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.
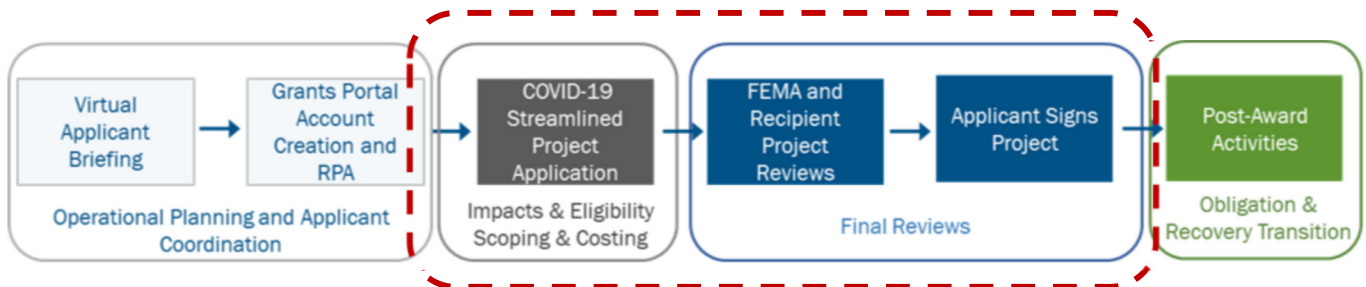
The Applicant should plan to spend 1-2 hours completing the project application. For detailed instructions on the information and documentation required to submit a project application, refer to *COVID-19 Streamlined Project Application* in the Resources tab of Grants Portal. It provides a detailed overview 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.

Creating, Completing, and Submitting Project Application(s) in Grants Portal

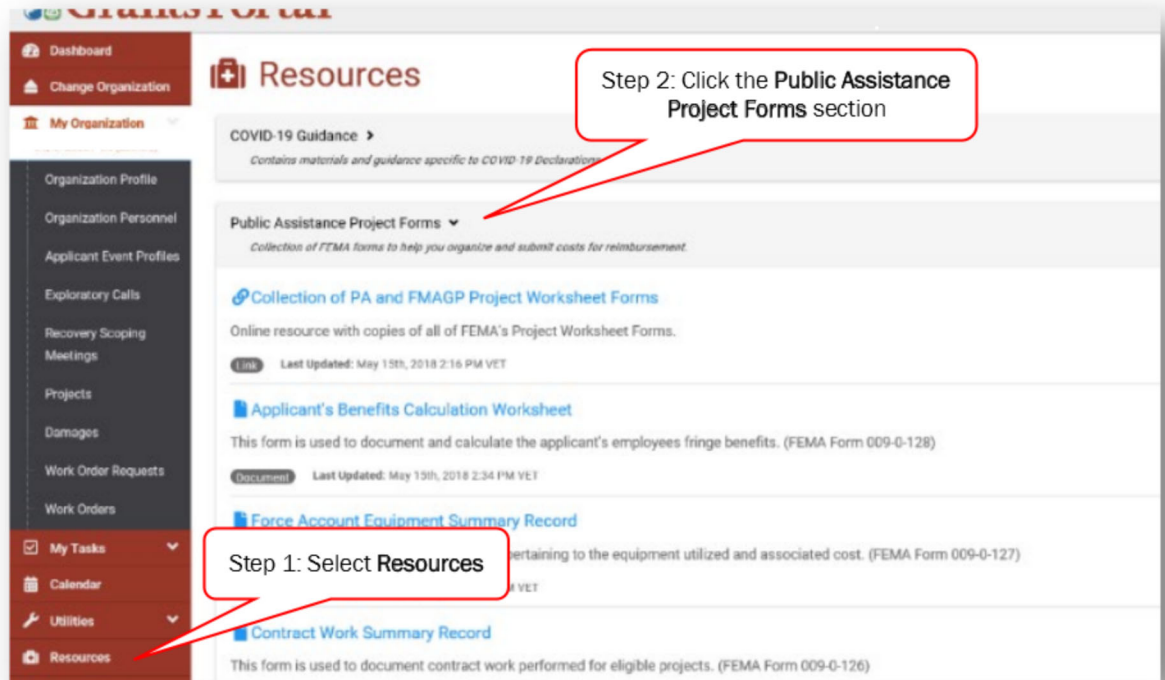To complete the project application, follow the steps below in the system:

