

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.

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

Dashboard		
Change Organization	Resources	Step 2: Click the Public Assistance
My Organization	COVID-19 Guidance >	Project Forms section
Organization Profile	Contains materials and guidance specific to COV	10-19 Declarations
Organization Personnel	Public Assistance Project Forms V	
Applicant Event Profiles	Collection of FEMA forms to help you organize a	nd submit costs for reimbursement.
Exploratory Calls	Collection of PA and FMAGP Proje	ect Worksheet Forms
Recovery Scoping	Online resource with copies of all of FEMA'	s Project Worksheet Forms.
Meetings	Last Updated: May 15th, 2018 2:16 PM VET	r
Projects	Applicant's Benefits Calculation W	lorksheet
Damages		te the applicant's employees fringe benefits. (FEMA Form 009-0-128)
Work Order Requests	Document Last Updated: May 15th, 2018 2:34 P	
Work Orders	Force Account Equipment Summa	ary Record
] My Tasks 🗸 🗸		pertaining to the equipment utilized and associated cost. (FEMA Form 009-0-127)
Calendar	Step 1: Select Resources	a vet
^L Utilities V	Contract Work Summary Record	
Resources		rk performed for eligible projects. (FEMA Form 009-0-126)

□ 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.

Organization Profile Event Profiles Organization Personnel Entruction is pending for City of Applicant Event Profiles Important and the personnel Exploratory Calls Step 2: Click Submit a Project Application Recovery Scoping Meetings Important is pending graphication to FEMA. You may download a blank Project Application if one was not performing to mages Projects Import Project Application Damages Import Project Applications Vork Order Requests Import Project Application	 Dashboard Ⅲ My Organization 	
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Applicatile Event Profines Step 2: Click Submit a Project Application Exploratory Calls Step 2: Click Submit a Project Application Meetings City of is pending grape Projects A completed Project Application is required to submit your application to FEMA. You may download a blank Project Application if one was not p Damages ☆ Submit a Project Application Work Order Requests ☆ Download a blank Project Application	 Organization Personnel 	an Determination is pending for City of
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Projects Cr Submit a Project Application Damages Cr View In Progress Project Applications Work Order Requests Cr Download a blank Project Application	Meetings	
Work Order Requests	 Projects 	
Construction Construction Construction	– Damages	CP View In Progress Project Applications
- Wark Ordere	 Work Order Requests 	CP Download a blank Project Application
Work orders	- Work Orders	

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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".

3458EM-TX (3458EM)	Streamlined Project	Application Help	
hat Will FEMA Reimburse?			
tivities and associated costs that are eligible	for Public Assistance funding can be for	und in FEMA's Public Assistance Program and Polic	by Guide (PAPPG) and guidance documents are available in the Grants Portal Resources page
hat Information is Required?			
complete this application, you will need:			
A description of the activities including v	hen, where, and by whom the activities w	were completed or will be completed.	
		d with contract, labor, equipment, supply, material, a	and other cost types.
 Documentation supporting the activities 	completed and costs claimed.		
low Many Applications Should I S	ubmit?		
reduce funding delays and maximize your ad	ministrative flexibility to track costs, you	should generally report all activities on one project	t application. However, submitting a separate application for distinct activities or time perio
Immediate funding need: you may subm	it an initial project application to request	funding for a limited list of activities and time period	ods and follow-up with an additional application.
			ps, or new construction may require FEMA to complete a more in-depth environmental or his
funding for other activities separate thes	e activities into a separate application. F	or additional information, see the COVID-19 Fact Sr	heet: Environmental and Historic Preservation and Emergency Protective Measures for COV
hat Happens After Submitting th	e Project Application?		
MA and the Recipient will review the informa	tion in the project application and may fo	llow up with limited requests for additional informa	ation as part of the process outlined in the FEMA Fact Sheet Coronavirus (COVID-19) Pande
ibmission:			
1. FEMA and the Recipient review the proje	ct application and validate information		I federal laws and regulations. If there are additional questions to evaluate the eligibili
contact you to discuss. 2. Upon completion of these reviews, you v	ill be notified that funding for your	Select Start a Project	to review, agree to terms and conditions, and sign to accept the subgrant.
3. Once you sign the subgrant, FEMA make		•	to review, agree to terma and contantona, and agritto accept the adogram.
4. Once FEMA obligates and transfers fund	ing for the subgrant, you will beco	Application	ent may request additional information before disbursing funds to you.
5. The Recipient will work directly with you		r	direments, and close the subgrant in accordance with 44 C.F.R. § 206.204-209, 2 C.F.R
	nagement and Grant Closeout SOP.		
Guide (PAPPG), and FEMA's Program Ma			
Guide (PAPPG), and FEMA's Program Ma			
Guide (PAPPG), and FEMA's Program Ma		🖋 START A PI	ROJECT 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"

