

# 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 <u>not</u> 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

Public Assistance Applicant Quick Guide

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

So man	SI VI UII	
<ul> <li>Dashboard</li> <li>Change Organization</li> </ul>	Resources	Step 2: Click the <b>Public Assistance</b> <b>Project Forms</b> section
My Organization Organization Profile	COVID-19 Guidance > Contains materials and guidance specific to COVID-	
Organization Personnel Applicant Event Profiles	Public Assistance Project Forms V Collection of FEMA forms to help you organize and a	submit costs for reimbursement.
Exploratory Calls	Collection of PA and FMAGP Project	t Worksheet Forms
Recovery Scoping Meetings	Online resource with copies of all of FEMA's P	roject Worksheet Forms.
Projects Damages	Applicant's Benefits Calculation Wor This form is used to document and calculate t	rksheet the applicant's employees fringe benefits. (FEMA Form 009-0-128)
Work Order Requests	(Document) Last Updated: May 15th, 2018 2:34 PM	VET
Work Orders	Force Account Equipment Summary	Record
🗹 My Tasks 🗸 🗸		ertaining to the equipment utilized and associated cost. (FEMA Form 009-0-127)
🛗 Calendar		YET
🗜 Utilities 🔷	Contract Work Summary Record	
C Resources		performed for eligible projects. (FEMA Form 009-0-126)

#### □ Creating the Project Application

- o 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.

[Intentionally Blank

Public Assistance Applicant Quick Guide

Dashboard     My Organization		T PROJECT APPLICATION -
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> </ul>	Step 1: Select Applicant Event Profiles	
Applicant Event Profiles	© Make an SBA Loan Determination	_
<ul> <li>Exploratory Calls</li> </ul>	Step 2: Click Submit a Project	
Recovery Scoping Meetings	A City of Z CALINIDED 2:3 pending g	
Projects	A completed Project Application is required in order to application to FEMA. You may download a blank	Project Application if one was not pr
– Damages	© View In Progress Project Applications	
Work Order Requests	D view in Progress Project Application	
- Work Orders		

#### □ 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".

[Intentionally Blank

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. Application numbers are currently limited to a maximum of 10 numeric characters only (no letters or symbols).
  - □ Select the box at the bottom confirming certification of responses.
  - □ Click "Done with Section I"



Public Assistance Applicant Quick Guide

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

28. reamlined Project App		•		
	Section I - Pr	oject Application Information		
Applicant-Assigned Project Applicatio	n# 5	Event	3458EM-TX (3458EM)	
Project Application T	itle UAT Demo Test	Applicant		
Project Net C	ost \$0.00	FEMA PA Code		
Sta	tus In Progress		Select <b>Start</b> to begin Section II	
Sections & Schedules in order for your Application to be completed, you must con	plete the following Sections and Sched	Lifes.		
Section II - Scope of Work			Not Starled	O START
Section III – Cost and Work Status Inform	ation		Not Started	O START
Document Repository			No Documenta Required	VIEW/EDIT
_		REVIEW AND SUBMIT		

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

Description of Activities	Locations	Documents	Sur
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 provid	e additional information in Schedules
Description of Activ	ities		
Please provide a brief description of	the activities the Applicant conducted or will con	duct. *	
1			
		2	
Please select all the activities the Ap	plicant conducted or will conduct. *	4	
Please select all the activities the Ap		D2	
		D2	
Management, control, and reduction of immed		D2	
Management, control, and reduction of immed		D <sub>2</sub>	
Management, control, and reduction of immed	late threats to public health and safety	Þ	
Management, control, and reduction of immed  Emergency operations center activities  Training  Facility disinfection	late threats to public health and safety	4	
Management, centrol, and reduction of immed Emergency operations center activities Training Facility disinfection Technical assistance on emergency management	late threats to public health and safety perment to provide warrings and guidance.	4	
Management, control, and reduction of immed	late threats to public health and safety perment to provide warnings and guidance quipment, or other resources	4	

• After all required questions have been answered, click "Proceed"