- ☐ **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

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
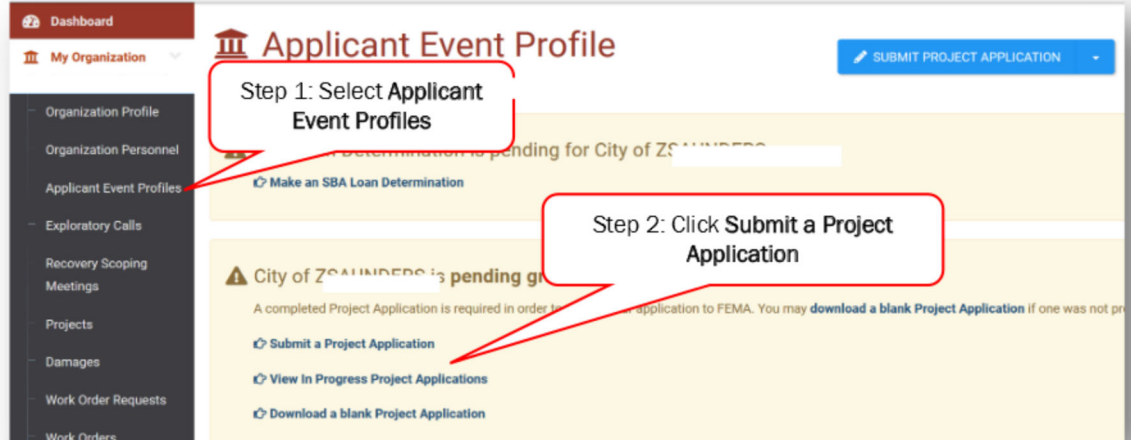☐ Materials Summary Sheet

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

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☐   **Completing the Project Application**
  o   The online project application will require the Applicant to fill out four sections:
      ☐   Section I - Project Application Information
          o   Basic information identifying the activities for which funding is being requested
      ☐   Section II - Scope of Work
          o   Description of activities that the Applicant conducted or will conduct in response to COVID-19
      ☐   Section III - Cost and Work Status Information
          o   Cost of activities described in the Scope of Work and whether the work is not started, in progress, or complete.
      ☐   Section IV – Project Certifications
          o   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.
 o   Read the instructions on the Help page thoroughly before selecting "Start a Project Application".

