How to Submit a COVID-19 Grant

Presented by FEMA’s Public Assistance Training Section

Updated 5-6-20
<table>
<thead>
<tr>
<th>Terms to Know</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient</td>
<td>States, tribes or territories that receive and administer Public Assistance Federal Awards</td>
</tr>
<tr>
<td>Applicant</td>
<td>State, local, tribal, or territorial governments or private non-profit entities that may request and receive subawards under a Recipient's award</td>
</tr>
<tr>
<td>Projects &amp; Subawards</td>
<td>Projects are groupings of activities that become a subaward under the Recipient's award when approved.</td>
</tr>
<tr>
<td>Grants Portal</td>
<td>System <strong>used by Recipients and Applicants to manage PA grant applications</strong></td>
</tr>
</tbody>
</table>
COVID 19 Applicant Process

Streamlined application for COVID-19 allows applications to be processed and managed through the following steps:

1. Attend virtual applicant briefing
2. Log on or create account in PA Grants Portal
3. Submit RPA
4. Submit COVID-19 project and documents
5. FEMA and Recipient review documents
6. Sign final grant
7. Post Award Activities
Attend virtual applicant briefing

- A Recipient led meeting
- Occurs after a declaration to discuss Public Assistance procedures with potential Applicants
- Organizations interested in applying for Public Assistance should contact their state, territorial, tribal or local emergency management representative for information.
Requests for Public Assistance are submitted and approved through Grants Portal.

Applicants who have previously worked in Grants Portal and have an account can log in with their username and password.
Grants Portal Account and Request for Public Assistance

- Applicant will submit their Request for Public assistance through Grants Portal
- Recipient and FEMA will review RPA for eligibility
- If FEMA approves the application, the Applicant proceeds with submitting project application(s).
Streamlined Project Application

The project application has four sections and supplemental schedules. All Applicants must complete Sections I, II, and III and IV. The Applicant may have to complete one or more of the following Schedules:

<table>
<thead>
<tr>
<th>Cost</th>
<th>Funding Request Type</th>
<th>Work Status</th>
<th>Cost Basis</th>
<th>Schedule A</th>
<th>Schedule B</th>
<th>Schedule C</th>
<th>Schedule D</th>
<th>Schedule EZ</th>
<th>Schedule F*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $131,100</td>
<td>Small</td>
<td>Any</td>
<td>Any</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Equal to or Greater than $131,100</td>
<td>Expedited</td>
<td>Any</td>
<td>Applicant-Provided Estimates or Information</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular</td>
<td>Complete</td>
<td>Actual Costs</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular</td>
<td>In-progress</td>
<td>Actual Costs &amp; Applicant-Provided Estimates</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular</td>
<td>Not Started</td>
<td>Applicant-Provided Estimates or Information</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities
Applicant completes and submits project application(s) in Grants Portal.

Application includes:
- Detailed information about the activities for which the Applicant is requesting funding
- Lists supporting documentation the Applicant needs to justify the request
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

C- Large Projects that are work-to-be-completed

D- Large projects that were reported in Schedules B and C, and Large Projects having purchased or pre-positioned supplies, equipment or provided emergency medical care, sheltering, operation of a temporary facility, etc.

EZ- All small projects, regardless of work status

F- EHP form that gets completed based off certain answers and activities
Locate the Application

Click on your Task Bell and/or Applicant Profile
Locate the Application

Click on Submit Project Application Bar and/or link on the “yellow brick road”
Review the Process

Scroll down to review Application Process
Section I

Step 1: Enter Application # and Title

Step 2: Check the Box to certify

Step 3: Click Done with Section 1
Section I Complete

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Click Start to proceed and begin with Section 2
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Enter Description of Activities then scroll down to Proceed
Section II

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Grants Portal

Streamlined Project Application - Section II - Scope of Work

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
- Security, law enforcement, barricading, and patrolling
- Storage of human remains or mass mortuary services
- Other

Emergency Medical Care
- Purchase and distribution/use of medical supplies & equipment
- Provision of medical services

