

Completing and Submitting the COVID-19 Streamlined Project Application



FEMA

Public Assistance Applicant Quick Guide

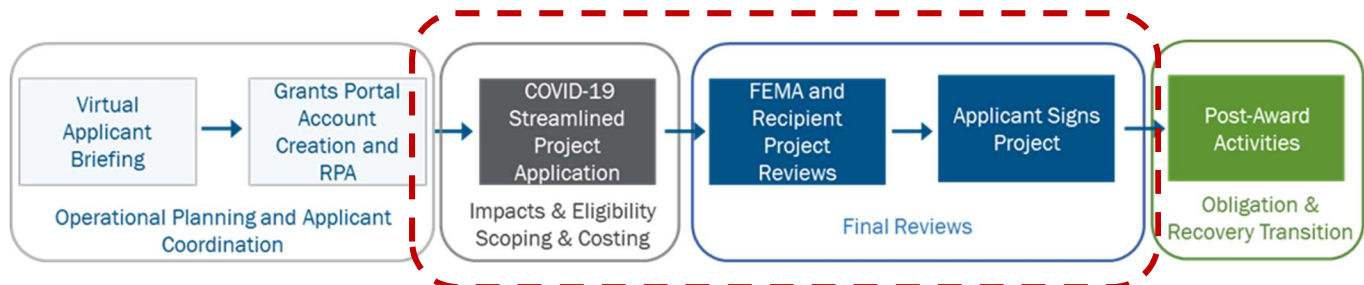
This Quick Guide provides **step-by-step guidance** for **Applicants** on **completing** and **submitting COVID-19 project applications**, including tracking and monitoring the status of submitted projects.

Applicants are state, tribal, territorial, or local governments or private non-profit entities that submit requests for assistance under a Recipient's Federal award. Recipients are state, tribal, or territorial entities that receive and administer Public Assistance Federal awards.

COVID-19 Streamlined Project Application

The **COVID-19 streamlined project application** is the formal request for COVID-19 funding under the Public Assistance program that is submitted online in Grants Portal. The project application requires information and supporting documentation about the activities for which the Applicant is requesting funding. Once the project application is submitted in the system, the Applicant can track project status, answer requests for information, and review and sign the project application.

Grants Portal is the system used by Recipients and Applicants to manage PA grant applications.



The Applicant should plan to spend 1-2 hours completing the project application. For detailed instructions on the information and documentation required to submit a project application, refer to *COVID-19 Streamlined Project Application* in the Resources tab of Grants Portal. It provides a detailed overview of each section and schedule requested in the online project application. The appendix should be used for reference only and should **not** be used to submit a request for funding to FEMA.

Creating, Completing, and Submitting Project Application(s) in Grants Portal

To complete the project application, follow the steps below in the system:

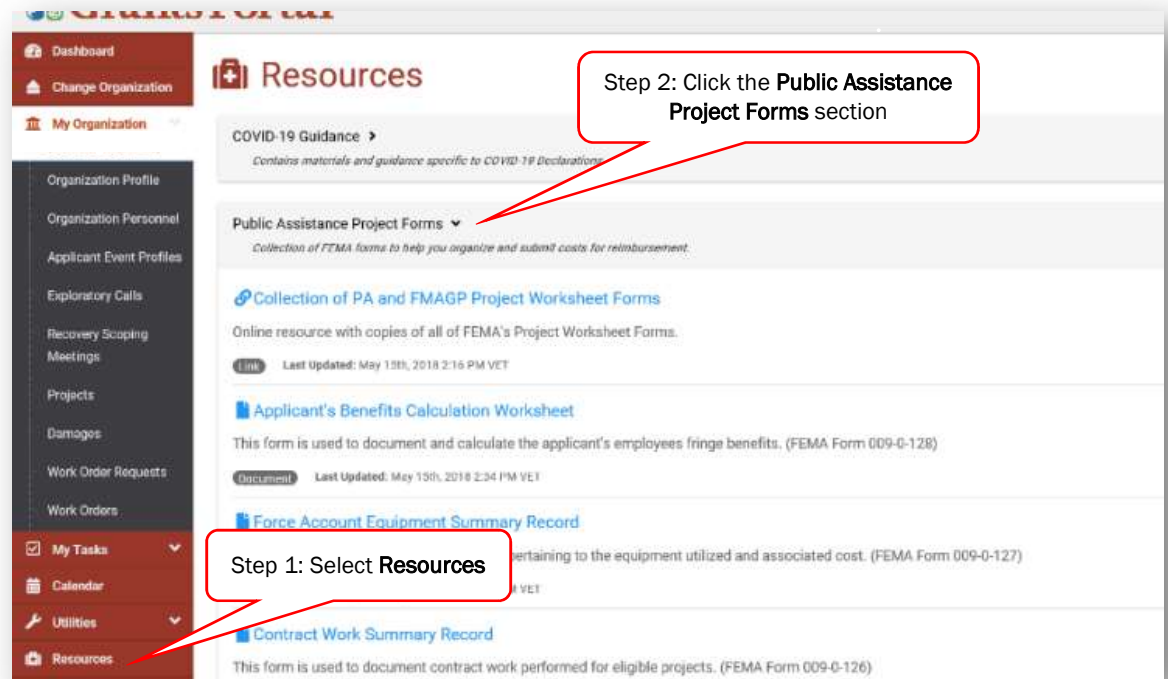
- ❑ **Preparing to Complete and Submit the Project Application**
 - Collect descriptions and itemized summaries of all associated activities and costs along with supporting documentation before submitting the project application. The