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- o 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.
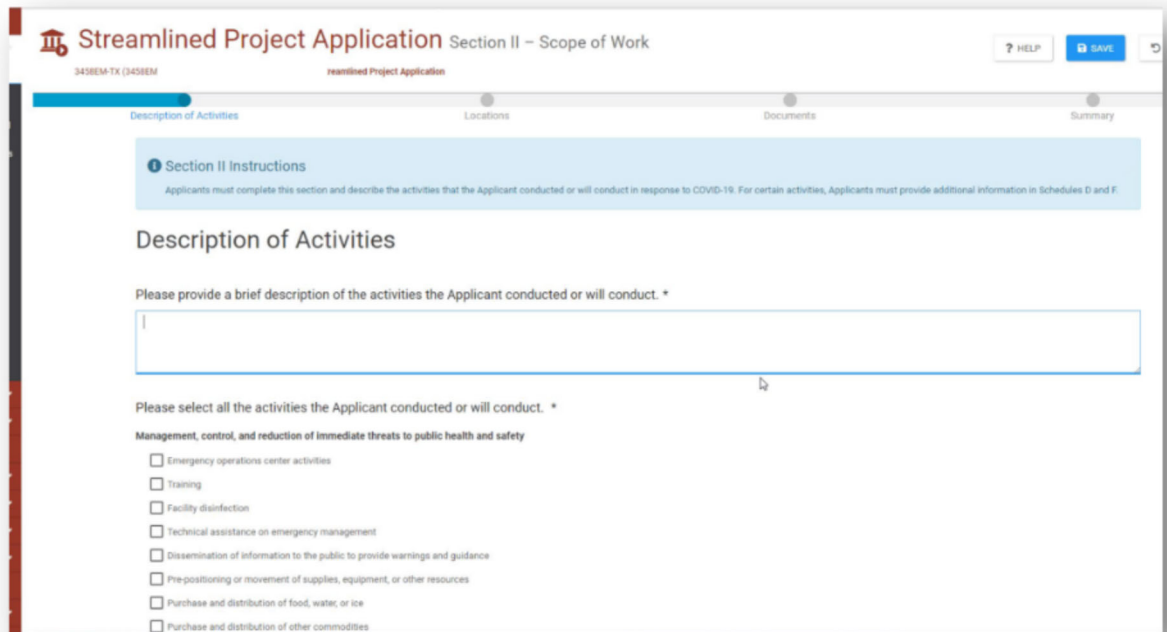   - □ Click "Done with Section I"
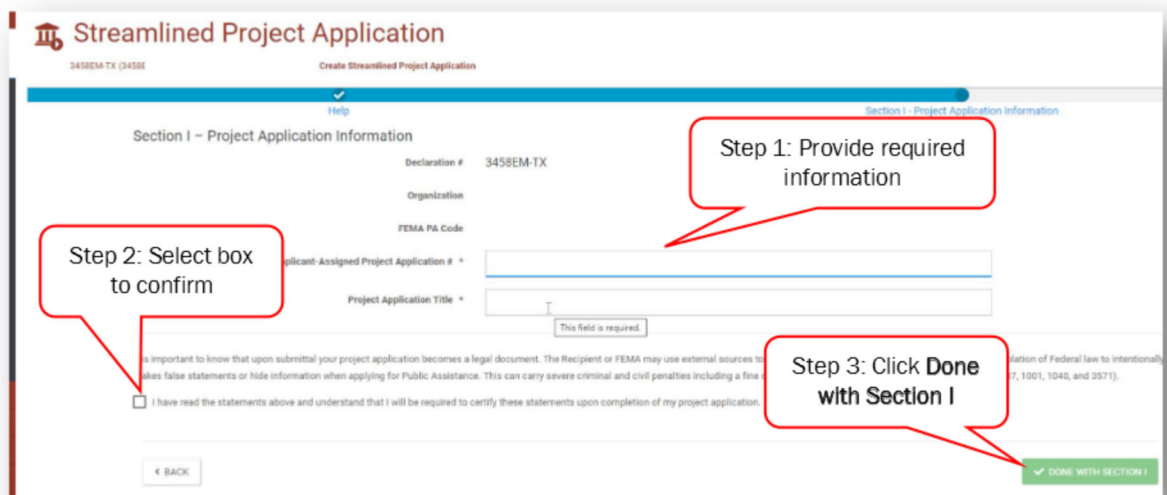
o   After completing Section I - Project Application Information, select Section II on the summary page to begin the Scope of Work.
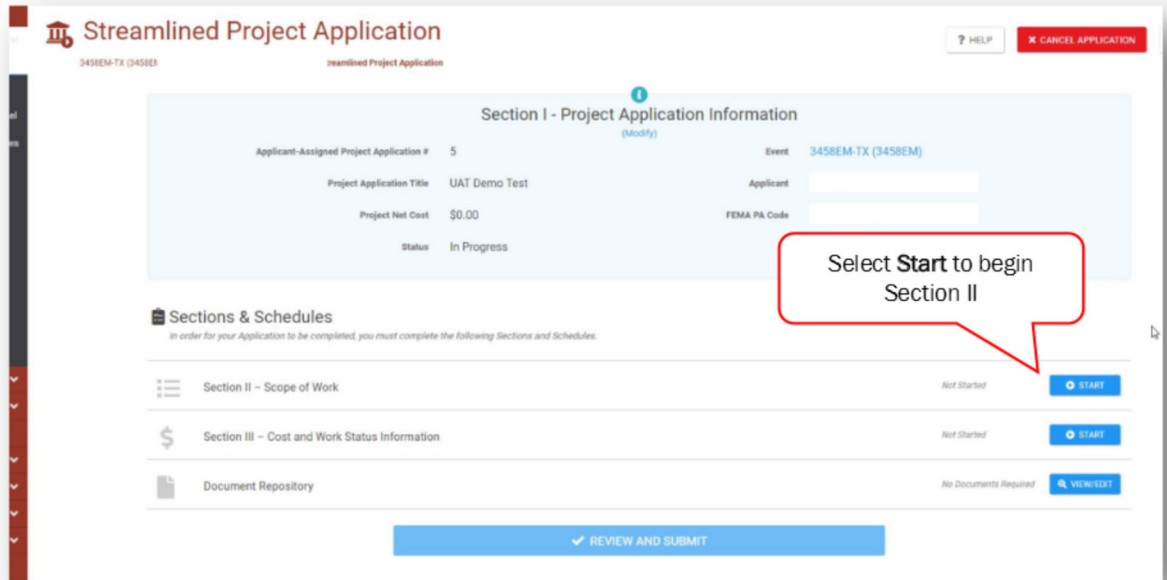
o   Provide all required information in the Scope of Work section to include descriptions and locations of activities.

