

# 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

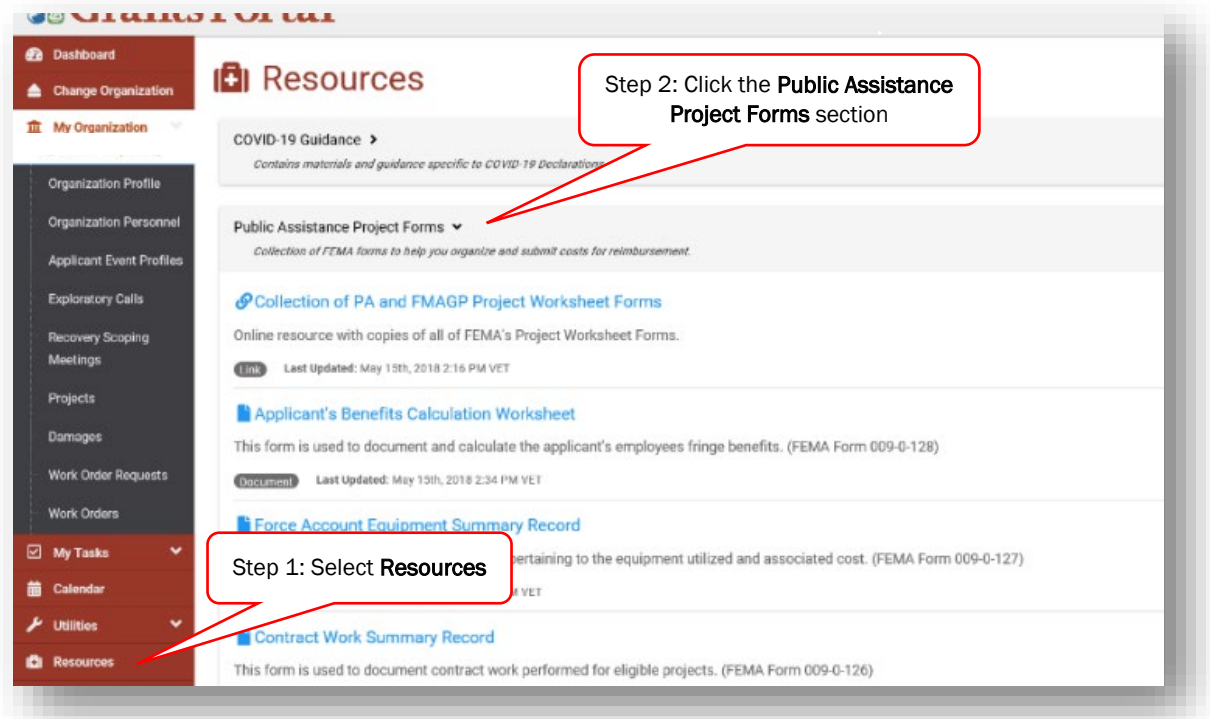
To complete the application, follow the steps below in the system:

- **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.

# Completing and Submitting the COVID-19 Streamlined Project Application

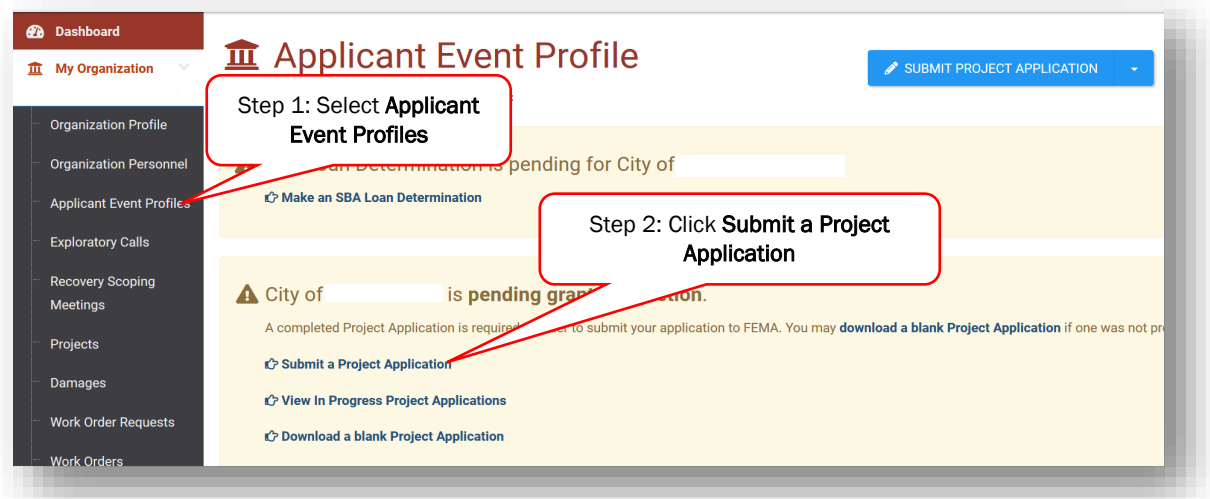
## Public Assistance Applicant Quick Guide

