COMPLETING AND SUBMITTING STREAMLINED PROJECT APPLICATIONS
Applicant and Recipient Information

FEMA developed streamlined Project Applications to simplify the Applicant experience in navigating the Public Assistance (PA) process. Project Applications are formal online requests for PA Program funding. This document provides step-by-step guidance for Applicants and Recipients on completing, submitting, and tracking streamlined Project Applications.

FEMA is releasing streamlined Project Applications iteratively. Project Applications are currently available for emergency protective measures (Category B), debris removal (Category A), and management costs (Category Z). For Applicants, the management costs selection is not enabled until FEMA has obligated at least one of the Applicant's Project Applications for that event. For Recipients, the management costs selection is available to facilitate initial funding for management costs requests. For more information please refer to Public Assistance Management Costs (Interim) FEMA Recovery Policy FP 104-11-2.

The Applicant should plan to spend 1-2 hours completing a Project Application either completing it fully or saving and completing over several sessions. Please refer to the Resources section of the Grants Portal Support Center for reference guides depicting information and documentation required for each Project Application. For COVID-19 declarations, refer to the COVID-19 resources in Grants Portal.
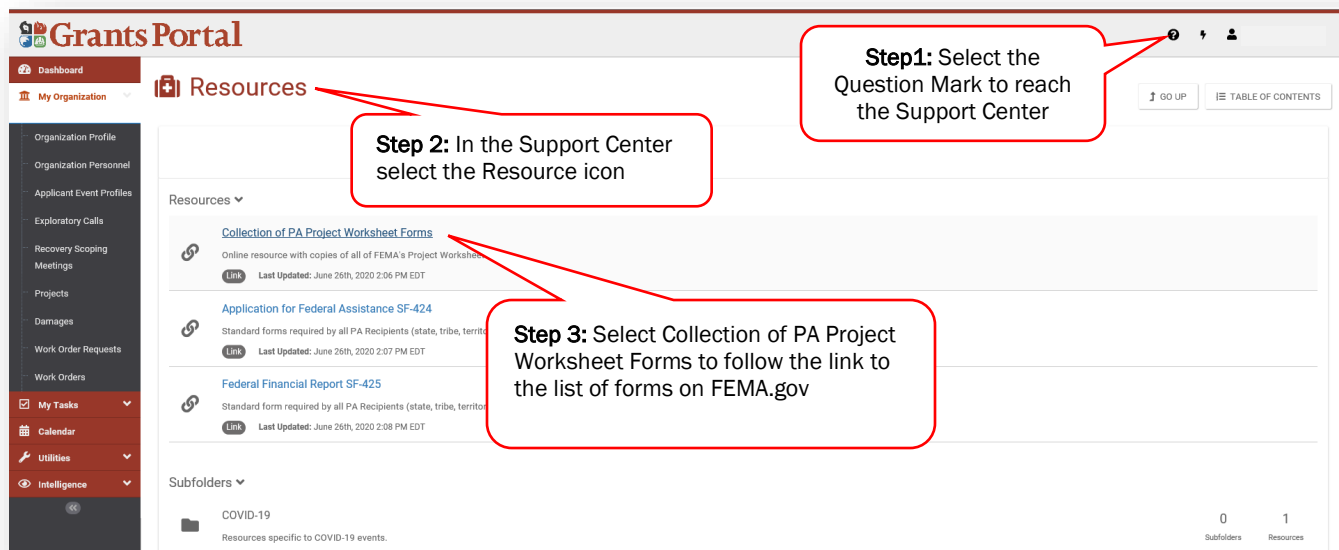

Figure 1. Accessing PA Project Worksheet Forms

Starting a Project Application

To start a Project Application in Grants Portal:

- Navigate to the Applicant Event Profiles tab
- Click "Submit a Project Application" on the yellow banner in the body of the page
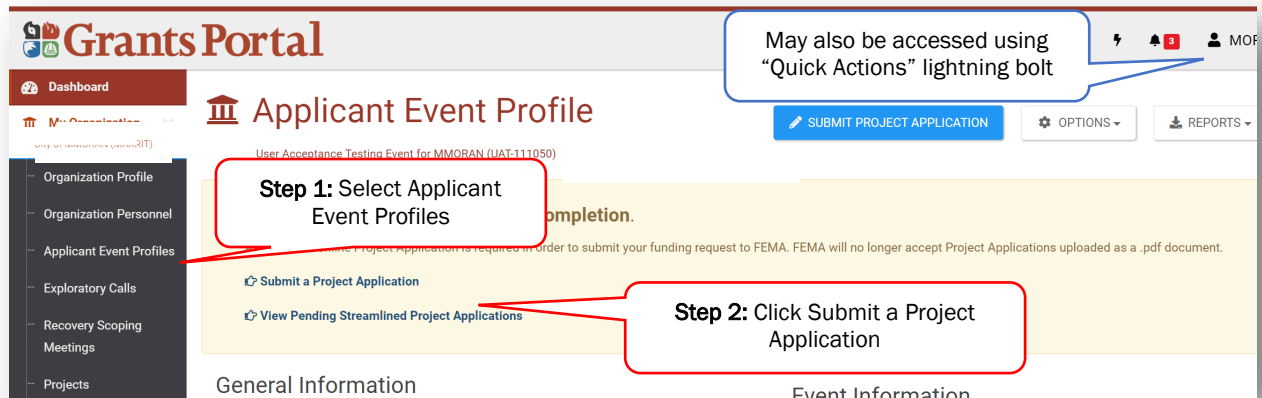