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

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

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

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

o   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**
- o 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.
- o 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.
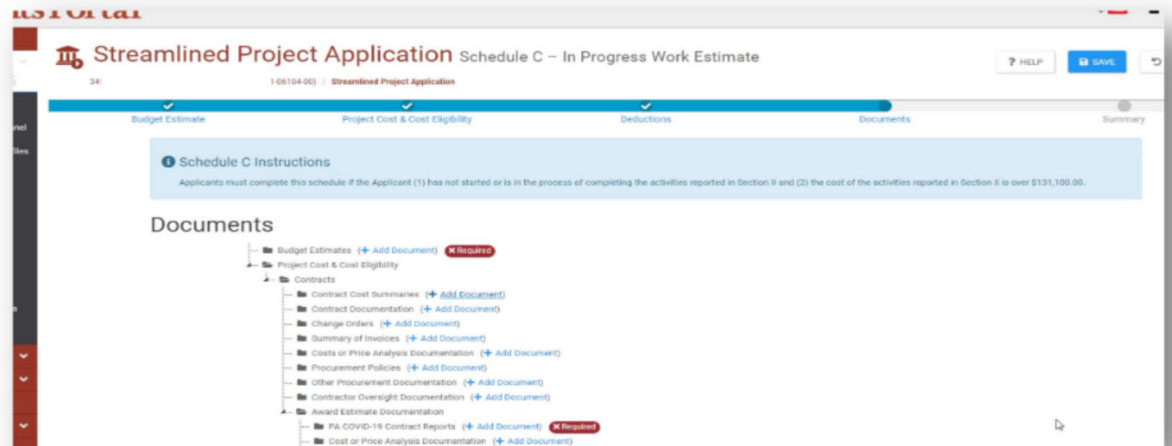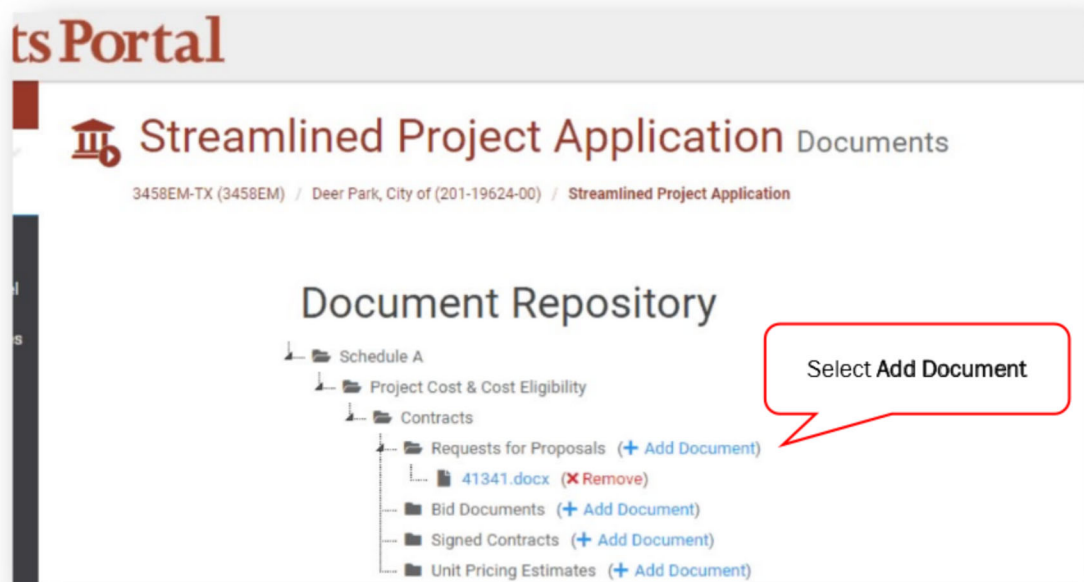

- o The Applicant can also upload documents on the Document Repository tab of the summary page.
- o To attach a document, select "Add Document". A window will pop up where documents can be selected from files saved on your computer.
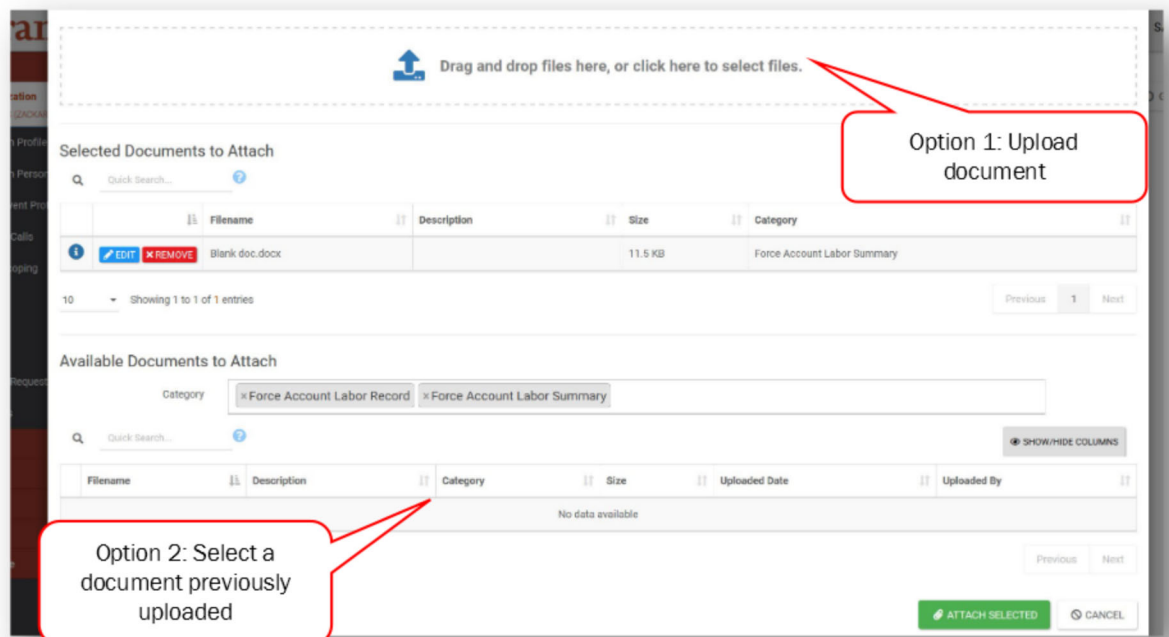
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o Upload document(s) from your computer or select from documents that were previously uploaded to Grants Manager.