Select all that Apply
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Select all that Apply then click Proceed
Section II

Attend virtual applicant briefing

Log on or create account in PA Grants Portal

Submit RPA

Submit COVID-19 project and documents

FEMA and Recipient review documents

Sign final grant

Post Award Activities

Select the Location then click Proceed
Section II

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

If Geographic Location is chosen
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Document required
Section II

Attend virtual applicant briefing

Log on or create account in PA Grants Portal

Submit COVID-19 project and documents

FEMA and Recipient review documents

Sign final grant

Post Award Activities

Upload document from computer
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Locate document on your computer. Select and open.
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Upload document
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Required documentation complete
Section II

If **Specific Site** is chosen

Select if documentation will be address or GPS Coordinates
Section II

Enter address of site
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Enter GPS Coordinates
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Click Proceed
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Enter Description of Activities then scroll down to Proceed
Section II

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Grants Portal

Streamlined Project Application Section II – Scope of Work

Method(s) of work the Applicant used or will use to complete the activities reported above.
- Purchase of meals for emergency workers

Locations
Locations where the activities reported above were or will be conducted.
- Jurisdiction-wide

Documents
No documents are currently required for this section/schedule.

Review then click Done with Section 2
Section II Complete

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit COVID-19 project and documents
Submit RPA
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Click Go to Summary
Section III

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Click Start to Complete next Task or Continue to finish a Task already started.
Section III

Does Applicant request Expedited Funding

Choose small or large project

Choose status of activities
Section III

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Enter date started and date completed
Section III

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

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Streamlined Project Application Section III – Cost and Work Status Information

General Cost & Work Status Questions

An Applicant may request approval for expedited funding from the Recipient and FEMA. If they have an immediate need for funding to continue life-saving emergency protective measures. 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

Is the Applicant’s estimated cost for activities reported in Section II greater than or equal to $131,100.07?

- Yes
- No

What is the status of the activities reported in Section II?

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 the activities reported in Section II. The 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
- Activities started with projected end date
- Activities have no predictable end date

Enter date started, % complete, projected completion date
Section III

General Cost & Work Status Questions

An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. 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 expediting funding or, at a minimum, discuss expediting funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.

Enter date started and % complete
Section III

### General Cost & Work Status Questions

**Does the Applicant want to request expedited funding?**

- [ ] Yes
- [ ] No

The Applicant’s estimated cost for activities reported in Section II greater than or equal to $131,100.00?**

- [ ] Yes
- [ ] No

What is the status of the activities reported in Section II?**

- [ ] Activities started and completed
- [ ] 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 C and a Schedule D form for this application upon completion of Section III.

You are required to complete a Schedule C and a Schedule D form because activities are completed and the Applicant’s estimated cost for activities reported in Section II is greater than $131,100.00.
Section III

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Streamlined Project Application
Section III – Cost and Work Status

Information

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

Answer the question, if yes is selected, click Proceed
Section III

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Grants Portal

Streamlined Project Application
Section III – Cost and Work Status

Information

4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application

General Cost & Work Status Questions

Section III Instructions
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.

Summary

General Cost & Work Status Questions

Did the Applicant want to request expedited funding?

Yes

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

Review then scroll down
Section III

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Review then click Done with Section 3
What are the Schedules:

**A- Large Projects that are Expedited**

B- Large Projects that are work completed

C- Large Projects that are work-to-be-completed

D- Large projects that were reported in Schedules B and C, and Large Projects having purchased or pre-positioned supplies, equipment or provided emergency medical care, sheltering, operation of a temporary facility, etc.

EZ- All small projects, regardless of work status

F- EHP form that gets completed based off certain answers and activities
Schedule A

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

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Click Start to Complete next Task
Schedule A

Enter Information then scroll down to Proceed
Schedule A

Step 1: Enter Information

Step 2: Select the Reason

Step 3: Click Proceed
Schedule A

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

**Schedule A Instructions**

The Applicant must complete this section if requesting expedited funding in Section III of the project application. Expedited funding is only available if the total net cost for the request is greater than or equal to $131,100.00.