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following forms are found in the Resources tab of Grants Portal and may be used by the Applicant to collect and respond to the information requested in the system.

- ☐ Force Account Equipment Summary Record
- ☐ Rented Equipment Summary Record
- ☐ Contract Work Summary Record
- ☐ Force Account Labor Summary Record
- ☐ Applicant's Benefits Calculation Worksheet
- ☐ Materials Summary Sheet



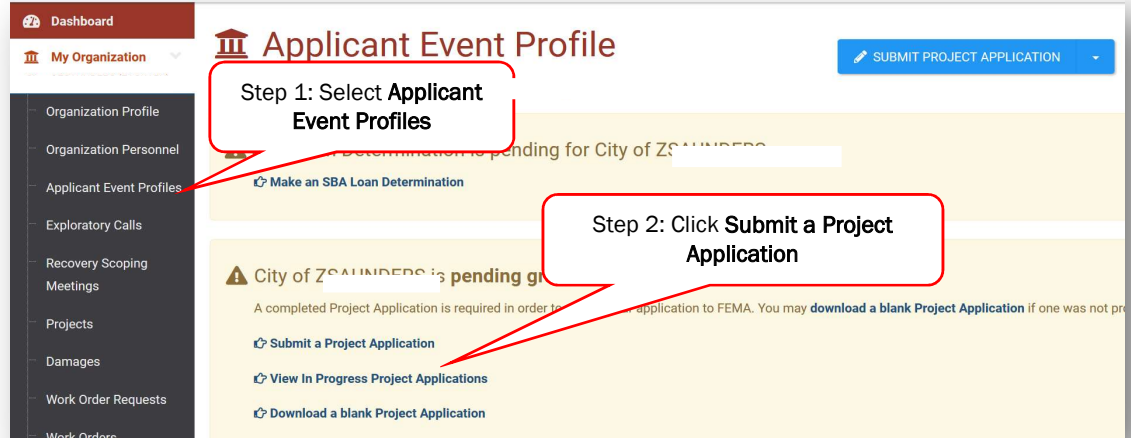
☐ Creating the Project Application

- ☐ In Grants Portal, navigate to the Applicant Event Profiles tab
- ☐ Select "Submit a Project Application" on the yellow banner in the body of the page.

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- ❑ **Completing the Project Application**
 - The online project application will require the Applicant to fill out four sections:
 - ❑ **Section I - Project Application Information**
 - Basic information identifying the activities for which funding is being requested
 - ❑ **Section II - Scope of Work**
 - Description of activities that the Applicant conducted or will conduct in response to COVID-19
 - ❑ **Section III - Cost and Work Status Information**
 - Cost of activities described in the Scope of Work and whether the work is not started, in progress, or complete.
 - ❑ **Section IV – Project Certifications**
 - Certifications by the Applicant that activities and costs claimed comply with applicable laws and regulations.
 - ❑ Based on responses in the first three sections of the online project application, at least one additional form or schedule will be required.
 - Read the instructions on the Help page thoroughly before selecting “Start a Project Application”.

