides, failed drainage systems, and support slope washouts. Typical repairs will include bridge and road reconstruction, retaining wall repairs, embankment restoration, addition of riprap protection, detours, and debris

Select the Counties and Congressional Districts impacted by the event.

Select all Counties Impacted by the Event *
Select all counties that were impacted by the event. Select via dropdown selection (filtered by state)

Baltimore, Carroll, Cecil, Frederick, Harford, Howard, Montgomery, Baltimore ▾

Select all Congressional Districts Impacted by the Event *
Select all congressional districts that were impacted by the event. Select via dropdown selection (filtered by state)

Congressional District 1, Congressional District 3, Congressional District 7 ▾

Select all applicable declarations the event has received.

Declaration Type *
To be considered for Emergency Relief funding, a disaster declaration/proclamation is required. Select all declarations that apply to the event.

Governor's Proclamation, Presidential Declaration ▾
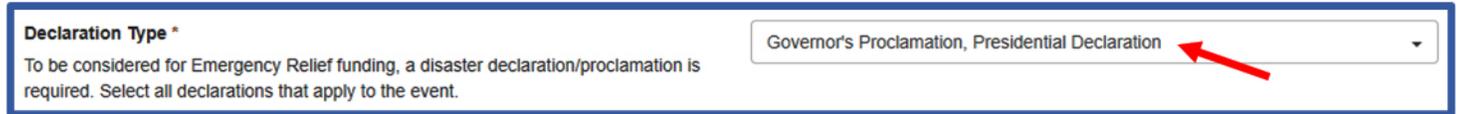
Stafford eligibility will populate based on the Declaration type. If the event received a Presidential Declaration, Stafford eligibility will populate.

Stafford Eligible? *
"YES" indicates a Presidential Declaration is selected under 'Declaration Type'. The President has declared an emergency or a major disaster for the purposes of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.)

No ▾

Indicate whether a third party is involved. This is not applicable to natural disasters but can be for catastrophic failures (e.g., a truck crashing into a bridge). If "Yes," record the status of any insurance claims. States are obligated to pursue repair costs from the responsible party to reduce ER fund liability on the project per 23 CFR 668.105.

Third-Party *
Identify whether the event was caused by a third-party event (i.e. a catastrophic failure caused by a truck crash into a bridge or a barge crash into a pier).

No ▾

Third-Party
If the event was third party, provide an explanation of the current status of the insurance claim.

N/A
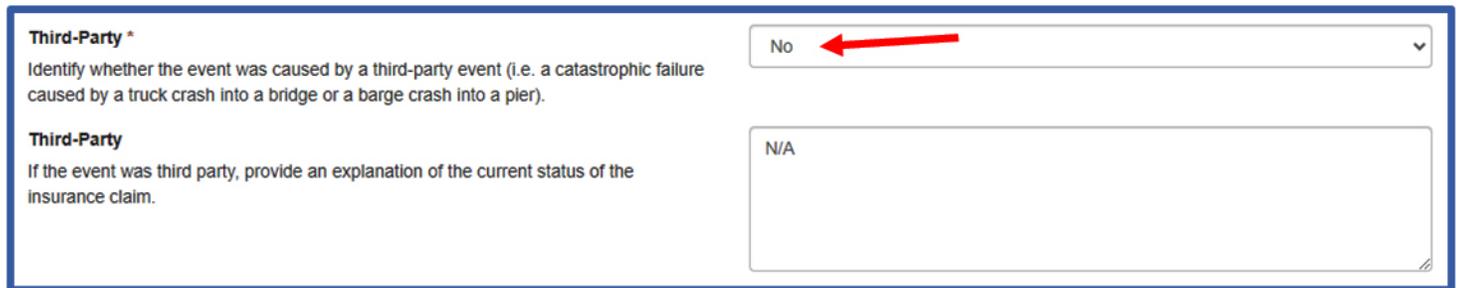
Whether a Quick Release was requested will auto-populate. If a Quick Release was filled out for the Event, it will choose "Yes." If not, it will choose "No."

Quick Release Requested? *
"YES" indicates there is a Quick Release Allocation for this ER Code and administering agency with a status of Pending or Complete. "NO" indicates there is not a Quick Release Allocation in Pending or Complete status for this ER Code and administering agency.

