

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.

Completing and Submitting Project Application(s) in Grants Portal

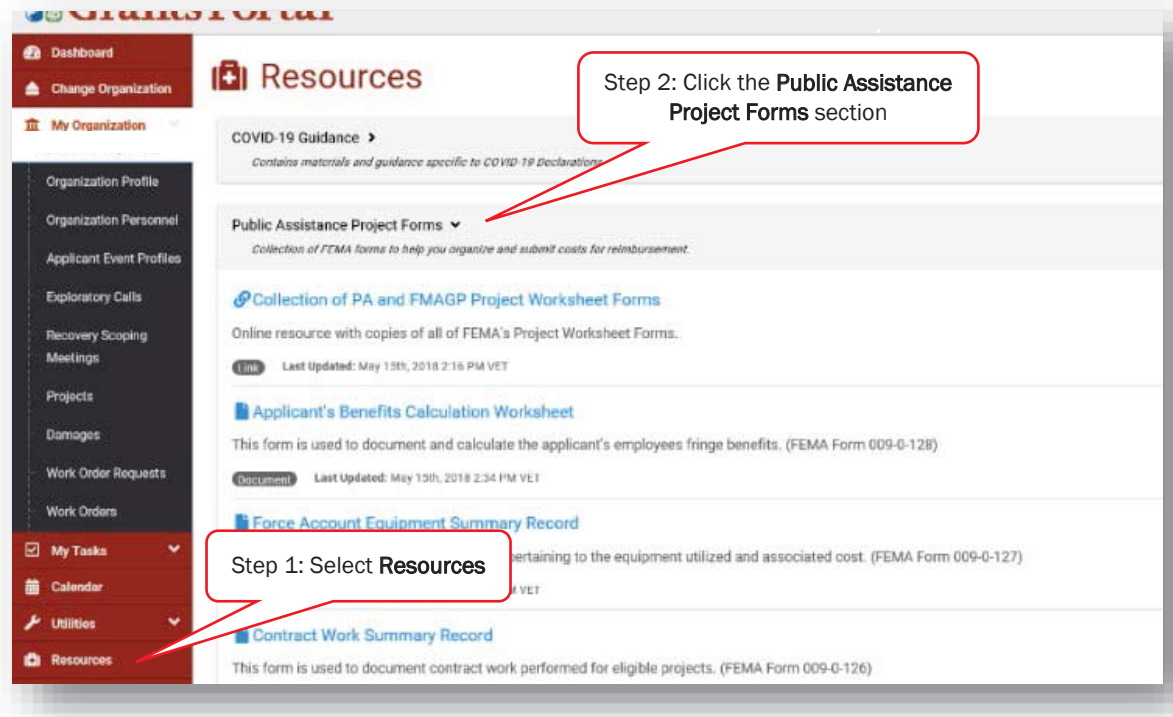
To complete the application, follow the steps below in the system:

- **Preparing to 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 following forms may be 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.

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- 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.