o 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.
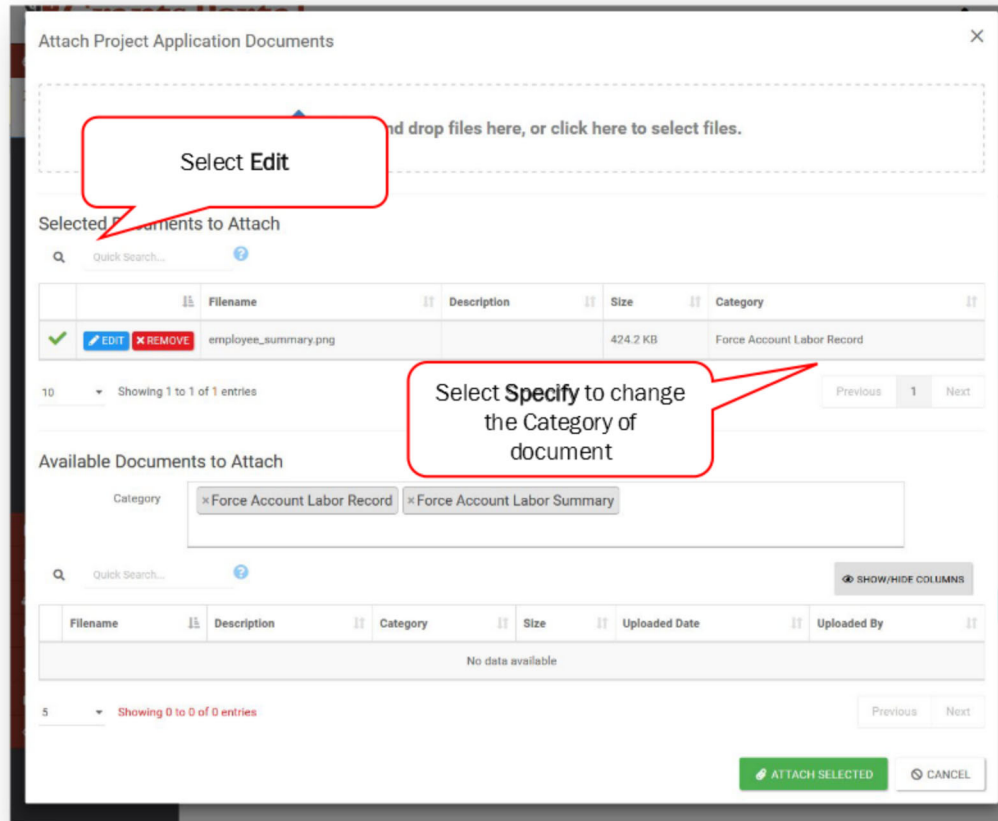
o   Click "Attach Selected" to upload the document(s).
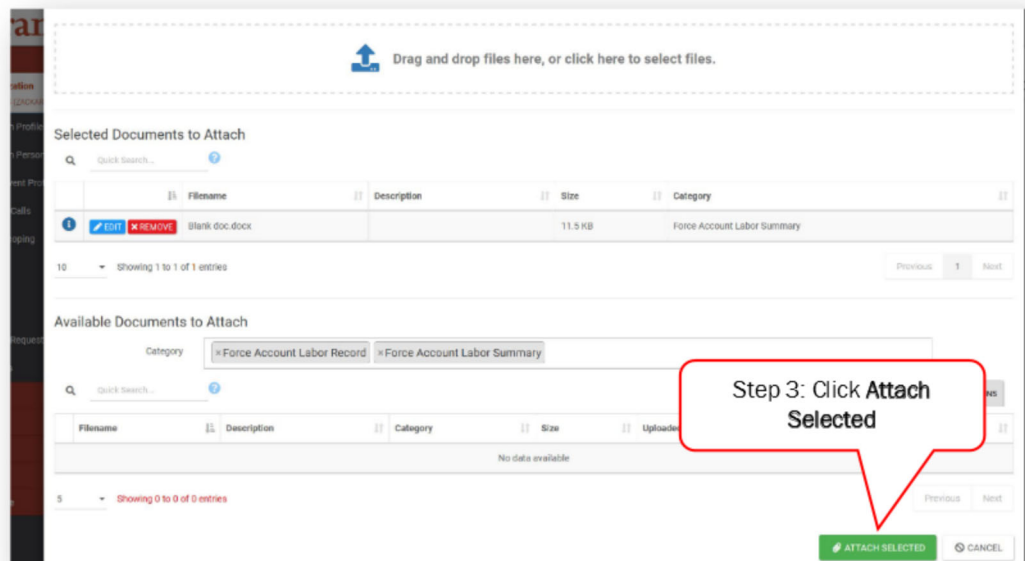
☐ **Submitting the Project Application**
- o Once all Sections and Schedules are complete and all required documentation has been uploaded, click the "Review and Submit" button at the bottom of the summary page.
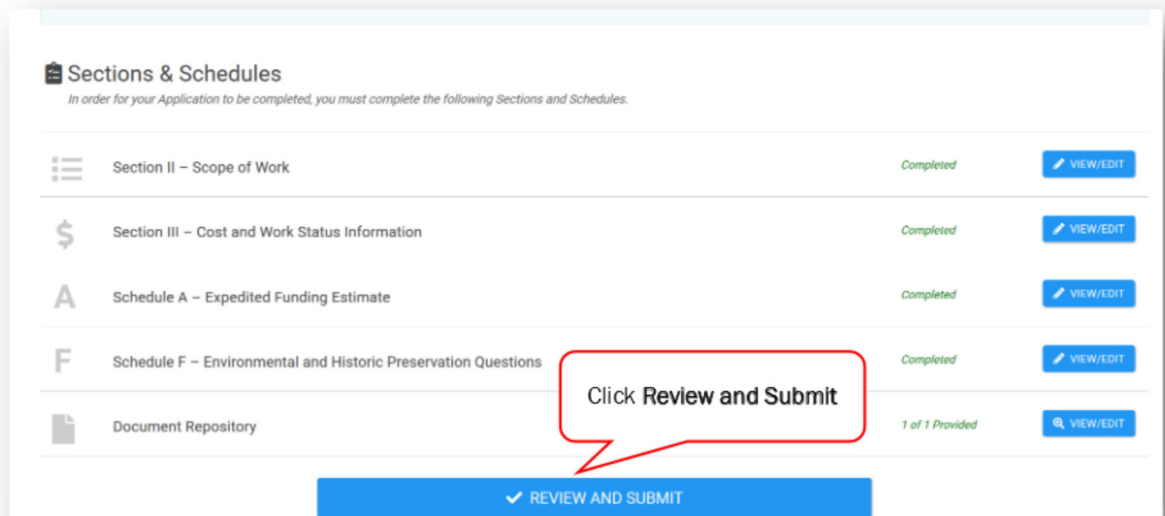
- o Review the project summary of Sections I, II, and III on the next page and click "Proceed" on the bottom of the page.