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Applicant Event Profile Streamlined Project Application Help

3458EM-TX (3458EM) Streamlined Project Application Help

What Will FEMA Reimburse?
Activities and associated costs that are eligible for Public Assistance funding can be found in FEMA's Public Assistance Program and Policy Guide (PAPPG) and guidance documents are available in the [Grants Portal Resources page](#).

What Information is Required?
To complete this application, you will need:

- A description of the activities including when, where, and by whom the activities were completed or will be completed.
- An itemized summary of how much the activities cost, including costs associated with contract, labor, equipment, supply, material, and other cost types.
- Documentation supporting the activities completed and costs claimed.

How Many Applications Should I Submit?
To reduce funding delays and maximize your administrative flexibility to track costs, you should generally report all activities on one project application. However, submitting a separate application for distinct activities or time periods is allowed.

- **Immediate funding need:** you may submit an initial project application to request funding for a limited list of activities and time periods and follow-up with an additional application.
- **In-depth environmental or historic preservation review:** ground disturbance, handling hazardous materials, modifications to buildings, or new construction may require FEMA to complete a more in-depth environmental or historic preservation review. For additional information, see the [COVID-19 Fact Sheet: Environmental and Historic Preservation and Emergency Protective Measures for COVID-19](#).

What Happens After Submitting the Project Application?
FEMA and the Recipient will review the information in the project application and may follow up with limited requests for additional information as part of the process outlined in the FEMA Fact Sheet [Coronavirus \(COVID-19\) Pandemic Response](#).

1. FEMA and the Recipient review the project application and validate information against federal laws and regulations. If there are additional questions to evaluate the eligibility of the project, FEMA may request additional information before disbursing funds to you.
2. Upon completion of these reviews, you will be notified that funding for your project is available. You will need to review, agree to terms and conditions, and sign to accept the subgrant.
3. Once you sign the subgrant, FEMA makes funding available to the Recipient.
4. Once FEMA obligates and transfers funding for the subgrant, you will become the subgrantee.
5. The Recipient will work directly with you to: monitor and report on the status of the project, manage the subgrant, and close the subgrant in accordance with 44 C.F.R. § 206.204-209, 2 C.F.R. Part 201, and FEMA's Program Management and Grant Closeout SOP.

START A PROJECT APPLICATION

Submit Project Application for Applicant Bayside, Town of (391-06104-00)

- Provide the required information for Section I - Project Application Information
 - Assign a unique title and number for each project application. Applicants may use this title and number for their own tracking purposes. Application numbers are currently limited to a maximum of 10 alpha-numeric characters only (no symbols).
 - Select the box at the bottom confirming certification of responses.
 - Click "Done with Section I"

Streamlined Project Application

3458EM-TX (3458E) Create Streamlined Project Application

Section I - Project Application Information

Declaration # 3458EM-TX

Organization

FEMA PA Code

Applicant-Assigned Project Application # *

Project Application Title *

☐ I have read the statements above and understand that I will be required to certify these statements upon completion of my project application.

Step 1: Provide required information

Step 2: Select box to confirm

Step 3: Click Done with Section I

DONE WITH SECTION I

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- After completing Section I - Project Application Information, select Section II on the summary page to begin the Scope of Work.

The screenshot shows the 'Streamlined Project Application' summary page. At the top, there's a header with the application title and a 'HELP' button. Below the header, the 'Section I - Project Application Information' is displayed, showing details like 'Applicant-Assigned Project Application # 5', 'Project Application Title UAT Demo Test', 'Project Net Cost \$0.00', and 'Status In Progress'. A red callout box points to the 'START' button for 'Section II - Scope of Work', with the text 'Select Start to begin Section II'. Below this, there are buttons for 'Section III - Cost and Work Status Information' and 'Document Repository'. At the bottom, there is a large blue button labeled 'REVIEW AND SUBMIT'.

- Provide all required information in the Scope of Work section to include descriptions and locations of activities.

The screenshot shows the 'Section II - Scope of Work' page. It has a header with the application title and a 'SAVE' button. Below the header, there are tabs for 'Description of Activities', 'Locations', 'Documents', and 'Summary'. The 'Description of Activities' tab is selected. The page contains a 'Section II Instructions' box, a text area for 'Description of Activities', and a list of activities to select. The activities are: 'Emergency operations center activities', 'Training', 'Facility disinfection', 'Technical assistance on emergency management', 'Dissemination of information to the public to provide warnings and guidance', 'Pre-positioning or movement of supplies, equipment, or other resources', 'Purchase and distribution of food, water, or ice', and 'Purchase and distribution of other commodities'.