**Project Cost & Cost Eligibility**

Please select the resources necessary to complete the activities reported in Section II.

- [ ] Contracts  (More Info)
- [ ] Labor  (More Info)
- [ ] Equipment  (More Info)

Select all that Apply
### Schedule A Instructions

The Applicant must complete this section if requesting expedited funding in Section III of the project application. Expedited funding is only available if the total net cost for the request is greater than or equal to $151,103.00.

### Project Cost & Cost Eligibility

Please select the resources necessary to complete the activities reported in Section II.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts</td>
<td>$45,000.00</td>
</tr>
<tr>
<td>Labor</td>
<td>$55,000.00</td>
</tr>
</tbody>
</table>

Enter Amounts
Schedule A

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Grants Portal

Streamlined Project Application Schedule A – Expedited Funding Estimate

Schedule A Instructions
The Applicant must complete this section if requesting expedited funding in Section III of the project application. Expedited funding is only available if the total net cost for the request is greater than or equal to $131,100.00.

Deductions
Please select the credits available to offset costs of activities reported in Section II (More Info)

- Insurance Proceeds (More Info)
- Disposition (More Info)
- Medical Payments (More Info)

Select all that Apply
Enter Info and Amount for Other Cost then click Proceed
Schedule A

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

---

Grants Portal

Streamlined Project Application Schedule A – Expedited Funding Estimate

4481000Y (4481000Y) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application

General Eligibility
Project Cost & Cost Eligibility
Deductions
Documents

Schedule A Instructions
The Applicant must complete this section if requesting expedited funding in Section III of the project application. Expedited funding is only available if the total net cost for the request is greater than or equal to $131,100.00.

Documents

- Project Cost & Cost Eligibility
  - Requests for Proposals (+ Add Document)
  - Bid Documents (+ Add Document)
  - Signed Contracts (+ Add Document)
  - Unit Pricing Estimates (+ Add Document)

- Labor
  - Force Account Labor Documentation (+ Add Document) [Required]
  - Mutual Aid Agreements (+ Add Document)

Add Documents
Schedule A

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Click to upload Documents
Schedule A

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Click Edit
Schedule A

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Add Description
Schedule A

1. Attend virtual applicant briefing
2. Log on or create account in PA Grants Portal
3. Submit RPA
4. Submit COVID-19 project and documents
5. FEMA and Recipient review documents
6. Sign final grant
7. Post Award Activities

Selected Documents to Attach

Available Documents to Attach

Click Attach Selected
Schedule A

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

View attached document
Schedule A

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

FEMA and Recipient review documents

Review then click Done with Schedule A
Schedule A Complete

Click Go to Summary
Schedule A Submit

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Click Review and Submit
Section III Complete

Click Go to Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

C- Large Projects that are work-to-be-completed

D- Large projects that were reported in Schedules B and C, and Large Projects having purchased or pre-positioned supplies, equipment or provided emergency medical care, sheltering, operation of a temporary facility, etc.

EZ- All small projects, regardless of work status

F- EHP form that gets completed based off certain answers and activities
Schedule B

Select resources utilized
Enter costs
Enter costs
Schedule B

Attend virtual applicant briefing

Log on or create account in PA Grants Portal

Submit RPA

Submit COVID-19 project and documents

FEMA and Recipient review documents

Sign final grant

Post Award Activities

Enter costs
Schedule B

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Calculate deductions.
Schedule B

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Upload required documents
Schedule B

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Review Schedule B
Scroll down
Schedule B

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Review then click Done with Schedule B
Schedule B Complete

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Click Go to Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

C- Large Projects that are *work-to-be-completed*

D- Large projects that were reported in Schedules B and C, and Large Projects having purchased or pre-positioned supplies, equipment or provided emergency medical care, sheltering, operation of a temporary facility, etc.