- 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

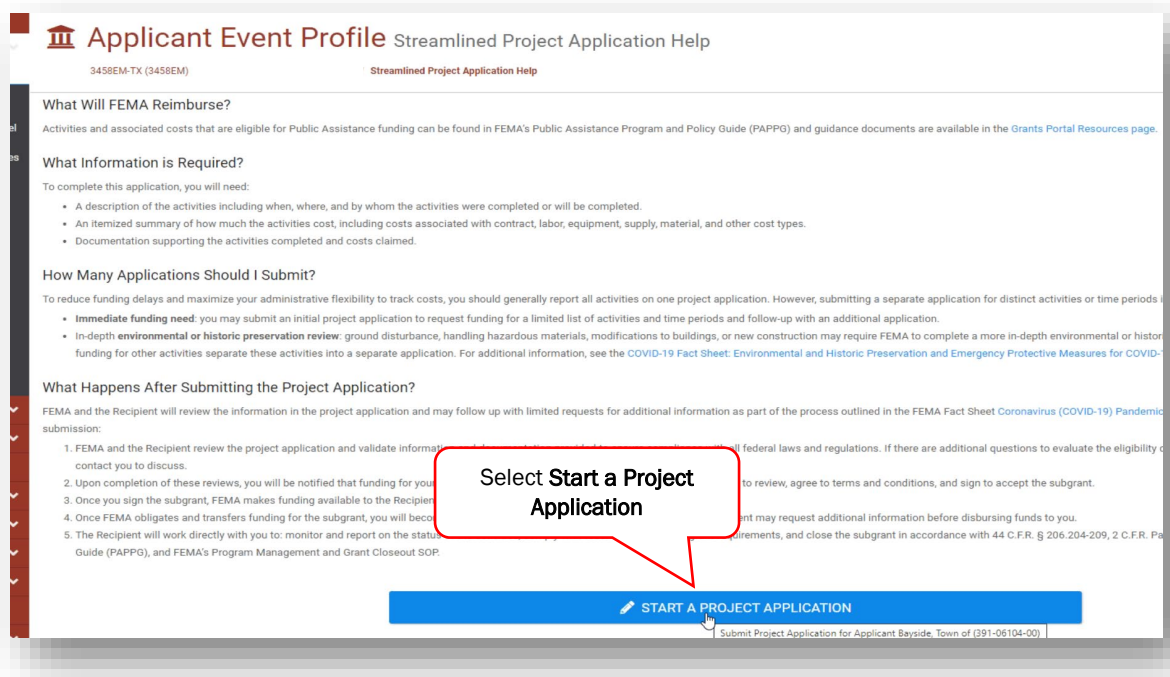
- In Grants Portal, navigate to the Applicant Event Profiles tab
- Select "Submit a Project Application" on the yellow banner in the body of the page.



