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 <u>Public Assistance Management Costs (Interim)</u> <u>FEMA Recovery Policy FP 104-11-2</u>.

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.

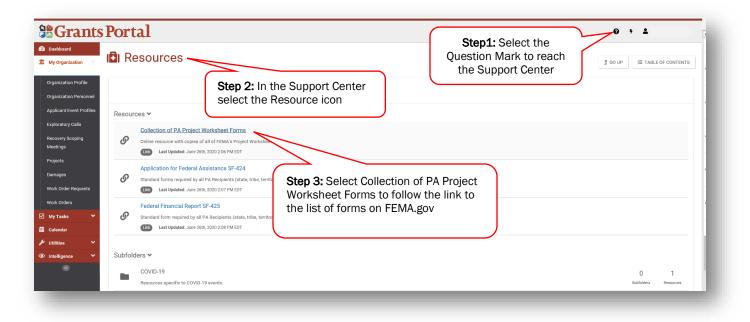


Figure 1. Accessing PA Project Worksheet Forms

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

Grants	Portal	May also be accessed using "Ouick Actions" lightning bolt
Dashboard More constant on the second sec	Applicant Event Profile User Acceptance Testing Event for MMORAN (UAT: 111050) Step 1: Select Applicant	SUBMIT PROJECT APPLICATION OPTIONS -
Organization Personnel Applicant Event Profiles Exploratory Calls	Event Profiles	ion. nit your funding request to FEMA. FEMA will no longer accept Project Applications uploaded as a .pdf document.
	I View Pending Streamlined Project Applications	Step 2: Click Submit a Project
Recovery Scoping	General Information	Application

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.

Dashboard		- A - 11 - 11	
My Organization 🗸 🔟	Streamlined Project	t Application	♦ CANCEL
y of MMORAN (MAARIT)	User Acceptance Testing Event for MMORAN (UAT-11105	0) / City of MMORAN (MAARIT) / Create Streamlined Project Application	
Organization Personnel	What type of Project do you wan	it to create?	
Applicant Event Profiles		Projects to request reimbursement of debris removal	
Exploratory Calls	DEBRIS REMOVAL	activities (Category A) conducted to address immediate	
Recovery Scoping		threats to life, public health, or safety.	
Meetings			
Projects	EMERGENCY PROTECTIVE MEASURES	Projects to request reimbursement of emergency protective	
Damages		measures (Category B) conducted to address immediate threats to life, public health, or safety.	
Nork Order Requests		Projects to request reimbursement of Management Costs	
Work Orders	MANAGEMENT COSTS	(Category Z) incurred in the administration of the Public	
My Tasks 🗸 🗸		Assistance program.	



- 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.

	/ Create Streamlined Project Application
Help Submitting the Streamlined Project Applica Overview	Project Application being completed
immediate threats to life, public health, and safety or three	sts related to emergency protective measures. Emergency protective m reats of additional damage to improved public or private property. Eligible application of the second se
Request expedited funding to receive an award of 5	tions and cannot wait to gather all information to submit a full claim for all their activities and costs, the Applicant may: 50% of the total cost based on limited documentation. (More Info) ies or an initial time period and follow-up later with an additional project application for other activities or time
	naximize the Applicant's administrative flexibilities to Step 1: Click Proceed

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).

Help		Create
Section I – Project Application Information		
Declaration #		
Organization		
FEMA PA Code		
Applicant-Assigned Project Application # $*$	123456789X	
Project Application Title *	Your Project	

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.

	Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to the declared incident.
	For certain activities Applicants must provide additional information in more detailed surveys. To be eligible the activities must be the legal
	responsibility of the Applicant requesting assistance (See 44 C.F.R. § 206.223(a)(3).)
De	scription of Activities
Plea	e provide a brief description of the activities the Applicant conducted or will conduct. *
App	icant conducted
	en en la calendaria de la calendaria de la calendaria de constituir en decada de la constituir en decada de la
	se select all the activities the Applicant conducted or will conduct * (More Info)
lt is ac	visable in certain scenarios to submit a separate project application for distinct activities or time periods. See the instructions for this project application
lt is ac for gui	
It is ac for gui admin	visable in certain scenarios to submit a separate project application for distinct activities or time periods. See the instructions for this project application fance on how to logically organize activities into projects. Following this guidance may reduce funding delays and maximize the Applicant's
It is ac for gui admin	visable in certain scenarios to submit a separate project application for distinct activities or time periods. See the instructions for this project application fance on how to logically organize activities into projects. Following this guidance may reduce funding delays and maximize the Applicant's strative flexibilities to track costs.
lt is ac for gui admin	visable in certain scenarios to submit a separate project application for distinct activities or time periods. See the instructions for this project application fance on how to logically organize activities into projects. Following this guidance may reduce funding delays and maximize the Applicant's strative flexibilities to track costs. ting public health and safety

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.

Applicants must complete this s B, C, or EZ as instructed below.	section and provide the costs of t	the activities being claimed in this project. Applicants must also complete Schedule A,
Work Status		
What is the status of the wo	rk activities being claim	ed in this project? *
This question should be answered onc	e to describe all the activities rep	ed in this project? * ported in this project (i.e. the earliest start date and the latest end date). If FEMA's Is, FEMA will ask for the time period that a particular activity was or will be conducted.
	e to describe all the activities rep	ported in this project (i.e. the earliest start date and the latest end date). If FEMA's
This question should be answered onc eligibility criteria for certain activities a	e to describe all the activities rep	ported in this project (i.e. the earliest start date and the latest end date). If FEMA's
This question should be answered once eligibility criteria for certain activities a Has the work started? *	e to describe all the activities rep	ported in this project (i.e. the earliest start date and the latest end date). If FEMA's

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.

	your project application becomes a legal document. The Recipient or FEMA may use external sources to verify the
accuracy of the information you enter. It is a	a violation of Federal law to intentionally make false statements or hide information when applying for Public
Assistance. This can carry severe criminal a	and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and
3571).	
l have read the statements above and ו	understand that I will be represented in the second s
	Click Create Streamlined
	Project Application

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.

Applicant-Assigned Project Application #	ction I - Project /	Protective Measures Application Information (Modify) Event User Acceptance Testing Ever	
Applicant-Assigned Project Application #	-	(Modify)	
Application #			
			nt for
Project Application Title	Project Two	Applicant	
Project Net Cost	\$0.00	FEMA PA Code	
Status	In Progress	Project [151/60] Project Two	
	Pending Submission	Select View/Edit or	
		Continue to return to a	
		section	
🚊 Sections, Schedules a	≩ Surveys)
In order for your Application to be comp	leted, you must complete the	following Sections, Schedules and Surveys.	
Section II – Scope of Wor	le.		
	ĸ	🗸 Completed	VIEW/EDIT
Section II – Scope of Wor	ĸ	✓ Completed	VIEW/EDIT
· · ·			
			VIEW/EDIT
· · ·			
· · ·	rk Status Information	✓ Completed	
Section III – Cost and Wo	rk Status Information	✓ Completed	VIEW/EDIT
Section III – Cost and Wo	rk Status Information Work Estimate	✓ Completed ✓ In Progress →	VIEW/EDIT

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.

O onodic			
Will the Applicant be performing work on a beach	or coastal facility? * (More Info)		
Yes			
O No			
O Unsure			
Will fill or borrow material needed for site preparat	ion? *		
Yes			`
O No		Click Proceed	
O Unsure		oner i i i i i i i i i i i i i i i i i i i	
			J
			_

Figure 11. Completing a Project Application Part 7

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

as the work started? • Yes ate Started 08/31/2020
08/31/2020
as the work been completed? • No
nticipated Completion Date 09/29/2020
s the Applicant want to request expedited funding? No Based on your answers, you will be required to complete a Schedule C and a Survey D form for this Application upon completion of Section III. You are required to complete a Schedule C and a Survey D form because activities are not completed.
activities being claimed in this project is greater than \$131,100.00.