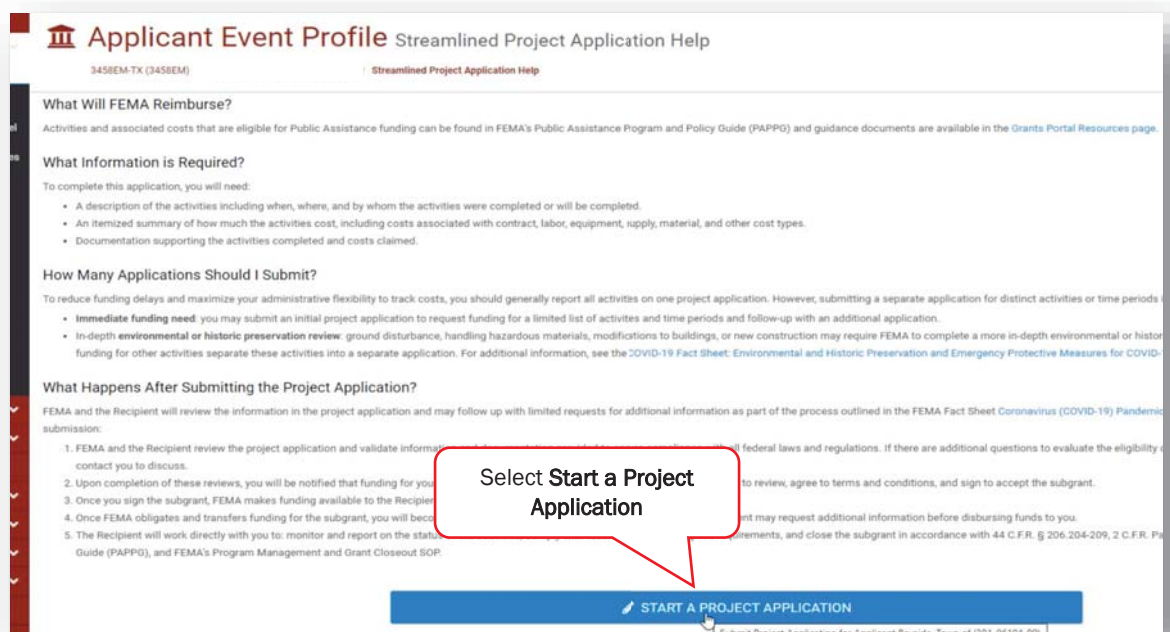


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□ Filling Out the Project Application

- 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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- Provide the required information for Section I - Project Application Information
 - Assign a unique title and number for each project application. This title and number can help the Applicant connect this project application to their accounting or other systems.
 - Select the box at the bottom confirming certification of responses.
 - Click “Done with Section I”

The screenshot shows the 'Streamlined Project Application' interface for 'Section I - Project Application Information'. The form includes fields for Declaration # (3458EM-TX), Organization, FEMA PA Code, Applicant-Assigned Project Application #, and Project Application Title. A red callout box labeled 'Step 1: Provide required information' points to the input fields. Another red callout box labeled 'Step 2: Select box to confirm' points to a checkbox at the bottom with the text 'I have read the statements above and understand that I will be required to certify these statements upon completion of my project application.' A third red callout box labeled 'Step 3: Click Done with Section I' points to a green button labeled 'DONE WITH SECTION I' at the bottom right. A 'BACK' button is visible at the bottom left.

- 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 for 'Section I - Project Application Information'. The page displays details for the application, including 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. A red callout box labeled 'Select Start to begin Section II' points to a blue 'START' button next to 'Section II - Scope of Work'. Below this, there are buttons for 'Section III - Cost and Work Status Information' (START) and 'Document Repository' (VIEW/EDIT). A large blue button labeled 'REVIEW AND SUBMIT' is at the bottom.

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

The screenshot shows the 'Streamlined Project Application Section II - Scope of Work' form. At the top, there is a navigation bar with 'Description of Activities', 'Locations', 'Documents', and 'Summary'. Below this is a 'Section II Instructions' box stating that applicants must describe activities conducted or planned in response to COVID-19. The main section is titled 'Description of Activities' and contains a text input field for a brief description. Below the text field is a list of activities to select, categorized under 'Management, control, and reduction of immediate threats to public health and safety'. The activities listed 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.

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

The screenshot shows the 'Streamlined Project Application Section II - Scope of Work' form at a later stage. It displays a list of activities to select, including '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 is a section for selecting methods of work, with options like 'Establishment of temporary facilities', 'Staging resources at an undeveloped site', 'Purchase of meals for emergency workers', 'Purchase of supplies or equipment', and 'Purchase of land or buildings'. A yellow warning box states: '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 speech bubble points to the 'PROCEED' button at the bottom right of the form.