Figure 2. Creating a Project Application Part 1

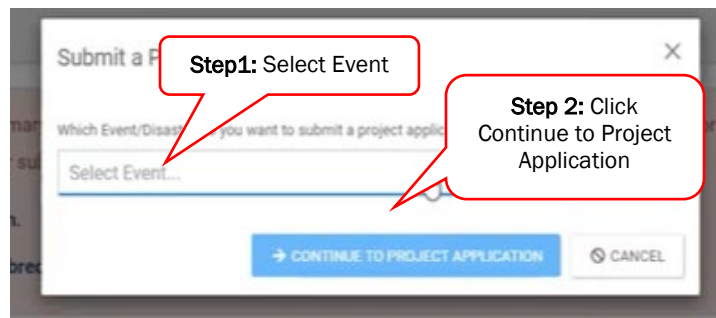- If prompted, select the event from the list and click "Continue to Project Application"

Figure 3. Creating a Project Application Part 2

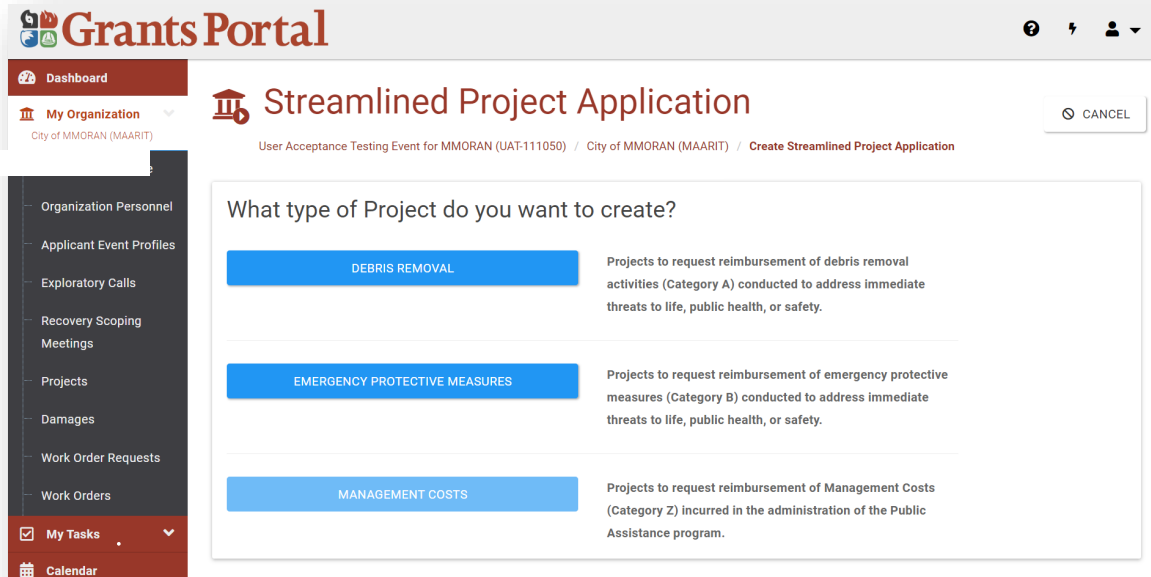- Select the type of Project Application to complete and submit.