- o Thoroughly review all grant certifications in Section IV - Project Certifications. Certify that all costs and activities in the project application are in compliance with applicable federal, state, and local laws by signing as the Authorized Representative.
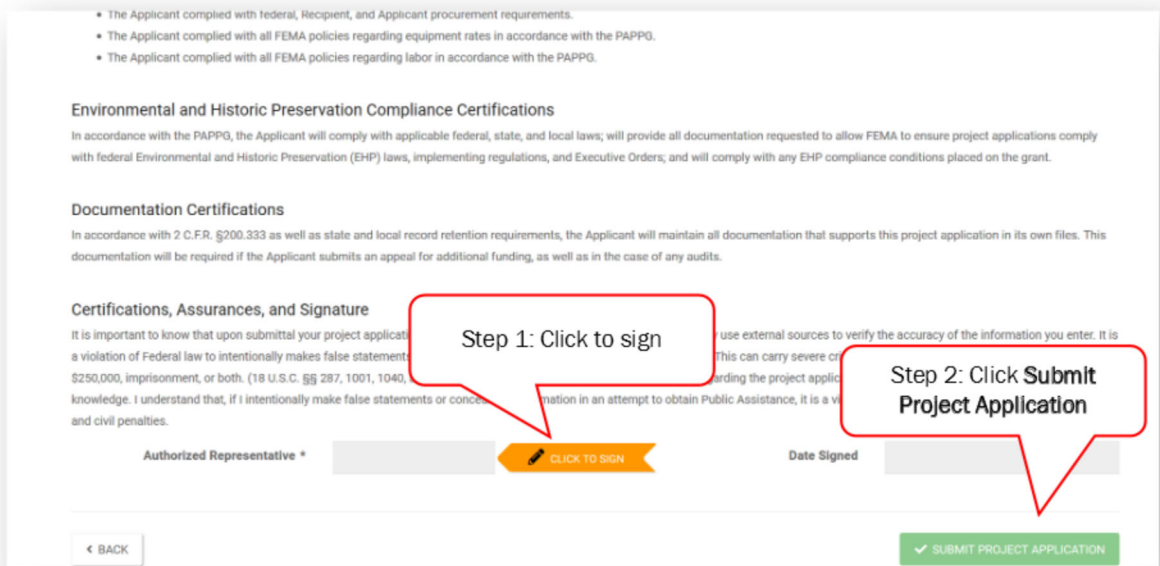
- o Click "Submit Project Application"
- o The project status in Grants Portal will be updated to "Pending CRC Development".
- o When the application enters "Pending CRC Development" status, the application has been routed to staff at a FEMA Consolidated Resource Center where FEMA specialists scope, 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.
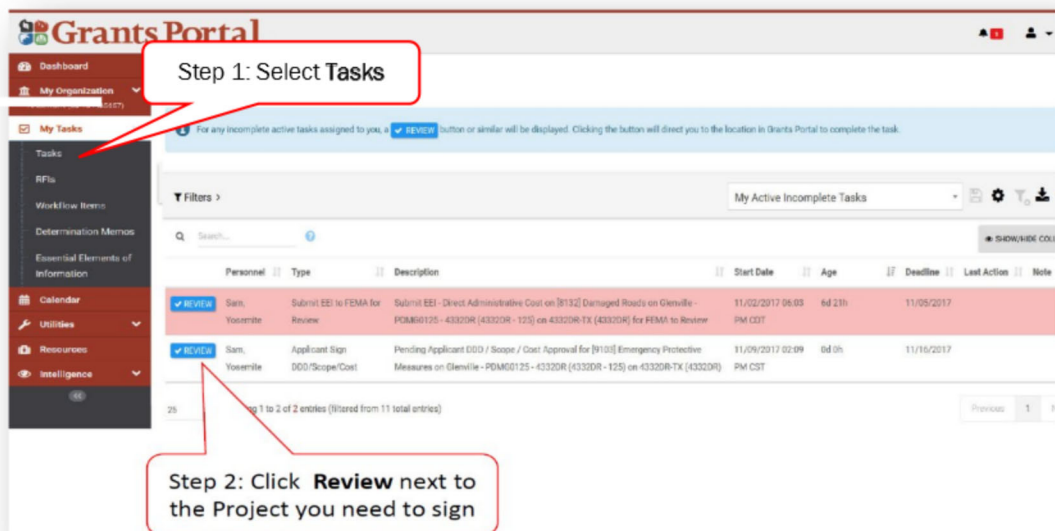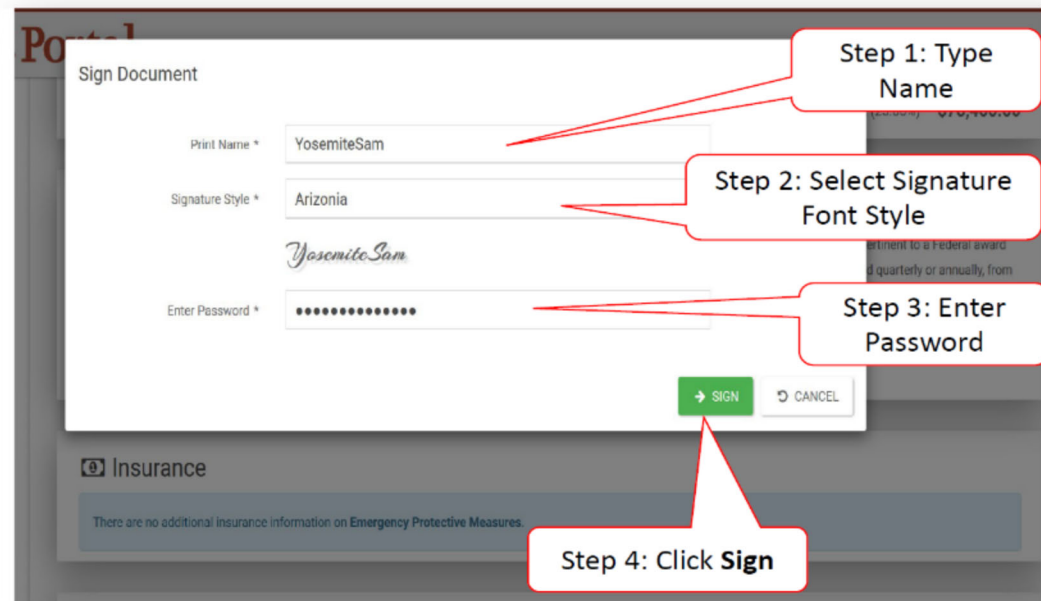

