

# Completing and Submitting Streamlined Project Applications



FEMA

## Public Assistance Applicant and Recipient Quick Guide

FEMA is developing and introducing streamlined project applications to simplify the application process for Public Assistance funding. This Quick Guide provides step-by-step guidance for **Applicants** and **Recipients** on **completing, submitting, and tracking streamlined project applications**. FEMA and the Recipient determine whether to enable streamlined project applications for each incident.

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.

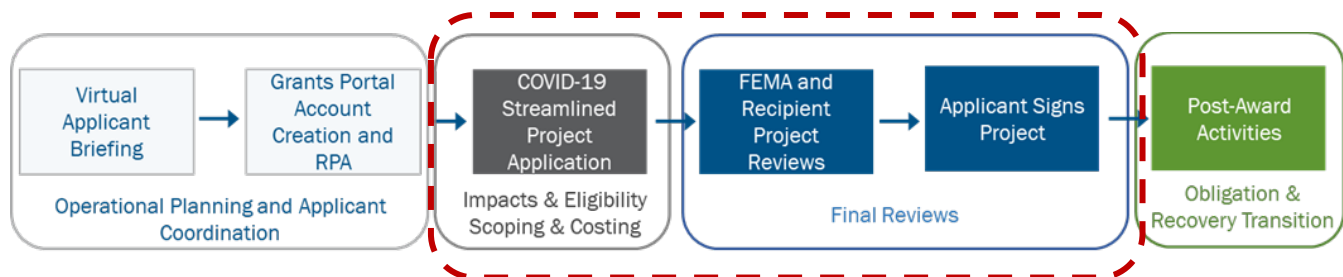
**Grants Portal**  
is the system used by Recipients and Applicants to manage PA grant applications.

## Streamlined Project Applications

FEMA is developing streamlined project applications iteratively. As of July 3, 2020, two streamlined applications are available in Grants Portal, COVID-19 and Management Costs. FEMA will update this document as it develops additional streamlined project applications.

### COVID-19 Streamlined Application

The COVID-19 streamlined application is the formal request for Emergency Protective Measures (Category B<sup>1</sup>) funding under the Public Assistance program for COVID-19 declarations. The streamlined application enables the Applicant to apply directly without relying on FEMA or Recipient staff and reduces documentation requirements for projects under \$131,100.



For more information about the direct application process using the streamlined application for COVID-19 see the *Applicant Quick Guide COVID-19 Process Overview* available in the Resources tab of Grants Portal.

<sup>1</sup> Emergency protective measures conducted before, during, and after an incident are eligible if the measures to eliminate or lessen immediate threats to lives, public health, or safety; or eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner

## Completing and Submitting Streamlined Project Applications

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#### Management Costs Streamlined Application (*for Streamlined Events Enabled by FEMA*)

The Management Costs streamlined application (Category Z<sup>2</sup>) is the formal request for any indirect cost, any direct administrative cost, and any other administrative expense associated with a specific project under a major disaster or emergency. FEMA provides contributions for management costs based on actual costs incurred up to:

- ☐ 7 percent of the total award amount for the Recipient, excluding Subrecipient management costs.
- ☐ 5 percent of the total award amount for each Subrecipient.

FEMA may make initial obligations of management costs to the Recipient for 7 percent of the state minimum per capita indicator or based on anticipated expenditures for the first 180 days from a Recipient provided estimate. Once project obligations exceed the indicator or estimate, FEMA may amend the streamlined application. For more information related to Management Costs please refer to [Public Assistance Management Costs \(Interim\) FEMA Recovery Policy FP 104-11-2](#).

Both streamlined applications request information and documentation supporting activities claimed for reimbursement and are completed and submitted online in Grants Portal. The Applicant or Recipient should plan to spend 1-2 hours completing a streamlined application. Once a streamlined application is submitted in the system, the Applicant and Recipient can track project status, answer requests for information, and review and sign the application.

For detailed instructions on the information and documentation required to submit an application, refer to *COVID-19 Streamlined Project Application or Management Costs Streamlined Project* in the Resources section of the Grants Portal Support Center. These documents provide a detailed overview of each section and schedule requested in the online applications. These documents should be used for reference only and should not be used to submit a request for funding to FEMA.

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

To complete a streamlined application, the Applicant or Recipient follows these steps in the system.

- ☐ Preparing to Complete and Submit a Streamlined Application
- ☐ Creating the Application
- ☐ Completing the Streamlined Application
- ☐ Uploading Documentation
- ☐ Submitting the Streamlined Application

Each step is described in detail in this section.

