Completing and Submitting the COVID-19 Streamlined Project Application

Public Assistance Applicant Quick Guide

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.

COVID-19 Streamlined Project Application

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 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 necessary modifications.

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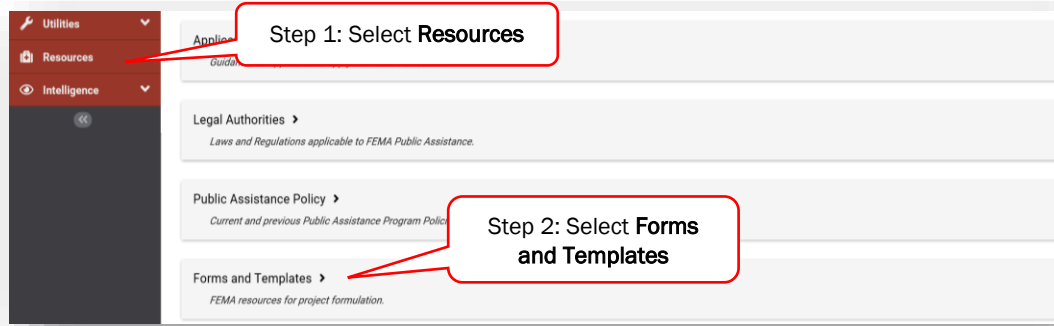> is the system used by Recipients and Applicants to manage PA grant applications.

Completing and Submitting the Project Application in Grants Portal

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

☐ Download the application from Grants Portal by navigating to "Resources" and selecting "Forms and Templates":

☐ 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.
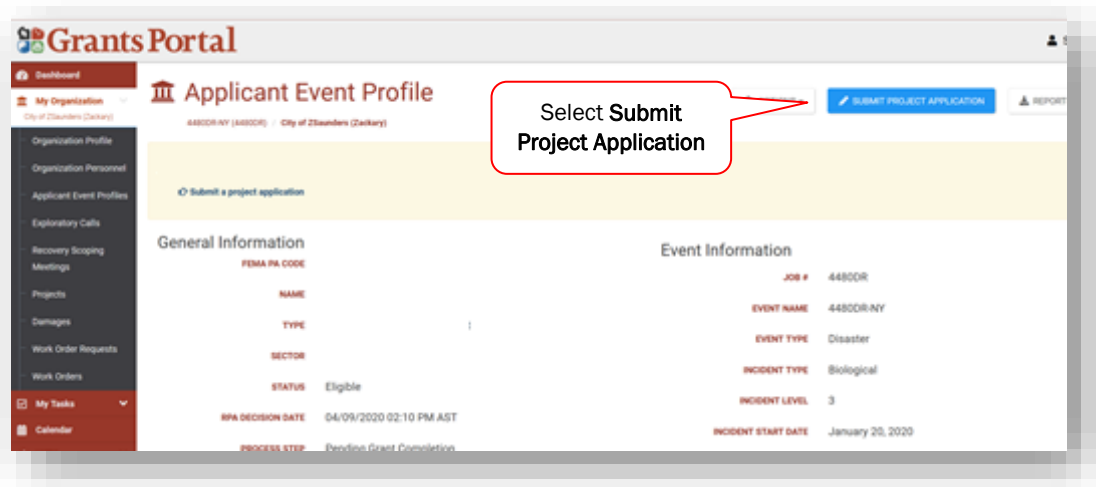

☐ Before uploading, the system will request the Applicant respond to the following required questions:
  - o Project Application Title
  - o Applicant-Assigned Project Application Number
  - o What is the total Net Cost Claimed for this Group of Activities?
  - o Is the Work on this Project Completed?