# Completing and Submitting the COVID-19 Streamlined Project Application

## Public Assistance Applicant Quick Guide

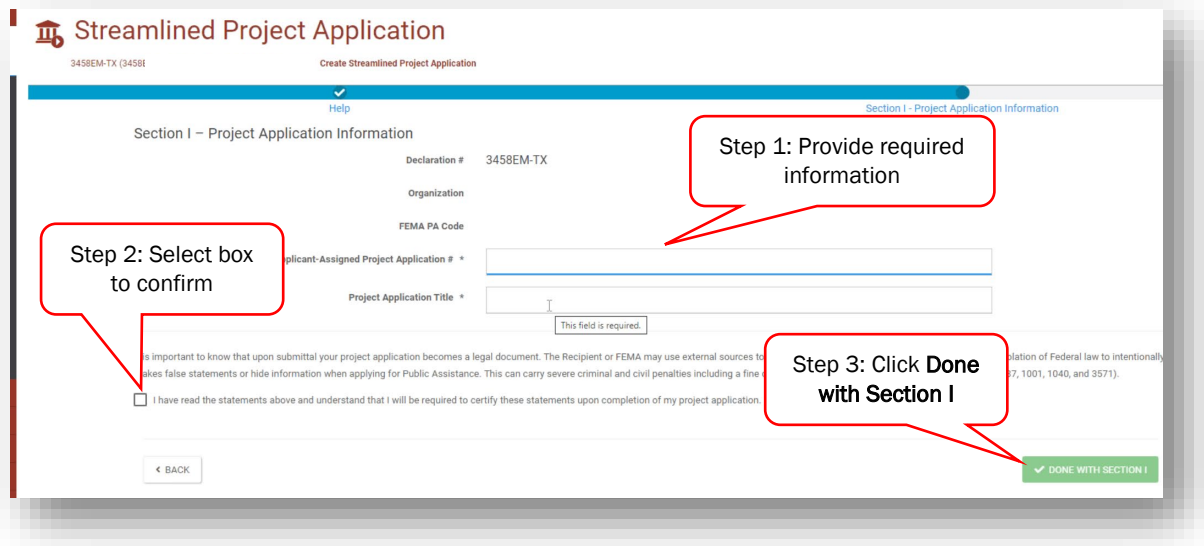
- **Filling Out the Project Application**
  - The online project application will require the Applicant to fill out four sections:
    - Section I - Project Application Information
      - Basic information identifying the activities for which funding is being requested
    - Section II - Scope of Work
      - 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”.



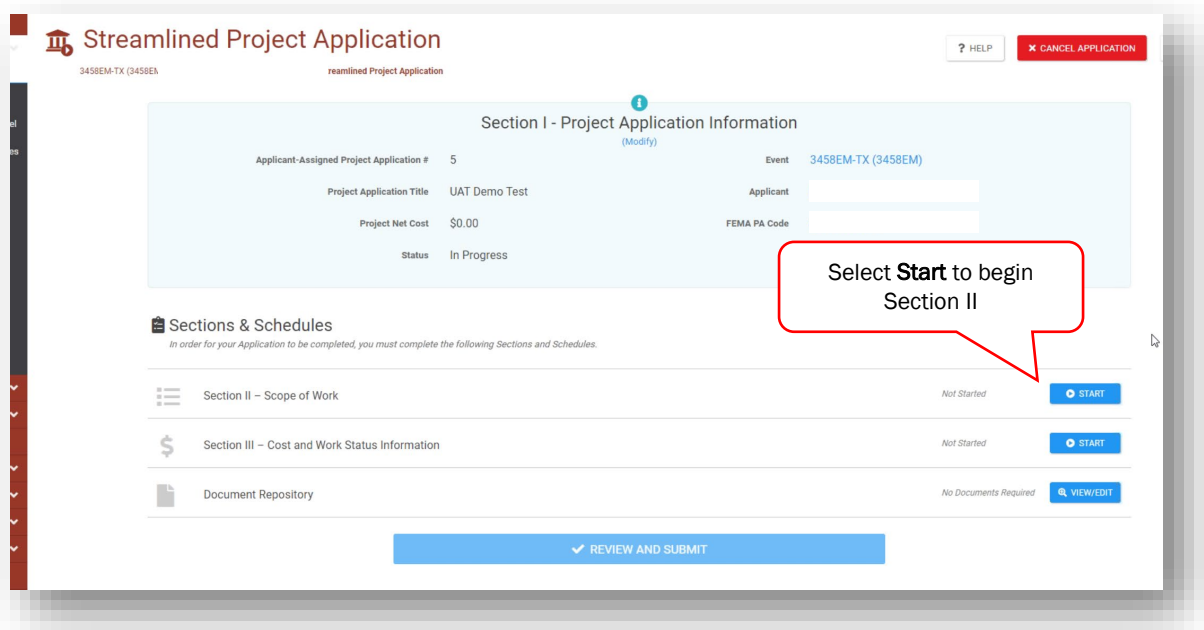
# Completing and Submitting the COVID-19 Streamlined Project Application