- ☐ **Preparing to Complete and Submit a Streamlined Application**
  - Collect descriptions and itemized summaries of all associated activities and costs along with supporting documentation before beginning to submit the application. The

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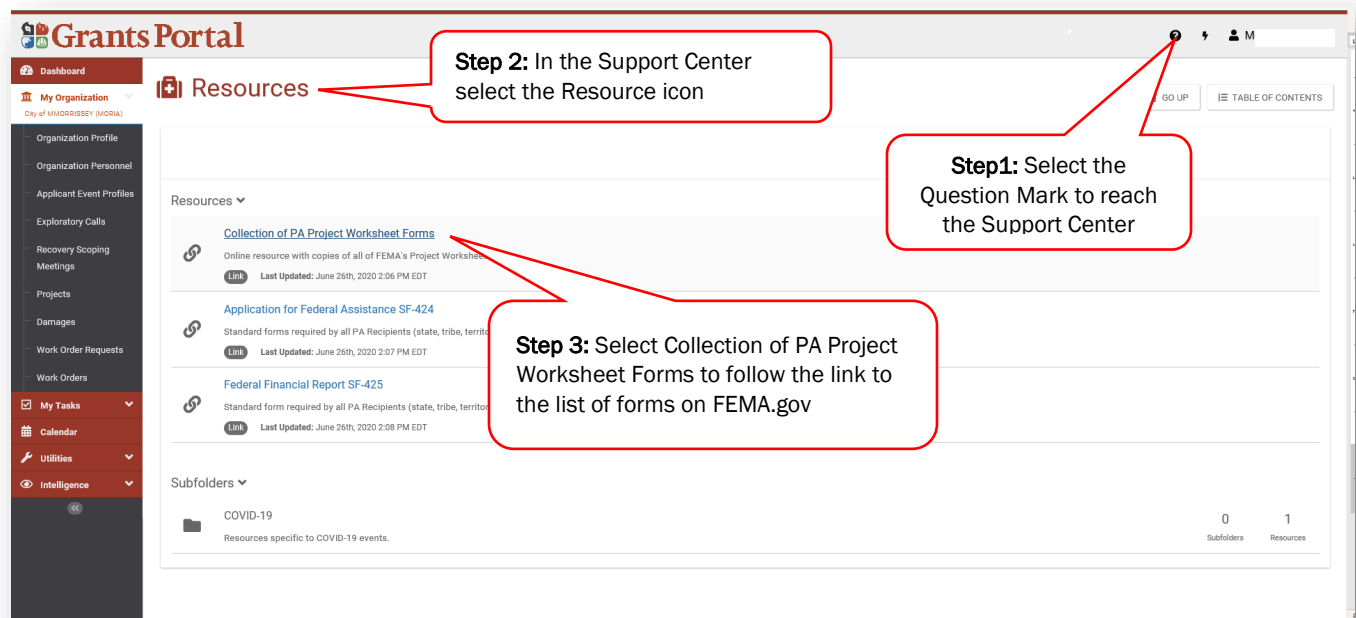
<sup>2</sup> All management costs will be obligated via Category Z project worksheets

## Completing and Submitting Streamlined Project Applications

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following forms are found in the Resources section of Grants Portal and may be used by the Applicant or Recipient 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

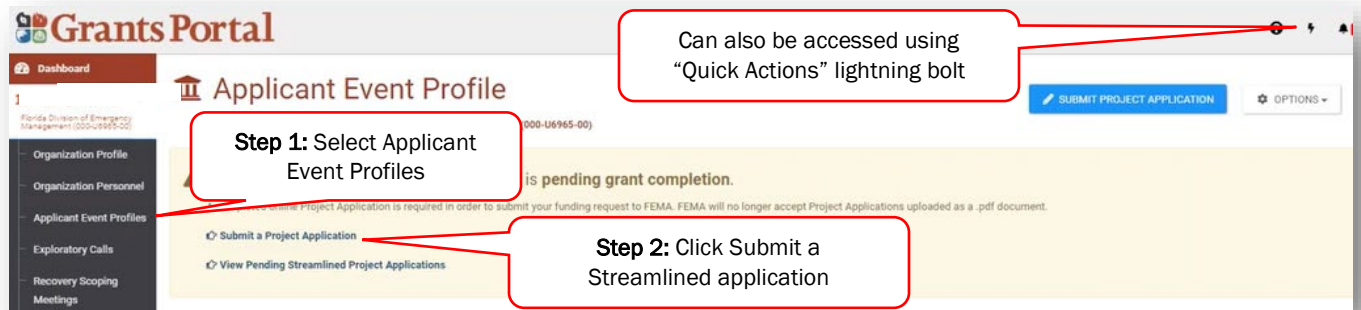


- **Creating the Streamlined Application**
  - In Grants Portal, navigate to the Applicant Event Profiles tab

