
COVID-19

Streamlined Application Process

For FEMA Grant Applicants

Presented by FEMA's
Public Assistance Training Section

Updated 7.20.20



FEMA

For Technical Assistance

For technical assistance, please contact:
Grants Portal Hotline (866) 337-8448

Email: FEMA-Recovery-PA-Grants@fema.dhs.gov
Hours: 8:00 AM – 8:00 PM EDT Mon-Fri



FEMA

For Policy & Eligibility Questions

Contact your State, Local, Tribal or Territorial
Emergency Management Agency.

Below is a link to find contact information for local
emergency management agencies:

[https://www.fema.gov/emergency-management-
agencies](https://www.fema.gov/emergency-management-agencies)



FEMA

Terms to Know

Recipient

- States, tribes or territories that receive and administer Public Assistance Federal Awards

Applicant

- State, local, tribal, or territorial governments or private non-profit entities that may request and receive subawards under a Recipient's award

Projects & Subawards

- Projects are groupings of activities that become a subaward under the Recipient's award when approved.

Grants Portal

- FEMA System used by Recipients and Applicants to manage PA grant applications (*unique platform from existing State/Tribal/Territorial systems*)



FEMA

COVID 19 Applicant Process

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

Attend
Virtual
Applicant
Briefing

Log on or
Request
Access for
Grants
Portal

Submit
Request for
Public
Assistance
(RPA)

Submit
COVID-19
project and
documents

FEMA and
Recipient
review
documents

Sign final
grant

Post Award
Activities



FEMA

Attend virtual applicant briefing

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

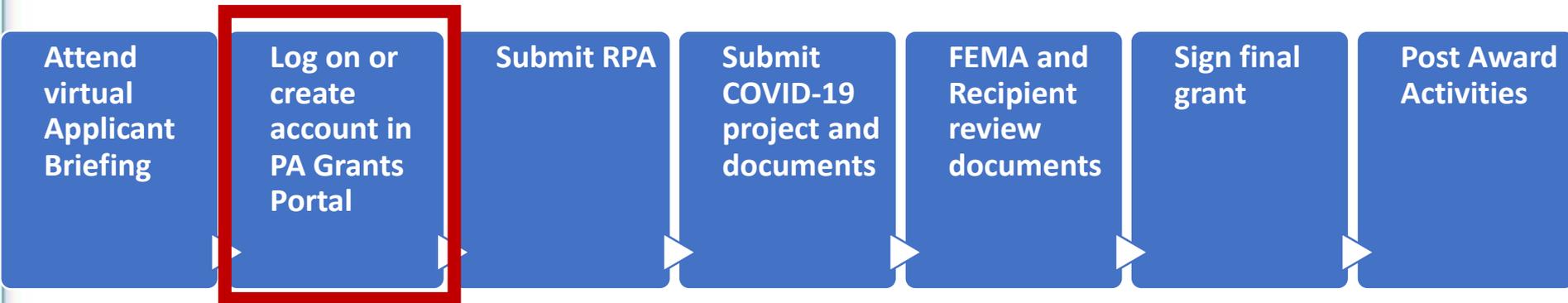
Post Award Activities

- 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



FEMA

Grants Portal Account and Request for Public Assistance



- Requests for Public Assistance are submitted and approved through Grants Portal
- Applicants with an existing account may log in with username and password



FEMA

Grants Portal Account and Request for Public Assistance

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 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)



FEMA

Grants Portal Account and Request for Public Assistance

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



FEMA

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



FEMA

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 schedule forms:

Cost	Funding Request Type	Work Status	Cost Basis	Schedule A	Schedule B	Schedule C	Schedule D	Schedule EZ	Schedule F*
Less than \$131,100	Small	Any	Any					X	X
Equal to or Greater than \$131,100	Expedited	Any	Applicant-Provided Estimates or Information	X					X
	Regular	Complete	Actual Costs		X		X		X
	Regular	In-progress	Actual Costs & Applicant-Provided Estimates			X	X		X
	Regular	Not Started	Applicant-Provided Estimates or Information			X	X		X



FEMA

Locate the Application



Grants Portal

- Dashboard
- My Organization
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Warning: Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients.

[Click here to submit a RPA for your organization.](#)

[Click here to submit a RPA for your organization.](#)

Click Task Bell and/or Applicant Event Profile

i Your dashboard has no tiles!

The **Dashboard** is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most *important* info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.



Locate the Application

- 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

Applicant Event Profile

4530DR-OK (4530DR) / State of O

State of Oklahoma (OEM) is pending grant completion.
A completed online Project Application is required in order to submit your funding request to FEMA. FEMA will no longer accept Project Applications.

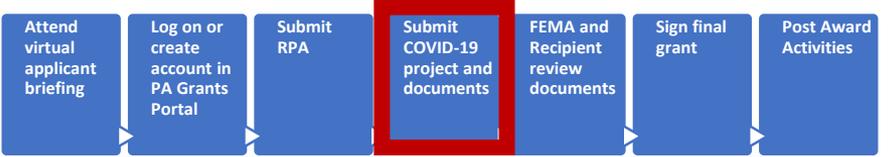
[Submit a Project Application](#)
[View Pending Streamlined Project Applications](#)

General Information	
FEMA PA CODE	000-00641-00
NAME	State of Oklahoma (OEM)
TYPE	-----
SECTOR	--
STATUS	Eligible
RPA DECISION DATE	03/23/2020 04:54 PM CDT
PROCESS STEP	Pending Grant Completion <i>As of April 14th, 2020 11:13 AM CDT</i>

Event Information	
JOB #	4530DR
EVENT NAME	4530DR-OK
EVENT TYPE	Disaster
INCIDENT TYPE	Biological
INCIDENT LEVEL	3
INCIDENT START DATE	January 20, 2020
INCIDENT END DATE	Ongoing
DECLARATION DATE	April 5, 2020



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Streamlined Project Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

What type of Project do you want to create?

EMERGENCY PROTECTIVE MEASURES

Projects to request reimbursement of emergency protective measures (Category B) conducted to address immediate threats to life, public health, or safety.

MANAGEMENT COSTS

Projects to request reimbursement of Management Costs (Category Z) incurred in the administration of the Public Assistance program.

Emergency Protective Measures (Category B)

Management Costs (Category Z)



Locate the Application



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Streamlined Project Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

CANCEL

What type of Project do you want to create?

EMERGENCY PROTECTIVE MEASURES

measures (Category B) conducted to address immediate threats to life, public health, or safety.

MANAGEMENT COSTS

Projects to request reimbursement of Management Costs (Category Z) incurred in the administration of the Public Assistance program.

Click Emergency Protective Measures



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Review the Application



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Streamlined Project Application

4480DR-NY (4480DR) / Oyster Bay, / Create Streamlined Project Application

CANCEL

Progress bar with a blue segment and a grey segment. Below the bar is a 'Help' link and 'Section I - Project Application Information'.

Submitting the Streamlined Project Application At a Glance

You must complete this application to receive reimbursement from FEMA's Public Assistance program.

Time to Complete

1-2 hours depending on the types of activities conducted and amount of funding requested. Please have your documents ready to upload.

Key Considerations

- Incorrect or incomplete information will delay funding. ([More Info](#))
- FEMA funds 75% of activity cost. ([More Info](#))
- FEMA cannot duplicate other grant funding. ([More Info](#))
- FEMA cannot duplicate medical payments. ([More Info](#))
- This application is only for financial assistance. ([More Info](#))

About this Application

This application will autosave as you fill it out. You may fill out this application in one sitting or over time.

FEMA developed the streamlined project application to simplify the application process for Public Assistance funding under the COVID-19 pandemic declarations. After you, the Applicant, complete this application, it will be submitted to the Recipient and FEMA for review and development of an eligible Public Assistance subgrant.

[What is an Applicant, Recipient, Project / Subgrant?](#)

What Will FEMA Reimburse?

Scroll down to review Application Process



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Streamlined Project Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

Section I – Project Application Information

Declaration #	4530DR-OK
Organization	State of Oklahoma (OEM)
FEMA PA Code	000-00641-00
Applicant-Assigned Project Application # *	<input type="text"/>
Project Application Title *	<input type="text"/>

Step 1: Enter Project Application Number

Step 2: Enter Project Application Title

Section II - Scope of Work

Section II Instructions
Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to COVID-19. For certain activities, Applicants must provide additional information in Schedules D and F.

Description of Activities

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

Step 3: Enter Description of Activities



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Streamlined Project Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

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 >
- Enhanced medical facilities >

Sheltering

- Isolation-related temporary lodging ([View External Resource](#))
- Quarantine-related temporary lodging ([View External Resource](#))
- High-risk population sheltering
- Healthcare worker and first responder temporary lodging
- Household pet or assistance animal or service animal sheltering
- Other

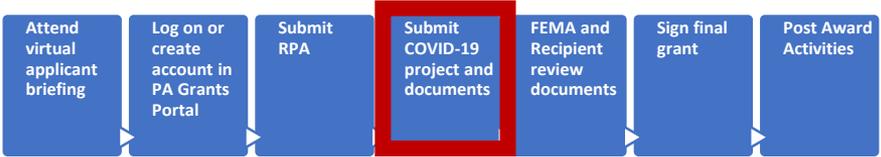
Other

- Other Activity

Select activities conducted or to be conducted



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Streamlined Project Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

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- 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
 - In vitro diagnostic supplies [\(View External Resource\)](#)
 - Personal protective equipment [\(View External Resource\)](#)
 - Decontamination systems [\(View External Resource\)](#)
 - Ventilators and products modified for use as ventilators [\(View External Resource\)](#)
- Therapeutics
- Other
- Provision of medical services
- Enhanced medical facilities

Click any arrow for additional information



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

- Establishment of temporary facilities ▾
 - Repurposing, renovating, or reusing existing facilities
 - Placing prefabricated facilities on a site
 - Constructing new temporary medical or sheltering facilities
- Staging resources at an undeveloped site
- Purchase of meals for emergency workers
- Purchase of supplies or equipment
- Purchase of land or buildings

Locations

Please select the locations where the activities reported above were or will be conducted. *

- Jurisdiction-wide
- Geographic area(s)
- Specific sites

Select locations



Streamlined Application



Grants Portal

Dashboard

My Organization

NYS Division of Homeland Security & Emergency Services (000-UBQEH-00)

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

Streamlined Project Application Section II – Scope of Work

HELP SAVE

Description of Activities Locations Documents Summary

Section II Instructions

Applicants must complete this section and describe the activities that the Applicant conducts. Applicants must provide additional information in Schedules D and F.

Locations

Please select the locations where the activities above were or will be conducted. *

Jurisdiction-wide

Geographic area(s)

Specific sites

Is this an individual address or a list of latitudes and longitudes? *

Address

List of latitudes and longitudes

BACK PROCEED

If specific site is chosen

Select if documentation will be address or GPS coordinates

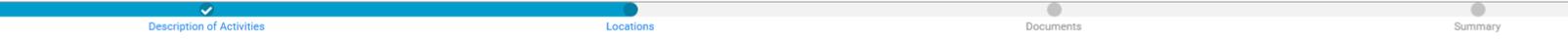


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HELP SAVE



Section II Instructions
Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to COVID-19. For certain activities, Applicants must provide additional information in Schedules D and F.

Locations

Please select the locations where the activities reported above were or will

- Jurisdiction-wide
- Geographic area(s)
- Specific sites

Is this an individual address or a list of latitudes and longitudes? *

- Address
- List of latitudes and longitudes

Address 1 *

Address 2

City *

State *

Zip *

Enter address of site

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Streamlined Project Application Section II – Scope of Work

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

HELP SAVE

- Description of Activities
- Locations
- Documents
- Summary

Section II Instructions
Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to COVID-19. For certain activities, Applicants must provide additional information in Schedules D and F.

Locations

Please select the locations where the activities reported above were or will be conducted. *

- Jurisdiction-wide
- Geographic area(s)
- Specific sites

Is this an individual address or a list of latitudes and longitudes? *

- Address
- List of latitudes and longitudes

Please list the latitudes and longitudes separated by a semicolon (;). *

List of latitude and longitudes

Enter GPS Coordinates

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PROCEED



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Streamlined Application



Grants Portal

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My Organization

State of Oklahoma (OEM) (000-00641-00)

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

Streamlined Project Application

Create Emergency Protective Measures Application

Section III - Cost and Work Status Information

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.

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 fund 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 applicant seeking expedited funding?



Streamlined Application

- 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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(000-00641-00)

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Streamlined Project Application Create Emergency Protective Measures Application

CANCEL

Does the Applicant want to request expedited funding? *

Yes

No

Step 1: Select Yes or No

Certification

It is important to know that upon submittal your project application becomes a legal document. 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. §§ 287, 1001, 1040, and 3571).

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

⚠ Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Schedule A form because the Applicant is requesting expedited funding.

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Step 2: Click **Create Streamlined Project Application**

✓ CREATE STREAMLINED PROJECT APPLICATION



FEMA

Streamlined Application



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Streamlined Project Application Create Emergency Protective Measures Application

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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

If no expedited funding

Is the Applicant's estimated cost for activities reported in Section II greater than or equal to \$131,100.00? *

- Yes
- No

Costs greater than or equal to \$131,100?

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 all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

- Activities started and completed
- Activities started with projected end date
- Activities started with no predictable end date
- Activities have not started

Provide status of activities

Streamlined Application



Grants Portal ? ⚡ 🔔 19 👤

Dashboard

My Organization ▼ **Streamlined Project Application** Create Emergency Protective Measures Application

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Activities started and completed

Date Started *

Date Completed *

Activities started with projected end date

Activities started with no predictable end date

Activities have not started

⚠️ Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Schedule B form because activities are completed.
- You are required to complete a Schedule D form because the Applicant's estimated cost for activities reported in Section II is greater than \$131,100.00.