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

Streamlined Project Application

3458EM-TX (3458EM) examined Project Application

Section I - Project Application Information (Modify)

Applicant-Assigned Project Application #	5	Event	3458EM-TX (3458EM)
Project Application Title	UAT Demo Test	Applicant	
Project Net Cost	\$0.00	FEMA PA Code	
Status	In Progress		

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

Section II - Scope of Work	Not Started	START
Section III - Cost and Work Status Information	Not Started	START
Document Repository	No Documents Required	VIEW/EDIT

REVIEW AND SUBMIT

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

Section III Instructions
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.

General Cost & Work Status Questions

An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However, the Applicant will then be required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In general, Applicants who have never received FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited funding or, at a minimum, discuss expedited funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.

Does the Applicant want to request expedited funding? *

Yes
 No

⚠ 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.

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

What is the status of the activities reported in Section II? *

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

Activities started and completed

Date Started * 04/30/2020

Date Completed * 04/30/2020

Activities started with projected end date

Activities started with no predictable end date

Activities have not started

⚠ 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 over \$131,100.40.

Select Proceed

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.
- **Uploading Documentation**
- In each section and schedule, the Applicant must upload supporting documentation. The project application may not be submitted if required documentation is not attached.
- The easiest way to upload required documents is to do so as the Applicant is filling out each section and schedule when prompted. The Applicant can also upload documents on the Document Repository tab of the summary page.

Streamlined Project Application Schedule C – In Progress Work Estimate

1-08104-00 Streamlined Project Application

Budget Estimate Project Cost & Cost Eligibility Deductions Documents Summary

Schedule C Instructions

Applicants must complete this schedule if the Applicant (1) has not started or is in the process of completing the activities reported in Section II and (2) the cost of the activities reported in Section II is over \$131,100.40.