Figure 4. Creating a Project Application Part 3

- Read the instructions on the Help page thoroughly before creating a Project Application.
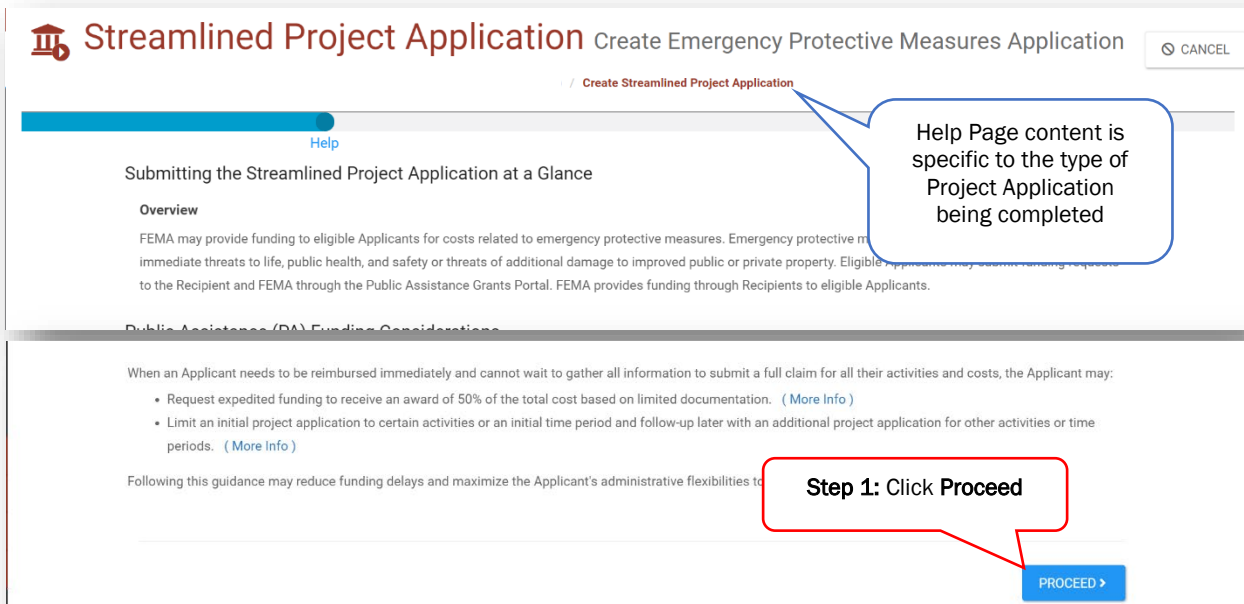- Click "Proceed" at the bottom of the help page to create a Project Application.

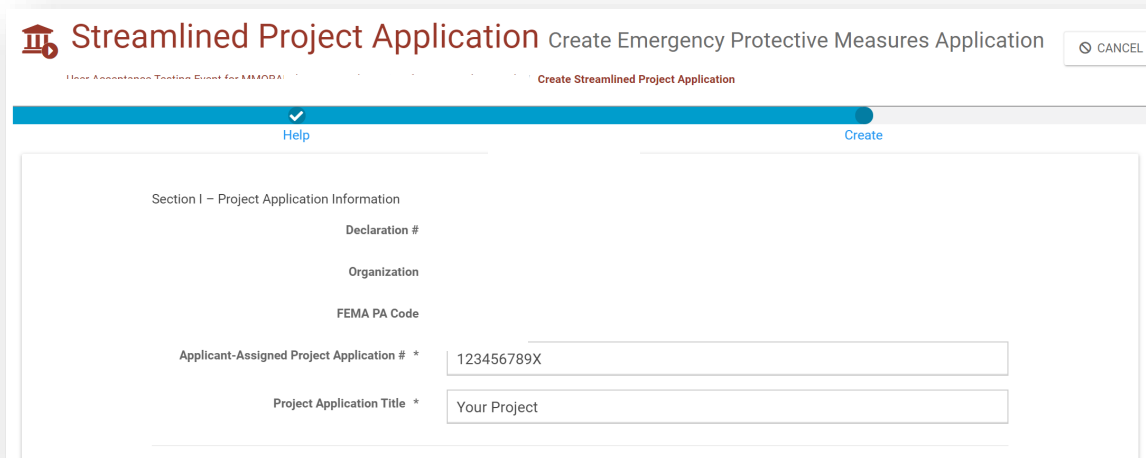Figure 5. Completing a Project Application Part 1

Completing a Project Application

Project Applications include four sections:
- **Section I** - Project Application Information - Basic information identifying the work activities claimed.
- **Section II** - Scope of Work - Description of work activities conducted or to be conducted.
- **Section III** - Cost and Work Status Information - Cost of work activities described in the Scope of Work and whether the work is: (1) not started; (2) in progress; or (3) complete.
- **Section IV** - Project Acknowledgements and Certifications - Certifications that work activities and costs claimed comply with applicable laws and regulations.

Responses in the first three sections trigger at least one cost schedule and one or more work surveys. Work surveys trigger based on specific activities including, but not limited to, work with environmental and historic preservation concerns, work on private property, and the use of temporary facilities.

- Provide all required information in Section I - Project Application Information
- Assign a unique title and number for each application. Applicants may use this title and number for tracking purposes. Application numbers may include up to 10 alpha-numeric characters (no symbols).

Figure 6. Completing a Project Application Part 2

- Provide all required information in Section II - Scope of Work including activities, descriptions, and locations of activities. Answers in this section determine which schedule and surveys are applicable.

Figure 7. Completing a Project Application Part 3

- Provide all information in Section III - Cost and Work Status including activity status and estimated costs. Answers determine which schedule and surveys are applicable.