EZ- All small projects, regardless of work status

F- EHP form that gets completed based off certain answers and activities
Schedule C

Select basis for Applicant’s cost estimate
Schedule C

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities
Schedule C

Select resources necessary for completion
Schedule C

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Click More Info for additional guidance.
Schedule C

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Select and/or enter information
Scroll down
Schedule C

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Select and/or enter information

Scroll down
Schedule C

Select and/or enter information

Click proceed
Schedule C

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Select and/or enter information

Click proceed
Schedule C

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Select credits available
Click proceed
Schedule C

Select and/or enter information

Click proceed
Schedule C

1. Attend virtual applicant briefing
2. Log on or create account in PA Grants Portal
3. Submit RPA
4. Submit COVID-19 project and documents
5. FEMA and Recipient review documents
6. Sign final grant
7. Post Award Activities

Select and/or enter information

Click proceed
Schedule C

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Upload required documents
Click proceed
Schedule C

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Grants Portal

Streamlined Project Application Schedule C – In Progress Work Estimate

Documents

Budget Estimate
Project Cost & Cost Eligibility
Grants
Documents

Schedule C Instructions
Applicants must complete this schedule if the Applicant (*) has not started or is in the process of completing the activities reported in Section II and (ii) the cost of the activities reported in Section II is over $101,105.00.

Documents:
- Executive Summary
- Project Narrative
- Project Timeline
- Budget Estimate
- Project Cost & Cost Eligibility
- Work Order Request
- Work Orders
- My Tasks
- Calendar
- Tasking
- Tasking
- Resources
- Intelligence
Schedule C

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

---

Grants Portal

Streamlined Project Application Schedule C – In Progress Work Estimate

Schedule C Instructions
Applicants must complete the schedule if the applicant has not started or is in the process of completing the activities reported in Section II and (2) the cost of the activities reported in Section II is equal to $131,106.

---

Summary
What is the basis for estimate?
• Estimation of completed costs
• Contractors or others

Resources necessary to complete the activities reported in Section II (More Info)

<table>
<thead>
<tr>
<th>Labor</th>
<th>More Info</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$160,000.00</td>
</tr>
</tbody>
</table>

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Review Schedule C Summary
Scroll down
Schedule C

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Review Schedule C Summary

Click Done with Schedule C
Schedule C Complete

Click Go to Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

C- Large Projects that are work-to-be-completed

D- Large projects that were reported in Schedules B and C, and Large Projects having purchased or pre-positioned supplies, equipment or provided emergency medical care, sheltering, operation of a temporary facility, etc.

EZ- All small projects, regardless of work status

F- EHP form that gets completed based off certain answers and activities
Schedule D

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Select and/or enter information
Click proceed
Schedule D

Attend virtual applicant briefing

Log on or create account in PA Grants Portal

Submit COVID-19 project and documents

FEMA and Recipient review documents

Sign final grant

Post Award Activities

Select and/or enter information

Click proceed
Schedule D

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Expand tiles for additional information

Click proceed
Schedule D

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Select and/or enter information
Scroll down
Schedule D

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Select and/or enter information

Click proceed
Schedule D

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Post Award Activities

Select and/or enter information
Click proceed
Schedule D

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Post Award Activities

Upload required document
Click proceed
Schedule D Complete

Click on Go To Summary

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Streamlined Project Application Schedule D — Large Project Eligibility Questions

Did or will the Applicant distribute food, water, ice or other commodities to for-profit entities?
  • No

Did or will the Applicant enter into a formal agreement or contract for the provision of food, water, ice or other commodities through a private organization?
  • No

If the purchase and distribution involved food, how is food security maintained?
  • Video increase in perplex demand for feeding resources

Purchase of Meals for Emergency Workers

Why are meals for emergency workers being claimed?
  • Conditions overwhelmed a level of severity that response employees to work unusual and extended hours
  • Description of these conditions
  • Conditions

Documents
  • Search Eligibility
  • New Program Documentation

Click on Go To Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

C- Large Projects that are work-to-be-completed

D- Large projects that were reported in Schedules B and C, and Large Projects having purchased or pre-positioned supplies, equipment or provided emergency medical care, sheltering, operation of a temporary facility, etc.