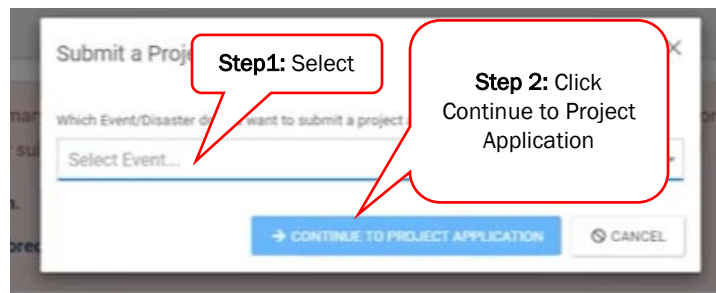
## Completing and Submitting Streamlined Project Applications

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- Select “Submit a Project Streamlined Application” on the yellow banner in the body of the page



- Select the Event from the list and click “Continue to Project Application”



- Select the type of streamlined application to complete and submit: Emergency Protective Measures (for COVID-19 events) or Management Cost (available for streamline enabled events).
  - For Applicants, the Management Costs selection is disabled until at least one streamlined application has been obligated for the event
  - For Recipients, the Management Costs selection is available for Initial Management Cost requests
  - Management Cost streamlined applications are limited to one per event

## Completing and Submitting Streamlined Project Applications

### Public Assistance Applicant and Recipient Quick Guide

The screenshot shows the 'Grants Portal' interface. On the left is a dark sidebar with a menu: 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Events', and 'Projects'. The main header area includes 'Dashboard', 'My Organization', and 'Streamlined Project Application'. Below the header, there's a button 'Create Streamlined Project Application'. The main content area asks 'What type of Project do you want to create?' and offers two options: 'EMERGENCY PROTECTIVE MEASURES' (Category B) and 'MANAGEMENT COSTS' (Category Z). Each option has a brief description of the project type.

#### □ Completing the Streamlined Application

- Each online application will require the Applicant or Recipient to fill out four sections. The sections are titled the same but will request information specific to each type of application:
  - Section I - Project Application Information
    - Basic information identifying the activities or management activities for which funding is being requested
  - Section II - Scope of Work
    - Description of activities or management activities that the Applicant or Recipient conducted or will conduct for the event. (For management costs, the description of the management activities must contribute to the total award amount of funding for the streamlined applications of an Event.)
  - Section III - Cost and Work Status Information
    - Cost of activities or management 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 or Recipient that activities and costs claimed comply with applicable laws and regulations.
- Based on responses in the first three sections of the online applications, at least one additional form or schedule will be required.
  - Read the instructions on the Help page thoroughly before selecting “Start a Project Application”

# Completing and Submitting Streamlined Project Applications

## Public Assistance Applicant and Recipient Quick Guide

**Applicant Event Profile** Streamlined Project Application Help

**What Will FEMA Reimburse?**  
Activities and associated costs that are eligible for Public Assistance funding can be found in FEMA's Public Assistance Program and Policy Guide (PAPPG) and...

**What Information is Required?**  
To complete this application, you will need:

- A description of the activities including when, where, and by whom the activities were completed or will be completed.
- An itemized summary of how much the activities cost, including costs associated with contract, labor, equipment, supply, material, and other cost types.
- Documentation supporting the activities completed and costs claimed.

**How Many Applications Should I Submit?**  
To reduce funding delays and maximize your administrative flexibility to track costs, you should generally report all activities on one project application. However, submitting a separate application for distinct activities or time periods...

- **Immediate funding need:** you may submit an initial project application to request funding for a limited list of activities and time periods and follow-up with an additional application.
- **In-depth environmental or historic preservation review:** ground disturbance, handling hazardous materials, modifications to buildings, or new construction may require FEMA to complete a more in-depth environmental or historic preservation review for other activities separate these activities into a separate application. For additional information, see the [COVID-19 Fact Sheet: Environmental and Historic Preservation and Emergency Protective Measures for COVID-19](#).

**What Happens After Submitting the Project Application?**  
FEMA and the Recipient will review the information in the project application and may follow up with you after submission:

1. FEMA and the Recipient review the project application and validate information and documents. You may be contacted to discuss.
2. Upon completion of these reviews, you will be notified that funding for your project application is available.
3. Once you sign the subgrant, FEMA makes funding available to the Recipient for disbursement to you.
4. Once FEMA obligates and transfers funding for the subgrant, you will become a Subrecipient in the Public Assistance program. The Recipient will request additional information before disbursing funds to you.
5. The Recipient will work directly with you to: monitor and report on the status of the activities, comply with federal and Recipient grant requirements, and close the subgrant in accordance with 44 C.F.R. § 206.204-209, 2 C.F.R. Part 201, and FEMA's Program Management and Grant Closeout SOP.