	~				
	Help		_	Section I - Project Appli	cation Information
Section I - Project A	pplication Information				
	Declaration #	3458EM-TX	5	Step 1: Provide required	
				information	
	Organization)
	FEMA PA Code				
Step 2: Select box	plicant-Assigned Project Application # *				
to confirm	prease assigned respect Appreasion #				
	Project Application Title *	т			
		This field is r	required.		
	n submittal your project application becomes a	The Devision of The Devision of			plation of Federal law to inte
	n submittal your project application becomes a information when applying for Public Assistance	· · · · · · · · · · · · · · · · · · ·		Sten 3. Lilck Done	37, 1001, 1040, and 3571).
L have read the statements	above and understand that I will be required to a	ertify these statements upon co	ompletion of my project app	with Section I	
		,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
					<u> </u>
< BACK					✓ DONE WITH SECTI

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

EN	reamlined Project Applicatio		0		
		Section I - Pro	oject Application Information		
	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		Select Start to begin	
_	ctions & Schedules er for your Application to be completed, you must complete	the following Sections and Schedu	iles.	Section II	
1	Section II – Scope of Work			Not Started	O START
\$	Section III – Cost and Work Status Information			Not Started	• START
	Document Repository			No Documents Required	Q VIEW/EDIT
		~	REVIEW AND SUBMIT		

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

Description of Activities	Locations	Documents	SL
Section II Instructions Applicants must complete this section and	describe the activities that the Applicant conducted or will condu	ct in response to COVID-19. For certain activities, Applicants must pro	vide additional information in Schedules
Description of Activ	ities		
Please provide a brief description of	the activities the Applicant conducted or will co	nduct. *	
1			
Please select all the activities the Ap	nlicent conducted or will conduct *	2	
Management, control, and reduction of immed			
Emergency operations center activities	ate threats to public health and safety		
Facility disinfection			
Technical assistance on emergency managed	ement		
Dissemination of information to the public			
Pre-positioning or movement of supplies, e	quipment, or other resources		
Purchase and distribution of food, water, o	ice		

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

3458EM-TX (3458EM)	/ Streamlined Project Application	
High-risk populatio	n sheltering and first responder temporary lodging	
	and instresponder temporary logging ssistance animal or service animal sheltering	
Other	sastance animal or service animal shertening	
Other		
Other Activity		
Please select the m	nethod(s) of work the Applicant used or will use to complete the activities reported abov	ve.
Establishment of temp	iorary facilities >	
Staging resources at a	n undeveloped site	
Purchase of meals for	emergency workers	
Purchase of supplies of	or equipment	
Purchase of land or bu	ildings	
	Δ	
A Based on your ans	wers, you will be required to complete a Schedule F form for this Application upon completion of Section II.	
You are required to c	complete a Schedule F form because of the following being indicated:	Select Proceed
Decontamination		Jelect Floceed
 Staging resource 	s at an undeveloped site	
		PROCEED
		PROCEED

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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.