## Public Assistance Applicant Quick Guide

- 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”



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



# Completing and Submitting the COVID-19 Streamlined Project Application

## Public Assistance Applicant Quick Guide

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

**Streamlined Project Application** Section II – Scope of Work

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

**Section II Instructions**  
Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to COVID-19. For certain activities, Applicants must provide additional information in Schedules D and F.

### Description of Activities

Please provide a brief description of the activities the Applicant conducted or will conduct. \*

Please select all the activities the Applicant conducted or will conduct. \*

**Management, control, and reduction of immediate threats to public health and safety**

- 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
- Purchase and distribution of other commodities

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

**Streamlined Project Application** Section II – Scope of Work

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

- High-risk population sheltering
- Healthcare worker and first responder temporary lodging
- Household pet or assistance animal or service animal sheltering
- Other

**Other**

- Other Activity

Please select the method(s) of work the Applicant used or will use to complete the activities reported above.

- Establishment of temporary facilities >
- Staging resources at an undeveloped site
- Purchase of meals for emergency workers
- Purchase of supplies or equipment
- Purchase of land or buildings

**⚠ 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

**Select Proceed**

**PROCEED >**

# Completing and Submitting the COVID-19 Streamlined Project Application

## Public Assistance Applicant Quick Guide

- 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) | Streamlined 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**

Select **Start** to begin Section III

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

General Cost & Work Status Questions | Summary

**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

# Completing and Submitting the COVID-19 Streamlined Project Application

## Public Assistance Applicant Quick Guide

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

The screenshot shows a web form with the following content:

- Title:** What is the status of the activities reported in Section II? \*
- Text:** 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.
- Radio Buttons:**
  - Activities started and completed
  - Activities started with projected end date
  - Activities started with no predictable end date
  - Activities have not started
- Form Fields:**
  - Date Started \*** 04/30/2020
  - Date Completed \*** 04/30/2020
- Warning Message:** ⚠ 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 \$131,100.00.
- Buttons:** A blue button labeled "PROCEED" with a right-pointing arrow is located at the bottom right. A red callout box with the text "Select Proceed" points to this button.

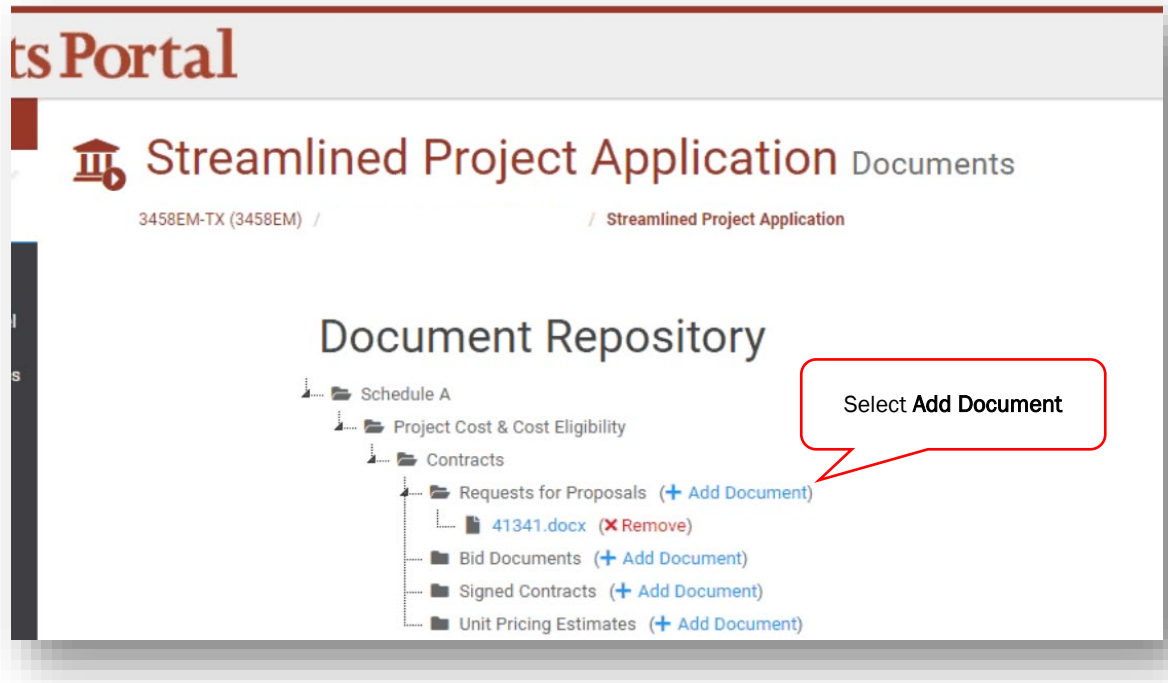
- Return to the summary page to complete any additional schedules required based on responses in Sections I-III. These schedules must be completed before submitting the online project application.
- **Uploading Documentation**
- In each section and schedule, the Applicant must upload supporting documentation. 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.