**Help Page content is specific to the type of streamlined application being completed**

**Select Start a Project Application**

**START A PROJECT APPLICATION**  
Submit Project Application for Applicant Bayside, Town of (391-06104-00)

- Provide the required information for Section I - Project Application Information.
  - Assign a unique title and number for each application. Applicants and Recipients may use this title and number for their own tracking purposes. Application numbers are currently limited to a maximum of 10 alpha-numeric characters only (no symbols).
  - Select the box at the bottom confirming certification of responses.
  - Click "Done with Section I"

**Streamlined Project Application**

Section I - Project Application Information

Declaration #

Organization

FEMA PA Code

Applicant-Assigned Project Application #

Project Application Title

**Step 1: Provide required information**

**Step 2: Select box to confirm**

☐ It is important to know that upon submittal your project application becomes a legal document. The Recipient or FEMA may use external sources to verify information provided. Making false statements or hiding information when applying for Public Assistance can carry severe criminal and civil penalties including a fine of up to \$250,000 and/or imprisonment for up to 5 years, or both (28 U.S.C. 246, 287, 1001, 1040, and 3571).

☐ I have read the statements above and understand that I will be required to certify these statements upon completion of my project application.

**Step 3: Click Done with Section I**

## Completing and Submitting Streamlined Project Applications

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

The screenshot shows the 'Streamlined Project Application' summary page. At the top, there's a header with the title and a red 'CANCEL APPLICATION' button. Below the header, a light blue box displays 'Section I - Project Application Information' with fields for Project Application # (5), Title (UAT Demo Test), Net Cost (\$0.00), Status (In Progress), Event, Applicant, and FEMA PA Code. A red callout bubble points to the 'START' button for Section II, with the text 'Select **Start** to begin Section II'. Below this, a 'Sections & Schedules' table lists Section II (Scope of Work), Section III (Cost and Work Status Information), and Document Repository. Each row has a 'START' or 'VIEW/EDIT' button. At the bottom, a large blue button says 'REVIEW AND SUBMIT'.

Section	Status	Action
Section II – Scope of Work	Not Started	START
Section III – Cost and Work Status Information	Not Started	START
Document Repository	No Documents Required	VIEW/EDIT

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

The screenshot shows the 'Section II - Scope of Work' page. It has a header with the title and a 'SAVE' button. Below the header, a progress bar shows four steps: Description of Activities (active), Locations, Documents, and Summary. The main content area is titled 'Section II Instructions' and contains a text box for 'Description of Activities'. Below this, there's a list of activities with checkboxes, under the heading 'Management, control, and reduction of immediate threats to public health and safety'.

**Description of Activities**

Please provide a brief description of the activities the Applicant conducted or will conduct. \*

Please select all the activities the Applicant conducted or will conduct. \*

**Management, control, and reduction of immediate threats to public health and safety**

- ☐ Emergency operations center activities
- ☐ Training
- ☐ Facility disinfection
- ☐ Technical assistance on emergency management
- ☐ Dissemination of information to the public to provide warnings and guidance
- ☐ Pre-positioning or movement of supplies, equipment, or other resources
- ☐ Purchase and distribution of food, water, or ice
- ☐ Purchase and distribution of other commodities



## Completing and Submitting Streamlined Project Applications

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- After all required questions have been answered, click “Proceed”.

The screenshot shows the 'Streamlined Project Application' interface for 'Section II - Scope of Work'. It includes a sidebar with navigation options, a main content area with checkboxes for various activities (e.g., High-risk population sheltering, Healthcare worker and first responder temporary lodging), and a 'Proceed' button. A red callout bubble points to the 'PROCEED >' button with the text 'Select Proceed'.

Streamlined Project Application Section II – Scope of Work

High-risk population sheltering  
Healthcare worker and first responder temporary lodging  
Household pet or assistance animal or service animal sheltering  
Other

Other  
Other Activity

Please select the method(s) of work the Applicant used or will use to complete the activities reported above.

Establishment of temporary facilities >  
Staging resources at an undeveloped site  
Purchase of meals for emergency workers  
Purchase of supplies or equipment  
Purchase of land or buildings

Based on your answers, you will be required to complete a Schedule F form for this Application upon completion of Section II.

You are required to complete a Schedule F form because of the following being indicated:

- Decontamination systems
- Staging resources at an undeveloped site

PROCEED >

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

The screenshot shows the 'Streamlined Project Application' interface for the 'Sections & Schedules' summary page. It displays 'Section I - Project Application Information' with fields for Applicant-Assigned Project Application #, Project Application Title, Project Net Cost, Status, Event, Applicant, and FEMA PA Code. Below this, it lists 'Section II - Scope of Work' and 'Section III - Cost and Work Status Information' with 'START' buttons. A red callout bubble points to the 'START' button for Section III with the text 'Select Start to begin Section III'.