3458EM-TX (3458EM)	Streamlined Project Application	
High-risk populat	on sheltering	
Healthcare worke	r and first responder temporary lodging	
Household pet or	assistance animal or service animal sheltering	
Cither		
Other		
Other Activity		
Please select the	nethod(s) of work the Applicant used or will use to complete the activiti	es reported above.
Establishment of ten	porary facilities >	
Istaging resources at	an undeveloped site	
Purchase of meals for	r emergency workers	
Purchase of supplies	or equipment	
Purchase of land or b	uildings	
	Q	
	swers, you will be required to complete a Schedule F form for this Application upon comple	
You are required to • Decontamination	complete a Schedule F form because of the following being indicated:	Select Proceed
	es at an undeveloped site	
		N
		PROCEED >

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

			0		
		Section I - Pr	roject 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			
IE	ier for your Application to be completed, you must complete Section II – Scope of Work			Section III	GTART
\$	Section III – Cost and Work Status Information			Not Started	O START
lli	Document Repository			No Document	a Required Q VIEW/EDIT
			REVIEW AND SUBMIT		

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

O 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 instr Applicants must also complete Schedule A, B, C, or EZ as instr	ucted 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 protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial docume required to provide all Information including all documentation to support actual incurred costs, to support the initial 50% of fund Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In gene FEMA public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited f funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only availa time periods.	ntation. However, the Applicant will then be ing before receiving any additional funding. ral, Applicants who have never received unding or, at a minimum, discuss expedited
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	Þ

• After all required questions have been answered, click "Proceed"

	est funding for activities	conducted prior to 01/20/2020, th		of the COVID-19 incident period. This question should be answered once ia for certain activities are limited to specific time periods, FEMA will ask	
particular activity was or w					
<ul> <li>Activities started and</li> </ul>	completed				
	Date Started *	04/30/2020			
	Date Completed *	04/30/2020			
O Activities started with	projected end date				
O Activities started with	no predictable end date				
O Activities have not sta	rted				
		red to complete a Schedule EZ f			head
You are required to o	ompliete a Schedule EZ	form because the Applicant's estim	lated cost f	or activities reported in Section 1 Select Prov	ceeu
					$\sim -$
					N
					PROCEE

 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

- 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.

Streamlined P	roject Application Schedule C 1-06104-00) / Streamlined Project Application	– In Progress Work Estimate		? HELP B SAVE
Budget Estimate	Project Cost & Cost Eligibility	Deductions	Documents	Summa
O Schedule C	Instructions			
	instructions omplete this schedule if the Applicant (1) has not started or is in the p	rocess of completing the activities reported in Sectio	n III and (2) the cost of the activities reported in Section II is	over \$131,100.00.
Documen	ts			
	Budget Estimates (+ Add Document) Required			
4	- Se Project Cost & Cost Eligibility			
	- Contracts			
	In Contract Cost Summaries (+ Add Document)			
	Contract Documentation (+ Add Document)     Be Change Orders (+ Add Document)			
	Bummary of Invoices (+ Add Document)			
	De Costa or Price Analysis Documentation (+ Add Docum	uent)		
	Im Procurement Policies (+ Add Document)			
	E Other Procurement Documentation (+ Add Document)			
	E Contractor Oversight Documentation (+ Add Documen	0		
	Award Estimate Documentation     PA COVID-19 Contract Reports (+ Add Document)			

- 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.

[Intentionally Blank

Public Assistance Applicant Quick Guide



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

	ected Documents	to Attach						Option 1: Uplo document	ad
٩		Filename		Description	11	Size	Category	accument	
0	FDIT X REMOVE	Blank doc.docx				11.5 KB	Force Account Labor Summ	nary	
	Category	× Force Account I	Labor Record	× Force Account Lab	or Summary				
Q	Quick Search	0						@ SHOW/	HIDE COLUN
	Filename	11 Description		Category	Size	11 Up	loaded Date	Uploaded By	

 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.