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- After all required questions have been answered, click “Proceed”

The screenshot shows the 'Streamlined Project Application' interface for 'Section II - Scope of Work'. The page includes a sidebar on the left with navigation options. The main content area contains a list of checkboxes for various activities: 'High-risk population sheltering', 'Healthcare worker and first responder temporary lodging', 'Household pet or assistance animal or service animal sheltering', 'Other', and 'Other Activity'. Below this, a message states: 'Please select the method(s) of work the Applicant used or will use to complete the activities reported above.' This is followed by another set of checkboxes: 'Establishment of temporary facilities >', 'Staging resources at an undeveloped site' (checked), 'Purchase of meals for emergency workers' (checked), 'Purchase of supplies or equipment', and 'Purchase of land or buildings'. A yellow warning box indicates: 'Based on your answers, you will be required to complete a Schedule F form for this Application upon completion of Section II. You are required to complete a Schedule F form because of the following being indicated: Decontamination systems, Staging resources at an undeveloped site'. A red callout bubble points to the 'PROCEED >' button at the bottom right, with the text 'Select Proceed'.

- After completing Section II - Scope of Work, select Section III on the summary page to begin the Cost and Work Status section.

The screenshot shows the 'Streamlined Project Application' summary page. The top section is 'Section I - Project Application Information' with fields for 'Applicant-Assigned Project Application # 5', 'Project Application Title UAT Demo Test', 'Project Net Cost \$0.00', 'Status In Progress', 'Event 3458EM-TX (3458EM)', 'Applicant', and 'FEMA PA Code'. Below this is a 'Sections & Schedules' section with a list of items: 'Section II - Scope of Work' (with a 'START' button), 'Section III - Cost and Work Status Information' (with a 'START' button), and 'Document Repository' (with a 'VIEW/EDIT' button). A red callout bubble points to the 'START' button for Section III, with the text 'Select Start to begin Section III'. At the bottom, there is a large blue button labeled 'REVIEW AND SUBMIT'.

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- Provide all required information in the General Cost and Work Status section to include activity status and estimated costs.

The screenshot shows the 'General Cost & Work Status Questions' section of the application. At the top, there is a blue header with 'General Cost & Work Status Questions' and a 'Summary' link. Below this is a light blue box with 'Section III Instructions' and a note: 'Applicants must complete this section and provide the costs of the activities reported in Section II. Applicants must also complete Schedule A, B, C, or EZ as instructed to estimate a project cost.' The main heading is 'General Cost & Work Status Questions'. A paragraph explains that an applicant may request expedited funding from FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. Below this is a question: 'Does the Applicant want to request expedited funding? *' with radio buttons for 'Yes' (selected) and 'No'. A yellow warning box states: 'Based on your answers, you will be required to complete a Schedule A form for this application upon completion of Section III. You are required to complete a Schedule A form because the Applicant is requesting expedited funding.'

- After all required questions have been answered, click “Proceed”

The screenshot shows the 'What is the status of the activities reported in Section II? *' section. A paragraph explains that an applicant may not request funding for activities conducted prior to 01/20/2020. Below this is a question: 'What is the status of the activities reported in Section II? *' with radio buttons for 'Activities started and completed' (selected), 'Activities started with projected end date', 'Activities started with no predictable end date', and 'Activities have not started'. The 'Activities started and completed' option has two date fields: 'Date Started *' (04/30/2020) and 'Date Completed *' (04/30/2020). A yellow warning box states: 'Based on your answers, you will be required to complete a Schedule EZ form for this application upon completion. You are required to complete a Schedule EZ form because the Applicant's estimated cost for activities reported in Section II is greater than \$50,000.' A red speech bubble points to a blue 'PROCEED >' button with the text 'Select Proceed'.