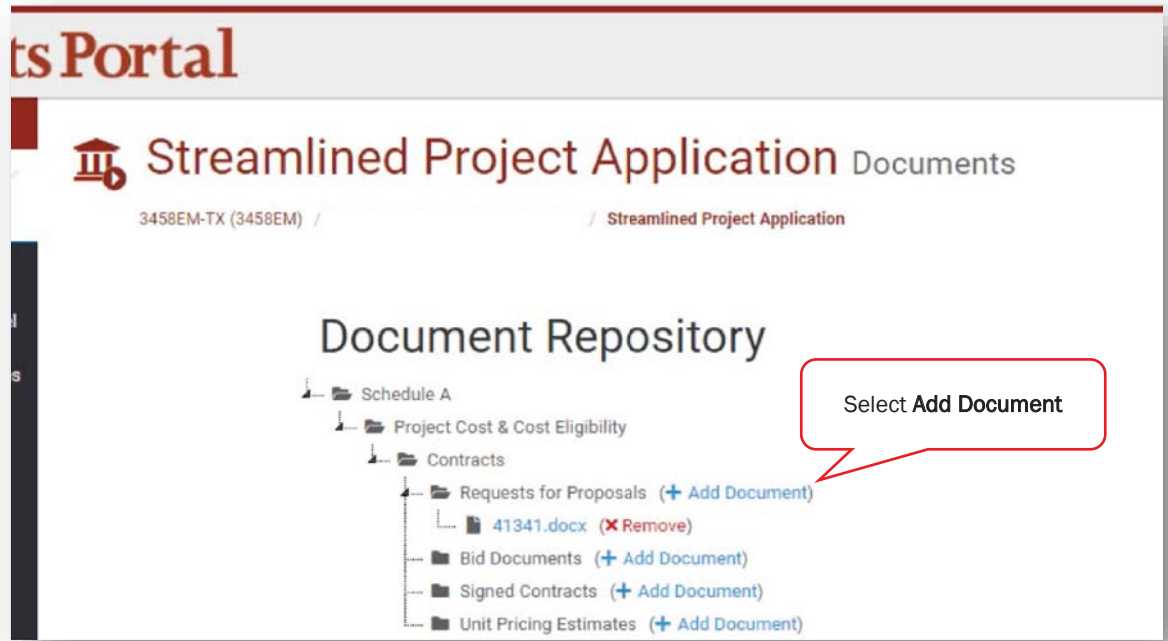
Documents

- Budget Estimates (+ Add Document) **Required**
- Project Cost & Cost Eligibility
- Contracts
 - Contract Cost Summaries (+ Add Document)
 - Contract Documentation (+ Add Document)
 - Change Orders (+ Add Document)
 - Summary of Invoices (+ Add Document)
 - Costs or Price Analysis Documentation (+ Add Document)
 - Procurement Policies (+ Add Document)
 - Other Procurement Documentation (+ Add Document)
 - Contractor Oversight Documentation (+ Add Document)
- Award Estimate Documentation
 - FIA COVID-19 Contract Reports (+ Add Document) **Required**
 - Cost or Price Analysis Documentation (+ Add Document)

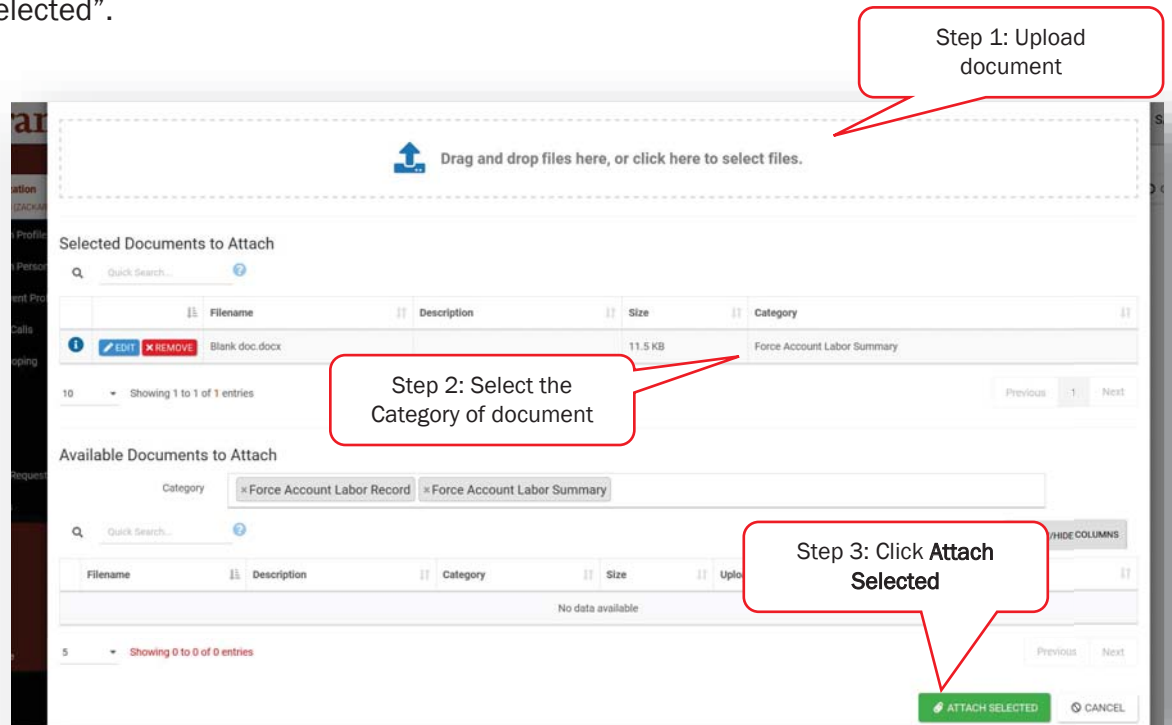
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- o To submit a document, select “Add Document”.



- o Upload the document(s), select the Category if necessary, and click “Attach Selected”.