- ☐ Sign by clicking "Sign Scope and Cost" at the top of the page and then "Click to Sign" at the bottom of the next page to authorize the project.
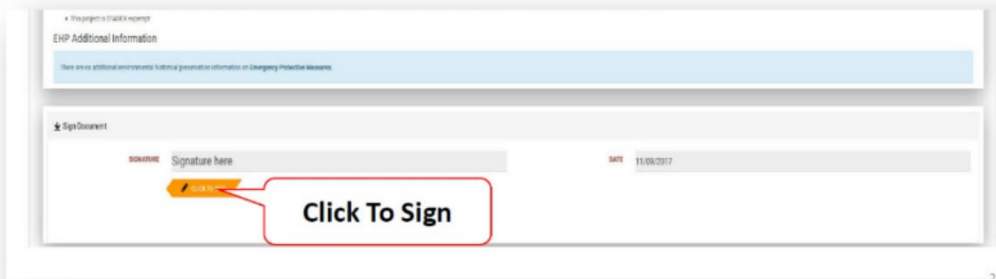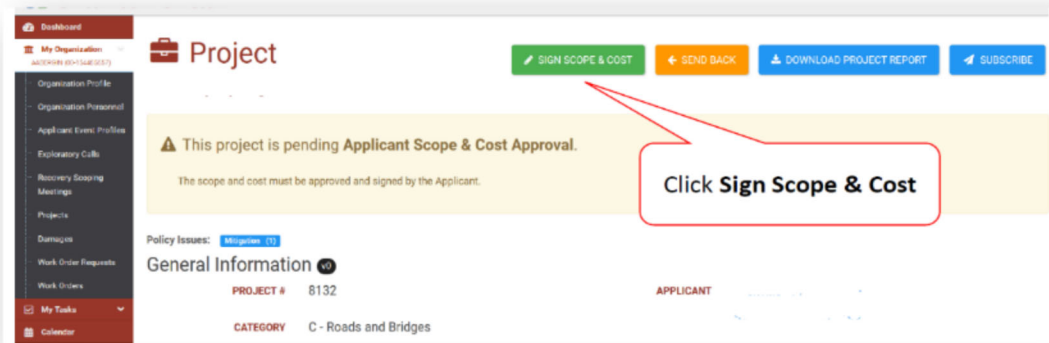
☐ A prompt will appear to enter name, signature font style, and system password