EZ- All small projects, regardless of work status

F- EHP form that gets completed based off certain answers and activities
Schedule EZ

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
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Post Award Activities

Review how to create Budget Estimate
Click proceed
Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
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Sign final grant
Post Award Activities

Select resources utilized

Click proceed
Schedule EZ

Select and/or enter information
Schedule EZ

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Upload required documents
Click proceed
Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Schedule EZ

Review Schedule EZ Summary

Scroll down
Schedule EZ

Review Schedule EZ Summary

Click Done with Schedule EZ
Schedule EZ Complete

Attain virtual applicant briefing  
Log on or create account in PA Grants Portal  
Submit RPA  
Submit COVID-19 project and documents  
FEMA and Recipient review documents  
Sign final grant  
Post Award Activities

Click on Go To Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

C- Large Projects that are work-to-be-completed

D- Large projects that were reported in Schedules B and C, and Large Projects having purchased or pre-positioned supplies, equipment or provided emergency medical care, sheltering, operation of a temporary facility, etc.

EZ- All small projects, regardless of work status

F- EHP form that gets completed based off certain answers and activities
Schedule F

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

**Grants Portal**

**Streamlined Project Application** Schedule F – Environmental and Historic Preservation Questions

**Activity Details**

**Establishment of Temporary Facilities**

In Section II, Establishment of Temporary Facilities was selected as a method of work. To provide information regarding these temporary facilities, you must submit a separate Temporary Facilities form for each temporary facility. You may download a blank Temporary Facilities Form if you do not have a copy.

In addition to completing the Temporary Facilities form, FEMA also requires additional documentation to support the form. Please select the supporting documents you will be attaching to this application:

- A cost analysis justifying the rental, purchase, construction, or modification of the temporary facility
- Leases for any temporary facilities
- Documentation supporting the purchase price of any purchased facilities
- Plan or other documentation describing the work done at the temporary facility
- A site plan for any facility conservation that will cause a ground disturbance
- Permits for any temporary debris staging sites
- Permits for any disposal sites used for ash resulting from vegetation debris burning
- Permits for any temporary facility sites that are adjacent to known hazardous materials
- Any other applicable permits related to the temporary facility
- Site maps showing the location of all proposed areas where the applicant will conduct site work or construction and the extent of ground disturbance (including staging areas, access roads, parking, landscaping, grading, or utilities)
- Any Photographs of the site

Download blank Temporary Facilities Form if needed

Select forms to upload

Click proceed
Schedule F

Review Temporary Facility Survey and download to your computer.

Scroll down
Schedule F

1. Attend virtual applicant briefing
2. Log on or create account in PA Grants Portal
3. Submit RPA
4. Submit COVID-19 project and documents
5. FEMA and Recipient review documents
6. Sign final grant
7. Post Award Activities

**Review Temporary Facility Survey and download to your computer**
Schedule F

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Upload required documents
Click proceed
Schedule F

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Review Schedule F Summary

Click Done with Schedule F
Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Click on Go To Summary
Section IV

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
- Submit RPA
- Submit COVID-19 project and documents
- FEMA and Recipient review documents
- Sign final grant
- Post Award Activities

Grants Portal

Streamlined Project Application Section IV – Project Certifications

Review Application

Certifications

Section IV Instructions
Applicants must complete this section to certify that the activities and costs reported in this project application comply with applicable federal, state, tribal, territorial, and local laws and regulations.

Review Application

Section I - Project Application Information

<table>
<thead>
<tr>
<th>Applicant-Assigned Project Application #</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>4480DR-NY (4480DR)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Application Title</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 Emergency Protective Measures</td>
<td>Oyster Bay, Town of</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Net Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$132,000.00</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

Review then Scroll Down
Section IV

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit COVID-19 project and documents
Submit RPA
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Streamlined Project Application
Section IV – Project Certifications

Credits available to offset costs of activities reported in Section II (More Info)
No deductions have been added.