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Activities started and completed?

Schedule B & D forms required



Streamlined Application



the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

Activities started and completed

Activities started with projected end date

Date Started *

% Complete *

Projected Completion End Date *

Activities started with no predictable end date

Activities have not started

⚠ Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Schedule C form because activities are not completed.
- You are required to complete a Schedule D form because the Applicant's estimated cost for activities reported in Section II is greater than \$131,100.00.

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CREATE STREAMLINED PROJECT APPLICATION



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Streamlined Project Application Create Emergency Protective Measures Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

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 all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

- Activities started and completed
- Activities started with projected end date
- Activities started with no predictable end date

Date Started *

% Complete * %

Activities started with no predictable end date

- Activities have not started

⚠ Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Schedule C form because activities are not completed.
- You are required to complete a Schedule D form because the Applicant's estimated cost for activities reported in Section II is greater than \$131,100.00.

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Schedule C & D forms required

✓ CREATE STREAMLINED PROJECT APPLICATION



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Streamlined Project Application Create Emergency Protective Measures Application

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

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- Activities started and completed
- Activities started with projected end date
- Activities started with no predictable end date
- Activities have not started

Step 1: Activities have not started?

Certification

It is important to know that upon submittal your project application becomes a legal document. 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. §§ 287, 1001, 1040, and 3571).

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

Step 2: Applicant will certify statements

Step 3: Click **Create Streamlined Project Application**



FEMA

Streamlined Application



Grants Portal

Streamlined Project Application Create Emergency Protective Measures Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

Is 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? *

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

Activities started and completed

Date Started *

Date Completed *

Activities started with projected end date

Activities started with no predictable end date

Activities have not started

⚠ Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Schedule EZ form because the Applicant's estimated cost for activities reported in Section II is less than \$131,100.00.

If project is less than \$131,100, choose No.

Regardless of the status of activities, Schedule EZ should be completed.



Streamlined Application



Option to withdraw application

✕ WITHDRAW APPLICATION

Review Sections I, II, & III

Grants Portal

Dashboard | My Organization | State of Oklahoma (OEM) (000-00641-00)

Streamlined Project Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Streamlined Project Application

Section I - Project Application Information

(Modify)

Applicant-Assigned Project Application #	TEst8	Event	4530DR-OK (4530DR)
Project Application Title	TEst8	Applicant	State of Oklahoma (OEM) (000-00641-00)
Project Net Cost	\$0.00	FEMA PA Code	000-00641-00
Status	In Progress <i>Pending Submission</i>	Project	[143253] TEst8

Sections & Schedules

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

Section II – Scope of Work	✓ Completed	VIEW/EDIT
Section III – Cost and Work Status Information	✓ Completed	VIEW/EDIT
Schedule C – In Progress Work Estimate	Not Started	START



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



FEMA

Schedule A



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- Subrecipients

Streamlined Project Application

? HELP ✖ CANCEL APPLICATION ↶ GO BACK

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

Status In Progress

Sections & Schedules

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

☰	Section II – Scope of Work	Completed	VIEW/EDIT
\$	Section III – Cost and Work Status Information	Completed	VIEW/EDIT
A	Schedule A – Expedited Funding Estimate	Not Started	START
📄	Document Repository	No Documents Required	VIEW/EDIT

Click Start

✓ REVIEW AND SUBMIT



Schedule A



Grants Portal



Dashboard

Streamlined Project Application Schedule A – Expedited Funding Estimate

HELP

SAVE

GO TO SUMMARY

My Organization
NYS Division of Homeland Security & Emergency Services (000-USD-EH-00)

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

General Eligibility

Project Cost & Cost Eligibility

Deductions

Documents

Summary

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.

General Eligibility

Please explain why there is an immediate need for funding *

Add Info

Enter Information then scroll down to Proceed

Please select the time-period for which the Applicant is requesting expedited funding for the activities reported in Section II * ([More Info](#))

Start Date * 04/30/2020



Schedule A



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- Subrecipients

Streamlined Project Application Schedule A – Expedited Funding Estimate

? HELP SAVE GO TO SUMMARY

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

Time-Period * 30 Days

Please describe how the activities reported in Section II address an immediate threat to life, public health, or safety * (More Info)

Add Info

Step 1. Enter Information

Step 2: Select Reason

Please select the reason why the activities reported in Section II are the legal responsibility of the Applicant * (More Info)

- The Applicant is a government organization and the state's, tribe's, or territory's constitution or laws delegate jurisdictional powers to the Applicant.
- A statute, order, contract, articles of incorporation, charter, or other legal document makes the Applicant responsible to conduct the activities for the general public.
- For other reasons.

Step 3: Click Proceed

PROCEED >



Schedule A



Grants Portal

Dashboard

My Organization

NYS Division of Homeland Security & Emergency Services (000-UBQEH-00)



Streamlined Project Application Schedule A – Expedited Funding Estimate

HELP

SAVE

GO TO SUMMARY

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

General Eligibility

Project Cost & Cost Eligibility

Deductions

Documents

Summary

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 ([More Info](#))

Contracts ([More Info](#))

Labor ([More Info](#))

Equipment ([More Info](#))

Select all that apply

Costs

\$

Costs

\$

Costs

\$

Costs



FEMA

Schedule A



Grants Portal 🔔 1 👤

Dashboard | **My Organization** | **Streamlined Project Application** Schedule A – Expedited Funding Estimate ? HELP SAVE GO TO SUMMARY

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

General Eligibility **Project Cost & Cost Eligibility** Deductions Documents Summary

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 [\(More Info \)](#)

- Contracts** [\(More Info \)](#)

Please enter the total cost of contracts and provide copies of the request for proposals, bid documents or signed contracts. If contracts are not available, please provide a unit price estimate and the basis for the unit prices (for example, historic price documentation, or vendor quotes).
- Labor** [\(More Info \)](#)

Costs

\$45,000.00

Costs

\$55,000.00

Enter Amounts

Schedule A



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- Subrecipients



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

Deductions	\$

Schedule A



Grants Portal

Dashboard

My Organization

NYS Division of Homeland Security & Emergency Services (000-USQEH-00)

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

Streamlined Project Application Schedule A - Expedited Funding Estimate

HELP SAVE GO TO SUMMARY

Materials And Supplies (More Info)

Other Costs (More Info)
Including travel costs, utilities and any other expenses not listed above.

Please enter the total cost.

Please provide high-level information which can substantiate costs *

Add Info

Costs

\$32,000.00

Project Cost \$132,000.00

BACK PROCEED

Step 1: Enter Info and amount for other cost

Step 2: Click Proceed



Schedule A



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Streamlined Project Application Schedule A – Expedited Funding Estimate

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

[? HELP](#) [SAVE](#) [GO TO SUMMARY](#)

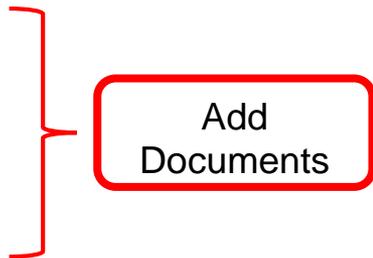
- General Eligibility
- Project Cost & Cost Eligibility
- Deductions
- Documents
- Summary

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
 - Contracts
 - 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)



FEMA

Schedule A



Attach Project Application Documents

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

Selected Documents to Attach

No documents selected. To begin uploading a document, either drag and drop a file into the area above, click the area above to upload a file manually, or click the 'Add' button in the section below.

Note: You may not upload the document to the Project Application that matches an existing document with same document area.

Available Documents to Attach

Category: Request for Proposals

Quick Search...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available					

Showing 0 to 0 of 0 entries

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

Attach Project Application Documents

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

Selected Documents to Attach

Quick Search...

	Filename	Description	Size	Category
✓ EDIT REMOVE	Contract Info.docx		11.7 KB	Request for Proposals

Showing 1 to 1 entries

Previous 1 Next

Available Documents to Attach

Category: Request for Proposals

Quick Search...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available					

Schedule A



Process Document

⚠ CAUTION: Document will be uploaded to the **Project Application**.

Filename *
Request for Proposal.pdf

Description
Request for Proposal

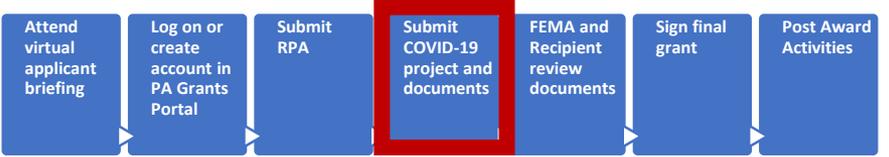
Category *
Request for Proposals

SAVE CANCEL

Step 1: Add Description

Step 2: Click Save

Schedule A



Selected Documents to Attach

Quick Search...

	Filename	Description	Size	Category
✓	EDIT REMOVE Request for Proposal.pdf	Request for Proposal	30.7 KB	Request for Proposals

10 Showing 1 to 1 of 1 entries

Previous 1 Next

Available Documents to Attach

Category: Request for Proposals

Quick Search...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available					

5 Showing 0 to 0 of 0 entries

Previous Next

[ATTACH SELECTED](#) [CANCEL](#)

Click Attach Selected



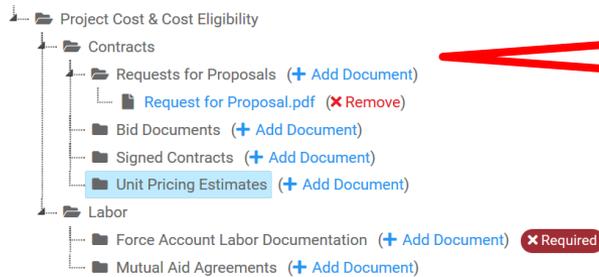
Schedule A



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



View attached document

Schedule A



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Streamlined Project Application Schedule A – Expedited Funding Estimate

HELP SAVE GO TO SUMMARY

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

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

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

Review then click **Done with Schedule A**

BACK

DONE WITH SCHEDULE A



Schedule A Complete



Grants Portal

Streamlined Project Application Schedule A – Expedited Funding Estimate

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

Schedule A Completed!

Schedule A has been successfully completed.

[GO TO SUMMARY](#)

Click **Go to Summary**

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

[DONE WITH SCHEDULE A](#)



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



FEMA

Schedule B



Grants Portal

Streamlined Project Application Schedule B – Completed Work Estimate

44800R-NY (44800R) / NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / Streamlined Project Application

Project Cost & Cost Eligibility	Deductions	Documents	Summary
---------------------------------	------------	-----------	---------

Schedule B Instructions
Applicants must complete this schedule if the Applicant (1) has completed the activities reported in Section II, (2) has documentation available to support the actual costs, and (3) the cost of the activities is over \$131,100.00.

Project Cost & Cost Eligibility

Select resources utilized

Please select the resources necessary to complete the activities reported in Section II ([More Info](#))

- [Contracts \(More Info\)](#)
- [Labor \(More Info\)](#)
- [Equipment \(More Info\)](#)
- [Materials And Supplies \(More Info\)](#)
- [Other Costs \(More Info\)](#)

Costs	\$

Project Cost \$0.00

PROCEED >



Schedule B



Grants Portal

Dashboard

My Organization

NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

HELP SAVE

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Utilities

Resources

Intelligence

Please enter the completed cost of contracts. If no contracts-related costs are complete enter 0. [To calculate the total cost, complete the Contract Information section below.](#)

Please also provide:

- Contracts, change orders, and summary of invoices
- Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy
- Other procurement documents that support the that the cost was reasonable (for example, requests for proposals, bids, selection process, or justification for non-competitive procurement)
- Documentation that substantiates a high degree of contractor oversight, such as daily or weekly logs, records of performance meetings (required for time and materials contracts)

Is the estimate based on awarded contracts? *

Yes

No

Not using contracts

Please provide the following:

- Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy

Contract Information

i Because you selected Contracts as a resource necessary to complete the activities reported in Section II, you must provide contract information for the contract costs reported above.

+ ADD CONTRACT INFORMATION

If using contracts, click **Add Contract Information**

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

Grants Portal

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NYS Division of Homeland Security & Emergency Services (000-UBQH-00)

Streamlined Project Application Schedule B – Completed Work Estimate

HELP

SAVE

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQH-00) / Streamlined Project Application

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Labor (More Info)

Including the Applicant's own staff, Mutual Aid, prison labor, or National Guard.

Please enter the total cost of labor. To calculate the total cost, complete [FEMA Form 009-0-123 Force Account Labor Summary #](#) and [FEMA Form 009-0-128 Applicants Benefit Calculation Worksheet #](#) or provide all information contained therein.

Please also provide:

- Justification for any standby time claimed
- Labor pay policy (must cover each employee type used, for example part time, full time, and temporary)
- National Guard pay policy (required for National Guard)
- Mutual aid agreement (required for mutual aid labor)
- Timesheets (please provide either (1) a summary list of all your timesheets, which FEMA will sample and request copies of a limited number of time sheets; or (2) a sample set of timesheets and a detailed explanation of the sampling methodology you used to select the representative sample)
- Daily logs or activity reports (please provide either (1) a summary list of all your logs or reports, which FEMA will sample and request copies of a limited number of logs or reports; or (2) a sample set of logs or reports and a detailed explanation of the sampling methodology you used to select the representative sample)

Please describe any labor that was not Applicant's own staff, mutual aid, prison labor, or National Guard

Costs

Enter costs



FEMA

Schedule B



Grants Portal

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My Organization

Streamlined Project Application Schedule B – Completed Work Estimate

HELP SAVE

NYS Division of Homeland Security & Emergency Services (000-U8QB4-00) 4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QB4-00) / Streamlined Project Application

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Equipment (More Info)

Including applicant owned, purchased, or rented.