Figure 8. Completing a Project Application Part 4

- Check the box at the bottom confirming certification of responses.
- Click "Create Streamlined Project Application"
- After creating a Project Application, a summary page displays all applicable sections, schedules and surveys.
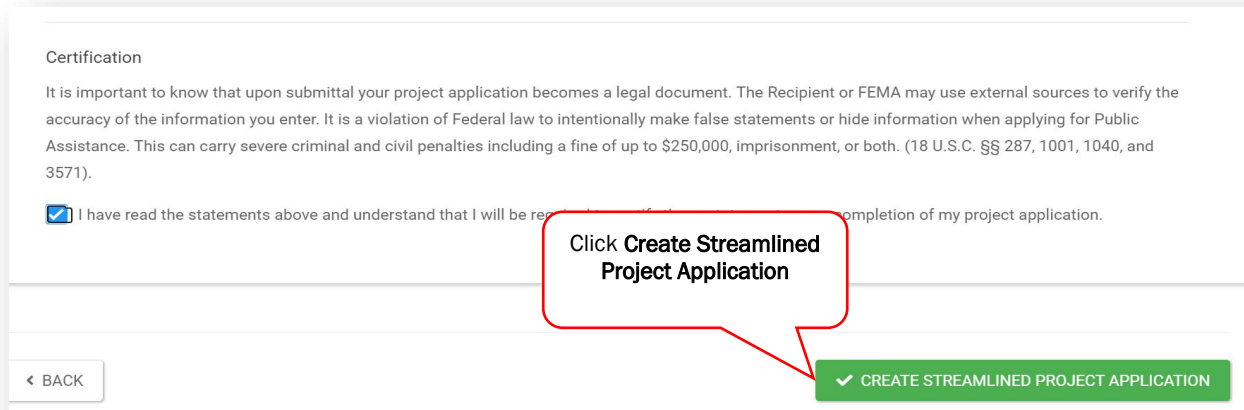
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Figure 9. Completing a Project Application Part 5

- Select another section, schedule, or survey on the summary page to begin, continue, or view a section.
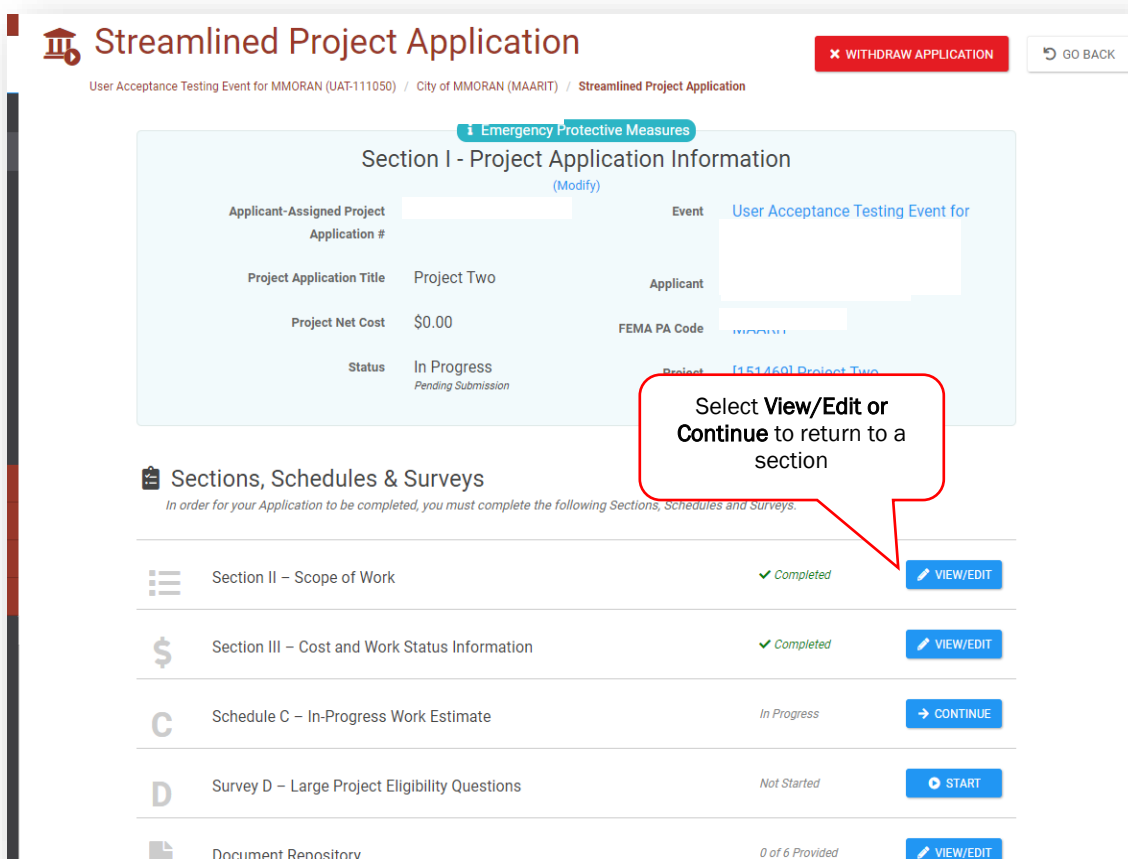

Figure 10. Completing a Project Application Part 6

- Return to the summary page to complete additional schedules or surveys required based on responses in Sections I-III. All Project Applications require the completion of one cost schedule and one or more work surveys before submitting the Project Application.
- After answering all required questions on a page, click "Proceed" to save and continue.