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.

Streamlined Pro	ject Application Schedule C	C – In Progress Work Estimate		? HELP
3458EM-TX (3458EM) / Bayside, Town of (39	1-06104-00) / Streamlined Project Application			
~	✓	✓		•
Budget Estimate	Project Cost & Cost Eligibility	Deductions	Documents	Summary
Schedule C Ins	tructions			
Applicants must comp	plete this schedule if the Applicant (1) has not started or is in the p	process of completing the activities reported in Sectio	n II and (2) the cost of the activities reported in Section II	ls over \$131,100.00.
Documents				
	Budget Estimates (+ Add Document) Required			
	Project Cost & Cost Eligibility			
ذ	- 🚔 Contracts			
	Contract Cost Summaries (+ Add Document)			
	Contract Documentation (+ Add Document) Document (+ Add Document)			
	Summary of invoices (+ Add Document)			
	Costs or Price Analysis Documentation (+ Add Docum	nent)		
	Procurement Policies (+ Add Document)			
	In Other Procurement Documentation (+ Add Document	0		
	- E Contractor Oversight Documentation (+ Add Document	nt)		
	🚣 🖶 Award Estimate Documentation			
	Im PA COVID-19 Contract Reports (+ Add Document)	Required		13
		cument)		

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.

Streamline	Streamlined Project Application Documents			
J. Sch	A project Cost & Cost Eligibility Contracts Requests for Proposals (+ Add Document) Bid Documents (+ Add Document) Signed Contracts (+ Add Document) Unit Pricing Estimates (+ Add Document)			

Figure 14. Uploading Documentation Part 2

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

Attach Project Applicatio	n Documents	here, or click here	to selec	t files.		ARY
Org Org Selected Documents to / App No documents selected. To b from the Available Document Note: You may not upload the Mete	egin uploading a docur dOC	1: Upload cument s an existing document with		above to upload a file manually, ment area.	or attach a docum	ent
Proj Dan Available Document Wor Category Wor Q Oulck Search	Option 2: Select a locument previously uploaded			¢	SHOW/HIDE COLUMN	พร
Cal Hame	Force Account Material Summ	11 ary; General Documents	Size 11	Uploaded Date 11 08/27/2020 10:54 AM EDT	Uploaded By	UT ETT
> Intr 5 Showing 1 to 1 of 1 er	' ntries	_		Pro		CEL

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).

	Dra	ag and drop	files here, or	click h	ere to select f	files.	
elected Cli	ick Edit						
	11. Filename	11	Description	11	Size 11	Category	11
	ve employee_summary.png				424.2 KB	Force Account Labor Record	
vailable Docume	Force Account Labor F	tecord Ford	e Account Labo	r Summa	гу	Click Attach	
Q Quick Search	0					Selected	COLUMNS
Q Quick Search		Lf Category			† Uploaded Date	Selected	
		Category	11 Size		1 Uploaded Date	Selected	
		Lt Category			† Uploaded Date	Selected	

Figure 16. Uploading Documentation Part 4

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.

	Section II – Scope of Work	✓ Completed	🖋 VIEW/EDIT
,	Section III – Cost and Work Status Information	✓ Completed	🖋 VIEW/EDIT
Ζ	Schedule EZ – Small Project Estimate	✓ Completed	🖋 VIEW/EDIT
	Click Review and Submit	1 of 1 Provided	🖋 VIEW/EDIT

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."

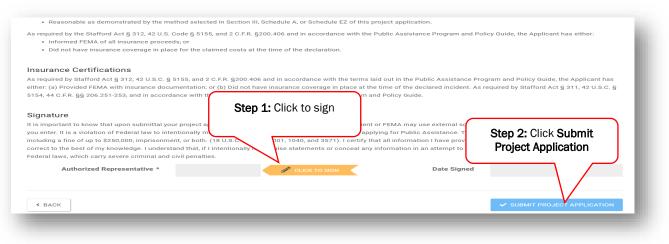


Figure 18. Submitting a Project Application Part 2

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.