Project Cost: $132,000.00
Total Deductions: $0.00
Net Cost: $132,000.00

Review then click Proceed
If you select No, scroll down to proceed.
Section IV

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
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Post Award Activities

If you select Yes, scroll down to enter the Preparer Info
Enter Preparer’s Info
Section IV

Attend virtual applicant briefing
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Submit RPA
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FEMA and Recipient review documents
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If you select No, scroll down to proceed
Section IV

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Sign final grant
Post Award Activities

If you select Yes, scroll down and enter the list of other programs
If you select No, scroll down to sign
Section IV

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

If you select Yes, scroll down and enter the list of other programs

If you select Yes, upload the Denial Letter then scroll down to sign
Section IV

Attend virtual applicant briefing

Log on or create account in PA Grants Portal

Submit RPA

Submit COVID-19 project and documents

FEMA and Recipient review documents

Sign final grant

Post Award Activities

Enter the Info, upload the Signed Document
Section IV

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Click Sign to proceed
Review info then scroll down to proceed.
Section IV

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
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Sign final grant
Post Award Activities

Streamlined Project Application Section IV – Project Certifications

Certification That Benefits Will Not Be Duplicated

Has the Applicant applied for any funding for COVID-19 from any other federal program?

- Yes
- No

Certifications, Assurances, and Signature

I certify that the specific activities and costs in this project application were not requested from another funding source or, if they were requested, that other source has not yet approved the funding. Further, I certify that if the Applicant does receive funding for the specific activities and costs in this project application, I must notify the Recipient and FEMA, and funding be reconciled to eliminate duplication.

Authorized Representative: Stephanie Paul
Date Signed: 04/30/2020

Signed on Behalf By: PAUL, STEPHANIE
Signed on Behalf Date: 04/30/2020

General Certification

Review info then scroll down to proceed
Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
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FEMA and Recipient review documents
Sign final grant
Post Award Activities

Streamlined Project Application Section IV – Project Certifications

• Did not have insurance coverage in place for the claimed costs at the time of the declaration.
• 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.

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 legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties including a fine of up to $250,000, imprisonment, or both. (18 U.S.C. §§ 1001, 1040, and 3571). I certify that all information I have provided regarding the project application is true and correct to the best of my knowledge. 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 laws, which carry severe criminal and civil penalties.

Authorized Representative *
Date Signed

Click to Sign
Section IV

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Grants Portal

Streamlined Project Application Section IV – Project Certifications

4480DR NY (4480DR) / Oyster Bay, Town of (099.560000.00)

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.

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Authorized Representative: Stephanie Paul
Date Signed: 04/30/2020

Signed on Behalf By: PAUL, STEPHANIE
Signed on Behalf Date: 04/30/2020


Click Submit Project Application
Section IV Complete

Click Go to Project
Document Repository

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit RPA
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Streamlined Project Application

Document Repository-manage documents
Document Repository

Log on or create account in PA Grants Portal
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Attend virtual applicant briefing
Submit RPA
Log on or create account in PA Grants Portal

Review, upload, or delete documents
Click Done Managing Documents
• FEMA and Recipient review and validate the project application to ensure:
  • Completeness
  • Eligibility
  • Compliance with Federal laws and regulations on items such as
    • Contracting
    • Environmental and historic preservation
  • Applicant may be asked to provide additional information during the reviews
Documentation Requirements

Actual cost documentation must include information necessary to demonstrate eligibility of costs and activities claimed including but not limited to payroll data, procurement procedures, contracts, invoices, and an explanation of the activities performed.

FEMA makes the final decision regarding all eligibility determinations under the PA Program including whether costs are reasonable.