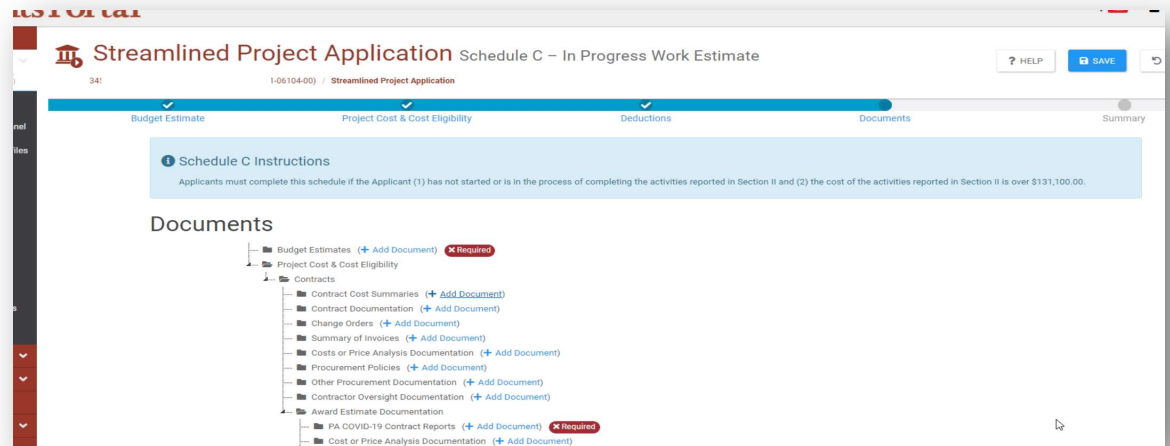
- Return to the summary page to complete any additional schedules required based on responses in Sections I-III. These schedules must be completed before submitting the online project application.

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□ Uploading Documentation

- Based on the answers provided in each section and schedule, the Applicant will be prompted to add required and optional documentation in a Documents folder tree (shown in the screenshot below) and must upload supporting documentation.
- The easiest way to upload required documents is to do so as the Applicant is filling out each section and schedule when prompted. The project application may not be submitted if required documentation is not attached.

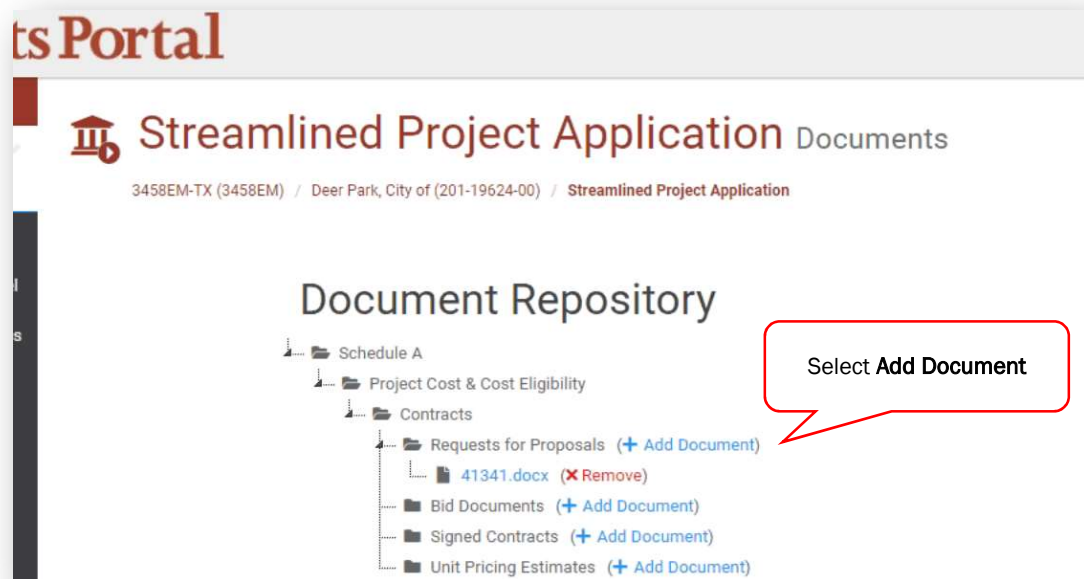


- The Applicant can also upload documents on the Document Repository tab of the summary page.
- To attach a document, select “Add Document”. A window will pop up where documents can be selected from files saved on your computer.