Figure 11. Completing a Project Application Part 7

- At the end of a section, schedule, or survey, click "Done with [Section]" to complete.

Figure 12. Completing a Project Application Part 8

Uploading Documentation

Based on the answers provided in each section, survey, and schedule, Grants Portal prompts documentation uploads in a Documents folder tree. The easiest way to upload required documents is to do so when prompted as each section, survey, and schedule is filled out. Applicants may not submit the Project Application if required documentation is not attached.
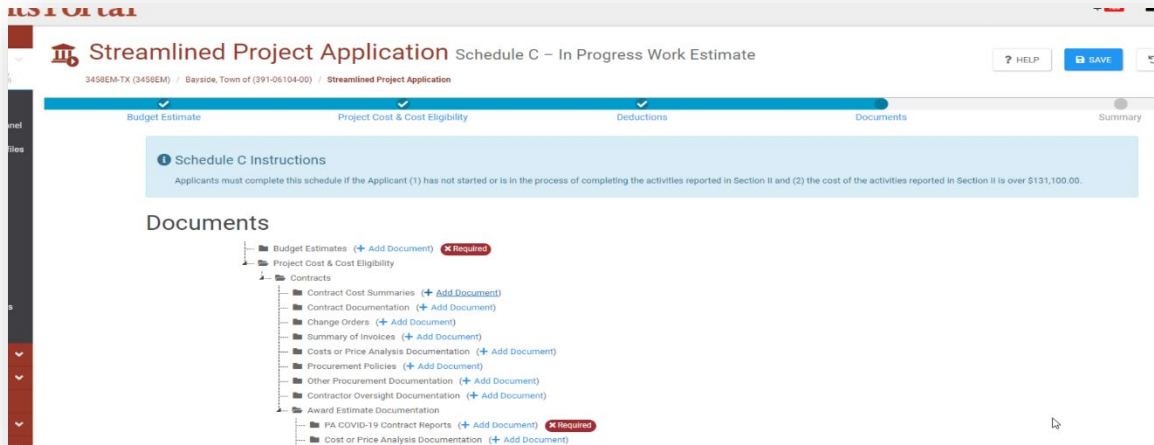

Figure 13. Uploading Documentation Part 1

- Applicants may also upload documents on the Document Repository tab of the summary page. To attach a document, select "Add Document". A window appears where Applicants may select documents saved on the computer.
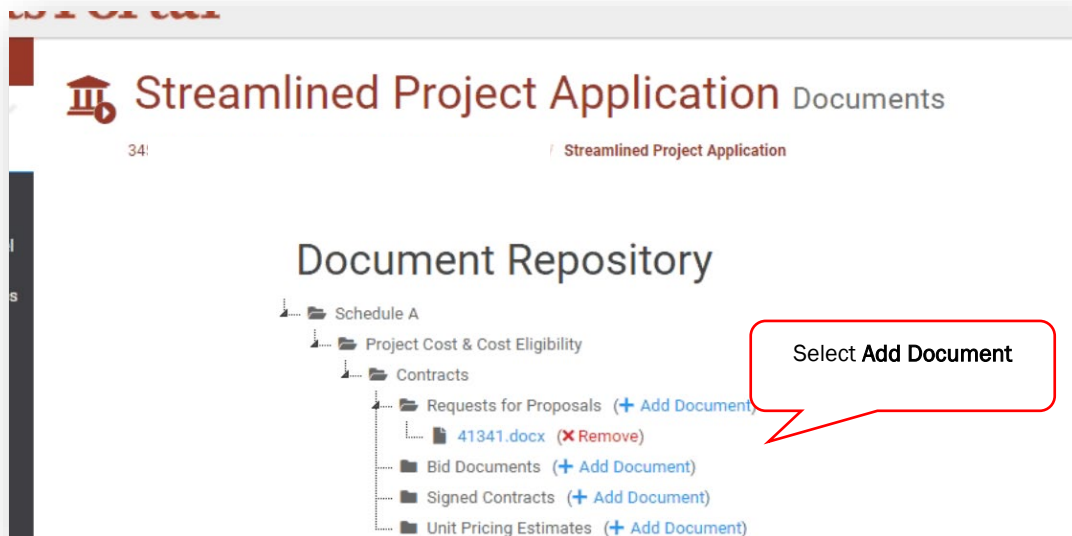