☐ After responding to all questions, upload the completed project application.
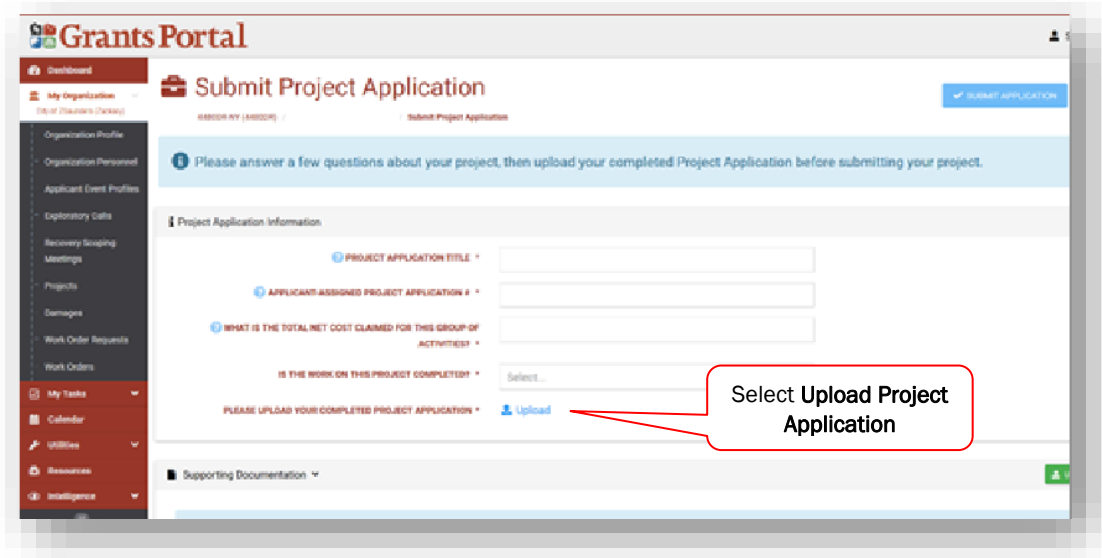
☐ Add all supporting documentation by selecting the "Upload Documentation" button
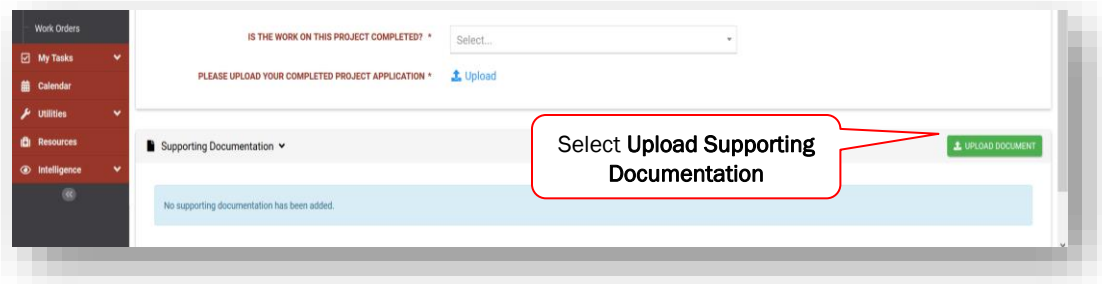
☐ When all questions have been answered and the project application along with supporting documentation has been uploaded, click "Submit Application". A system notification will confirm submission, and the project status in Grants Portal will be updated to "Pending CRC Development".

☐ 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.
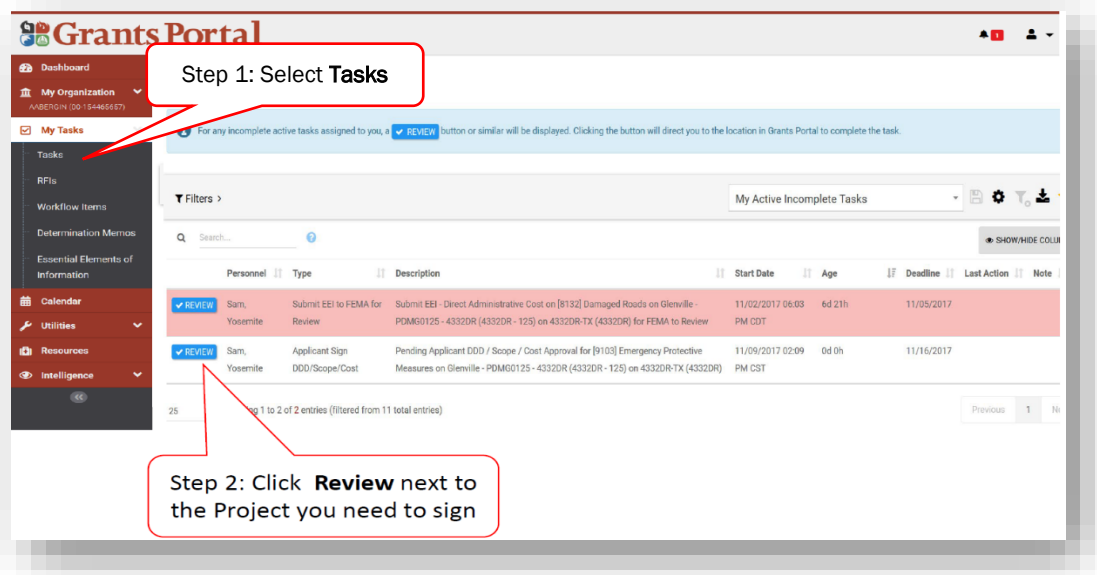
Reviewing and Signing a Project