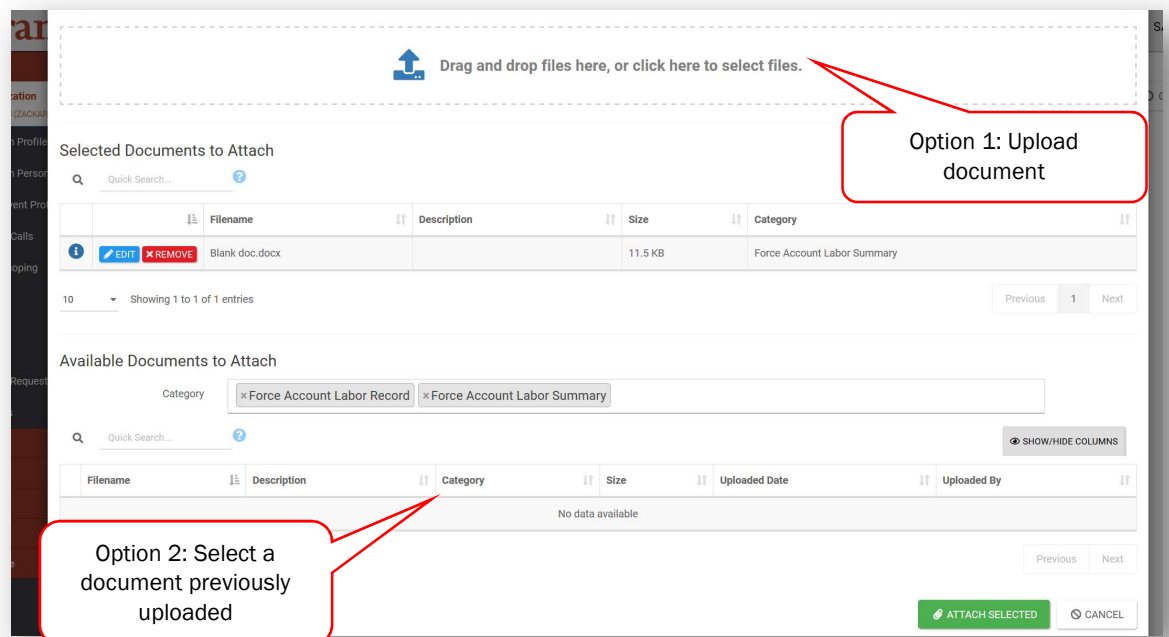
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- Upload document(s) from your computer or select from documents that were previously uploaded to Grants Manager.



- Next to each document click 'Edit' or 'Specify...' to adjust the filename, description and category. The filename and description should clearly convey what is in the document. The category may be automatically assigned to the document but can be edited by the Applicant.

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Attach Project Application Documents

Drag and drop files here, or click here to select files.

Select **Edit**

Selected Documents to Attach

	Filename	Description	Size	Category
<input checked="" type="checkbox"/>	employee_summary.png		424.2 KB	Force Account Labor Record

10 Showing 1 to 1 of 1 entries

Available Documents to Attach

Category:

Quick Search...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available					

5 Showing 0 to 0 of 0 entries

ATTACH SELECTED CANCEL

Select **Specify** to change the Category of document

- Click “Attach Selected” to upload the document(s).

Drag and drop files here, or click here to select files.

Selected Documents to Attach

	Filename	Description	Size	Category
<input checked="" type="checkbox"/>	Blank doc.docx		11.5 KB	Force Account Labor Summary

10 Showing 1 to 1 of 1 entries

Available Documents to Attach

Category:

Quick Search...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available					

5 Showing 0 to 0 of 0 entries

ATTACH SELECTED CANCEL

Step 3: Click **Attach Selected**

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□ Submitting the Project Application

- Once all Sections and Schedules are complete and all required documentation has been uploaded, click the “Review and Submit” button at the bottom of the summary page.

Sections & Schedules
In order for your Application to be completed, you must complete the following Sections and Schedules.

Section II – Scope of Work	Completed	VIEW/EDIT
Section III – Cost and Work Status Information	Completed	VIEW/EDIT
Schedule A – Expedited Funding Estimate	Completed	VIEW/EDIT
Schedule F – Environmental and Historic Preservation Questions	Completed	VIEW/EDIT
Document Repository	1 of 1 Provided	VIEW/EDIT

[✓ REVIEW AND SUBMIT](#)

- Review the project summary of Sections I, II, and III on the next page and click “Proceed” on the bottom of the page.
- Thoroughly review all grant certifications in Section IV - Project Certifications. Certify that all costs and activities in the project application are in compliance with applicable federal, state, and local laws by signing as the Authorized Representative.