Figure 14. Uploading Documentation Part 2

- Upload documents or select from documents previously uploaded to Grants Portal.
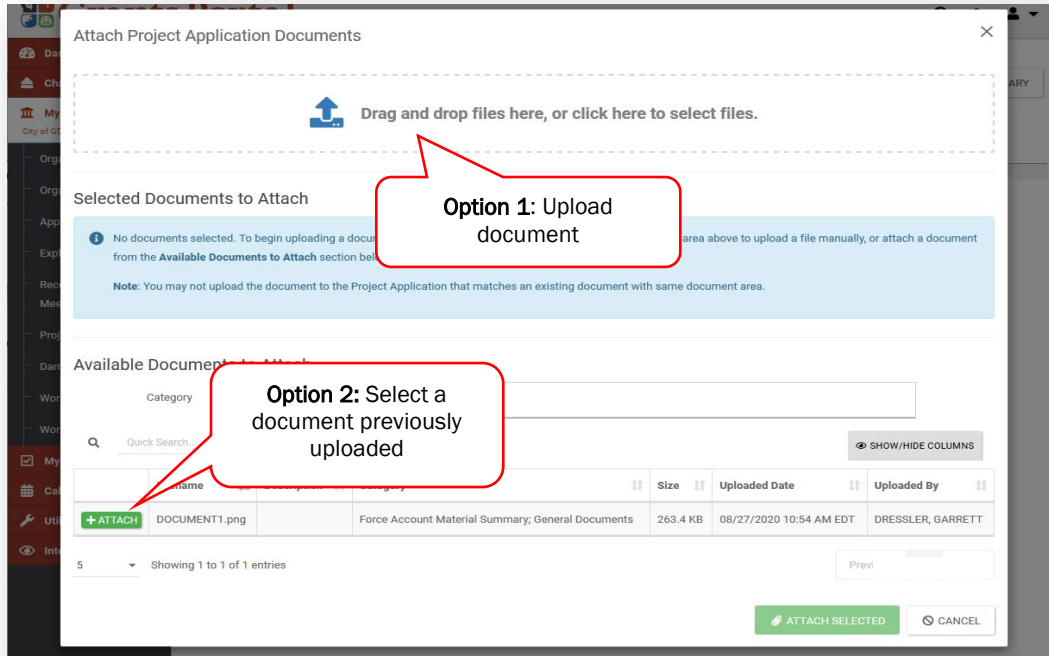

Figure 15. Uploading Documentation Part 3

- Next to each document click 'Edit" to adjust the filename, description, and category. The filename and description should clearly convey the information in the document. Grants Portal may automatically assign a document category; however, the Applicant may edit it.
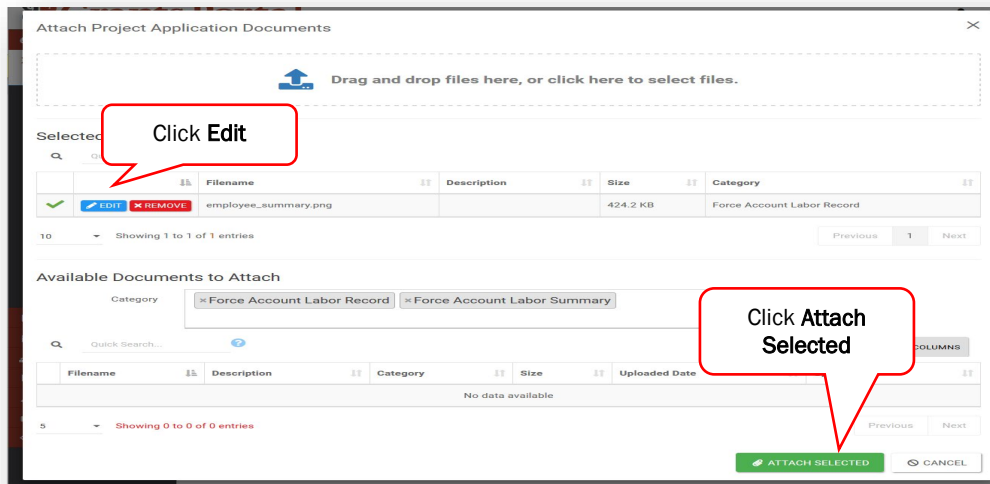- Click "Attach Selected" to upload the document(s).

Figure 16. Uploading Documentation Part 4

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Submitting a Project Application

Once completing all sections, surveys, and schedules and uploading all required documentation:
- Click the "Review and Submit" button at the bottom of the summary page.

Figure 17. Submitting a Project Application Part 1

- Review the project summary on the next page and click "Proceed" at the bottom of the page.
- Thoroughly review all certifications in Section IV - Project Acknowledgements and Certifications. Certify that all costs and activities comply with applicable federal, state, and local laws by signing as the Authorized Representative.
- Click "Submit Project Application."