		0		
	Section I - Project	ct Application Information		
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			
			Section II	J START
Section II – Scope of Work			1010	O START
Section II – Scope of Work			Not Start	
Section II – Scope of Work				

• 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 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 III protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before rece Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In general, Applicants FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited funding or at tri- funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only available for activitie	e life-saving emergency vever, the Applicant will then be
An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue lin protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before rece Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In general, Applicants FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited funding or, at ar	vever, the Applicant will then be
time periods. Does the Applicant want to request expedited funding? * Ves No	nts who have never received a minimum, discuss expedited
▲ 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	L3

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

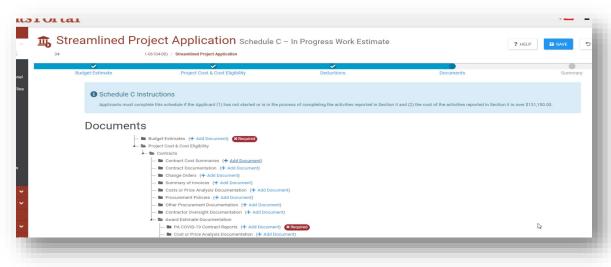
Activities started and completed Date Started * 04/30/2020 Date Completed * 04/30/2020 Activities started with projected end date Activities started with no predictable end date Activities started with no predictable end date Activities have not started Massed on your answers, you will be required to complete a Schedule EZ form for this application upon completion Course required to complete a Schedule EZ form because the Applicant's estimated cost for activities reported in Section I Select Proceed	An Applicant may no reported in Section II		s conducted prior to 01/20/2020, the be d the latest end date). If FEMA's eligibil				
Date Started * 04/30/2020 iii Date Completed * 04/30/2020 iii Activities started with projected end date iii Activities started with no predictable end date iii Activities have not started iii							
 Activities started with projected end date Activities started with no predictable end date Activities have not started A started with no predictable and date Activities have not started	Ũ		04/30/2020	曲			
Activities started with no predictable end date Activities have not started Activities have not started Based on your answers, you will be required to complete a Schedule EZ form for this application upon completion		Date Completed *	04/30/2020	⇔			
	O Activities starte	d with no predictable end dat	2				
					Select	Proceed	
							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.



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• To submit a document, select "Add Document".

Portal	
Streamlined Project Applicatio	
Document Repository	Select Add Document
 Contracts Requests for Proposals (+ Add Document) Bid Documents (+ Add Document) Signed Contracts (+ Add Document) 	
 Init Pricing Estimates (+ Add Document) 	

 Upload the document(s), select the Category if necessary, and click "Attach Selected".
 Step 1: Upload

		Drag and dro	p files here, or click he	re to select files.	document
Selected Documents	to Attach				
ΤE	Filename	1 Description	.↓↑ Size	↓↑ Category	1
EDIT × REMOVE	Blank doc.docx		11.5 KB	Force Account Labo	r Summary
Showing 1 to 1 of		Step 2: Selec Category of doc			Previous 1 Next
Category	× Force Account Labor	Record × Force Account L	abor Summary		
Q Quick Search	Description	IT Category	↓† Size	422 U.S. 19	3: Click Attach Selected
			No data available		
5 • Showing 0 to 0 of	0 entries				Previous Next

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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.

_	Section II – Scope of Work	Completed	🖋 VIEW/EDIT
\$	Section III – Cost and Work Status Information	Completed	VIEW/EDIT
4	Schedule A – Expedited Funding Estimate	Completed	🖋 VIEW/EDIT
F	Schedule F – Environmental and Historic Preservation Questions	Completed	🖋 VIEW/EDIT
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.

	cies regarding labor in accordance with the PAPPG.
Environmental and Historic Preserva	ation Compliance Certifications
In accordance with the PAPPG, the Applicant will c	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	ion (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 sta	tate 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 sub	ibmits an appeal for additional funding, as well as in the case of any audits.
It is important to know that upon submittal your pr a violation of Federal law to intentionally makes fal \$250,000, imprisonment, or both. (18 U.S.C. §§ 28 knowledge. I understand that, if I intentionally mak and civil penalties.	As estatements or concernation in an attempt to obtain Public Assistance, it is a v Step 1: Click to Sign This can carry severe of arding the project applic Step 2: Click Submit Project Application
Authorized Representative *	CLICK TO SIGN Date Signed