- The Applicant complied with federal, recipient, and Applicant procurement requirements.
- The Applicant complied with all FEMA policies regarding equipment rates in accordance with the PAPPG.
- The Applicant complied with all FEMA policies regarding labor in accordance with the PAPPG.

Environmental and Historic Preservation Compliance Certifications
In accordance with the PAPPG, the Applicant will comply with applicable federal, state, and local laws; will provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and will comply with any EHP compliance conditions placed on the grant.

Documentation Certifications
In accordance with 2 C.F.R. §200.333 as well as state and local record retention requirements, the Applicant will maintain all documentation that supports this project application in its own files. This documentation will be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

Certifications, Assurances, and Signature
It is important to know that upon submittal your project application, you are certifying that you are not knowingly making false statements or concealing information. This can carry severe criminal penalties. If you use external sources to verify the accuracy of the information you enter. It is your responsibility to ensure the accuracy of the information. This can carry severe criminal penalties. If you use external sources to verify the accuracy of the information you enter. It is your responsibility to ensure the accuracy of the information.

Authorized Representative * [CLICK TO SIGN](#) Date Signed

[< BACK](#) [✓ SUBMIT PROJECT APPLICATION](#)

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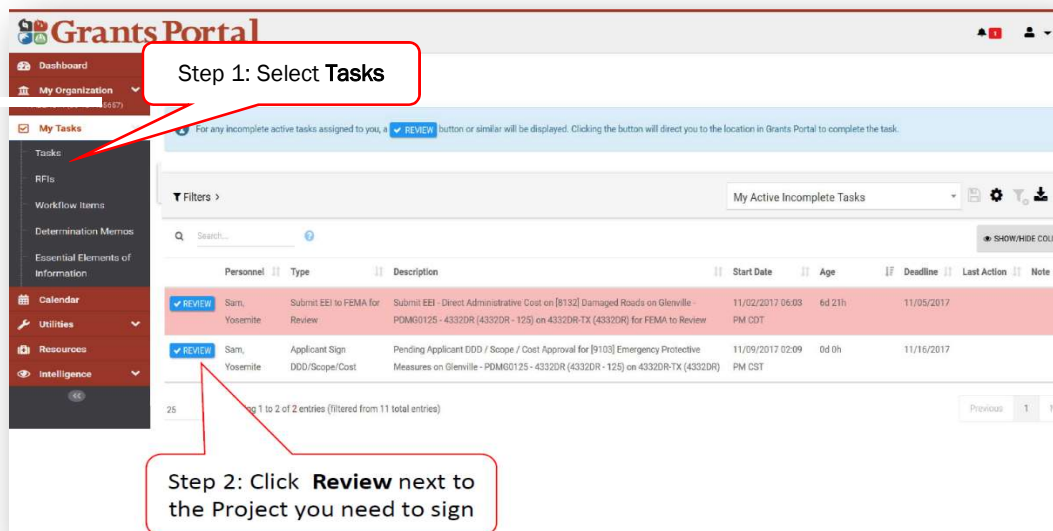
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- Click “Submit Project Application”
- The project status in Grants Portal will be updated to “Pending CRC Development”.
- When the application enters “Pending CRC Development” status, the application has been routed to staff at a FEMA Consolidated Resource Center where FEMA specialists scope, cost, validate and review the information in the project application for compliance with all applicable laws and regulations.

Reviewing and Signing a Project

Following FEMA and Recipient approval of the project application, the Applicant reviews and signs the project in Grants Portal.

- Once FEMA and the Recipient have approved the project, the Grants Portal system will send a notification to the Applicant that the application is ready for review.
- Go to the Tasks tab in Grants Portal and click “Review” to begin reviewing the project application.



- Sign by clicking “Sign Scope and Cost” at the top of the page and then “Click to Sign” at the bottom of the next page to authorize the project.

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The screenshot shows a web application interface for a project. On the left is a sidebar with navigation links: Dashboard, My Organization, Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Project' and features a yellow banner with a warning icon and the text: 'This project is pending Applicant Scope & Cost Approval. The scope and cost must be approved and signed by the Applicant.' Above this banner are four buttons: 'SIGN SCOPE & COST' (green), 'SEND BACK' (orange), 'DOWNLOAD PROJECT REPORT' (blue), and 'SUBSCRIBE' (blue). A red callout box points to the 'SIGN SCOPE & COST' button with the text 'Click Sign Scope & Cost'. Below the banner, there is a 'General Information' section with fields for 'PROJECT #' (8132) and 'CATEGORY' (C - Roads and Bridges). An 'APPLICANT' field is also visible.