Please enter the completed cost of equipment. To calculate the total cost, complete [FEMA Form 009-0-127 Force Account Equipment Summary](#) and [FEMA Form 009-0-125 Rented Equipment Summary Record](#) or provide all information contained therein.

How did the Applicant acquire the equipment?

- Owned prior to January 20, 2020
- From Stock
- Purchased

What was the basis of the rate used in the summary?

- FEMA Equipment Rates
- Applicant's Equipment Rates
- No rate is available, and the Applicant would like FEMA to calculate an Equipment Rate
- Other

Costs

Step 1: Enter Equipment costs

Materials And Supplies (More Info)

Please enter the total cost of materials and supplies. To calculate the total cost, complete [FEMA Form 009-0-124 Materials Summary Record](#) or provide all information contained therein.

How did the Applicant acquire the materials or supplies?

- From Stock
- Purchased

Costs

Step 2: Enter Material costs



FEMA

Schedule B



Grants Portal

Dashboard My Organization Streamlined Project Application Schedule B – Completed Work Estimate

NYS Division of Homeland Security & Emergency Services (000-UBQEH-00)

44800R-NY (44800R) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

HELP SAVE

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- Intelligence

Please enter the completed cost of equipment. To calculate the total cost, complete [FEMA Form 009-0-127 Force Account Equipment Summary #](#) and [FEMA Form 009-0-125 Rented Equipment Summary Record #](#) or provide all information contained therein.

How did the Applicant acquire the equipment?

- Owned prior to January 20, 2020
- From Stock
- Purchased

What was the basis of the rate used in the summary?

- FEMA Equipment Rates
- Applicant's Equipment Rates
- No rate is available, and the Applicant would like FEMA to calculate an Equipment Rate
- Other

Materials And Supplies (More Info)

Other Costs (More Info)

Including travel costs, utilities and any other expenses not listed above.

Please enter the total cost. Please also provide invoices or receipts. If claiming travel expenses, please provide a travel policy.

Please describe the costs *

This field is required.

Costs

Costs

Enter Other costs

Project Cost \$0.00

PROCEED >



Schedule B



Grants Portal

Dashboard

Streamlined Project Application Schedule B – Completed Work Estimate

HELP

SAVE

My Organization
NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

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Deductions

Calculate deductions

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

Insurance Proceeds ([More Info](#))

This does not include payment from patient insurance; for that, continue to medical payments below.

Does the Applicant have insurance coverage that might cover any activities reported in Section II? *

- No.
- Yes, the Applicant anticipates receiving a payment from its insurance carrier.
- Yes, the Applicant has actually received a payment from its insurance carrier.

Disposition ([More Info](#))

Please enter the total salvage value of purchased equipment and supplies (if greater than \$5,000).

Medical Payments ([More Info](#))

Please enter the total amount of medical payments received or expected from for-profit entities, Medicare, Medicaid, or a pre-existing private payment agreement.

Other Deductions

Please enter the total amount of other goods and services provided to for-profit entities or any other proceeds or payments received or expected.

Deductions
\$

Deductions
\$

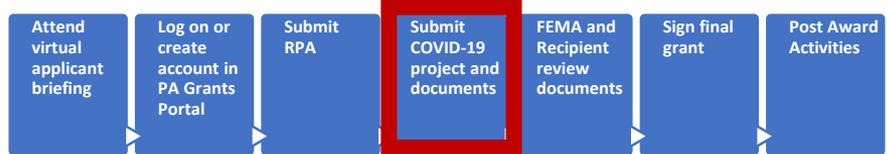
Deductions
\$

Deductions
\$

Project Cost	\$129,000.00
Total Deductions	\$0.00
Net Cost	\$129,000.00



Schedule B



Grants Portal

Dashboard

My Organization

NYS Division of Homeland Security & Emergency Services (000-1004-00)

Streamlined Project Application Schedule B – Completed Work Estimate

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-1004-00) / Streamlined Project Application

HELP

SAVE

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Project Cost & Cost Eligibility

Deductions

Documents

Summary

Schedule B Instructions

Applicants must complete this schedule if the Applicant (1) has completed the activities reported in Section II, (2) has documentation available to support the actual costs, and (3) the cost of the activities is over \$131,100.00.

Documents

- Project Cost & Cost Eligibility
 - Labor
 - Force Account Labor Documentation (+ Add Document) **Required**
 - Standby Time Justifications (+ Add Document)
 - Labor Pay Policies (+ Add Document) **Required**
 - National Guard Pay Policies (+ Add Document)
 - Mutual Aid Agreements (+ Add Document)
 - Timesheets (+ Add Document) **Required**
 - Logs / Activity Reports (+ Add Document) **Required**
 - Equipment
 - Equipment Summaries (+ Add Document) **Required**
 - Purchase Invoices or Receipts (+ Add Document) **Required**
 - Rental vs Purchase Comparison Documentation (+ Add Document) **Required**
 - Rental Agreements (+ Add Document) **Required**
 - Rental Invoices or Receipts (+ Add Document) **Required**
 - Equipment Rate Documentation (+ Add Document) **Required**
 - Acquisition Threshold Documentation (+ Add Document)

Upload required documents

BACK

PROCEED



FEMA

Schedule B



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Streamlined Project Application Schedule B – Completed Work Estimate

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UR0EH-00) / Streamlined Project Application

HELP SAVE

Project Cost & Cost Eligibility

Deductions

Documents

Summary

Review Schedule B

Schedule B Instructions

Applicants must complete this schedule if the Applicant (1) has completed the activities reported in Section II, (2) has documentation available to support the actual costs, and (3) the cost of the activities is over \$13,000.

Summary

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

Labor (More Info)

Cost
\$9,000.00

Please enter the total cost of labor. To calculate the total cost, complete [FEMA Form 009-0-123 Force Account Labor Summary](#) and [FEMA Form 009-0-128 Applicants Benefit Calculation Worksheet](#) or provide all information contained therein.

Please also provide:

- Justification for any standby time claimed
- Labor pay policy (must cover each employee type used, for example part time, full time, and temporary)
- National Guard pay policy (required for National Guard)
- Mutual aid agreement (required for mutual aid labor)
- Timesheets (please provide either (1) a summary list of all your timesheets, which FEMA will sample and request copies of a limited number of time sheets; or (2) a sample set of timesheets and a detailed explanation of the sampling methodology you used to select the representative sample)
- Daily logs or activity reports (please provide either (1) a summary list of all your logs or reports, which FEMA will sample and request copies of a limited number of logs or reports; or (2) a sample set of logs or reports and a detailed explanation of the sampling methodology you used to select the representative sample)

If the personnel were or will be provided through mutual aid, please provide the written mutual aid agreement.

Please describe any labor that was not Applicant's own staff, mutual aid, prison labor, or National Guard

Cost
\$120,000.00

Equipment (More Info)

Scroll down



Schedule B



Grants Portal

Dashboard

My Organization

NYS Division of Homeland Security & Emergency Services (000-UBQE4-00)

Streamlined Project Application Schedule B – Completed Work Estimate

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQE4-00) / Streamlined Project Application

HELP

SAVE

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders

- My Tasks
- Calendar
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- Utilities
- Resources
- Intelligence

- proposals, bids, selection process, or justification for non-competitive procurement)
- Documentation that substantiates a high degree of contractor oversight, such as daily or weekly logs, records of performance meetings (required for time and materials contracts)

Project Cost \$500,000.00

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

Documents

- Project Cost & Cost Eligibility
 - Contracts
 - Contract Cost Summaries Requirement Met
 - Contract Documentation Requirement Met
 - Change Orders
 - Summary of Invoices Requirement Met
 - Costs or Price Analysis Documentation
 - Procurement Policies Requirement Met
 - Other Procurement Documentation
 - Contractor Oversight Documentation

Project Cost \$500,000.00
Total Deductions — \$0.00
Net Cost \$500,000.00

Review then click **Done with Schedule B**

BACK

DONE WITH SCHEDULE B



FEMA

Schedule B Complete



Schedule B Completed!

Schedule B has been successfully completed.

[GO TO SUMMARY](#)

Click **Go to Summary**

Project Cost	\$500,000.00
Total Deductions	\$0.00
Net Cost	\$500,000.00

[DONE WITH SCHEDULE B](#)



FEMA

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.

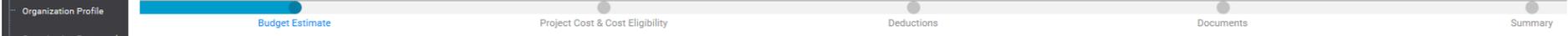
EZ- All small projects, regardless of work status

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



FEMA

Schedule C



Schedule C Instructions
Applicants must complete this schedule if the Applicant (1) 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 over \$131,100.00.

Budget Estimate

Please attach an itemized budget estimate created using standard procedures the Applicant would use absent federal funding.

The itemized estimate needs to be a unit price estimate broken down by the type and number of resources necessary to complete the work (contracts, labor, equipment, materials & supplies, and other costs) and within those areas broken down further by the costs completed and future costs.

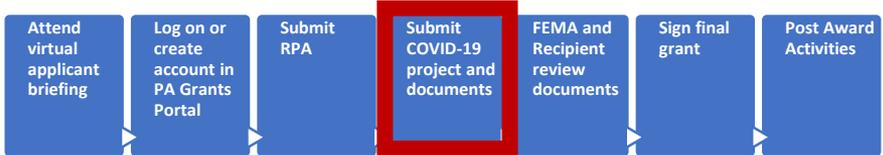
What is the basis for the Applicant's cost estimate?

- Extrapolation of completed costs
- Historical unit costs
- Average costs for similar work in the area
- Published unit costs from national cost estimating database
- Contractor or vendor quotes
- Other

Select basis for Applicant's cost estimate

PROCEED >

Schedule C-Contracts



- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
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Schedule C Instructions
Applicants must complete this schedule if the Applicant (1) 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 over \$131,100.00.

Project Cost & Cost Eligibility

Please select the resources necessary to complete the activities reported in Section II ([More Info](#))

Contracts ([More Info](#))

Completed Costs	Future Costs	Total Costs
\$ <input type="text"/>	+ \$ <input type="text"/>	= <input type="text"/>

Please enter the completed cost of contracts. If no contracts-related costs are complete enter 0. To calculate the total cost, complete the Contract Information section below.

Please also provide:

- Contracts, change orders, and summary of invoices
- Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy
- Other procurement documents that support the that the cost was reasonable (for example, requests for proposals, bids, selection process, or justification for non-competitive procurement)
- Documentation that substantiates a high degree of contractor oversight, such as daily or weekly logs, records of performance meetings (required for time and materials contracts)

Is the estimate based on awarded contracts? *

Yes

Please enter the completed cost of contracts. If no contracts-related costs are complete enter 0. To calculate the total cost, complete the Contract Information section below and provide the following:

- Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy
- Other procurement documents that support the that the cost was reasonable (for example, requests for proposals, bids, selection process, or justification for non-competitive procurement)

No

Labor ([More Info](#))

Completed Costs	Future Costs	Total Costs
\$ <input type="text"/>	+ \$ <input type="text"/>	= <input type="text"/>

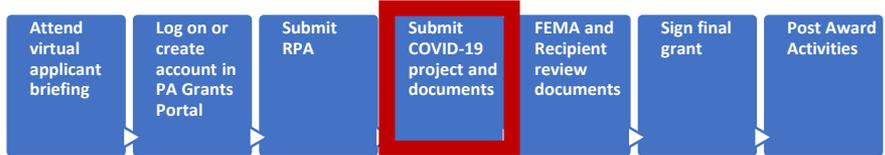
Equipment ([More Info](#))

Completed Costs	Future Costs	Total Costs
\$ <input type="text"/>	+ \$ <input type="text"/>	= <input type="text"/>

Completed Costs	Future Costs	Total Costs
\$ <input type="text"/>	+ \$ <input type="text"/>	= <input type="text"/>

Estimate based on contracts?

Schedule C-Contracts



Dashboard

My Organization Texas Division of Emergency Management (000-U007C-00)

Streamlined Project Application Schedule C – In Progress Work Estimate

3458EM-TX (3458EM) / Deer Park, City of (201-19624-00) / Streamlined Project Application

HELP SAVE GO TO SUMMARY

<input type="checkbox"/> Materials And Supplies (More Info)	\$	+	\$	=	
	Completed Costs		Future Costs		Total Costs
<input type="checkbox"/> Other Costs (More Info)	\$	+	\$	=	

Project Cost \$0.00

Contract Information

i Because you selected Contracts as a resource necessary to complete the activities reported in Section II, you must provide contract information for the contract costs reported above.

[+ ADD CONTRACT INFORMATION](#)

I certify that the above contract information is accurate and was obtained from documents that are available for audit.