The screenshot shows the 'Streamlined Project Application' interface for 'Schedule C - In Progress Work Estimate'. The breadcrumb trail is: Streamlined Project Application > Schedule C - In Progress Work Estimate. The page has a navigation bar with tabs: Budget Estimate, Project Cost & Cost Eligibility, Deductions, Documents, and Summary. A blue banner contains 'Schedule C Instructions' with a note: '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 \$131,100.00.' Below this is a 'Documents' section with a tree view of folders and files, each with an '+ Add Document' link. Some folders are marked as 'Required' with a red 'X' icon. The tree view includes: Budget Estimates, Project Cost & Cost Eligibility, Contracts, Contract Cost Summaries, Contract Documentation, Change Orders, Summary of Invoices, Costs or Price Analysis Documentation, Procurement Policies, Other Procurement Documentation, Contractor Oversight Documentation, Award Estimate Documentation, PA COVID-19 Contract Reports, and Cost or Price Analysis Documentation.

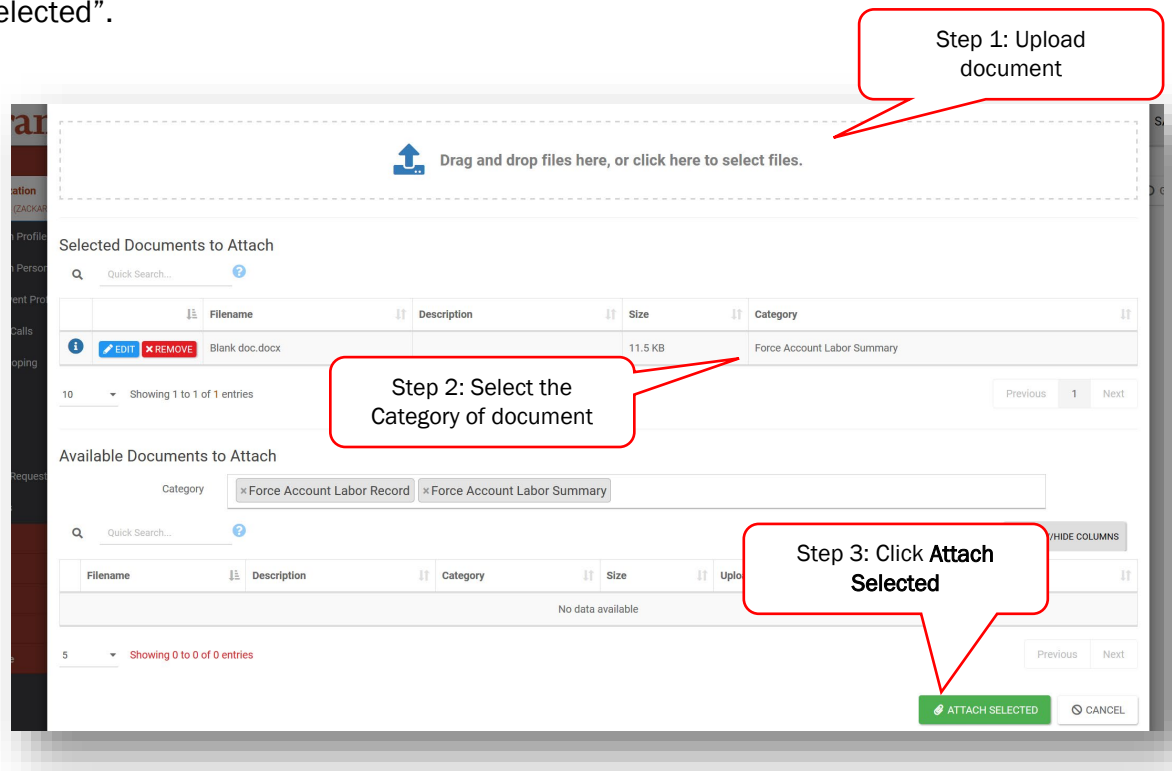
# Completing and Submitting the COVID-19 Streamlined Project Application