Streamlined Project Application

Section I - Project Application Information

Applicant-Assigned Project Application # 5 Event  
Project Application Title UAT Demo Test Applicant  
Project Net Cost \$0.00 FEMA PA Code  
Status In Progress

Sections & Schedules

In order for your Application to be completed, you must complete the following Sections and Schedules.

Section II – Scope of Work  
Section III – Cost and Work Status Information  
Document Repository

START  
START  
VIEW/EDIT

REVIEW AND SUBMIT

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



# Completing and Submitting Streamlined Project Applications

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The screenshot shows the 'General Cost & Work Status Questions' section. At the top, there's a blue header with 'General Cost & Work Status Questions' and a 'Summary' link. Below this is a light blue box with 'Section III Instructions' and a note: '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 a project cost.' The main heading is 'General Cost & Work Status Questions'. A paragraph explains that an applicant may request expedited funding from FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. It states that if approved, the applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However, the applicant will then be required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In general, Applicants who have never received FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited funding or, at a minimum, discuss expedited funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.

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

- After all required questions have been answered, click “Proceed”

The screenshot shows the 'What is the status of the activities reported in Section II?' section. It starts with a question: 'What is the status of the activities reported in Section II? \*'. A paragraph explains that an applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

☒ 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 have not started

Based on your answers, you will be required to complete a Schedule EZ form for this application upon completion of Section II.

You are required to complete a Schedule EZ form because the Applicant's estimated cost for activities reported in Section II is less than \$50,000.

Select Proceed

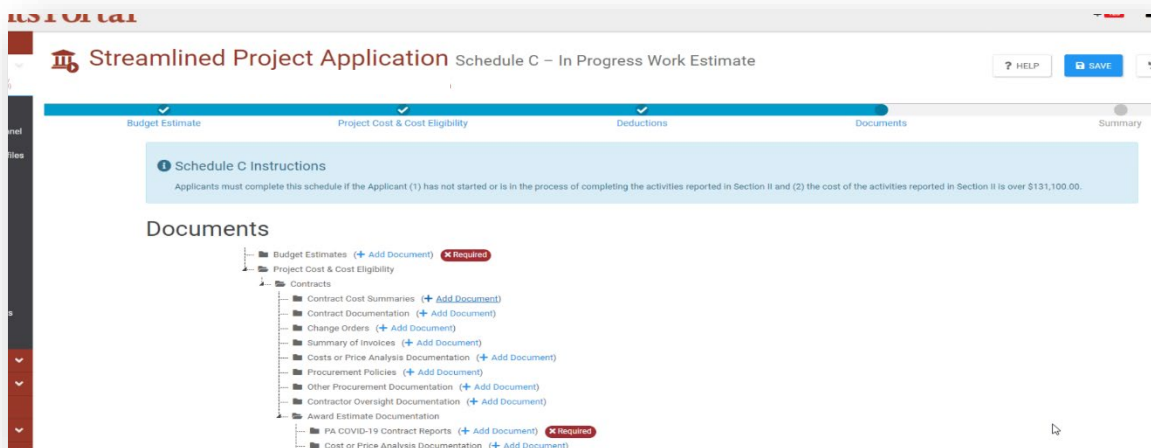
PROCEED >

- Return to the Selections and Schedules summary page to complete any additional schedules required based on responses in Sections I-III. All streamlined applications will require one or more schedules be completed before submitting the online streamlined application.
- For Management Costs, Applicants and Recipients requesting funding for activities that are not completed will be requested to fill out Schedule G “Initial Budget Estimate” in the system.

## Completing and Submitting Streamlined Project Applications

### Public Assistance Applicant and Recipient Quick Guide

- Recipients can select from three funding options in Schedule G:
    - 7 percent per capita indicator for the state<sup>3</sup> (Not available for tribes)
    - 7 percent of the total award amount (excluding Subrecipient management costs)
    - Estimate expenditures for the first 180 days of the declaration<sup>4</sup>
  - Applicant budget estimates are default calculated up to 5 percent of the Applicants total award amount obligated at the time of the request.
  - Applicants and Recipients requesting management cost funding for completed activities fill out Schedule D “Activity Specific Eligibility Questions”.
- **Uploading Documentation**
- Based on the answers provided in each section and schedule, the Applicant or Recipient 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 when prompted by the system as each section and schedule of the application is being filled out. The streamlined application may not be submitted if required documentation is not attached.