Figure 18. Submitting a Project Application Part 2

The project status in Grants Portal updates to reflect the subsequent steps as the Project Application is processed. For example, when it enters "Pending CRC Development" status, this means it is at a FEMA Consolidated Resource Center (CRC) where FEMA validates the information and reviews for compliance with 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 has processed the Project Application, Grants Portal sends a notification to the Applicant that the Project Application is ready for review.
- Go to the Tasks tab in Grants Portal and click "Review" to begin reviewing.
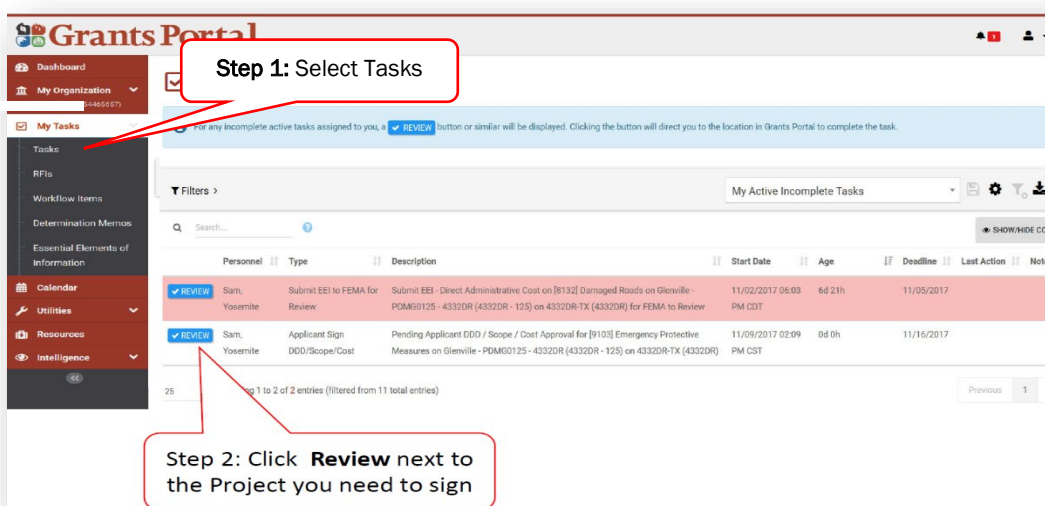
Figure 19. Reviewing and Signing a Project Part 1

- 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.
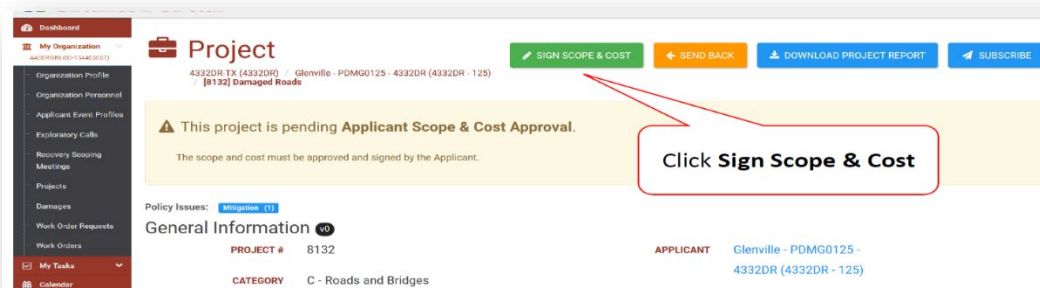
Figure 20. Reviewing and Signing a Project Part 2
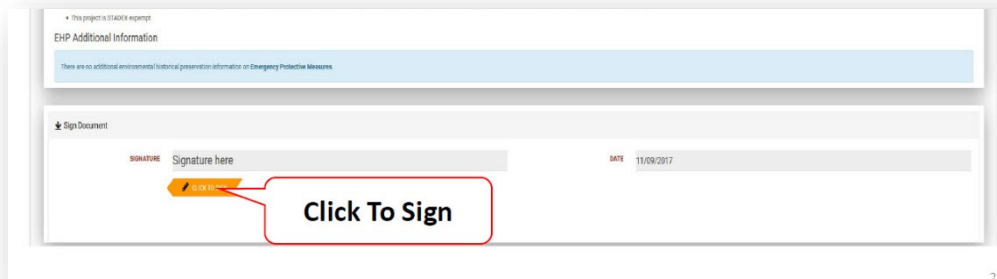
Figure 21. Reviewing and Signing a Project Part 3

