Completing and Submitting Streamlined Project Applications

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.

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 B1) 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.

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1 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.
Management Costs Streamlined Application (for Streamlined Events Enabled by FEMA)
The Management Costs streamlined application (Category Z2) 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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2 All management costs will be obligated via Category Z project worksheets
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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
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- Select “Submit a Project Streamlined Application” on the yellow banner in the body of the page

[Image of Grants Portal]

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

[Image of Grants Portal]

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

Provide all required information in the Scope of Work section to include activities, 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 Sections & Schedules summary page to begin the Cost and Work Status section.

o Provide all required information in the General Cost and Work Status Questions section to include activity status and estimated costs.
o After all required questions have been answered, click “Proceed”

o 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.

o 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.
• Recipients can select from three funding options in Schedule G:
  ▪ 7 percent per capita indicator for the state\(^3\) (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\(^4\)
• 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
  o 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.
  o 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.

    ![Streamlined Project Application Schedule C - In Progress Work Estimate](image)

    o Documents can also be uploaded 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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\(^3\) Uses recent official census population multiplied by the event-applicable per-capita indicator
\(^4\) based on a Recipient provided estimate
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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.
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Step 1: Select *Edit*

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

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

Step 3: Click *Attach Selected*
Submit 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.

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

- **Step 1:** Type Name
- **Step 2:** Select Signature Font Style
- **Step 3:** Enter Password
- **Step 4:** Click Sign

Click “Sign” at the bottom to complete.
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.

<table>
<thead>
<tr>
<th>Summary of Process Steps for Streamlined Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pending Application Completion</strong></td>
</tr>
<tr>
<td>The application is pending completion and submission by the Applicant.</td>
</tr>
<tr>
<td><strong>Pending Recipient Application Review</strong></td>
</tr>
<tr>
<td>A Recipient official is performing an initial review of the application.</td>
</tr>
<tr>
<td><strong>Pending PDMG Project Review</strong></td>
</tr>
<tr>
<td>Only when assigned, A FEMA Program Delivery Manager performs an initial review of the application.</td>
</tr>
<tr>
<td><strong>Pending CRC Project Development, Peer Review, Insurance Completion, Insurance Peer Review, QA Review, DIU Initial Validation, or EHP Review</strong></td>
</tr>
<tr>
<td>FEMA specialists are processing the project, including reviewing documentation, developing scopes of work and cost estimates, and ensuring compliance with applicable requirements.</td>
</tr>
<tr>
<td><strong>Pending Final FEMA Review</strong></td>
</tr>
<tr>
<td>A FEMA official is conducting a final application eligibility review.</td>
</tr>
<tr>
<td><strong>Pending Recipient Final Review</strong></td>
</tr>
<tr>
<td>A Recipient official is conducting a final application eligibility review.</td>
</tr>
<tr>
<td><strong>Pending Applicant Project Review</strong></td>
</tr>
<tr>
<td>The application is ready for the Applicant’s final review and signature.</td>
</tr>
<tr>
<td><strong>Large Project Review</strong></td>
</tr>
<tr>
<td>If the project is above the Large Project Threshold</td>
</tr>
<tr>
<td><strong>Applicant Signed Project</strong></td>
</tr>
<tr>
<td>The application is ready for FEMA to make funding available through the Recipient for the Applicant</td>
</tr>
<tr>
<td><strong>Obligated</strong></td>
</tr>
<tr>
<td>Federal funding has been approved for release through the Recipient to the Applicant</td>
</tr>
</tbody>
</table>

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.

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