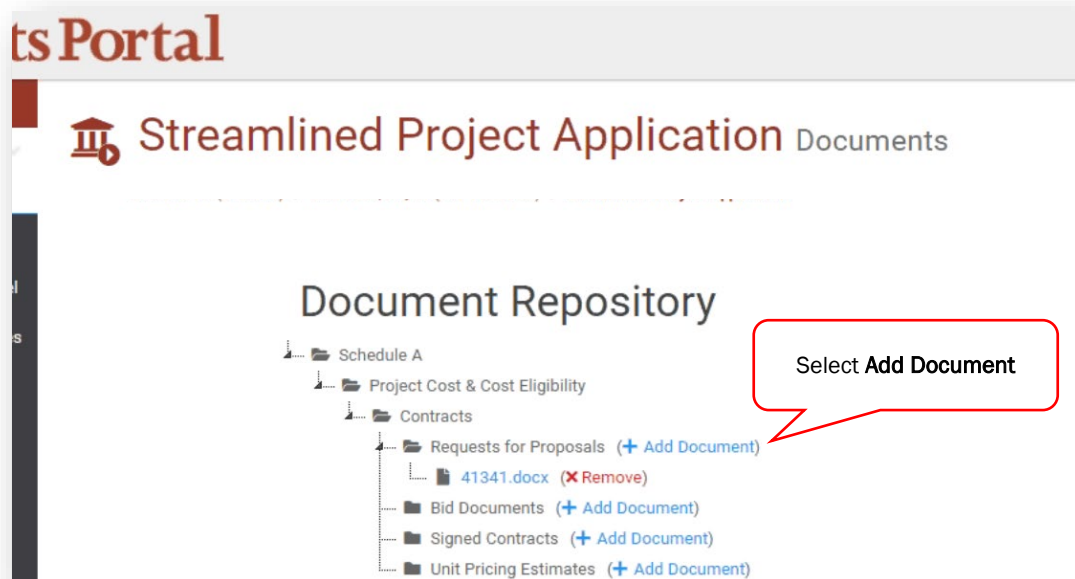
- Documents can also be uploaded on the Document Repository tab of the summary page.
- To attach a document, select “Add Document”. A window will pop up where documents can be selected from files saved on your computer.

<sup>3</sup> Uses recent official census population multiplied by the event-applicable per-capita indicator

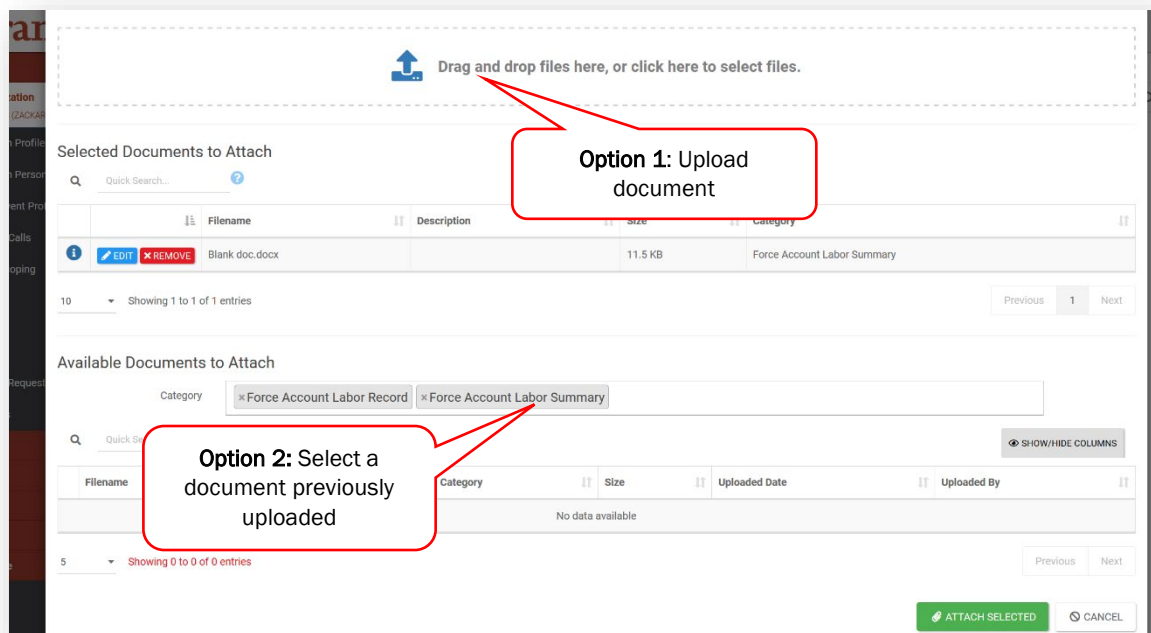
<sup>4</sup> based on a Recipient provided estimate

## Completing and Submitting Streamlined Project Applications

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



- 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 or Recipient.

## Completing and Submitting Streamlined Project Applications

### Public Assistance Applicant and Recipient Quick Guide

Attach Project Application Documents

Drag and drop files here, or click here to select files.