The screenshot shows a 'Sign Document' section. It includes a 'SIGNATURE' field with a placeholder 'Signature here' and a 'DATE' field with the value '11/08/2017'. A red callout box points to a small orange button with a signature icon, with the text 'Click To Sign'.

- A prompt will appear to enter name, signature font style, and system password

The screenshot shows a 'Sign Document' prompt with four steps highlighted by red callout boxes:

- Step 1: Type Name** points to the 'Print Name *' field containing 'YosemiteSam'.
- Step 2: Select Signature Font Style** points to the 'Signature Style *' field containing 'Arizona'.
- Step 3: Enter Password** points to the 'Enter Password *' field, which is masked with dots.
- Step 4: Click Sign** points to the green 'SIGN' button.

Below the prompt, there is an 'Insurance' section with a message: 'There are no additional insurance information on Emergency Protective Measures.'

- Click "Sign" at the bottom to complete

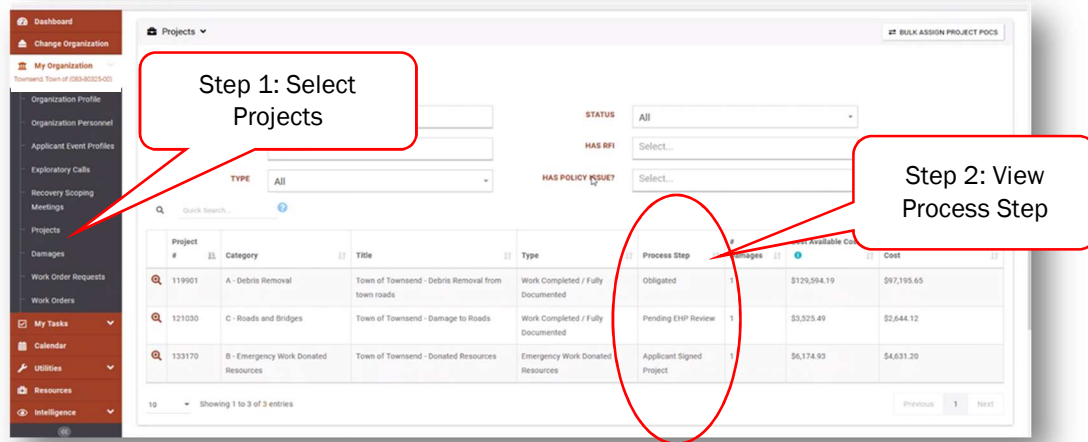
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Tracking a Project Submission

The Applicant may see the status of application(s) in Grants Portal as soon as Sections I-III have been completed:

- Navigate to the My Organization tab in Grants Portal
- Click “Projects” on the left side of the dashboard
- A page showing all projects entered by the Applicant will appear
- Identify the current status of the project in the Process Step column



After the application is submitted to FEMA, the “Process Step” column will reflect the FEMA or Recipient activities being conducted to review the project. Generally, the Applicant has no action during these steps unless contacted by FEMA or the Recipient. The following table summarizes these processing steps.

Summary of Process Steps	
Pending Application Completion	The project application is pending completion and submission by the Applicant.
Pending Recipient Application Review	A Recipient official is performing an initial review of the project application.
Pending CRC Project Development, Peer Review, Insurance Completion, Insurance Peer Review, QA Review, DIU Initial Validation, or EHP Review	FEMA specialists are processing the project, including reviewing documentation, developing scopes of work and cost estimates, and ensuring compliance with applicable requirements.
Pending Final FEMA Review	A FEMA official is conducting a final application eligibility review.
Pending Recipient Final Review	A Recipient official is conducting a final application eligibility review.
Pending Applicant Project Review	The application is ready for the Applicant’s final review and signature.
Applicant Signed Project	The application is ready for FEMA to make funding available through the Recipient for the Applicant.
Obligated	Federal funding has been approved for release through the Recipient to the Applicant.

The *Applicant Quick Guide* series is a set of documents that explain the roles and responsibilities of Applicants in key steps in FEMA’s Public Assistance Program delivery process. Read more about Public Assistance Program delivery in the [Public Assistance Program and Policy Guide](#), and other resources available on [Grants Portal](#).