Signature * [CLICK TO SIGN](#) Date Signed

[← BACK](#) [PROCEED →](#)



Schedule C-Contracts



Grants Portal

Dashboard

My Organization

Streamlined Project Application Schedule C – In Progress Work Estimate

4481DR-WA (4481DR) / Burlington-Edison School District (057-UOJFP-00) / Streamlined Project Application

Project Cost: \$0.00

Contract Information + ADD CONTRACT

New Contractor (#####) In Progress HIDE REMOVE

Enter Contractor's information

Name of Contractor *

Contractor EIN *

Contract Award Date *

Contract Start Date *

Contract End Date *

Was the contract awarded through a competitive bidding process? * Yes No

Type of Contract * Fixed price
 Cost-reimbursement
 Time and materials
 Cost-plus % of cost
 Other

Scope of Contract *

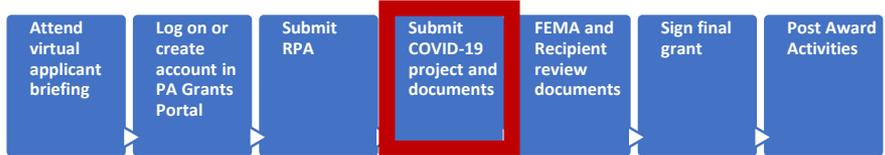
Total Contract Award * \$

Amount requested for funding on this project application * \$



FEMA

Schedule C-Contracts



Grants Portal

Dashboard

My Organization

Burlington-Edison School District (057-UO0FF-00)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

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Streamlined Project Application Schedule C - In Progress Work Estimate

4481DR-WA (4481DR) / Burlington-Edison School District (057-UO0FF-00) / Streamlined Project Application

Contract Award Date *

Contract Start Date *

Contract End Date *

Was the contract awarded through a competitive bidding process? * Yes No

Type of Contract * Fixed price Cost-reimbursement Time and materials Cost-plus % of cost Other

Scope of Contract *

For example, construction of temporary facility or emergency medical transport.

Total Contract Award * \$

Amount requested for funding on this project application * \$

+ ADD CONTRACT

I certify that the above contract information is accurate and was obtained from documents that are available for audit.

Signature * **CLICK TO SIGN** Date Signed

< BACK

PROCEED >

If more than one contract was used, click **Add Contract**

If only one contract was used, click **Sign Here**

Schedule C-Contracts



1. Enter Name
2. Choose Font
3. Enter Grants Portal password
4. Click Sign



FEMA

Schedule C-Contracts



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- Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy
- Other procurement documents that support the that the cost was reasonable (for example, requests for proposals, bids, selection process, or justification for non-competitive procurement)

No

- Labor [\(More Info\)](#)
- Equipment [\(More Info\)](#)
- Materials And Supplies [\(More Info\)](#)
- Other Costs [\(More Info\)](#)

Completed Costs	Future Costs	Total Costs
\$	+	=
Completed Costs	Future Costs	Total Costs
\$	+	=
Completed Costs	Future Costs	Total Costs
\$	+	=
Completed Costs	Future Costs	Total Costs
\$	+	=

Project Cost \$0.00

Contract information added

Contract information certified

Contract Information

REWORK CONTRACT INFORMATION

Contractor (11-1111111) >

Completed VIEW

I certify that the above contract information is accurate and was obtained from documents that are available for audit.

Signature *Sandy*

Date Signed 06/01/2020

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PROCEED



Schedule C



Grants Portal

Streamlined Project Application Schedule C

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) Streamlined Project

Schedule C Instructions

Applicants must complete this schedule if the Applicant (1) 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 over \$131,100.00.

Project Cost & Cost Eligibility

Please select the resources necessary to complete the project (More Info)

- Contracts (More Info)
- Labor (More Info)
- Equipment (More Info)
- Materials And Supplies (More Info)
- Other Costs (More Info)

Completed Costs	Future Costs	Total Costs
\$	+	=
Completed Costs	Future Costs	Total Costs
\$	+	=
Completed Costs	Future Costs	Total Costs
\$	+	=
Completed Costs	Future Costs	Total Costs
\$	+	=
Completed Costs	Future Costs	Total Costs
\$	+	=

Project Cost \$0.00

Click More Info for additional guidance

Labor

FEMA reimburses force account labor costs based on actual hourly rates plus the cost of the employee's actual fringe benefits. FEMA determines the eligibility of overtime, premium pay, and compensatory time costs based on the Applicant's pre-disaster written labor policy. For Emergency Work activities conducted by budgeted employees, FEMA will only reimburse overtime salary costs. See PAPPG at pp. 23-26 and 33-35.

Schedule C



Grants Portal

Dashboard | My Organization | Streamlined Project Application Schedule C – In Progress Work Estimate

NYS Division of Homeland Security & Emergency Services (000-UB0EH-00)

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UB0EH-00) / Streamlined Project Application

HELP SAVE

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- Subrecipient Tasks
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Labor (More Info)

Including the Applicant's own staff, Mutual Aid, prison labor, or National Guard.

Please enter the completed cost of labor. If no labor-related costs are complete enter 0. To calculate the completed cost, complete [FEMA Form 009-0-123 Force Account Labor Summary](#) and [FEMA Form 009-0-128 Applicants Benefit Calculation Worksheet](#) or provide all information contained therein.

Please also provide:

- Justification for any standby time claimed
- Labor pay policy (must cover each employee type used, for example part time, full time, and temporary)
- National Guard pay policy (required for National Guard)
- Mutual aid agreement (required for mutual aid labor)
- Timesheets (please provide either (1) a summary list of all your timesheets, which FEMA will sample and request copies of a limited number of time sheets; or (2) a sample set of timesheets and a detailed explanation of the sampling methodology you used to select the representative sample)
- Daily logs or activity reports (please provide either (1) a summary list of all your logs or reports, which FEMA will sample and request copies of a limited number of logs or reports; or (2) a sample set of logs or reports and a detailed explanation of the sampling methodology you used to select the representative sample)

Please describe any labor that was not Applicant's own staff, mutual aid, prison labor, or National Guard

Please enter the estimated future cost of labor. To calculate the future cost, please use the procedures the Applicant would normally use to create a budget estimate and provide the following information:

- Labor pay policy (must cover each employee type used, for example part time, full time, and temporary)
- National Guard pay policy (required for National Guard)
- Mutual aid agreement (required for mutual aid labor)

Equipment (More Info)

Materials And Supplies (More Info)

Other Costs (More Info)

Completed Costs	Future Costs	Total Costs
\$	+	=

Completed Costs	Future Costs	Total Costs
\$	+	=

Completed Costs	Future Costs	Total Costs
\$	+	=

Completed Costs	Future Costs	Total Costs
\$	+	=

Select and/or enter information

Scroll down



FEMA

Schedule C



Grants Portal

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4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQE-H-00) / Streamlined Project Application

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Step 1:
Select and/or
enter
information

Please provide the following:

- Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy

<input type="checkbox"/> Labor (More Info)	Completed Costs	Future Costs	Total Costs
	\$	\$	\$0.00
<input checked="" type="checkbox"/> Equipment (More Info)	Completed Costs	Future Costs	Total Costs
	\$	\$	

Including applicant owned, purchased, or rented.

Please enter the completed cost of equipment. If no equipment-related costs are complete enter 0. To calculate the total cost, complete [FEMA Form 009-0-127 Force Account Equipment Summary #](#) and [FEMA Form 009-0-125 Rented Equipment Summary Record #](#) or provide all information contained therein.

How did the Applicant acquire the equipment?

- Owned prior to January 20, 2020
- Purchased ⓘ
- Rented ⓘ

What was the basis of the rate used in the summary?

- FEMA Equipment Rates
- Applicant's Equipment Rates ⓘ
- No rate is available, and the Applicant would like FEMA to calculate an Equipment Rate ⓘ
- Other

<input type="checkbox"/> Materials And Supplies (More Info)	Completed Costs	Future Costs	Total Costs
	\$	\$	
<input type="checkbox"/> Other Costs (More Info)	Completed Costs	Future Costs	Total Costs
	\$	\$	

Project Cost \$0.00

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PROCEED →

Step 2:
Click
Proceed



Schedule C



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Step 1: Select and/or enter information

Purchased ⓘ
 Rented ⓘ

What was the basis of the rate used in the summary?

FEMA Equipment Rates
 Applicant's Equipment Rates ⓘ
 No rate is available, and the Applicant would like FEMA to calculate an Equipment Rate ⓘ
 Other

Materials And Supplies (More Info)

Completed Costs	Future Costs	Total Costs
\$	+	=

Please enter the total cost of materials and supplies. To calculate the total cost, complete FEMA Form 009-0-124 Materials Summary Record or provide all information contained therein.

How did the Applicant acquire the materials or supplies?

From Stock ⓘ
 Purchased ⓘ

Completed Costs	Future Costs	Total Costs
\$	+	=

Other Costs (More Info)
Including travel costs, utilities and any other expenses not listed above.

Please enter the total cost. Please also provide invoices or receipts. If claiming travel expenses, please provide a travel policy.

Please describe the costs *

Project Cost \$0.00

Step 2: Click Proceed

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PROCEED



Schedule C



Grants Portal

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4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / Streamlined Project Application

HELP SAVE

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Events | Projects | Damages | Work Order Requests | Work Orders

Budget Estimate | Project Cost & Cost Eligibility | Deductions | Documents | Summary

Schedule C Instructions
Applicants must complete this schedule if the Applicant (1) 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 over \$131,100.00.

Deductions

Step 1:
Select
credits
available

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)
- Other Deductions

	Deductions	\$
Project Cost		\$150,000.00
Total Deductions	—	\$0.00
Net Cost		\$150,000.00

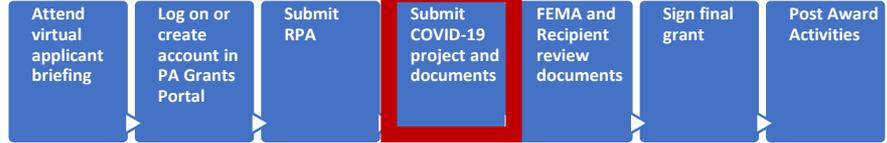
Step 2:
Click
Proceed

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PROCEED >



Schedule C



Grants Portal

Dashboard | My Organization | Streamlined Project Application Schedule C – In Progress Work Estimate

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

HELP SAVE

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Schedule C Instructions
Applicants must complete this schedule if the Applicant (1) 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 over \$131,100.00.

Deductions

Step 1: Select and/or enter information

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

- Insurance Proceeds (More Info)
This does not include payment from patient insurance; for that, continue to medical payments below.
Does the Applicant have insurance coverage that might cover any activities reported in Section II? *
 - No.
 - Yes, the Applicant anticipates receiving a payment from its insurance carrier.
 - Yes, the Applicant has actually received a payment from its insurance carrier.

- Disposition (More Info)
Please enter the total salvage value of purchased equipment and supplies (if greater than \$5,000).

- Medical Payments (More Info)
- Other Deductions

Deductions
\$

Deductions
\$

Deductions
\$

Deductions
\$

Project Cost	\$150,000.00
Total Deductions	— \$0.00
Net Cost	\$150,000.00

Step 2: Click Proceed

BACK

PROCEED



Schedule C



Dashboard | **My Organization** | **Streamlined Project Application Schedule C – In Progress Work Estimate** | **HELP** | **SAVE**

4480DR-NY (4480DR) | NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

Budget Estimate | Project Cost & Cost Eligibility | Deductions | Documents | Summary

Schedule C Instructions
Applicants must complete this schedule if the Applicant (1) 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 over \$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](#))
Please enter the total amount of medical payments received or expected from for-profit entities, Medicare, Medicaid, or a pre-existing private payment agreement.
- Other Deductions
Please enter the total amount of other goods and services provided to for-profit entities or any other proceeds or payments received or expected.

Deductions	
\$	
Deductions	
\$	
Deductions	
\$	
Deductions	
\$	

Project Cost	\$150,000.00
Total Deductions	— \$0.00
Net Cost	\$150,000.00

Step 1: Select and/or enter information

Step 2: Click Proceed

[← BACK](#) | [PROCEED →](#)



FEMA

Schedule C



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Schedule C Instructions
Applicants must complete this schedule if the Applicant (1) 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 over \$131,100.00.

Documents

- Budget Estimates (+ Add Document) **X Required**
- Project Cost & Cost Eligibility
 - Contracts
 - Contract Cost Summaries (+ Add Document)
 - Contract Documentation (+ Add Document)
 - Change Orders (+ Add Document)
 - Summary of Invoices (+ Add Document)
 - Costs or Price Analysis Documentation (+ Add Document)
 - Procurement Policies (+ Add Document)
 - Other Procurement Documentation (+ Add Document)
 - Contractor Oversight Documentation (+ Add Document)
 - Award Estimate Documentation
 - PA COVID-19 Contract Reports (+ Add Document) **X Required**
 - Cost or Price Analysis Documentation (+ Add Document)
 - Procurement Policies (+ Add Document) **X Required**
 - Other Procurement Documentation (+ Add Document)

Step 1: Upload required documents

← BACK

Step 2: Click Proceed

PROCEED →

Schedule C



Grants Portal

Streamlined Project Application Schedule C – In Progress Work Estimate

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

Schedule C Instructions
Applicants must complete this schedule if the Applicant (1) 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 over \$131,100.00.

Documents

- Budget Estimates (+ Add Document) Requirement Met
- Project Cost & Cost Eligibility
 - Labor
 - Force Account Labor Documentation (+ Add Document)
 - Standby Time Justifications (+ Add Document)
 - Labor Pay Policies (+ Add Document) Requirement Met
 - National Guard Pay Policies (+ Add Document)
 - Mutual Aid Agreements (+ Add Document)
 - Timesheets (+ Add Document)
 - Logs / Activity Reports (+ Add Document)

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Schedule C



Grants Portal

Dashboard | My Organization | Streamlined Project Application Schedule C – In Progress Work Estimate

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QE4-00) / Streamlined Project Application

? HELP SAVE

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Budget Estimate | Project Cost & Cost Eligibility | Deductions | Documents | Summary

Schedule C Instructions
Applicants must complete this schedule if the Applicant (1) 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 over \$131,100.00.