- Explanation of each specific task
- Number of hours
- Rate
- Title or Position
- Specific activities which required Materials, Equipment, or Space
- Number and purpose of meetings/site inspections
- Purpose for travel, and travel policy
- Location, course offered for training costs
Where to locate the forms

- FEMA.gov
  - Search “worksheets”
  - Page titled “Public Assistance Project Worksheets”
- Grants Manager
  - Intelligence → Job Aids → Public Assistance Project Forms
- Grants Portal
  - Resources → Public Assistance Project Forms
- Delivery Toolbox
  - Forms and Templates
Applicant’s Benefits Calculation

• FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee’s actual fringe benefits

• Worksheet can be completed 3 ways
  • The whole Organization (All Employees Averaged), each fringe benefit total cost will be divided by the overall Annual Salary.
  • For a Department each fringe benefit total cost of that department will be divided by the overall Annual Salary of that Department.
  • Individually the benefit cost is divided by the employees annual base salary.
Applicant’s Benefits Calculation

The form has 3 main sections:

- Header
- Percentage areas
- Comments and signature area
## Force Account Labor Summary Record

**FORCE ACCOUNT LABOR SUMMARY**

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PA ID #</th>
<th>PROJECT #</th>
<th>DISASTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION/SITE</td>
<td>CATEGORY</td>
<td>PERIOD COVERING</td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION OF WORK PERFORMED**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATES AND HOURS WORKED EACH WEEK</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DATES</td>
<td>TOTAL HOURS</td>
</tr>
<tr>
<td>JOB TITLE</td>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME** $

**TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME** $

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

---

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). NOTE: Do not send your completed questionnaire to this address.
Force Account Equipment Summary
• Cost Codes come from FEMA’s Schedule of Equipment Rates

<table>
<thead>
<tr>
<th>FEMA Code ID</th>
<th>Equipment Type</th>
<th>Equipment Description</th>
<th>Capacity or Size</th>
<th>HP</th>
<th>Notes</th>
<th>Unit</th>
<th>2019 Updated Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8010</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>41 CFM</td>
<td>to 10</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$1.62</td>
</tr>
<tr>
<td>8011</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>103 CFM</td>
<td>to 30</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$9.86</td>
</tr>
<tr>
<td>8012</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>130 CFM</td>
<td>to 50</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$12.48</td>
</tr>
</tbody>
</table>
### Force Account Equipment Summary

**Federal Emergency Management Agency**  
**FORCE ACCOUNT EQUIPMENT SUMMARY RECORD**

**PAPERWORK BURDEN DISCLOSURE NOTICE**  
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<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>LOCATION/SITE</th>
<th>CATEGORY</th>
<th>PERIOD COVERING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION OF WORK PERFORMED**

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE</th>
<th>EQUIPMENT CODE NUMBER</th>
<th>OPERATOR'S NAME</th>
<th>DATES AND HOURS USED EACH DAY</th>
<th>COSTS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DATE HOURS TOTAL HOURS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td>TOTAL</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td>RATE</td>
</tr>
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<td></td>
<td></td>
<td>HOURS</td>
<td>COST</td>
</tr>
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<td>HOURS</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>HOURS</td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

<table>
<thead>
<tr>
<th>CERTIFIED</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contract Work Summary Record

This is for NON COVID events
This form is attached to end of the Streamlined Project Application Form.

Header information is the same information that is put into the Streamlined Project Application Form.
# Materials Summary Record

<table>
<thead>
<tr>
<th>MATERIALS SUMMARY RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAPERWORK BURDEN DISCLOSURE NOTICE</td>
</tr>
<tr>
<td>Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). <strong>NOTE:</strong> Do not send your completed questionnaire to this address.</td>
</tr>
<tr>
<td>APPLICANT</td>
</tr>
<tr>
<td>LOCATION/SITE</td>
</tr>
</tbody>
</table>

## DESCRIPTION OF WORK PERFORMED

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>QUAN.</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
<th>DATE PURCHASED</th>
<th>DATE USED</th>
<th>INFO FROM (CHECK ONE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>INVOICE</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>STOCK</td>
</tr>
</tbody>
</table>

| GRAND TOTAL | | |
|-------------|---|
## Rented Equipment Summary Record

### RENTED EQUIPMENT SUMMARY RECORD

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 800 C Street, SW, Washington, DC 20472-3106, Paperwork Reduction Project (1660-0017).