Dashboard My Organization 🛛 💙	Por		: Select Ta	isks							
s4465657) My Tasks	For a	ny incomplete act	ive tasks assigned to you, i	REVIEW button or similar will be displayed. Clicking the button will direct you to the	e location in Gran	ts Porta	il to complete t	he task.			
Tasks RFIs Workflow Items	▼ Filters	>			My Active	Incom	plete Tasks		- B ¢	τ.	÷
Determination Memos	Q Sean	ch	0						• 5	łow/hi	DE COLI
Essential Elements of Information		Personnel 1	Туре	Description	Start Date		Age	↓7 Deadline	Last Actio	n II	Note
Calendar Utilities 🗸	✓ REVIEW	Sam, Yosemite	Submit EEI to FEMA for Review	Submit EEI - Direct Administrative Cost on [8132] Damaged Roads on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) for FEMA to Review	11/02/2017 (PM CDT)6:03	6d 21h	11/05/201	17		
Resources Intelligence 🗸	✓ REVIEW	Sam, Yosemite	Applicant Sign DDD/Scope/Cost	Pending Applicant DDD / Scope / Cost Approval for [9103] Emergency Protective Measures on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR)	11/09/2017 (PM CST	2:09	Od Oh	11/16/201	17		
•	25	og 1 to 2	of 2 entries (filtered from 1	1 total entries)					Previous	1	
(ck Review t you need								

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.

My Organization	💼 Project	🖌 SIGN SCOPE & COST 🛛 🔶 SEND BA	CK 📥 DOWNLOAD PROJECT REPORT	A SUBSCRIBE
Organization Profile	4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125) / [8132] Damaged Roads			
Organization Personnel				
Applicant Event Profiles				
	A This project is pending Applicant Scope & Cos	t Approval.		
Recovery Scoping Meetings	The scope and cost must be approved and signed by the Applicant.	Click	Sign Scope & Cost	
Damages	Policy Issues: Mitigation (1)			
Work Order Requests	General Information 💿			
	PROJECT # 8132	APPLICANT	Glenville - PDMG0125 -	
🕘 My Tasks 🛩			4332DR (4332DR - 125)	
Calendar	CATEGORY C - Roads and Bridges			

Figure 20. Reviewing and Signing a Project Part 2

★ Sign Document			
SIGNATURE Signature here		DATE 11/09/2017	
/ Gas Beer			
	Click To Sign		

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.

Print Name *	YosemiteSam	
Signature Style *	Arizonia	Step 2: Select Signature Font Style
	YosemiteSam	ertinent to a Federal awarc d quarterly or annually, fro
Enter Password *	••••••	Step 3: Enter Password
		SIGN D CANCEL
Insurance		

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.

rganization 👻 📕		p 1: Select					
ization Profile	r +	Projects			My Obligated Projects	* v FUN QU	ERY 0 • ? HELP
ization Personnel	\succ \sim	All	×	Catego	y Select		
ratory Calls	Sector	select		Process Ste	p Select		
very Scoping ngs	Status	×Active For PA		Scope Developed B	y All		v
ts						_	
les	Has RFI	Select					
rder Requests					ep 2: Vie		*
rders	Type	select		Pr	ocess Ste	ep	
sks 🗸	Project Size	All	*			•	
lar	uick Search Q SEAR	RCH 🕘 🕜					SHOW/HIDE COLUM
		11 Title	JF Type ↓↑ Process Step	Activity Completion Deadline 💷 🕸 Damager	Best Available Cost 🜖	11 Best Available Federal Share Cost	Policy Issues
• •	Project # 💠 Category		· · · · · · · · · · · · · · · · · · ·	on 01/01/2021 1	\$0.00	\$0.00	Streamlined Project Application (
s v		ncy Protective Measures Project	Two Standard Peopling Application completi				
is V gence V	Q 151469 B - Emerger		Two Standard Preding Application completion Title Standard Pending CRC Project Developr		\$0.00	\$0.00	Streamlined Project Application (1

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 process 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 Pro	cess 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.