necessary modifications.

Virtual

Applicant

Briefing

Download the application from Grants Portal by navigating to "Resources" and selecting 

April 10, 2020

# **Public Assistance Applicant Quick Guide**

**Completing and Submitting the** 

**COVID-19 Streamlined Project Application** 

This Quick Guide provides step-by-step guidance for Applicants on completing and submitting the COVID-19 Streamlined Project Application, 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.

download and complete the fillable Adobe Portable Document Format (.pdf) application using the instructions in the form and then upload it in Grants Portal. The Applicant can track the status of the application, provide additional requested information, review and sign projects, and make

#### COVID-19 Streamlined Project Application

Grants Portal

Account

Creation and

RPA

The COVID-19 Streamlined Project Application is the formal request for COVID-19 funding under the Public Assistance program. The project application requests information about the activities for which the Applicant is requesting funding and any supporting documentation to justify that request. Applicants

# Completing and Submitting the Project Application in Grants Portal

COVID-19

Streamlined

Project

Application

The Applicant will complete the following steps to develop the application:

"Forms and Templates":

FEMA and

Recipient

Review



# **Grants Portal**

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

Post-Award

Activities

Applicant Signs

Project

Public Assistance Applicant Quick Guide

🖌 Utilities	*	Step 1: Select Resources
Resources	_	Guida
Intelligence	~	
		Legal Authorities > Laws and Regulations applicable to FEMA Public Assistance.
		Public Assistance Policy > Current and previous Public Assistance Program Police Step 2: Select Forms and Templates
		Forms and Templates > FEMA resources for project formulation.

- □ Use the instructions in the project application document to complete the appropriate sections.
- □ Once complete, submit the application by selecting "Submit Project Application" in the Applicant Event Profile.

Deshboard				
My Organization V Dy of Disarders (Datary) Organization Profile	Applicant Ev		Select Submit	
Organization Personnel			Project Application	
Applicant Event Profiles	O Submit a project application			
Exploratory Calls				
Recovery Scoping	General Information		Event Information	
Meetings	FEMA PA CODE		9 80L	4480DR
Projects	NAME		EVENT NAME	44800R NY
Damages	TYPE		EVENT NAME	44000/01T
Work Order Requests			EVENT TYPE	Disaster
Work Orders	sector		INCIDENT TYPE	Biological
	STATUS	Eligible	INCIDENT LEVEL	1
My Tasks	RPA DECISION DATE	04/09/2020 02:10 PM AST	BROBERT LEVEL	3
Celender	PROCESS STOP		INCIDENT START DATE	January 20, 2020

- □ Before uploading, the system will request the Applicant respond to the following required questions:
  - Project Application Title
  - o Applicant-Assigned Project Application Number
  - What is the total Net Cost Claimed for this Group of Activities?
  - Is the Work on this Project Completed?
- □ After responding to all questions, upload the completed project application.

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Grants	Portal -
Dentificant My Organization ( In of Disasters (Dense) Organization Profile	Submit Project Application
Organization Personnel Applicant Overt Profiles	Please answer a few questions about your project, then upload your completed Project Application before submitting your project.
Coploratory Calls	Project Application Information
Recovery Scoping Meetings	PROJECT APPLICATION TITLE *
Projecto	APPLICANT ASSISTAND PROJECT APPLICATION #
Damages Work Order Requests	INHAT IS THE TOTAL NET COST CLAIMED FOR THIS DROUP-OF     ACTIVITIES -
Work Ordens	IS THE WORK ON THIS PROJECT COMPLETED? * Select
My Taska 🗢 Calendar	Plane update vote codenume Project APPlication
utilities V Renources	Supporting Documentation *
Intelligence w	

□ Add all supporting documentation by selecting the "Upload Documentation" button

Work Orders Wy Tasks Calendar	*	IS THE WORK ON THIS PROJECT COMPLETED? *	Select	
<ul> <li>Utilities</li> <li>Resources</li> <li>Intelligence</li> </ul>	*	Supporting Documentation V		Select Upload Supporting
e		No supporting documentation has been added.	_	

- When all questions have been answered and the project application along with supporting documentation has been uploaded, click "Submit Application". A system notification will confirm submission, and 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 the information in the project application for compliance with all state/local and Federal 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.

The Applicant will be notified by email that the application is ready for review. At that point, the Applicant may go to the Tasks tab and click "Review" to begin reviewing the project application.