## Public Assistance Applicant Quick Guide

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



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



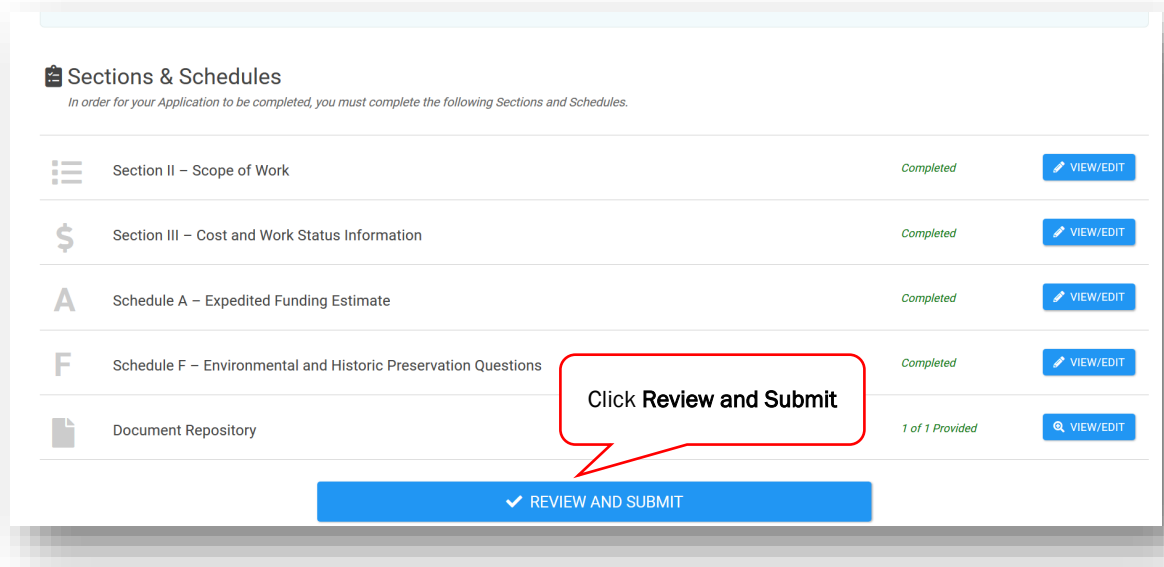


# Completing and Submitting the COVID-19 Streamlined Project Application

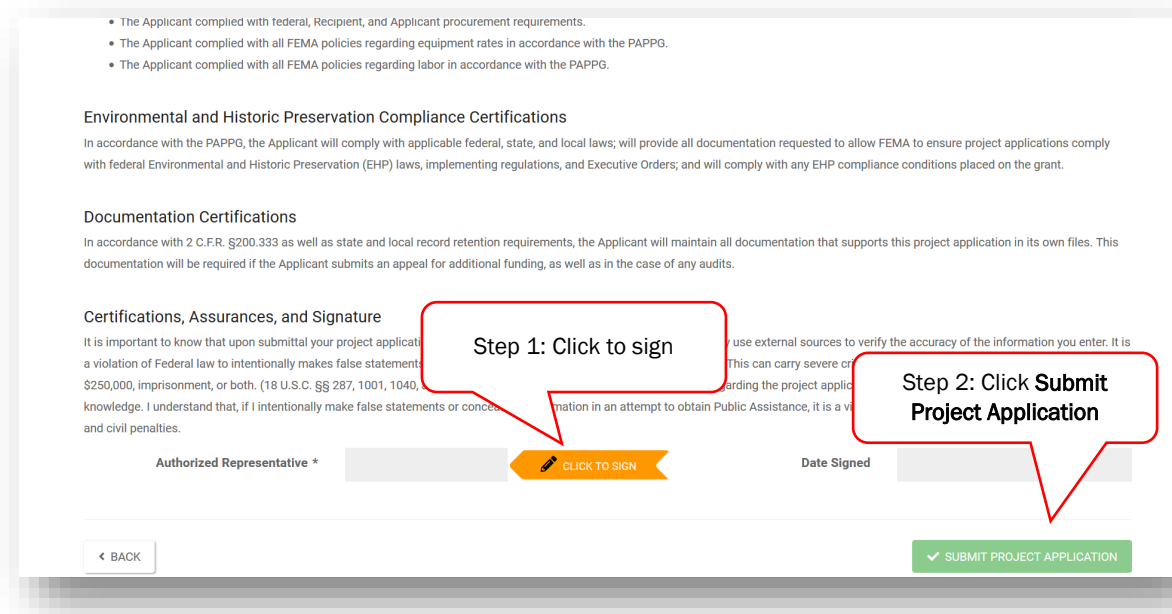
## Public Assistance Applicant Quick Guide

### □ 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.