Summary

Review Schedule C Summary

What is the basis for estimate?

- Extrapolation of completed costs
- Contractor or other vendor

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

Labor (More Info)

Completed Costs	Future Costs	Total Costs
\$160,000.00	\$	\$160,000.00

Including the Applicant's own staff, Mutual Aid, prison labor, or National Guard.

Please enter the total cost of labor. To calculate the total cost, complete [FEMA Form 009-0-123 Force Account Labor Summary](#) and [FEMA Form 009-0-128 Applicants Benefit Calculation Worksheet](#) or provide all information contained therein.

Please also provide:

- Justification for any standby time claimed
- Labor pay policy (must cover each employee type used, for example part time, full time, and temporary)
- National Guard pay policy (required for National Guard)
- Mutual aid agreement (required for mutual aid labor)
- Timesheets (please provide either (1) a summary list of all your timesheets, which FEMA will sample and request copies of a limited number of time sheets; or (2) a sample set of timesheets and a detailed explanation of the sampling methodology you used to select the representative sample)
- Daily logs or activity reports (please provide either (1) a summary list of all your logs or reports, which FEMA will sample and request copies of a limited number of logs or reports; or (2) a sample set of logs or reports and a detailed explanation of the sampling methodology you used to select the representative sample)

If the personnel were or will be provided through mutual aid, please provide the written mutual aid agreement.

Please describe any labor that was not Applicant's own staff, mutual aid, prison labor, or National Guard

Scroll down



Schedule C



Grants Portal

Dashboard

My Organization

NYS Division of Homeland Security & Emergency Services (000-UR0EH-00) / Streamlined Project Application

Streamlined Project Application Schedule C – In Progress Work Estimate

44800R-NY (44800R) / NYS Division of Homeland Security & Emergency Services (000-UR0EH-00) / Streamlined Project Application

Applicant would normally use to create a budget estimate and provide the following information:

- Labor pay policy (must cover each employee type used, for example part time, full time, and temporary)
- National Guard pay policy (required for National Guard)
- Mutual aid agreement (required for mutual aid labor)

Project Cost

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

Documents

- [-] Budget Estimates ✓ Requirement Met
- [-] Project Cost & Cost Eligibility
 - [-] Labor
 - [-] Force Account Labor Documentation
 - [-] Standby Time Justifications
 - [-] Labor Pay Policies ✓ Requirement Met
 - [-] National Guard Pay Policies
 - [-] Mutual Aid Agreements
 - [-] Timesheets
 - [-] Logs / Activity Reports

Project Cost

Total Deductions

Net Cost

[← BACK](#) [✓ DONE WITH SCHEDULE C](#)

Step 1:
Review
Schedule C
Summary

Step 2: Click
Done with
Schedule C



FEMA

Schedule C Complete



Grants Portal

Streamlined Project Application Schedule C – In Progress Work Estimate

Applicant would normally use to create a budget estimate and provide the following information:

- Labor pay policy (must cover each employee type used, for example part time, full time, and temporary)
- National Guard pay policy (required for National Guard)
- Mutual aid agreement (required for mutual aid labor)

Project Cost: \$160,000.00

Credits available to offset cost: No deductions have been added.

Documents

- [-] Budget Estimates ✓ Required
- [-] Project Cost & Cost Eligibility
- [-] Labor
 - [-] Force Account Labor
 - [-] Standby Time Justification
 - [-] Labor Pay Policies
 - [-] National Guard Pay Policy
 - [-] Mutual Aid Agreement
 - [-] Timesheets
 - [-] Logs / Activity Reports

Project Cost: \$160,000.00

Total Deductions: \$0.00

Net Cost: \$160,000.00

[GO TO SUMMARY](#)

[DONE WITH SCHEDULE C](#)



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



FEMA

Schedule D



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Schedule D Instructions
Applicants must complete part 1 of this schedule if the total net cost reported in Section III is greater than or equal to \$131,100.00. Applicants will need to complete additional questions depending on the activities reported in Section II.

General Eligibility

- Are all activities reported in Section II only being performed by the Applicant as a result of COVID-19? * (More Info)
- Yes
 No
- Is the Applicant legally responsible for performing the activities reported in Section II? * (More Info)
- Yes, the Applicant is a government organization and the state's, tribe's, or territory's constitution or laws delegate jurisdictional powers to the Applicant.
 Yes, a statute, order, contract, articles of incorporation, charter, or other legal document makes the responsible to conduct the activities for the general public.
 Yes, for other reasons.
 No.

Step 1:
Select and/or enter information

Please describe how the activities reported in Section II address an immediate threat to life, public health, or safety * (More Info)

- Did or will any of the activities reported in Section II require access to residential private property? * (More Info)
- Yes
 No
- Leasing a private facility is not considered accessing residential private property.*

Step 2: Click Proceed

For activities that involve the creation of a new program, describe or attach the internal control plan the Applicant executed or will execute to ensure costs incurred remain reasonable. Refer to the FEMA Public Assistance Program and Policy Guide, and applicable Recipient and Applicant requirements:

[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

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NYS Division of Homeland Security & Emergency Services (000-UBQEH-00)

Streamlined Project Application Schedule D – Large Project Eligibility Questions

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

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Schedule D Instructions

Applicants must complete part 1 of this schedule if the total net cost reported in Section III is greater than or equal to \$131,100.00. Applicants will need to complete additional questions depending on the activities reported in Section II.

General Eligibility

Are all activities reported in Section II only being performed by the Applicant as a result of COVID-19? * [\(More Info\)](#)

- Yes
 No

Is the Applicant legally responsible for performing the activities reported in Section II? * [\(More Info\)](#)

- Yes, the Applicant is a government organization and the state's, tribe's, or territory's constitution or laws delegate jurisdictional powers to the Applicant.
 Yes, a statute, order, contract, articles of incorporation, charter, or other legal document makes the responsible to conduct the activities for the general public.
 Yes, for other reasons.
 No.

Please describe how the activities reported in Section II address an immediate threat to life, public health, or safety? * [\(More Info\)](#)

Did or will any of the activities reported in Section II require access to residential private property? * [\(More Info\)](#)

- Yes
 No

Leasing a private facility is not considered accessing residential private property.

For activities that involve the creation of a new program, describe or attach the internal control plan the Applicant executed or will execute to ensure costs incurred remain reasonable. Refer to the FEMA Public Assistance Program and Policy Guide, and applicable Recipient and Applicant requirements:

PROCEED >

Step 1:
Select and/or
enter
information

Step 2: Click
Proceed



FEMA

Schedule D



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44800R-NY (44800R) / NYS Division of Homeland Security & Emergency Services (000-US064-00) / Streamlined Project Application

Streamlined Project Application Schedule D – Large Project Eligibility Questions

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General Eligibility

Activity Details

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Schedule D Instructions

Applicants must complete part 1 of this schedule if the total net cost reported in Section III is greater than or equal to \$131,100.00. Applicants will need to complete additional questions depending on the activities reported in Section II.

Activity Details

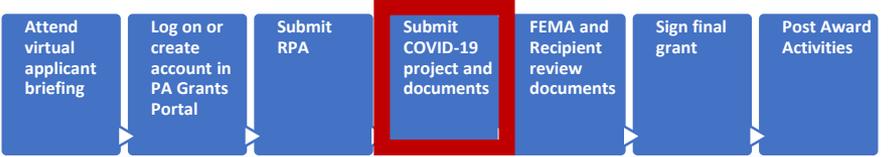
- Purchase and Distribution of Food, Water, Ice, or Other Commodities >
- Emergency Medical Care - General Eligibility >
- Emergency Medical Care - Medical Services >
- Sheltering >

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Click arrow for additional information



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Streamlined Project Application Schedule D – Large Project Eligibility Questions

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / Streamlined Project Application

HELP SAVE

- General Eligibility
- Activity Details
- Documents
- Summary

Schedule D Instructions
Applicants must complete part 1 of this schedule if the total net cost reported in Section III is greater than or equal to \$131,100.00. Applicants will need to complete additional questions depending on the activities reported in Section II.

Activity Details

Purchase and Distribution of Food, Water, Ice, or Other Commodities

When did or will purchase and distribution of food, water, ice, or other commodities start and end?

Activities Started *

Activities Completed *

Please select and describe the work necessary to purchase and distribute food, water, ice or other commodities. *

Purchasing and packaging

Please describe the work necessary for purchasing and packaging *

- Acquiring distribution and storage space
- Delivery and distribution
- Other

Did or will the Applicant distribute food, water, ice or other commodities to for-profit entities? *

Yes
 No

Select and/or enter information

Scroll down



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

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Streamlined Project Application Schedule D – Large Project Eligibility Questions

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4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

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Please describe the work necessary for purchasing and packaging *

- Acquiring distribution and storage space
- Delivery and distribution
- Other

Did or will the Applicant distribute food, water, ice or other commodities to for-profit entities? *

- Yes
- 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? *

- Yes
- No

If the purchase and distribution involved food, how is food security negatively impacted, making food distribution necessary to protect public health and safety? *

- Reduced mobility of those in need due to government-imposed restrictions
- Marked increase or atypical demand for feeding resources
- Disruptions to the typical food supply chain within the relevant jurisdiction
- Other

Please describe the other impacts *

Step 1:
Select and/or
enter
information

Step 2: Click
Proceed

PROCEED



FEMA

Schedule D



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Emergency Medical Care - General Eligibility

Please describe how the emergency medical care activities in Section II directly relate to COVID-19 *

dd

Did or will the Applicant contract for the provision of emergency medical care? *

- Yes
- No, the Applicant directly provided the care

Were the medical supplies & equipment, services, or facilities provided to or used by for-profit entities? *

- Yes
- No

Please describe how the Applicant has, and will continue to pursue payment from patients' private insurance, Medicaid, Medicare, or any other source of funding *

dd

It is extremely important that Private Non-Profit and government medical care providers, as well as any other Applicant completing Emergency Medical Care activities, take caution to capture and document these cost deductions in Schedule B or C. If clear documentation is not available to show how medical payments are deducted and not duplicated, the Applicant may not receive funding for otherwise eligible activities.

Emergency Medical Care - Medical Services

Sheltering

Select and/or enter information

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

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4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Streamlined Project Application

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Emergency Medical Care - Medical Services

Is the Applicant requesting funding to expand existing medical care capacity (e.g., additional healthcare workers) due to COVID-19? * [\(More Info\)](#)

Note: This does not include set-up costs for alternate care sites, other temporary medical facilities, or expansion of existing medical facilities, which are covered under "Establishment of Temporary Facilities."

- Yes
 No

Step 1: Select Yes or No

Sheltering

When did or will the sheltering activities start and end?

Activities Started * 6/9/2020

Activities Completed * 6/11/2020

Step 2: Enter dates and additional information

Please describe how the sheltering was or is directly related to COVID-19 *

COVID

Please describe how sheltering was or is being conducted in accordance with standards and guidance approved by public health officials including social distancing measures *

All met

Was the sheltering conducted in a non-congregate environment? *

- Yes
 No

For more information on these requirements, see PAPPG at p. 67 and FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: Non-Congregate Sheltering-FAQ



FEMA

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Please describe the other impacts *

Purchase of Meals for Emergency Workers ▾

Why are meals for emergency workers being claimed? *

- A labor policy or written agreement requires the provision of meals.
- Conditions constituted a level of severity that requires employees to work abnormal, extended workhours without a reasonable amount of time to provide for their own meals.

Please describe these conditions *

Food or water was or is not reasonably available for employees to purchase.

Please describe the lack of availability *

Other

Please check here to confirm that meals were provided in accordance with the following FEMA policy. *

- No meals claimed for reimbursement were provided:
 - To individuals receiving a per diem
 - At a restaurant
 - For individual meals

For more information on these requirements, see PAPPG at p. 63.

Step 1: Select and/or enter information

Step 2: Click Proceed

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PROCEED



Schedule D



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General Eligibility ✓

Activity Details ✓

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Schedule D Instructions

Applicants must complete part 1 of this schedule if the total net cost reported in Section III is greater than or equal to \$131,100.00. Applicants will need to complete additional questions depending on the activities reported in Section II.

Documents

General Eligibility

New Program Documentation (+ Add Document)

BACK

PROCEED

Step 1: Upload required document

Step 2: Click Proceed

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Summary

Schedule D Instructions

Applicants must complete part 1 of this schedule if the total net cost reported in Section III is greater than or equal to \$131,100.00. Applicants will need to complete additional questions depending on the activities reported in Section II.

Summary

General Eligibility

Are all activities reported in Section II only being performed by the Applicant as a result of COVID-19? [\(More Info \)](#)

* Yes

Is the Applicant legally responsible for performing the activities reported in Section II? [\(More Info \)](#)

* Yes, the Applicant is a government organization and the state's, tribe's, or territory's constitution or laws delegate jurisdictional powers to the Applicant.

How the activities reported in Section II address an immediate threat to life, public health, or safety: [\(More Info \)](#)

Contagious

Did or will any of the activities reported in Section II require access to residential private property? [\(More Info \)](#)

* No

Leasing a private facility is not considered accessing residential private property.

For activities that involve the creation of a new program, describe or attach the internal control plan the Applicant executed or will execute to ensure costs incurred remain reasonable in accordance with 2 C.F.R. Part 200, the FEMA Public Assistance Program and Policy Guide, and applicable Recipient and Applicant requirements

Purchase and Distribution of Food, Water, Ice, or Other Commodities

Review Schedule D Summary



FEMA

Schedule D Complete



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Streamlined Project Application Schedule D – Large Project Eligibility Questions

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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 n... protect public health and safety?