- A prompt appears to enter name, signature font style, and system password.
- Click "Sign" at the bottom to complete.
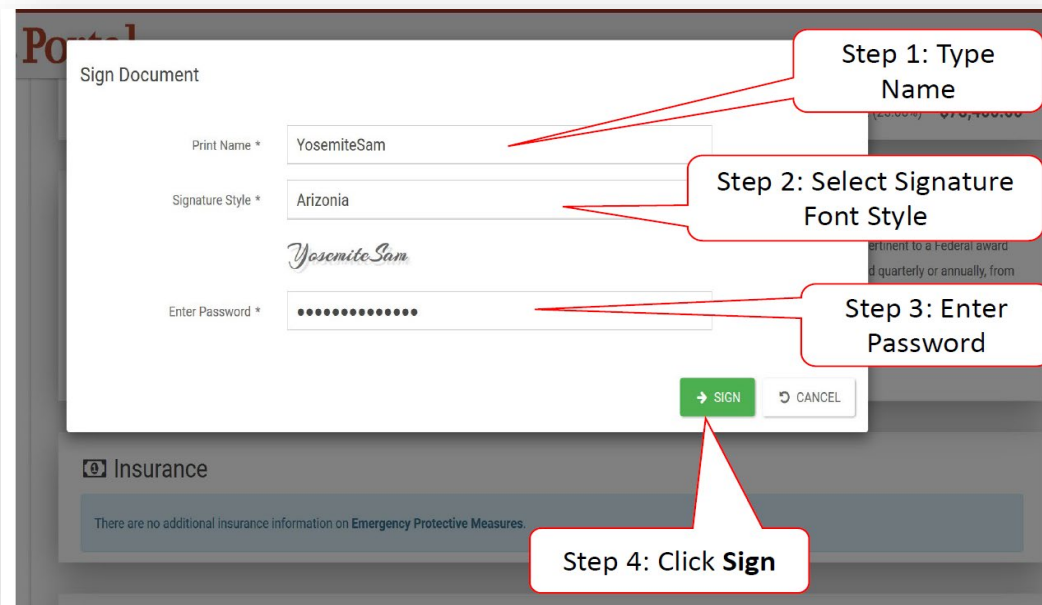
Figure 22. Reviewing and Signing a Project Part 4

Tracking a Project Submission

To see the status of Project Application(s) in Grants Portal:

- Navigate to the My Organization tab in Grants Portal.
- Click "Projects" on the left side of the dashboard to open a page showing all projects.

Figure 23. Tracking a Project Submission Part 1

After submitting the Project Application to FEMA, the "Process Step" column reflects the status of the project with FEMA or the Recipient. Generally, the Applicant has no action during these steps unless contacted by FEMA or the Recipient. The following table summarizes the pro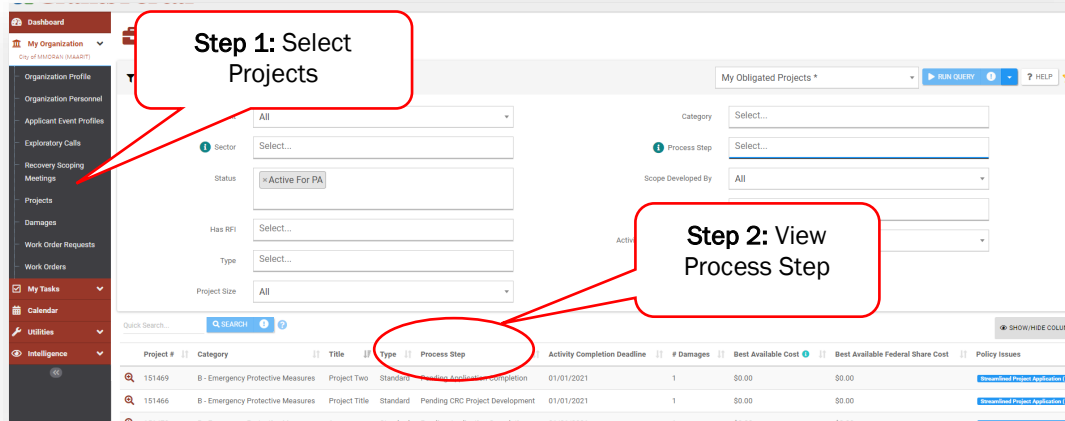cess steps the Applicant or Recipient may see as a Status. Steps are listed in order, but the status steps may vary based on event conditions or unique needs of a Project Application.

Summary of Process Steps for Streamlined Project Applications	
Pending Application Completion	The Applicant is preparing and completing the Project Application.
Pending Recipient Application Review	Recipient official performing an initial review of the Project Application.
Pending PDMG Project Review	Only when assigned, a FEMA Program Delivery Manager is performing an initial review of the Project 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	FEMA official conducting a final eligibility review.
Pending Recipient Final Review	Recipient official conducting a final eligibility review.
Pending Applicant Project Review	Ready for the Applicant's final review and signature.
Large Project Review	FEMA notifying Congress and Department of Homeland Security of Project Applications with a Federal cost share greater than $1 million.
Applicant Signed Project	Ready for FEMA to make funding available through the Recipient for the Applicant.
Obligated	Federal funding approved for release through the Recipient to the Applicant.