Public Assistance Applicant Quick Guide

	s	elect Edit	nd drop	files her	e, or click h	ere to select	files.		
	-	s to Attach							
Q	Quick Search	Filename		Description		Size	Category		It
~	EDIT X REMOVE	employee_summary.png				424.2 KB	Force Account Lat	bor Record	
Q	Category	× Force Account Labor Re	cord × For	ce Account	Labor Summa	гу			
	ename 🗍	Description	Category		Size	Uploaded Date		Uploaded By	IDE COLUMNS
				No data a	wailable				
		of 0 entries							ous Next

• Click "Attach Selected" to upload the document(s).

	cted Documents to	o Attach				
Q	Quick Search	0				
	Di H	lename 11	Description	Size 11	Category	
0	FOIT X REMOVE	lank doc.docx		11.5 KB	Force Account Labor Summary	
	able Documents t		# Force Account Labor Summary			2
Q	Quick Search	0			Step 3: Click Attach	NS
F	ilename	11 Description	It Category It Siz	e    Uploa	selected	11

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.

_	Section II – Scope of Work	Completed	🖋 VIEW/EDI
\$	Section III – Cost and Work Status Information	Completed	🥜 VIEW/EDI
4	Schedule A – Expedited Funding Estimate	Completed	✔ VIEW/EDI
-	Schedule F – Environmental and Historic Preservation Questions	Completed	VIEW/EDI
Ŀ	Click Review and Submit	1 of 1 Provided	

- 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.

Environmental	and Historic Preservation Compliance Certifications
In accordance with t	he 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 Environn	nental 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 b	e required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.
It is important to kno a violation of Federa \$250,000, imprisonn knowledge. I underst and civil penalties.	Assurances, and Signature w that upon submittal your project applicat law to intentionally make false statements ent, or both. (18 U.S.C. §g 287, 1001, 1040, and that, if I intentionally make false statements or concol ration in an attempt to obtain Public Assistance, it is a v recursor to scole recursor to s

Public Assistance Applicant Quick Guide

- o 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.

Public Assistance Applicant Quick Guide

nation Personnel		
nt Event Problem nory Calls	A This project is pending Applicant Scope & Cost Approve	al.
ny Sosping ga	The scope and cost must be approved and signed by the Applicant.	Click Sign Scope & Cost
• ••	Policy Issues: Micputer (1)	
nder Requests	General Information 🚳	
nders	PROJECT # 8132	APPLICANT
aka 🌱 ter	CATEGORY C - Roads and Bridges	
<ul> <li>Inspeption TARCK ep</li> <li>HP Additional Inform</li> </ul>	and .	
HP Additional Inform	and .	
HP Additional Inform	rri afon	
HP Additional Inform thes are a attitional environ these are an attitional environ Sign Document	rri afon	M3 1106207

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

Sign Document	Name *	YosemiteSam			Step 1: Type Name
Signatur		Arizonia			Select Signature ont Style
		Yasemite Sam			ertinent to a Federal award d quarterly or annually, from
Enter Pas	ssword *	•••••			Step 3: Enter Password
				⇒ sign ⊃ can	ICEL
Insurance					
There are no additional	insurance i	nformation on Emergency Protective Meas	Step 4: Cl	ick Sign	

□ Click "Sign" at the bottom to complete

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

ange Organization	-	Projects ¥		_				27 BULK ASSION PROJECT POCS
anization Profile anization Personnel	ſ	St	ep 1: Select Projects		STATUS	Ali		
Reant Event Profiles	C	-			HAS RFI	Select		Stop O. View
ioratory Calls	/	/	TYPE All		HAS POLICY SUE?	Select		Step 2: View
overy Scoping rtings	4	Quick Dears	a 0			$\frown$		Process Step
ects		Project					Best Available Cost	Best Available Federal Share
ingen			Category	Title	Туре	Process Step Damage		11 Cost 11
Order Requests	Q	119901	A - Debris Removal	Town of Townsend - Debris Removal from fawn roads	Work Completed / Fully Documented	Obligated 1	\$129,594.19	\$97,195.65
Orders Tasks 🗸	Q	121030	C - Roads and Bridges	Town of Townsend - Damage to Roads	Work Completed / Fully	Pending EHP Review	\$3,525.49	82,644.12
ndar					Documented			
ties 🗸	Q	133170	8 - Emergency Work Donated Resources	Town of Townsend - Donated Resources	Emergency Work Donates Resources	Applicant Signed 1 Project	\$6,174.93	\$4,631.29
ources								
	10	* Show	ing 1 to 3 of 3 entries					Previous 1 Next

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 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 <u>Public Assistance</u> <u>Program and Policy Guide</u>, and other resources available on <u>Grants Portal</u>.