Select

**Step 1: Select Edit**

Filename	Description	Size	Category
employee_summary.png		424.2 KB	Force Account Labor Record

10 Showing 1 to 1 of 1 entries

**Step 2: Select Specify to change the Category of document**

Available Documents to Attach

Category: Force Account Labor Record Force Account Labor Summary

Quick Search...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available					

5 Showing 0 to 0 of 0 entries

ATTACH SELECTED CANCEL

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

Drag and drop files here, or click here to select files.

Selected Documents to Attach

Quick Search...

Filename	Description	Size	Category
Blank doc.docx		11.5 KB	Force Account Labor Summary

10 Showing 1 to 1 of 1 entries

Available Documents to Attach

Category: Force Account Labor Record Force Account Labor Summary

Quick Search...

Filename	Description	Category	Size	Uploaded
No data available				

5 Showing 0 to 0 of 0 entries

**Step 3: Click Attach Selected**

ATTACH SELECTED CANCEL

## Completing and Submitting Streamlined Project Applications

### Public Assistance Applicant and Recipient Quick Guide

#### □ Submitting the Streamlined 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.

**Sections & Schedules**  
*In order for your Application to be completed, you must complete the following Sections and Schedules.*

Section II – Scope of Work	Completed	<a href="#">VIEW/EDIT</a>
Section III – Cost and Work Status Information	Completed	<a href="#">VIEW/EDIT</a>
Schedule A – Expedited Funding Estimate	Completed	<a href="#">VIEW/EDIT</a>
Schedule F – Environmental and Historic Preservation Questions		<a href="#">VIEW/EDIT</a>
Document Repository		<a href="#">VIEW/EDIT</a>

[✓ REVIEW AND SUBMIT](#)

- 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 streamlined application follow applicable federal, state, and local laws by signing as the Authorized Representative.

- The Applicant complied with federal, Recipient, and Applicant procurement requirements.
- The Applicant complied with all FEMA policies regarding equipment rates in accordance with the PAPPG.
- The Applicant complied with all FEMA policies regarding labor in accordance with the PAPPG.

**Environmental and Historic Preservation Compliance Certifications**  
In accordance with the 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 Environmental 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 be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

**Certifications, Assurances, and Signature**  
It is important to know that upon submittal your project application becomes a public record. If you intentionally make false statements or hide information, you may be subject to criminal and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571). I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of Federal law to intentionally make false statements or hide information. I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of Federal law to intentionally make false statements or hide information.

Authorized Representative \* [CLICK TO SIGN](#) Date Signed

[← BACK](#) [✓ SUBMIT PROJECT APPLICATION](#)

## Completing and Submitting Streamlined Project Applications

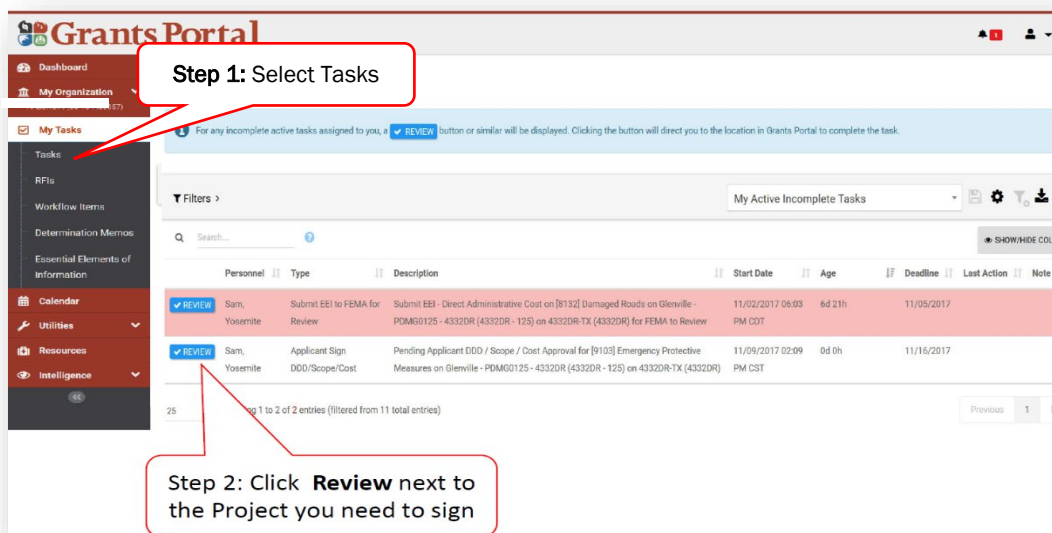
### Public Assistance Applicant and Recipient Quick Guide

- Click “Submit Project Application”
- The project status in Grants Portal will be updated to “Pending CRC Development”.
- When the streamlined 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 streamlined application for compliance with all applicable laws and regulations.