Following FEMA and Recipient approval of the project application, the Applicant reviews and signs the project in Grants Portal.
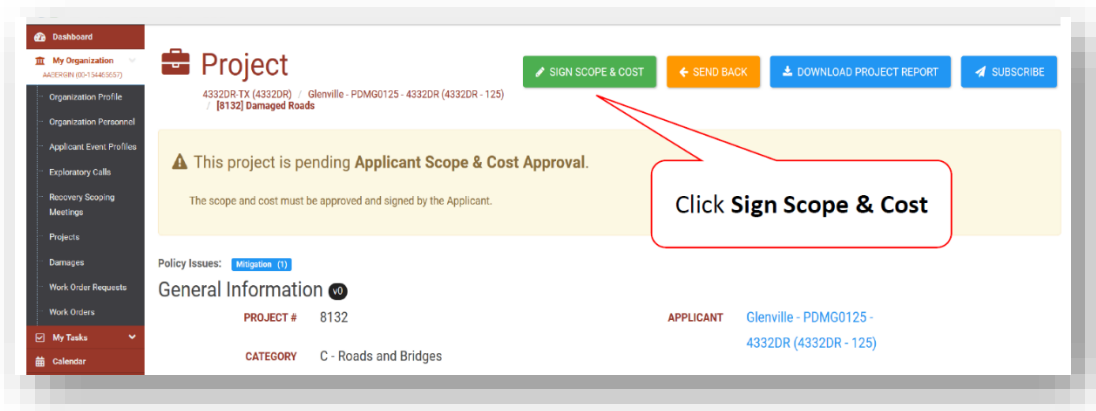
☐ The Applicant will be notified by email that the application is ready for review. At that point, the Applicant may go to the Tasks tab and click "Review" to begin reviewing the project application.
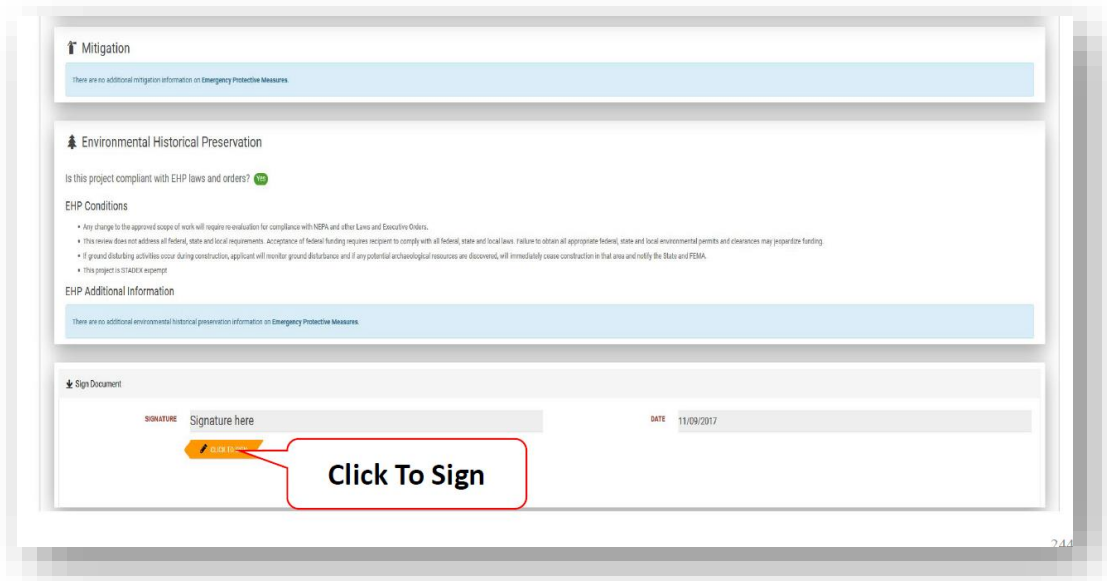
☐ The Applicant may sign by clicking "Sign Scope and Cost" at the top of the page and then "Click to Sign" at the bottom of the next page to authorize the project.
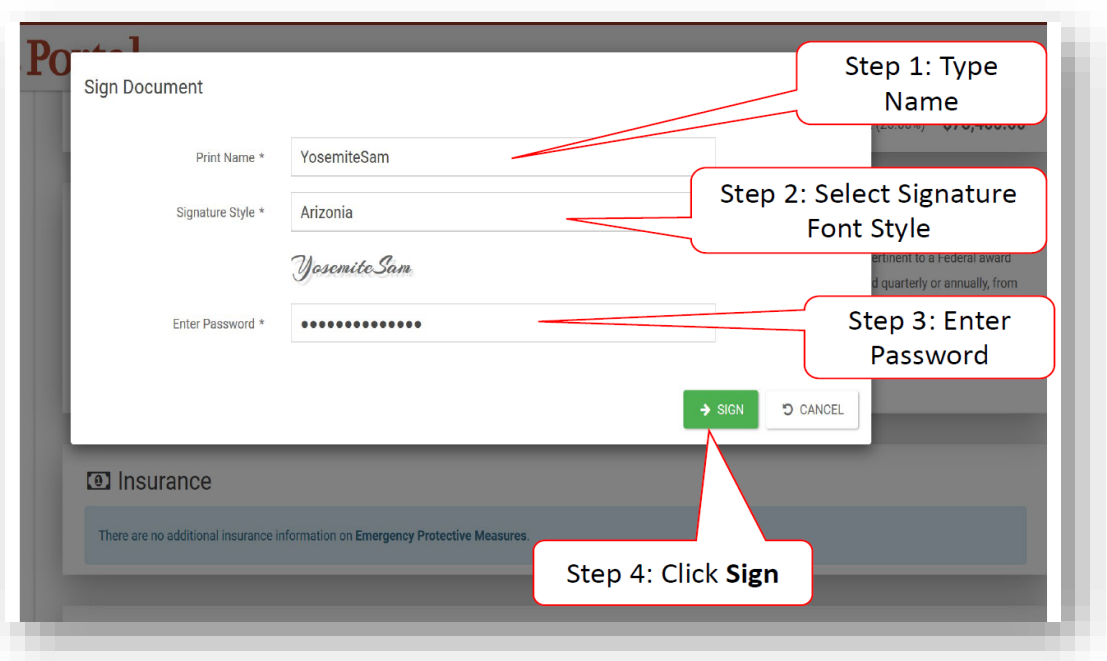
□ A prompt will appear to enter name, signature font style, and system password