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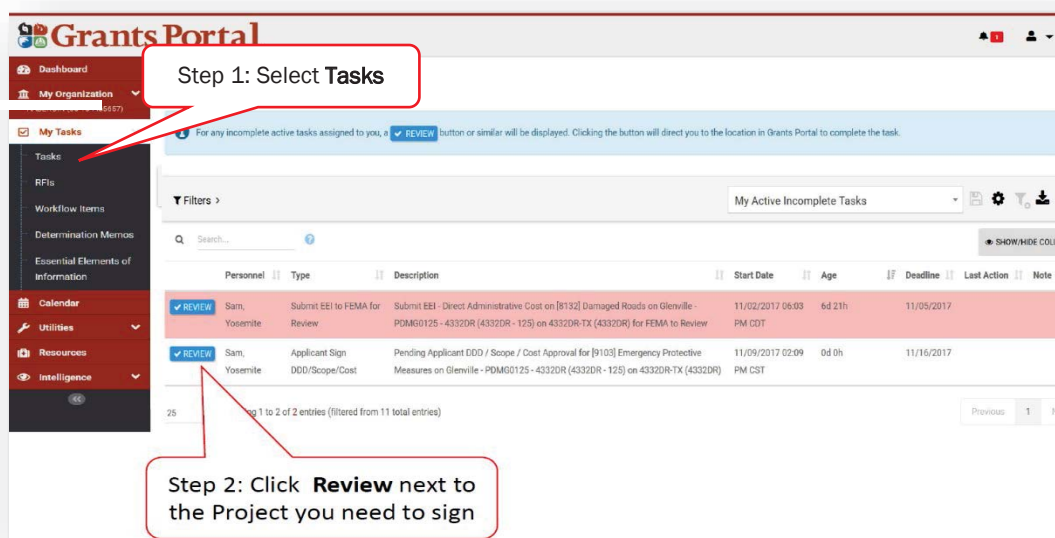
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- When the application enters “Pending CRC Development” status, the application has been routed to staff at a FEMA Consolidated Resource Center where FEMA specialists scope, cost, validate and review the information in the project application for compliance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

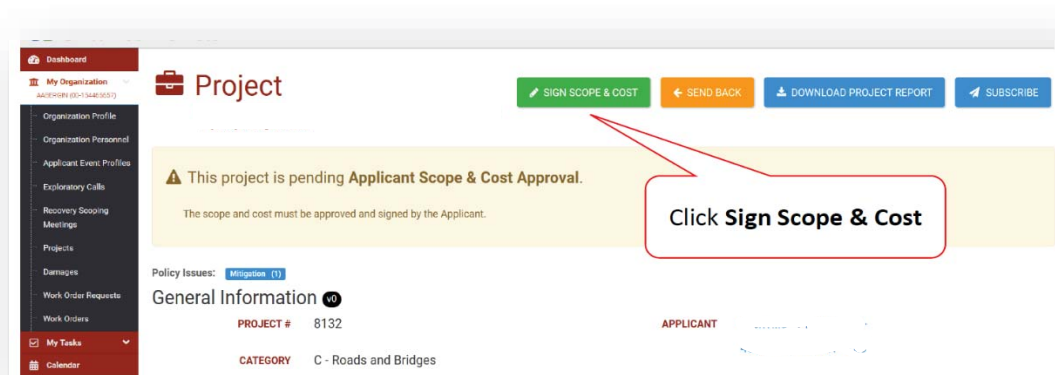
Reviewing and Signing a Project

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.