- Marked increase or atypical demand for feeding resources

Purchase of Meals for Emergency Workers

Why are meals for emergency workers being claimed?

- Conditions constituted a level of severity that requires employees to work abnormal, ext...
 - Description of these conditions

Conditions

No meals claimed for reimbursement were provided:

- To individuals receiving a per diem
- At a restaurant
- For individual meals

For more information on these requirements, see PAPPG at p. 63.

Documents

- General Eligibility
 - New Program Documentation

← BACK

✓ DONE WITH SCHEDULE D

Schedule D Completed!

Schedule D has been successfully completed.

GO TO SUMMARY

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



FEMA

Schedule EZ



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Budget Estimate | Project Cost | Deductions | Documents | Summary

Schedule EZ Instructions
Applicants must complete this schedule if the total project is less than \$131,100.00 and provide the costs of the activities reported in Section II.

Budget Estimate

Step 1: Review how to create Budget Estimate

Please attach an itemized budget estimate created using standard procedures the Applicant would use absent federal funding. The itemized estimate needs to be broken down by the type and number of resources necessary to complete the work (contracts, labor, equipment, materials & supplies, and other costs).

Because activities are complete, you will be required to attach the following summary records based on the resources necessary to complete the activities selected in the Project Cost step.

- [FEMA Form 009-0-123 Force Account Labor Summary](#)
- [FEMA Form 009-0-128 Applicants Benefit Calculation Worksheet](#)
- [FEMA Form 009-0-127 Force Account Equipment Summary](#)
- [FEMA Form 009-0-125 Rented Equipment Summary Record](#)
- [FEMA Form 009-0-124 Materials Summary Record](#)

Step 2: Click Proceed

PROCEED >



Schedule EZ



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4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-USQEH-00) / Streamlined Project Application

Schedule EZ Instructions
Applicants must complete this schedule if the total project is less than \$131,100.00 and provide the costs of the activities reported in Section II.

Project Cost

Please select the resources necessary to complete the activities reported in Section II. For each resource selected, please provide the cost.

- Contracts** (More Info)
Please enter the total cost of contracts from your estimate.
- Labor** (More Info)
Including the Applicant's own staff, Mutual Aid, prison labor, or National Guard.
Please enter the total cost of labor from your estimate.
- Equipment** (More Info)
Including the applicant owned, purchased, or rented.
Please enter the total cost of equipment from your estimate.
- Materials and Supplies** (More Info)
Please enter the total cost of materials and supplies from your estimate.
- Other Costs** (More Info)

Costs: \$

Costs: \$

Costs: \$

Costs: \$

Costs: \$

Costs: \$

Project Cost: \$0.00

Step 1: Select resources utilized

Step 2: Click Proceed

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Schedule EZ



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Streamlined Project Application Schedule EZ – Small Project Estimate

HELP SAVE

Deductions

Select and/or enter information

Applicants must complete this schedule if the total project is less than \$131,100.00 and provide the costs of the activities reported in Section II.

Please select the credits available to offset costs of activities reported in Section II.

Insurance Proceeds (More Info)

This does not include payment from patient insurance; for that, continue to medical payments below.

Does the Applicant have insurance coverage that might cover any activities reported in Section II? *

- No.
- Yes, the Applicant anticipates receiving a payment from its insurance carrier.

Please enter the total amount of insurance proceeds and provide copy of insurance documentation.

Yes, the Applicant has actually received a payment from its insurance carrier.

Disposition (More Info)

Please enter the total salvage value of purchased equipment and supplies (if greater than \$5,000).

Medical Payments (More Info)

Please enter the total amount of medical payments received or expected from for-profit entities, Medicare, Medicaid, or a pre-existing private payment agreement.

Other Deductions

Deductions
\$

Deductions
\$

Deductions
\$

Deductions
\$

Project Cost	\$11,000.00
Total Deductions	\$0.00
Net Cost	\$11,000.00



Schedule EZ



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4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQEH-00) / Streamlined Project Application

Budget Estimate | Project Cost | Deductions | Documents | Summary

Schedule EZ Instructions
Applicants must complete this schedule if the total project is less than \$131,100.00 and provide the costs of the activities reported in Section II.

Documents

- Budget Estimates (+ Add Document) **X Required**
- Project Cost
 - Labor
 - Force Account Labor Documentation (+ Add Document)
 - Equipment
 - Equipment Summaries (+ Add Document)
 - Materials and Supplies
 - Material Summaries (+ Add Document)

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Step 1: Upload required documents

Step 2: Click Proceed



Schedule EZ



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Streamlined Project Application Schedule EZ – Small Project Estimate

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Schedule EZ Instructions

Applicants must complete this schedule if the total project is less than \$131,100.00 and provide the costs of the activities reported in Section II.

Summary

Budget Estimate

Please attach an itemized budget estimate created using standard procedures the Applicant would use absent federal funding. The estimate needs to be broken down by the type and number of resources necessary to complete the work (contracts, labor, equipment, materials & supplies, and other costs).

Because activities are complete, you will be required to attach the following summary records based on the resources necessary to complete the activities selected in the Project Cost step.

- [FEMA Public Assistance COVID-19 Contracts Report](#)
- [FEMA Form 009-0-123 Force Account Labor Summary](#)
- [FEMA Form 009-0-128 Applicant Benefit Calculation Worksheet](#)
- [FEMA Form 009-0-127 Force Account Equipment Summary](#)
- [FEMA Form 009-0-125 Rented Equipment Summary Record](#)
- [FEMA Form 009-0-124 Materials Summary Record](#)

Project Costs

Selected resources and costs necessary to complete the activities reported in Section II.

Labor [\(More Info \)](#)

Including the Applicant's own staff, Mutual Aid, prison labor, or National Guard.

Total cost of labor from your estimate.

Costs
\$1,000.00

Equipment [\(More Info \)](#)

Including the applicant owned, purchased, or rented.

Total cost of equipment from your estimate.

Costs
\$1,000.00

Step 1:
Review
Schedule EZ
Summary

Step 2:
Scroll
down



FEMA

Schedule EZ



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Streamlined Project Application Schedule EZ – Small Project Estimate

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Materials and Supplies (More Info)

Total cost of materials and supplies from your estimate.

Costs

\$9,000.00

Project Cost \$11,000.00

Deductions

Credits available to offset costs of activities reported in Section II.

Insurance Proceeds (More Info)

This does **not** include payment from patient insurance; for that, continue to medical payments below.

Does the Applicant have insurance coverage that might cover any activities reported in Section II?

- Yes, the Applicant anticipates receiving a payment from its insurance carrier.

Materials and Supplies

Material Summaries

Deductions

\$900.00

Documents

- Budget Estimates Requirement Met
- Project Cost
- Labor
- Force Account Labor Documentation
- Equipment
- Equipment Summaries

Project Cost \$11,000.00

Total Deductions \$900.00

Net Cost \$10,100.00

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DONE WITH SCHEDULE EZ

Step 1: Review Schedule EZ Summary

Step 2: Click Done with Schedule EZ



FEMA

Schedule EZ Complete



Schedule EZ Completed!
Schedule EZ has been successfully completed.

[GO TO SUMMARY](#)

Click **Go To Summary**

Costs
Project Cost \$11,000.00

Deductions
Insurance Proceeds \$900.00

Documents
Budget Estimates **Requirement Met**

Project Cost \$11,000.00
Total Deductions \$900.00
Net Cost \$10,100.00

[DONE WITH SCHEDULE EZ](#)



FEMA

What are the Schedules:

A- Large Projects that are Expedited

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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



FEMA

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

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Burlington-Edison School District (057-U00FP-00)

Streamlined Project Application Schedule F – Environmental and Historic Preservation Questions

HELP

SAVE

?

4481DR-WA (4481DR) / Burlington-Edison School District (057-U00FP-00) / Streamlined Project Application

Activity Details

Documents

Summary

Schedule F Instructions

Applicants must complete this schedule due to specific activities reported in Section II. For additional information on EHP requirements, see the [Environmental and Historic Preservation \(EHP\) and Emergency Protective Measures for COVID - 19 Fact Sheet](#).

Activity Details

Establishment of Temporary Facilities

Temporary Facilities

No Temporary Facilities have been added.

Because you selected Establishment of Temporary Facilities as a method of work in Section II you must complete a Temporary Facilities form for each temporary facility.

+ ADD TEMPORARY FACILITY

Step 1: Click Add Temporary Facility

Step 2: Click Proceed

PROCEED >



FEMA

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

Grants Portal

Dashboard

My Organization

Burlington-Edison School District (057-UO0FP-00)

Streamlined Project Application Schedule F – Environmental and Historic Preservation Questions

4481DR-WA (4481DR) / Burlington-Edison School District (057-UO0FP-00) / Streamlined Project Application

HELP

SAVE

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Summary

Schedule F Instructions

Applicants must complete this schedule due to specific activities reported in Section II. For additional information on EHP requirements, see the [Environmental and Historic Preservation \(EHP\) and Emergency Protective Measures for COVID - 19 Fact Sheet](#).

Activity Details

Establishment of Temporary Facilities

Temporary Facilities

+ ADD TEMPORARY FACILITY

New Temporary Facility

In Progress

HIDE

REMOVE

Facility Information

What is the name of this temporary facility? *

What dates were or will the temporary facility used? *

Start Date *

End Date *

What services did or will the temporary facility provide? *

Emergency medical care

Sheltering

Other

Please describe the temporary facility *

Enter Temporary Facility information



FEMA

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

Grants Portal

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My Organization
Burlington-Edison School District (057-UO0FF-00)

Streamlined Project Application Schedule F – Environmental and Historic Preservation Questions

4481DR-WA (4481DR) / Burlington-Edison School District (057-UO0FF-00) / Streamlined Project Application

HELP SAVE

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Please describe the temporary facility *

Provide the GPS coordinates for the site (decimal degrees with five decimal places) *

Latitude Longitude

Why was or is the temporary facility needed? *

- Existing facilities were or are forecasted to become overloaded and cannot accommodate the need
- Quarantine of COVID-19 affected individuals
- Additional space needed to accommodate COVID-19 related response activities
- Other

Is or will the temporary facility be accessible to and usable by disabled persons, as required by the Americans with Disabilities Act? *

- Yes, the existing facility is in compliance with the Americans with Disabilities Act and no alterations were or will be required to make the facility ADA-compliant
- Yes, the Applicant has made or will make all required alterations to ensure that the facility is in compliance with the Americans with Disabilities Act
- No

For additional information on the Americans with Disabilities Act, see PAPPG at pp. 95-96.

Please indicate how the Applicant did or will establish the temporary facility and attach a cost analysis justifying the selection. *

- Rent a facility.
- Purchase a facility.
- Construct a new facility.
- Modify/expand an existing facility.

What methods of work did or will the Applicant use to establish the temporary facility? *

- Repurposing, renovating, or reusing existing facilities
- Placing prefabricated facilities on a site
- Constructing new facilities

Continue through prompts



FEMA

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

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Burlington-Edison School District (057-UO0FF-00)

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Streamlined Project Application Schedule F – Environmental and Historic Preservation Questions

4481DR-WA (4481DR) / Burlington-Edison School District (057-UO0FF-00) / Streamlined Project Application

HELP

SAVE

↶

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Is or will the temporary facility be accessible to and usable by disabled persons, as required by the Americans with Disabilities Act? *

- Yes, the existing facility is in compliance with the Americans with Disabilities Act and no alterations were or will be required to make the facility ADA-compliant
- Yes, the Applicant has made or will make all required alterations to ensure that the facility is in compliance with the Americans with Disabilities Act
- No

For additional information on the Americans with Disabilities Act, see PAPPG at pp. 95-96.

Please indicate how the Applicant did or will establish the temporary facility and attach a cost analysis justifying the selection. *

- Rent a facility.
- Purchase a facility.
- Construct a new facility.
- Modify/expand an existing facility.

What methods of work did or will the Applicant use to establish the temporary facility? *

- Repurposing, renovating, or reusing existing facilities
- Placing prefabricated facilities on a site
- Constructing new facilities

Will the Applicant only repurpose or reuse an existing facility? *

- Yes, and the temporary use is the same as the most recent use of the facility
- Yes, but the temporary use is not the same as the most recent use of the facility
- No, the temporary use required renovation, placing prefabricated facilities, or new construction

+ ADD TEMPORARY FACILITY

Step 1: Click Add Temporary Facility to add additional facility.

Step 2: Click Proceed

PROCEED >



FEMA

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

Grants Portal

Dashboard

My Organization: Burlington-Edison School District (057-UOOPF-00)

Streamlined Project Application Schedule F – Environmental and Historic Preservation Questions

4481DR-WA (4481DR) / Burlington-Edison School District (057-UOOPF-00) / Streamlined Project Application

Activity Details | Documents | Summary

Schedule F Instructions

Applicants must complete this schedule due to specific activities reported in Section II. For additional information on EHP requirements, see the [Environmental and Historic Preservation \(EHP\) and Emergency Protective Measures for COVID - 19 Fact Sheet](#).