- 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.



- Click “Submit Project Application”
- The project status in Grants Portal will be updated to “Pending CRC Development”.

# Completing and Submitting the COVID-19 Streamlined Project Application

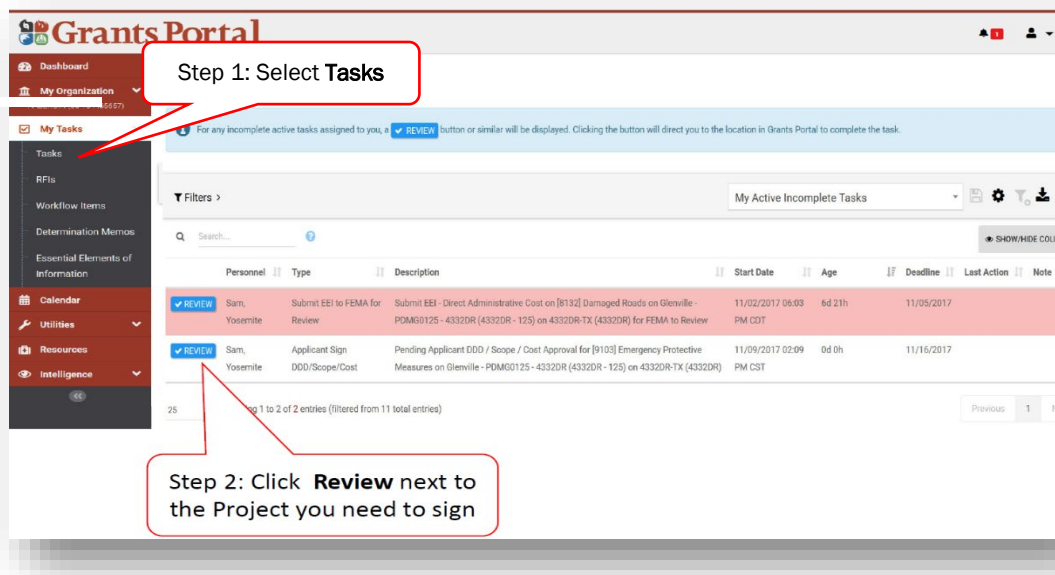
## Public Assistance Applicant Quick Guide

- 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.