NOTE: Do not send your completed questionnaire to this address.

### Applicant Information

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PA ID #.</th>
<th>PROJECT #.</th>
<th>DISASTER</th>
</tr>
</thead>
</table>

### Location/Site Information

<table>
<thead>
<tr>
<th>LOCATION/SITE</th>
<th>CATEGORY</th>
<th>PERIOD COVERING</th>
</tr>
</thead>
</table>

### Description of Work Performed

### Table: Rented Equipment Summary Record

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>DATES AND HOURS USED</th>
<th>RATE PER HOUR</th>
<th>TOTAL COST</th>
<th>VENDOR</th>
<th>INVOICE NO.</th>
<th>DATE AND AMOUNT PAID</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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### Grand Total

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.
Management Costs

• All claimed costs must be documented
• Schedule EZ refers to the FEMA Form 009 series:
  • Force Account Labor Summary Record
  • Applicant's Benefits Calculation Worksheet
  • Force Account Equipment Summary Record
  • Contract Work Summary Record
  • Materials Summary Sheet
  • Rented Equipment Summary Record
Management Cost – Cat Z

- Currently, if no PDMG is assigned Cat Z projects must be completed by PAGS or above
- Cat Z costs must be tracked
- Activities related to developing eligible PA projects and receiving reimbursement from FEMA
- Activities related to ineligible projects are not eligible
- Excess management cost funding may not be retained
Management Costs – Eligible Activities

Eligible activities may include, but are not limited to:

• Preliminary Damage Assessments
• Meetings regarding the overall PA Program or damage claim
• Organizing PA damage sites into logical groups
• Preparing correspondence
• Site inspections
• Travel expenses
• Developing the detailed site-specific damage description

• Evaluating Section 406 hazard mitigation measures
• Preparing Small and Large Projects
• Reviewing Projects
• Collecting copying, filing, or submitting documents to support a claim/grant
• Requesting disbursement of PA funds
• Training
Management Cost - Requirements

All Management Costs (Recipient/Subrecipient)
• One Category Z project
• Funded at 100%
  • Large,
  • Small, or
  • PAAP
Management Cost - Contribution

**Recipient** - “up to” 7%
- Actual costs incurred
- Must be reasonable
- For eligible projects only
- Does not receive an additional 5% for its own Projects
- Subject to Strategic Funds Management
- All Recipients qualify

Cap based on total award amount for the DR or EM
- Federal share plus non-federal share
- Minus any Insurance reduction
- Cat B Donated Resources not included

**Subrecipient** - “up to” 5%
- Actual costs incurred
- Must be reasonable
- For eligible projects only

Cap based on Subrecipient’s total project amounts
- Federal share plus non-federal share
- Minus any Insurance reduction
Applicant Signs Project

• Applicant reviews all terms and conditions that FEMA or Recipient include in the project application
  • Applicant signs in agreement to the funding terms
    • Includes agreeing to requirements for reporting on project work progress and completion
Resources

Many additional resources available in Grants Portal – Resources

https://www.fema.gov/coronavirus

FEMA PA Grants Portal Grants Manager Channel
https://www.youtube.com/channel/UCIJp91Ds2laVIR1t8uXcEKg/videos

FEMA.gov Media Library
https://www.fema.gov/media-library/assets/documents/26103

Independent Study Courses

• IS-1002 FEMA Grants Portal-Transparency at Every Step
  https://training.fema.gov/is/courseoverview.aspx?code=IS-1002

• IS-1010 Emergency Protective Measures
  https://training.fema.gov/is/courseoverview.aspx?code=IS-1010

• IS-1000 Series on Public Assistance
  https://training.fema.gov/is/crslist.aspx?all=true
Thank You for Attending

For policy questions please contact your Recipient or local Emergency Management Agency
For technical assistance please
Contact the Grants Portal Hotline
(866) 337-8448
FEMA-Recovery-PA-Grants@fema.dhs.gov
for additional support