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

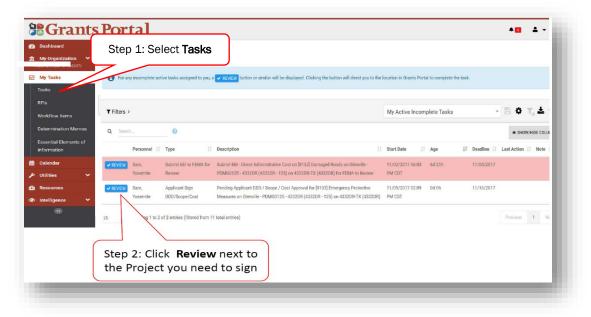
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 When the application enters "Pending CRC Development" status, the application has been routed to staff at a FEMA Consolidated Resource Center where FEMA specialists scope, cost, validate and review the information in the project application for compliance 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.

My Organization V Addengin (00-154465657)	💼 Project		SIGN SCOPE & COST	🗲 SEND BACK	▲ DOWNLOAD PROJECT REPORT	🛃 SUBSCRIBE
Organization Profile						
Organization Personnel						
Applicant Event Profiles	A					
Exploratory Calls	A This project is pe	ending Applicant Scope & Cos	t Approval.			
Recovery Scoping Meetings	The scope and cost must	be approved and signed by the Applicant.		Click Sig	n Scope & Cost	
Projects)	
Damages	Policy Issues: Mitigation (1)					
Work Order Requests	General Information	on 💿				
Work Orders	PROJECT #	8132		APPLICANT		
My Tasks 🗸 🗸				5		
Calendar	CATEGORY	C - Roads and Bridges				

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ere	 DATE 11/09/2017	- 1

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

Print Name *	YosemiteSam			(20:00%) 010,400.
Signature Style *	Arizonia	St		ct Signature Style
	Yosemite Sam			ertinent to a Federai award d quarterly or annually, fror
Enter Password *	•••••			tep 3: Enter Password
		→ SIGN	CANCEL	
Insurance				
There are no additional insurance i	information on Emergency Protective Measur	res.	\mathbf{h}	

□ Click "Sign" at the bottom to complete

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Tracking a Project Submission

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

- $\hfill\square$ Navigate to the My Organization tab in Grants Portal
- □ Click "Projects" on the left side of the dashboard
- $\hfill\square$ A page showing all of the Applicant's projects will appear
- □ Identify the current status of the project in the Process Step column

hboard		Projects 🗸						E BULK ASSIGN PROJECT POCS
Organization	$\left[\right]$	St	ep 1: Select Projects		STATUS	All		
cant Event Profiles	L	_	11050000		HAS RFI	Select	(o. o.) <i>"</i>
oratory Calls			TYPE All		HAS POLICY ISSUE?	Select		Step 2: View
very Scoping ings	a	Quick Searc				\frown		Process Step
cts		Project					Best Available Cost	Best Available Federal Share
ges			Category 11	Title 11	Туре	Process Step	amages 11 0	11 Cost 11
Order Requests	Q	119901	A - Debris Removal	Town of Townsend - Debris Removal from town roads	Work Completed / Fully Documented	Obligated 1	\$129,594.19	\$97,195.65
Orders	Q	121030	C - Roads and Bridges	Town of Townsend - Damage to Roads	Work Completed / Fully	Pending EHP Review	\$3.525.49	\$2.644.12
asks 💙	ų	121030	C - Roads and Bridges	rown or rownsend - Damage to Roads	Documented	Pending CHP Review	53,525.49	\$2,044.12
ndar	Q	133170	B - Emergency Work Donated	Town of Townsend - Donated Resources	Emergency Work Donates	Applicant Signed 1	\$6,174.93	\$4,631.20
ies 🛩			Resources		Resources	Project		
arces	10	♥ Showi	ing 1 to 3 of 3 entries		\			Previous 1 Next
ligence 💙					•			

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