No ▾

The Emergency Repair Timeframe will auto-populate based on the Event start date. Under 23 U.S.C. 120(e), the Federal share for eligible repairs to minimize damage, protect facilities, or restore essential traffic may amount to 100% if accomplished within 270 days.

Emergency Repair Timeframe	04/19/2025
The Federal share for eligible repairs to minimize damage, protect facilities, or restore essential traffic may amount to 100% if accomplished within [1] 180 days for events with an event start date that preceded the effective date of the Infrastructure Investment and Jobs Act (IIJA) (October 1, 2021), or [2] 270 days for events with an event start date on or after October 1, 2021. Field calculates "Event start date + 180 calendar days" or "Event start date + 270 calendar days".	

Record the Federal share of the Event cost approved for repairs. It should match the Federal share recorded in the Program of Projects submitted under the Emergency Event Application. Do not worry about number formatting; this will be done automatically within the Data Portal.

ER Event Financial Overview

Federal Share of Event Cost *	$ 15,600,000.00
Total ER Federally eligible amount approved for repairs of eligible damage under 23 CFR 668.109(a). Amount should align with current eligible amount from the Program of Projects (PoP). If a Federal Share of Event Cost is less than the event threshold ($700,000), include an explanation in the 'Additional Information' Field.	

The Quick Release Amount Allocated will auto-populate. If a Quick Release form was never filled out in the ER Data Portal, it will be $0.

Quick Release Amount Allocated	$ 0.00
Amount of Quick Release funds that were allocated for the event.	

The Previously Allocated ER Funds will auto-populate based on prior requests.

Previously Allocated ER Funds	$ 0.00
Net allocated balance by Administering Agency: Sum of 'Semi-annual Allocations [ERFA]' - Sum of 'Deallocation Amount [ERFA]'	

The Allotment Transferred to Federal Lands Highway (FLH) will auto-populate based on prior requests. This is not applicable to ERFA events.

Previously Allocated ER Funds	$ 0.00
Net allocated balance by Administering Agency: Sum of 'Semi-annual Allocations [ERFA]' - Sum of 'Deallocation Amount [ERFA]'	

ER Unmet Need auto-populates. It subtracts allocations and allotments from the total ER federally eligible amount approved for repairs.

ER Unmet Need	$ 15,600,000.00
Total ER Eligible Amt - Quick Release Amount Allocated - Previously Allocated ER Funds - Allotment Transferred to Federal Lands Highway (FLH)	

Net Allocated Balance auto-populates. It subtracts deallocations from the sum of allocations.

Next, fill out a semi-annual allocation request or request a de-allocation.

To do so, first select the administering agency, ERFA (Federal aid), ERFO (federally owned), or both ERFA and ERFO, then either "Request Semi-annual Allocation" or "Request De-allocation." If you are requesting a semi-annual allocation, record the obligation needs for the next six months. Double check for accuracy and select the checkbox underneath to confirm. Click "Request Semi-annual Allocation" to finalize the request for review.

The user will receive an email that a semi-annual allocation has been requested. Emails are automatically generated by the system. If the user does not receive an email and the status does not show as "Pending" in the table, then the request has not been properly submitted. The user should review the steps to submit the semi-annual allocation to identify missing information and then resubmit the request.

If you are requesting a de-allocation, enter the funds being de-allocated and the corresponding program code. Divisions should verify ER available funds to de-allocate using the FMIS Job Aid document provided to Division Office ER Coordinators in July 2024 and accessible on the ER Program SharePoint site. Finalize the request by selecting "Request De-allocation."

The net allocation needs for the next 6 months will auto-populate from the request.

Input the anticipated net allocation needs going forward. The net allocation amounts should be equal to the total unmet need in the obligation plan above.

Creating and Submitting an Obligation Plan

Fill out contact information for the Division, make comments (recommended comments include a brief summary of changes being submitted), and attach any helpful documents at the bottom of the form.

Division Information

Division ER Coordinator (Primary) *
The primary ER division point of contact

Jane Doe - janedoe@email.com

Division ER Coordinator (Secondary)
The secondary ER division point of contact

John Doe - johndoe@email.com

Additional Information
Additional comments provided by the division for those reviewing the Obligation Plan.

Enter comments here.

Attachments
Select one or more files which are less than 50MB in total to attach

Choose Files   No file chosen

Select "Save," and when the Obligation Plan is ready, select "Submit."

Back to Dashboard   Save

Submit Obligation Plan