☐ Click "Sign" at the bottom to complete

Tracking a Project Submission
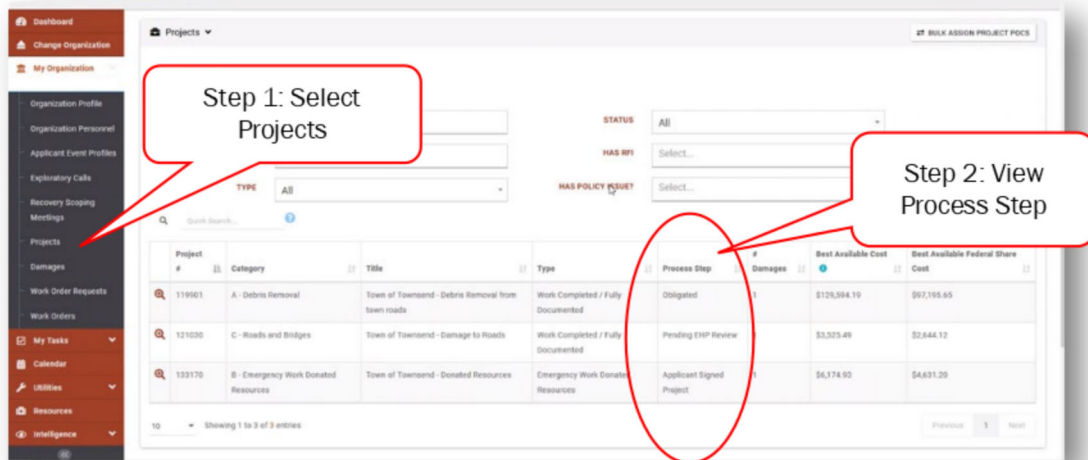
The Applicant may see the status of their projects in Grants Portal:
☐ Navigate to the My Organization tab in Grants Portal
☐ Click "Projects" on the left side of the dashboard
☐ A page showing all of the Applicant's projects will appear
☐ Identify the current status of the project in the Process Step 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 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.