□ The Applicant can click "Sign" at the bottom to complete

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
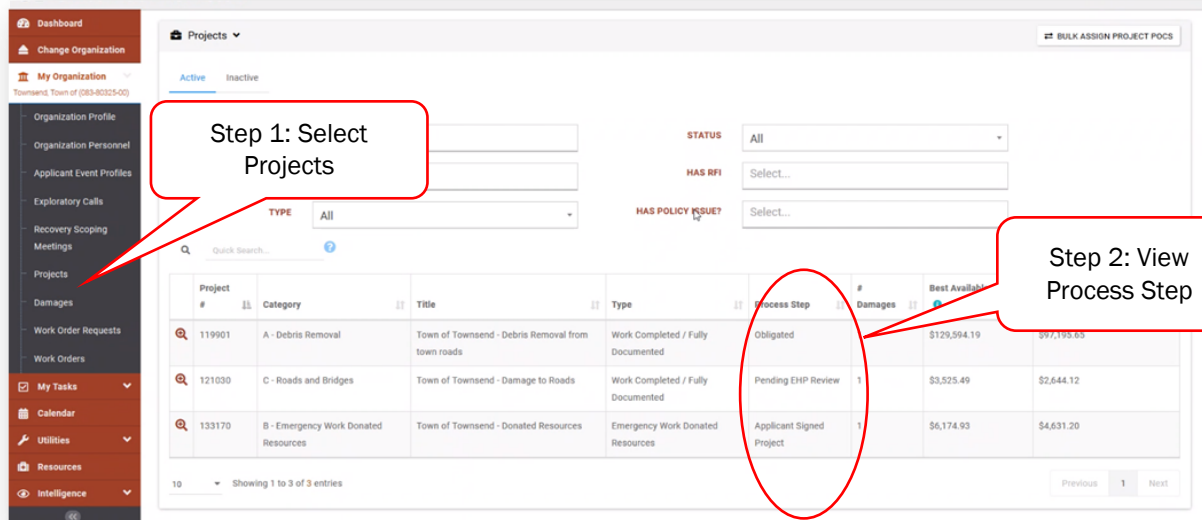
After a project has been submitted, the "Process Step" column will reflect the FEMA or Recipient activities being conducted to review the project. Generally, the Applicant has no action during these steps unless a FEMA or Recipient representative specifically contacts the Applicant. The following table summarizes the processing steps an Applicant may see, and what each of those steps means:

Summary of 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 Public Assistance Program and Policy Guide, and other resources available on Grants Portal.