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Dashboard My Organization ×			lect Tasks						
My Tasks	G For a	ny incomplete act	ive tasks assigned to you, i	REVIEW button or similar will be displayed. Clicking the button will direct you to the	location in Grants Port	al to complete the tas	k.		
RFIs Workflow Items	<b>▼</b> Filters	>			My Active Incom	plete Tasks	*	₿ ¢	۲, ۲
Determination Memos	Q Searc	ch	0					@ SH0	W/HIDE COLUI
Essential Elements of Information		Personnel 1	Туре ⊥↑	Description	Start Date	Age 🗍	Deadline 1	Last Action	IT Note
Galendar Vutilities V	<b>REVIEW</b>	Sam, Yosemite	Submit EEI to FEMA for Review	Submit EEI - Direct Administrative Cost on [8132] Damaged Roads on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) for FEMA to Review	11/02/2017 06:03 PM CDT	6d 21h	11/05/2017		
Resources	✓ REVIEW	Sam, Yosemite	Applicant Sign DDD/Scope/Cost	Pending Applicant DDD / Scope / Cost Approval for [9103] Emergency Protective Measures on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR)	11/09/2017 02:09 PM CST	0d 0h	11/16/2017		
۲	25	og 1 to 2	of 2 entries (filtered from 1	1 total entries)				Previous	1 No
			k <b>Reviev</b> you nee						

□ The Applicant may 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 AABERGIN (00-154465657)	💼 Project	SIGN SCOPE & COST	🗲 SEND BAC	K download project report	🛃 SUBSCRIBE
Organization Profile	4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125) / [8132] Damaged Roads				
··· Organization Personnel					
Applicant Event Profiles	A This sector is a sector that the sector of the				
··· Exploratory Calls	A This project is pending Applicant Scope & Cos	t Approval.	_		
<ul> <li>Recovery Scoping</li> <li>Meetings</li> </ul>	The scope and cost must be approved and signed by the Applicant.		Click S	ign Scope & Cost	
Projects					
Damages	Policy Issues: Mitigation (1)				
Work Order Requests	General Information 💿				
Work Orders	PROJECT # 8132		APPLICANT	Glenville - PDMG0125 -	
🗸 My Tasks 🗸 🗸				4332DR (4332DR - 125)	
曲 Calendar	CATEGORY C - Roads and Bridges				

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There are no additional mitigation information on Emergency Protective Measure				
Environmental Historical Preservation				
Is this project compliant with EHP laws and orders? 🔞				
EHP Conditions				
	iliance with NEPA and other Laws and Executive Oxiers. nance of federal functing requires recipient to comply with all federal, state and local laws. Failu or ground disturbance and if any potential architeciogical resources are decovered, will immedi			
EHP Additional Information				
There are no additional environmental historical preservation information on Env	gency Protective Measures.			
🛨 Sign Document				
SIGNATURE Signature here		DA	<sup>re</sup> 11/09/2017	
/ add to see	Click To Sign			

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

Print Name *	YosemiteSam -		
Signature Style *	Arizonia	Step 2: Selec Font S	-
	Yosemite Sam		tinent to a Federal awar quarterly or annually, fro
Enter Password *	•••••		ep 3: Enter assword
		SIGN CANCEL	
Insurance			

□ The Applicant can 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
- A page showing all of the Applicant's projects will appear
- □ Identify the current status of the project in the Process Step column

Change Organization	🏚 P	rojects 🛩						# BULK ASSIGN PROJECT POCS
My Organization	Acti	ive Inactiv						
nsend, Town of (083-80325-00)	_	_		_				
Organization Profile		<b>.</b>						
Organization Personnel			o 1: Select		STATUS	All	•	
Applicant Event Profiles		F	Projects		HAS RFI	Select		
Exploratory Calls	7	/	TYPE All		HAS POLICY ISSUE?	Select		
Recovery Scoping Meetings	٩	Quick Sear	ch 🔞				(	Step 2: View
Projects						$\frown$		
Damages		Project	Category	Title II	Туре	11 Process Step	es 🟦 🖸	Process Step
Work Order Requests	Q	119901	A - Debris Removal	Town of Townsend - Debris Removal from	Work Completed / Fully	Obligated	\$129,594.19	\$97,195.65
Work Orders				town roads	Documented			
My Tasks 👻	Q	121030	C - Roads and Bridges	Town of Townsend - Damage to Roads	Work Completed / Fully Documented	Pending EHP Review 1	\$3,525.49	\$2,644.12
Calendar	Q	133170	B - Emergency Work Donated	Town of Townsend - Donated Resources	Emergency Work Donated	Applicant Signed 1	\$6,174.93	\$4,631.20
Utilities 🗸			Resources		Resources	Project		
Resources			ing 1 to 3 of 3 entries			$\backslash$ /		Previous 1 Next
Intelligence 🗸	10	+ Show	ing i to a or a entries					Previous 1 Next
(6)						$\sim$		

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 Project 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 project eligibility review.
Pending Recipient Final Review	A Recipient official is conducting a final project eligibility review.
Pending Applicant Project Review	The project is ready for the Applicant's final review and signature.
Applicant Signed Project	The project 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>.