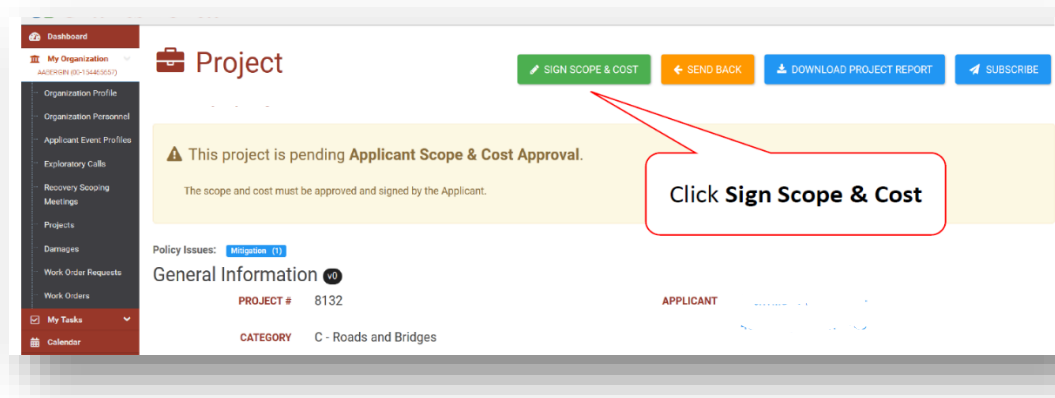
## Reviewing and Signing a Project

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.



# Completing and Submitting the COVID-19 Streamlined Project Application

## Public Assistance Applicant Quick Guide



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



- Click "Sign" at the bottom to complete

[Intentionally Blank]

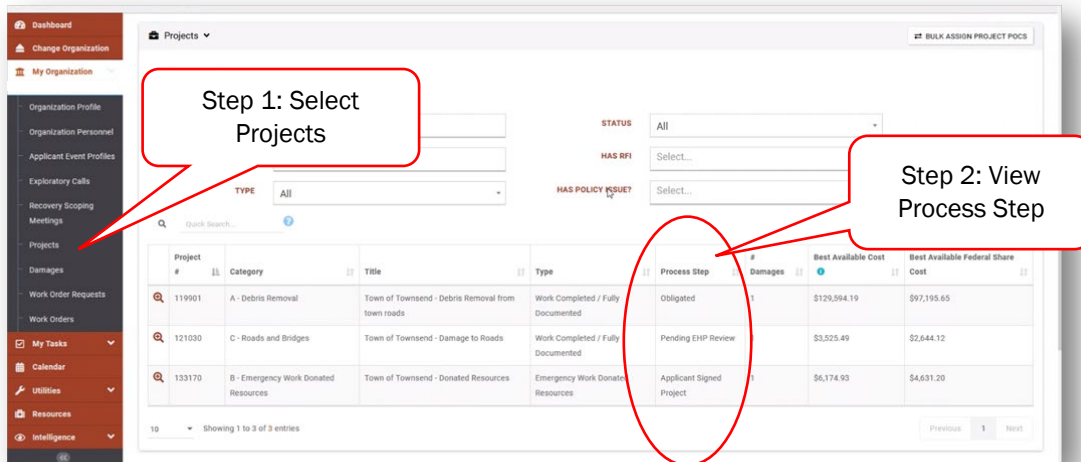
# Completing and Submitting the COVID-19 Streamlined Project Application

## Public Assistance Applicant Quick Guide

### 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	
<b>Pending Formulation Completion</b>	The project application is pending completion and upload by the Applicant.
<b>Pending CRC Project Development, Peer Review, Insurance Completion, QA Review, or EHP Review</b>	FEMA specialists are processing the project, including reviewing documentation, developing scopes of work and cost estimates, and ensuring compliance with applicable requirements.
<b>Pending Final FEMA Review</b>	A FEMA official is conducting a final application eligibility review.
<b>Pending Recipient Final Review</b>	A Recipient official is conducting a final application eligibility review.
<b>Pending Applicant Project Review</b>	The application is ready for the Applicant’s final review and signature.
<b>Applicant Signed Project</b>	The application is ready for FEMA to make funding available through the Recipient for the Applicant.
<b>Obligated</b>	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](#).