Documents

- Temporary Facilities
 - Temporary Facility 1
 - Cost Analysis Justifications (+ Add Document) **X Required**
 - Lease Agreement (+ Add Document) **X Required**

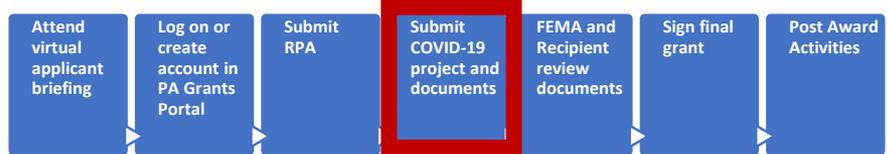
← BACK

PROCEED →

Step 1: Upload required documents

Step 2: Click Proceed

Schedule F



Grants Portal

Dashboard

My Organization

Texas Division of Emergency Management (2009-0007-000)

Organization Profile

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Streamlined Project Application Schedule F – Environmental and Historic Preservation Questions

3458EM-TX (3458EM) / Deer Park, City of (201-19624-00) / Streamlined Project Application

Activity Details | Documents | Summary

Schedule F Instructions

Applicants must complete this schedule due to specific activities reported in Section II. For COVID - 19 Fact Sheet.

Activity Details

Establishment of Temporary Facilities >	✓	+ ADD TEMPORARY FACILITY
Tess' Temporary Facility >	✓ Completed	VIEW/EDIT REMOVE

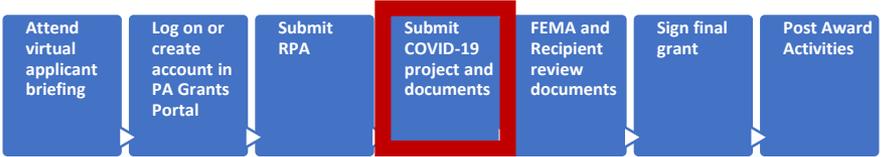
+ ADD TEMPORARY FACILITY

PROCEED >

Step 1: Enter Temporary Facility Information

Step 2: Click Proceed

Schedule F Complete



Grants Portal

Streamlined Project Application Schedule F – Environmental and Historic Preservation Questions

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U80EH-00) / Streamlined Project Application

Organization Profile | Activity Details | Documents | Summary

Schedule F Instructions

Applicants must complete this schedule due to specific activities reported in Section II. For additional information on EHP requirements, see the [Environmental and Historic Preservation \(EHP\) and Emergency Protective Measures for COVID - 19 Fact Sheet](#).

Summary

Establishment of Temporary Facilities

In Section II, Establishment of Temporary Facilities was selected as a requirement. For each temporary facility, you must submit a separate Temporary Facilities form for each temporary facility. You may download a blank [Temporary Facilities Form](#) if you need one.

In addition to completing the Temporary Facilities form, FEMA also requires the following:

- A cost analysis justifying the rental, purchase, construction, or modification of the temporary facility.
- Permits for any temporary debris staging sites.
- Site maps showing the location of all proposed areas where the applicant will conduct activities.

Documents

- Temporary Facilities
 - Temporary Facility Forms Requirement Met
 - Cost Analysis Justifications Requirement Met
 - Debris Staging Site Permits Requirement Met
 - Site Maps Requirement Met

[GO TO SUMMARY](#)

[Click Go To Summary](#)

[DONE WITH SCHEDULE F](#)



FEMA

Section IV

- 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

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- Subrecipient Tasks ▼

Streamlined Project Application

✕ WITHDRAW APPLICATION

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Streamlined Project Application

i Emergency Protective Measures

Sections & Schedules

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

	Section II – Scope of Work	✓ Completed	VIEW/EDIT
	Section III – Cost and Work Status Information	✓ Completed	VIEW/EDIT
	Schedule EZ – Small Project Estimate	✓ Completed	VIEW/EDIT
	Document Repository	1 of 1 Provided	VIEW/EDIT

✓ REVIEW AND SUBMIT

Click Review and Submit



FEMA

Section IV

- Attend virtual applicant briefing
- Log on or create account in PA Grants Portal
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State of Oklahoma (OEM)
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Streamlined Project Application Section IV – Project Certifications

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Streamlined Project Application

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

Applicant-Assigned Project Application #	Test9	Event	4530DR-OK (4530DR)
Project Application Title	Test9	Applicant	State of Oklahoma (OEM)
Project Net Cost	\$50,000.00	FEMA PA Code	000-00641-00
Status	In Progress		

Review application

Section II – Scope of Work

Description of Activities

Brief description of the activities the Applicant conducted or will conduct.

Scroll down

Section IV



- Organization Profile
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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.

Answer Preparer Certification Question

Certifications

Preparer Certification

Did the Applicant Authorized Representative receive consultant support or technical assistance in preparing this project application from anyone not directly employed by the Applicant?

- Yes
- No
- No



Applicant Direct Employees cannot sign on behalf of the Contractor/Consultant Preparer. The Preparer Certification must first be reviewed and signed by the Contractor/Consultant Preparer, before the Applicant Authorized Representative signs the Certification That Benefits Will Not Be Duplicated and the General Certification.

Section IV



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- My Tasks**
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- Subrecipients

Certification That Benefits Will Not Be Duplicated

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

- Yes
- No

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

Please list other programs *

Add Info

Has the Applicant applied for any funding from any other federal program for the activities reported in Section II?

- No
- Yes, but the other federal program has not yet approved the funding.
- Yes, but the other federal program has conclusively denied the funding.

If you select No, scroll down to sign

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 will be reconciled to eliminate duplication.



Section IV



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- 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. §§ 287, 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 *

CLICK TO SIGN

Date Signed

BACK

Click to Sign

SUBMIT PROJECT APPLICATION



FEMA

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

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NYS Division of Homeland Security & Emergency Services (000-U8QEH-00)

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Streamlined Project Application Section IV – Project Certification

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

GO TO SUMMARY

Certification That Benefits Will Not Be Duplicated

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

- Yes
- No

Please list other programs *

Add Info

Has the Applicant applied for any funding from any other federal program for the activities reported in Section II?

- No
- Yes, but the other federal program has not yet approved the funding.
- Yes, but the other federal program has conclusively denied the funding.

Denial Letter * [+ Upload Denial Letter](#)

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 are, the funding will be reconciled to eliminate duplication. 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 will be reconciled to eliminate duplication.

Has Applicant applied for COVID-19 funding from other federal programs?

If you select Yes, and were denied, upload the Denial Letter then scroll down to sign



FEMA

Section IV

- 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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Select appropriate responses

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
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- Events
- Projects
- Damages
- Work Order Requests
- Work Orders

Preparer Certification

Did the Applicant Authorized Representative receive consultant support or technical assistance in preparing this project application from anyone not directly employed by the Applicant?

Yes

No

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 will be reconciled to eliminate duplication.



Section IV



Grants Portal

Dashboard | My Organization | NYS Division of Homeland Security & Emergency Services (000-UGEH-00) | 4480DR-NY (4480)

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Events | Projects | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Subrecipients

Record Certification That Benefits Will Not Be Duplicated Signature

Authorized Representative *

Date Signed *

Signed Document * [+ Upload Signed Document](#)

Print Name *

Signature Style *
Example: allura

Enter Password *

Step 1: Enter the Info, upload the Signed Document

Step 2: Click Sign

General Certification

Activity Certifications

As required by Title 44 Code of Federal Regulations (C.F.R.) §§ 206.223 and 206.225 and in accordance with the Public Assistance Program and Policy Guide (PAPPG), the Emergency Protective Measures described in this project were approved.

Section IV



Record Certification That Benefits Will Not Be Duplicated Signature

Authorized Representative * Graf, George

Date Signed * 04/30/2020

Signed Document * Signed Document.pdf (✖ Remove)

Print Name * Stephanie Paul

Signature Style * Allura

Stephanie Paul

Enter Password *

SIGN **CANCEL**

Click Sign to certify information is accurate.

Grants Portal

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NYS Division of Homeland Security & Emergency Services (000-UGQEH-00)

4480DR-NY (4480)

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General Certification

Activity Certifications

As required by Title 44 Code of Federal Regulations (C.F.R.) §§ 206.223 and 206.225 and in accordance with the Public Assistance Program and Policy Guide (PAPPG), the Emergency Protective Measures described in this project were or are:

Section IV



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Streamlined Project Application Section IV – Project Certifications

HELP

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Streamlined Project Application

Environmental and Historic Preservation Compliance Certifications

In accordance with the PAPPG, the Applicant will comply with applicable federal, state, and local laws; will provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and will comply with any EHP compliance conditions placed on the grant.

Documentation Certifications

In accordance with 2 C.F.R. §200.333 as well as state and local record retention requirements, the Applicant will maintain all documentation that supports this project application in its own files. This documentation will be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

Certifications, Assurances, and Signature

It is important to know that upon submittal your project application becomes a 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. §§ 287, 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 *

CLICK TO SIGN

Date Signed

< BACK

Click to Sign

SUBMIT PROJECT APPLICATION



FEMA

Section IV



Record General Certification Signature

Print Name *

Signature Style *
Example: allura

Enter Password *

Step 1: Enter the information

Step 2: Click Sign

Authorized Representative * **Date Signed**

It is important to know that upon submittal your project application becomes a public record and 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. §§ 287, 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.



FEMA

Section IV



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Streamlined Project Application Section IV – Project Certifications

? HELP

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Streamlined Project Application

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. §§ 287, 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

Sandy

Date Signed

07/07/2020

← BACK

Click **Submit Project Application**

✓ SUBMIT PROJECT APPLICATION



FEMA

Section IV Complete



Project Application Completed!

This project application has been successfully completed.

[GO TO PROJECT](#)

Click Go To Project

Review 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



FEMA

Document Repository

Grants Portal

Dashboard

My Organization
State of Oklahoma (OEM)
(000-00641-00)

4530DR-OK (4530DR) / State of Oklahoma

1. Click Applicant Event Profile

[SUBMIT PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

State of Oklahoma (OEM) is pending grant completion.
A completed online Project Application is required in order to submit your funding request to FEMA. FEMA will no longer accept Project Applications uploaded as a .pdf document.

[Submit a Project Application](#)

2. Click View Pending Project Application

[View Pending Streamlined Project Applications](#)

General Information

FEMA PA CODE	000-00641-00
NAME	State of Oklahoma (OEM)
TYPE	State Government
SECTOR	--
STATUS	Eligible
RPA DECISION DATE	03/23/2020 04:54 PM CDT
PROCESS STEP	Pending Grant Completion <i>As of April 14th, 2020 11:13 AM CDT</i>

Event Information

JOB #	4530DR
EVENT NAME	4530DR-OK
EVENT TYPE	Disaster
INCIDENT TYPE	Biological
INCIDENT LEVEL	3
INCIDENT START DATE	January 20, 2020
INCIDENT END DATE	Ongoing
DECLARATION DATE	April 5, 2020



FEMA

Document Repository



Grants Portal

Streamlined Project Application

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QE-H-00) / Streamlined Project Application

[? HELP](#) [X CANCEL APPLICATION](#)

Section I - Project Application Information

(Modify)

Applicant-Assigned Project Application #	1111	Event	4480DR-NY (4480DR)
Project Application Title	Project Application Titale	Applicant	NYS Division of Homeland Security & Emergency Services
Project Net Cost	\$10,100.00	FEMA PA Code	000-U8QE-H-00
Status	In Progress		

Sections & Schedules

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

☰	Section II – Scope of Work	Completed	VIEW/EDIT
\$	Section III – Cost and Work Status Information	Completed	VIEW/EDIT
EZ	Schedule EZ – Small Project Estimate	Completed	VIEW/EDIT
F	Schedule F – Environmental and Historic Preservation Questions	Completed	VIEW/EDIT
📄	Document Repository	6 of 6 Provided	VIEW/EDIT

[REVIEW AND SUBMIT](#)



Document Repository

- 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

The screenshot shows the 'Grants Portal' interface for a 'Streamlined Project Application Document Repository'. The breadcrumb trail is: 4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Streamlined Project Application. The main content area is titled 'Document Repository' and displays a hierarchical tree structure:

- Section II
 - Locations
 - Geographic Areas (+ Add Document) ✓ Requirement Met
 - Schedule C
 - Budget Estimates (+ Add Document) ✗ Required
 - Schedule D
 - General Eligibility
 - New Program Documentation (+ Add Document)
 - Activity Details
 - Purchase of Commodities
 - Request and Approval Documentation (+ Add Document)
 - Medical Services
 - Request and Approval Documentation (+ Add Document)
 - Supporting Documentation (+ Add Document)
No supporting documentation provided.

Three red callout boxes provide instructions:

- Step 1: Review, upload, or delete documents** (points to the 'Geographic Areas' folder)
- Step 2: Add additional supporting documents** (points to the 'Supporting Documentation' folder)
- Step 3: Click Done Managing Documents** (points to the 'DONE MANAGING DOCUMENTS' button at the bottom right)

A sidebar on the left contains navigation options: Dashboard, My Organization (State of Oklahoma (OEM) (000-00641-00)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping, Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, and Intelligence.



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

Visual 9.127



FEMA

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



FEMA

Applicant's Benefits Calculation

APPLICANT'S BENEFITS CALCULATION WORKSHEET

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is not required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of 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, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

APPLICANT		PA ID #
DISASTER		PROJECT #
FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME
HOLIDAYS		
VACATION LEAVE		
SICK LEAVE		
SOCIAL SECURITY		
MEDICARE		
UNEMPLOYMENT		
WORKER'S COMP.		
RETIREMENT		
HEALTH BENEFITS		
LIFE INS. BENEFITS		
OTHER		
TOTAL IN % ANNUAL SALARY		

Form has 3 main sections:

- Header
- Percentage areas
- Comments and signature area



FEMA

Force Account Labor Summary Record

FORCE ACCOUNT LABOR SUMMARY

O.M.B. Control Number: 1660-0017

Expires: December 31, 2019

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.**

APPLICANT				PA ID #				PROJECT #				DISASTER				
LOCATION/SITE								CATEGORY				PERIOD COVERING				
DESCRIPTION OF WORK PERFORMED																
NAME			DATES AND HOURS WORKED EACH WEEK								COSTS					
JOB TITLE			DATE									TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME			REG.													
JOB TITLE			O.T.													
NAME			REG.													
JOB TITLE			O.T.													
NAME			REG.													
JOB TITLE			O.T.													
NAME			REG.													
JOB TITLE			O.T.													
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.																