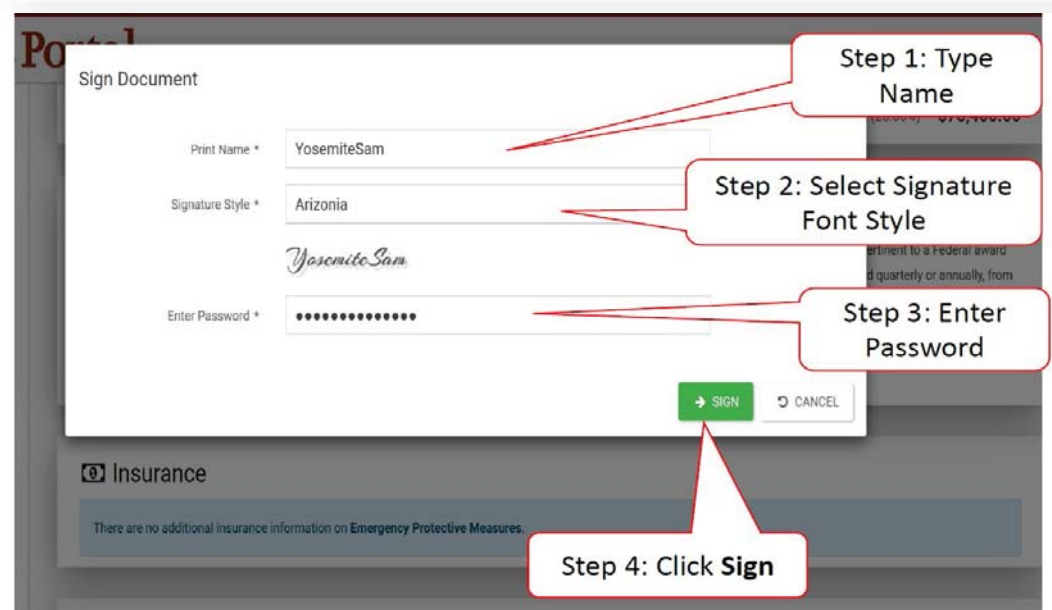


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- A prompt will appear to enter name, signature font style, and system password



- Click "Sign" at the bottom to complete

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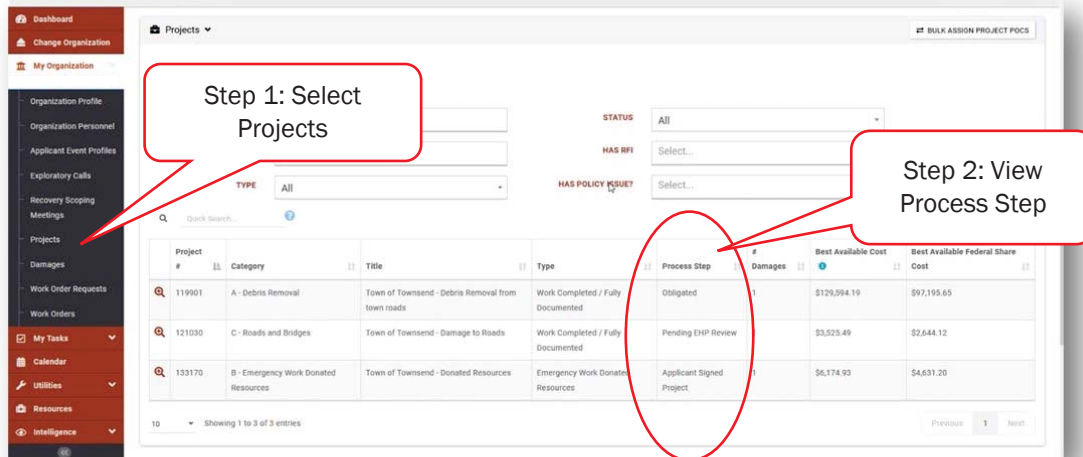
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Tracking a Project Submission

The Applicant may see the status of their projects in Grants Portal:

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



After a project has been submitted, 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 a FEMA or Recipient representative specifically contacts the Applicant. The following table summarizes the processing steps an Applicant may see, and what each of those steps means:

Summary of Process Steps	
Pending Formulation Completion	The project application is pending completion and upload by the Applicant.
Pending CRC Project Development, Peer Review, Insurance Completion, QA Review, 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](#).