## Reviewing and Signing a Project

Following FEMA and Recipient approval of the streamlined application for Applicants, and FEMA Review for Recipients, the Applicant or Recipient reviews and signs the project in Grants Portal.

- Once approved, the Grants Portal system will send a notification to the Applicant or Recipient that the application is ready for review.
- Go to the Tasks tab in Grants Portal and click “Review” to begin reviewing the streamlined 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.

## Completing and Submitting Streamlined Project Applications

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The screenshot shows a web application interface for a project. On the left is a sidebar with navigation links: Dashboard, My Organization, Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area is titled 'Project' and shows a status message: 'This project is pending Applicant Scope & Cost Approval. The scope and cost must be approved and signed by the Applicant.' A callout box points to a green button labeled 'SIGN SCOPE & COST' with the text 'Click Sign Scope & Cost'. Other buttons at the top right include 'SEND BACK', 'DOWNLOAD PROJECT REPORT', and 'SUBSCRIBE'. Below the status message, there is a 'General Information' section with fields for 'PROJECT #' (8132), 'CATEGORY' (C - Roads and Bridges), and 'APPLICANT'.

This screenshot shows the 'Sign Document' section of the application. It includes a 'SIGNATURE' field with a placeholder 'Signature here' and a 'DATE' field with the value '11/09/2017'. A callout box points to a green button labeled 'SIGN' with the text 'Click To Sign'.

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

This screenshot shows a 'Sign Document' prompt with three input fields and a 'SIGN' button. The fields are labeled 'Print Name \*', 'Signature Style \*', and 'Enter Password \*'. The 'Print Name' field contains 'YosemiteSam', the 'Signature Style' field contains 'Arizona', and the 'Enter Password' field is masked with dots. A callout box points to the 'SIGN' button with the text 'Step 4: Click Sign'. Other callout boxes point to the input fields: 'Step 1: Type Name' points to the 'Print Name' field, 'Step 2: Select Signature Font Style' points to the 'Signature Style' field, and 'Step 3: Enter Password' points to the 'Enter Password' field. The 'SIGN' button is green and labeled 'SIGN', with a 'CANCEL' button next to it.

- Click "Sign" at the bottom to complete



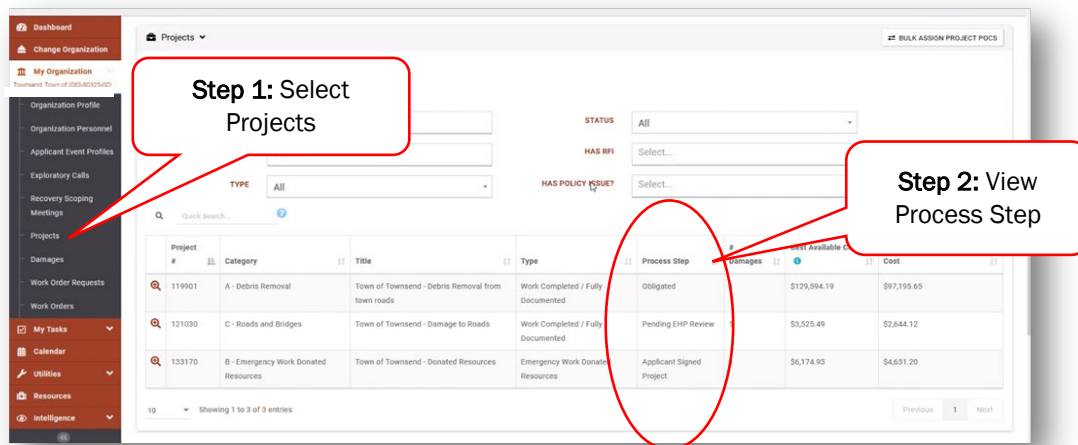
# Completing and Submitting Streamlined Project Applications

## Public Assistance Applicant and Recipient Quick Guide

### Tracking a Project Submission

The Applicant or Recipient may see the status of streamlined application(s) 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 projects entered by the Applicant or Recipient will appear



After the streamlined application is submitted to FEMA, 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 contacted by FEMA or the Recipient. The following tables summarize the process steps the Applicant or Recipient may see as a Status. They are listed in order but streamlined applications do not always go through every status listed below.

Summary of Process Steps for Streamlined Applications	
Pending Application Completion	The application is pending completion and submission by the Applicant.
Pending Recipient Application Review	A Recipient official is performing an initial review of the application.
Pending PDMG Project Review	Only when assigned, A FEMA Program Delivery Manager performs an initial review of the application.
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.
Large Project Review	If the project is above the Large Project Threshold
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 *Quick Guide* series is a set of documents that explain the roles and responsibilities of Applicants and Recipients 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](#).