FEMA

Force Account Equipment Summary

- Cost Codes come from FEMA's Schedule of Equipment Rates

FEMA's SCHEDULE OF EQUIPMENT RATES

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 RECOVERY DIRECTORATE
 PUBLIC ASSISTANCE DIVISION
 WASHINGTON, DC 20472

The rates on this Schedule of Equipment Rates are for applicant owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 Appeals.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES
 DECLARED BY THE PRESIDENT ON OR AFTER August 15, 2019.

FEMA Code ID		Equipment Description					2019 Updated Rate
Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	\$ 1.62
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	\$ 9.86
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	\$ 12.49



FEMA

Force Account Equipment Summary

Federal Emergency Management Agency
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

O.M.B. Control Number: 1660-0017
 Expires: December 31, 2019

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.												
APPLICANT				PA ID #			PROJECT #			DISASTER		
LOCATION/SITE						CATEGORY			PERIOD COVERING			
DESCRIPTION OF WORK PERFORMED												
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE							TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
GRAND TOTAL												
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED						TITLE			DATE			



Keep Documents for Reference

Grants Portal

Dashboard
Change Organization
My Organization
Caldwell County (111-11111-11)

Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar

Streamlined Project Application

Operation Winchester Freedom (OP-WIN-FREEDOM) / Caldwell County (111-11111-11) / Create Streamlined Project Application

What type of Project do you want to create?

EMERGENCY PROTECTIVE MEASURES Projects to request reimbursement of emergency protective measures (Category B) conducted to address immediate threats to life, public health, or safety.

MANAGEMENT COSTS Projects to request reimbursement of Management Costs (Category Z) incurred in the administration of the Public Assistance program.

You may submit a Management Costs project only AFTER your Emergency Protective Measures Project has been obligated

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



FEMA

Support



FEMA

Quick Actions

Grants Portal

Dashboard

Change Organization

My Organization
Caldwell County (111-11111-11)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks

Calendar

Utilities

Intelligence

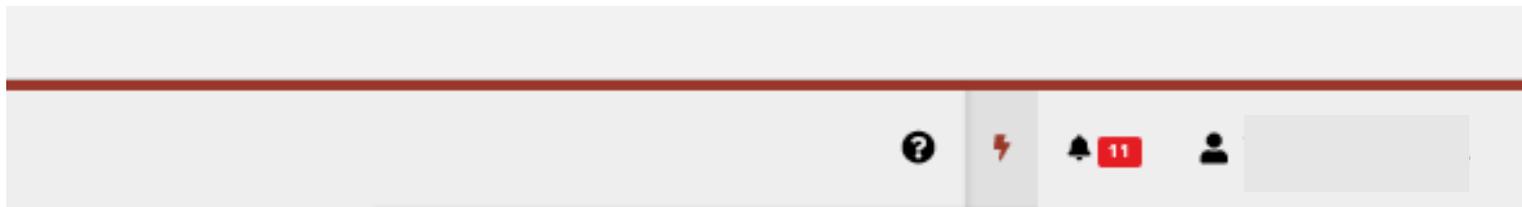
Organization
Caldwell County
Level: 2
Type: County Government
FEMA PA Code: 111-11111-11
Is PNP? No

Applicant Event Profile
Caldwell County
Event: Operation Winchester Freedom (OP-WIN-FREEDOM)
Eligibility Status: Eligible
Process Step: Pending Grant Completion
of Damages: 1
of Projects: 1

Quick Actions

Click **Lightning Bolt** for Quick Actions

Quick Actions



Use the **quick actions** below to quickly submit or access projects for your organization.

 Submit a Project Application

 View Projects In Progress

 View Obligated Projects

Submit a Project Application

View Obligated Projects

Click **View Projects in Progress** to quickly find your application



FEMA

View Projects in Progress

- Dashboard
- Change Organization
- My Organization**
 - Caldwell County (111-11111-11)
 - Organization Profile
 - Organization Personnel
 - Applicant Event Profiles
 - Exploratory Calls
 - Recovery Scoping Meetings
 - Projects
 - Damages
 - Work Order Requests
 - Work Orders
- My Tasks
- Calendar

My Projects

Filters > Filters Unchanged Columns Unchanged Quick Search Unchanged

Quick Search...

Project #	Category	Title	Type	Process Step
 86211	B - Emergency Protective Measures	Caldwell COVID Streamlined Project #	Standard	Pending Recipient Application Review

Showing 1 to 1 of 1 entries

Click the **Magnifying glass** to open your current project



Support Center

Click Help icon to get to the Support Center

- Dashboard
- Change Organization
- My Organization
 - Virtual Team City
- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
- My Tasks
- Calendar
- Utilities
- Intelligence

Support Center

Hi Lisa Demo. What can we help you with?

 **FAQ**
Get answers to frequently asked questions (FAQs) to assist in day-to-day activities.

 **Resources**
Instructional tools and resources to assist in day-to-day activities.

 **Feedback?**
Provide feedback on an issue or suggestion for the system to FEMA.

 **Your Account**
View your personnel profile and manage your project subscriptions.

 **Contact Us**
Information to call or email the FEMA Grants Portal Hotline.

Click FAQ's



FAQ's

- Dashboard
- My Organization**
City of L'Anse-au-Loup (Lisa)
- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
- My Tasks
- Calendar
- Utilities
- Intelligence

Frequently Asked Questions

Search FAQs

Search FAQs...

SEARCH

Displaying Popular FAQs

Why do scuba divers fall backwards out of the boat?

Why do scuba divers fall backwards out of the boat?

What do you get when you cross a joke with a rhetorical question?

What do you get when you cross a joke with a rhetorical question?

Whats Cole's Law

Whats Cole's Law

What does a woodchuck chuck, if a woodchuck could chuck wood?

Woodchuck question

How do you think the unthinkable?

How do you think the unthinkable?

What is eligible?

Public Assistance Eligibility

Click any question for more info



Click on a Question to Find More Info

Frequently Asked Questions

Search FAQs

Search FAQs...

SEARCH

Displaying Popular FAQs

Why do scuba divers fall backwards out of the boat?

Why do scuba divers fall backwards out of the boat?

What do you get when you cross a joke with a rhetorical question?

What do you get when you cross a joke with a rhetorical question?

Whats Cole's Law

Whats Cole's Law

What does a woodchuck chuck, if a woodchuck could chuck wood?

Woodchuck question

What is eligible?

Public Assistance Eligibility

What does a woodchuck chuck, if a woodchuck could chuck wood?

VERSION 2: But of course, the woodchuck would chuck more wood. [WOODCHUCKER.COM](#)

Was this FAQ helpful?

YES

NO

See response on right



FEMA

Support Center - Resources

- Dashboard
- Change Organization
- My Organization
 - Virtual Team City
 - Organization Profile
 - Organization Personnel
 - Applicant Event Profiles
 - Exploratory Calls
 - Recovery Scoping Meetings
 - Projects
 - Damages
 - Work Order Requests
 - Work Orders
- My Tasks
- Calendar
- Utilities
- Intelligence

Support Center

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--	---	---	---	---

Click
Resources



Resources

Grants Portal

Dashboard | Change Organization | My Organization (123CITY-TEST TEST (123-45678-90))

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders | My Tasks

Resources

TABLE OF CONTENTS

General Resources

Subfolders

 Training Materials and Tutorials Webinar Schedule, PowerPoints, and Videos.	0 Subfolders	17 Resources
 Position Assists	0 Subfolders	13 Resources
 Job Aids / Guides / Checklists	0 Subfolders	20 Resources

Click Training Materials and Tutorials



FEMA

Resources

The screenshot shows the FEMA Grants Portal interface. On the left is a dark red sidebar with navigation options: Dashboard, My Organization (New Hampshire - DOS (000-011672-06)), My Tasks, Calendar, Utilities, Intelligence, and Administration. The main content area is titled 'Resources' and features a list of resource categories, each with a right-pointing arrow:

- Webinars** - Webinar schedules and guidance, brought to you by PA Training.
- COVID-19 Guidance** - Contains materials and guidance specific to COVID-19 Declarations.
- Public Assistance Project Forms** - Collection of FEMA forms to help you organize and submit costs for reimbursement.
- FEMA Public Assistance: Policy and Guidance** - This section of the site contains information about policy and guidance on the FEMA Public Assistance Program. This page provides access to the FEMA Public Assistance Program and Policy Guide as well as other Public Assistance Program policies, guidance, and publications.
- Grants Portal Resources** - Resources, job aids, and user guides for the Grants Portal.
- SBA Disaster Loan Assistance** - IRA Resources for Private Non-Profit (DMDs) Sub-Grantees: Non-critical DMD facilities requesting reimbursement for permanent work costs must apply for a disaster from the IRA prior to receiving...

Two red callout boxes with white text and red borders provide instructions:

- The first callout points to the 'Webinars' category and contains the text: "Click any topic for further information".
- The second callout points to the 'Public Assistance Project Forms' category and contains the text: "Use this tab to locate forms for your project".



FEMA

Support Center - Feedback

- Dashboard
- Change Organization
- My Organization
Virtual Team City
- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
- My Tasks
- Calendar
- Utilities
- Intelligence

Support Center

Hi Lisa Demo. What can we help you with?

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-  **Resources**
Instructional tools and resources to assist in day-to-day activities.
-  **Feedback?**
Provide feedback on an issue or suggestion for the system to FEMA.
-  **Your Account**
View your personnel profile and manage your project subscriptions.
-  **Contact Us**
Information to call or email the FEMA Grants Portal Hotline.

Click
Feedback



Email Suggestions for Improvement

Click hyperlink to
email change request

The screenshot shows the FEMA Grants Portal interface. A modal window titled "Instructions for change requests." is open, providing the following information:

- Title:** Instructions for change requests.
- Text:** All non-FEMA employees that are experiencing an issue with or have identified an opportunity for improvement in the new CRM tool should email their suggestion to FEMA-PA-Grants@fema.dhs.gov
- Text:** Once you have submitted your change request, the support team will review the submission for completeness and impacts, and the work stream leads will adjudicate the recommendation, and implement agreed upon solutions.
- Text:** Not all requested changes will be made immediately or will be approved. Critical changes (those must be addressed immediately to complete the mission) will be addressed first.
- Buttons:** A "CLOSE" button is located in the bottom right corner of the modal.

The background interface includes a sidebar with navigation options: Dashboard, Change Organization, My Organization (123CITY-TEST TEST (123-45678-90)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, and My Tasks. The main content area features "Your Account" (View your personnel profile and manage your project subscriptions) and "Contact Us" (Information to call or email the FEMA Grants Portal Hotline).

Support Center – Your Account

- Dashboard
- Change Organization
- My Organization
 - Virtual Team City
 - Organization Profile
 - Organization Personnel
 - Applicant Event Profiles
 - Exploratory Calls
 - Recovery Scoping Meetings
 - Projects
 - Damages
 - Work Order Requests
 - Work Orders
- My Tasks
- Calendar
- Utilities
- Intelligence

Support Center

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--	---	---	---	---

Click
Your Account



Support Center – Your Account

Grants Portal

User Profile

My Organization
Virtual Team City

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Intelligence

SEND PASSWORD RESET **EDIT**

FIRST NAME Lisa Demo **USERNAME** lisa.tsirikos

LAST NAME Tsirikos **SECURITY QUESTION** City you met your spouse/significant other?

SECURITY QUESTION ANSWER *****

Contact Info **MANAGE**

Associated Phone Numbers		Associated Email Addresses	
Phone Number	Phone Type	Email Address	Email Type
(111) 111-1111	Work (Cell)		Work

Update Contact Info



FEMA

Support Center - Contact Us

- Dashboard
- Change Organization
- My Organization
 - Visual Team City
- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping
- Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
- My Tasks
- Calendar
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- Intelligence

Support Center

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--	---	---	---	---

Click
Contact Us



Contact Us

The screenshot shows the FEMA Grants Portal interface. A modal window titled "Help with Grants Portal" is open, displaying contact information for technical support. A red callout box points to the email address in the modal.

Help with Grants Portal

Call Support
(866) 337-8448

National Hotline Hours of Operation: 8:00 AM - 8:00 PM EST, Monday through Friday.
Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday

Email Support
FEMA-Recovery-PA-Grants@fema.dhs.gov

Call or email Hotline for technical support

Your Account
View your personnel profile and manage your project subscriptions.

Contact Us
Information to call or email the FEMA Grants Portal Hotline.



FEMA

For Policy & Eligibility Questions

Contact your State, Local, Tribal or Territorial
Emergency Management Agency.

Below is a link to find contact information for local
emergency management agencies:

[https://www.fema.gov/emergency-management-
agencies](https://www.fema.gov/emergency-management-agencies)



FEMA

Thank you for Attending

For technical assistance, please contact:
Grants Portal Hotline (866) 337-8448

Email: FEMA-Recovery-PA-Grants@fema.dhs.gov

Hours: 8:00 AM – 8:00 PM EDT Mon-Fri



FEMA