COVID-19
Streamlined Application Process
For FEMA Grant Applicants

Presented by FEMA’s
Public Assistance Training Section

Updated 7.20.20
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
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
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)
COVID 19 Applicant Process

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

1. Attend Virtual Applicant Briefing
2. Log on or Request Access for Grants Portal
3. Submit Request for Public Assistance (RPA)
4. Submit COVID-19 project and documents
5. FEMA and Recipient review documents
6. Sign final grant
7. Post Award Activities
Attend virtual applicant briefing

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

Applicants with an existing account may log in with username and password.
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)
Grants Portal Account and Request for Public Assistance

- 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

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
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
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:

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

Click Task Bell and/or Applicant Event Profile

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 an RPA to FEMA on behalf of any of your subrecipients.

Click here to submit an RPA for your organization.

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.
Secure your COVID-19 Delta Project and documents to FEMA and Recipient review documents.

State of Oklahoma (OEM) is pending grant completion.

Click Submit Project Application or hyperlink on “yellow brick road” to continue.
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

Emergency Protective Measures (Category B)

Management Costs (Category Z)
Locate the Application

Streamlined Project Application

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 2) incurred in the administration of the Public Assistance program.

Click Emergency Protective Measures
Review the Application

Scroll down to review Application Process
Streamlined Application

Step 1: Enter Project Application Number
Step 2: Enter Project Application Title
Step 3: Enter Description of Activities
Streamlined Application

Select activities conducted or to be conducted.
Streamlined Application

Click any arrow for additional information
Streamlined Application

- 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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Streamlined Project Application

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 revising 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
Streamlined Application

If specific site is chosen

Select if documentation will be address or GPS coordinates
Streamlined Application

Enter address of site
Streamlined Application

Enter GPS Coordinates
Streamlined Application

Is applicant seeking expedited funding?
Streamlined Application

Step 1: Select Yes or No

Step 2: Click Create Streamlined Project Application
Streamlined Application

If no expedited funding

Costs greater than or equal to $131,100?

Provide status of activities
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

Streamlined Project Application
Create Emergency Protective Measures 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
  - 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.

Schedule B & D forms required

Activities started and completed?
Streamlined Application

Activities started with projected end date

Schedule C & D forms required
Streamlined Application

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

**Streamlined Project Application**

Create Emergency Protective Measures Application

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

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

**Activities started with no predictable end date**

Schedule C & D forms required

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.
Streamlined Application

Streamlined Project Application
Create Emergency Protective Measures 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
- 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 1: Activities have not started?
Step 2: Applicant will certify statements
Step 3: Click Create Streamlined Project Application
Streamlined Application

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

Regardless of the status of activities, Schedule EZ should be completed.
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
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- Post Award Activities

Option to withdraw application

Review Sections I, II, & III
What are the Schedules:

**A- Large Projects** that are **Expedited**

**B-** Large Projects that are work completed

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

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

**EZ-** All small projects, regardless of work status

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

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

Grants Portal

Streamlined Project Application

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

- Section II - Scope of Work
- Section III - Cost and Work Status Information
- Schedule A - Expedited Funding Estimate

Click Start

FEMA
**Schedule A**

Enter Information then scroll down to Proceed.
Schedule A

Step 1. Enter Information

Step 2. Select Reason

Step 3: Click Proceed
Schedule A

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

Streamlined Project Application Schedule A – Expedited Funding Estimate

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

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
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).
  - **Costs**: $45,000.00

- **Labor** (More Info)
  - **Costs**: $55,000.00

Enter Amounts
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.

- Insurance Proceeds
- Disposition
- Medical Payments

Select all that Apply
Step 1: Enter info and amount for other cost

Step 2: Click Proceed
Schedule A

Streamlined Project Application

44809R NY (44809R) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application

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)

Add Documents
Schedule A

Drag and drop or click to upload a file
## Schedule A

### Attach Project Application Documents

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

**Selected Documents to Attach**

- **Filename**: Contract Info.docx
- **Description**: Request for Proposals
- **Size**: 11.7 KB
- **Category**: Request for Proposals

**Available Documents to Attach**

- **Category**: Request for Proposals

**Click Edit**
Step 1: Add Description

Step 2: Click Save
**Schedule A**

### Selected Documents to Attach

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal.pdf</td>
<td>Request for Proposal</td>
<td>30.7KB</td>
<td>Request for Proposals</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries.

### Available Documents to Attach

<table>
<thead>
<tr>
<th>Category</th>
<th>Request for Proposals</th>
</tr>
</thead>
</table>

Showing 0 to 0 of 0 entries.

- Click **Attach Selected**
Schedule A

View attached document
Schedule A

Review then click **Done with Schedule A**
Schedule A Complete

Click Go to Summary
What are the Schedules:

**A-** Large Projects that are Expedited

**B- Large Projects that are work completed**

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

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

**EZ-** All small projects, regardless of work status

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

Select resources utilized

Streamlined Project Application Schedule B – Completed Work Estimate

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

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

- Contracts
- Labor
- Equipment
- Materials And Supplies
- Other Costs

Costs

Project Cost $0.00
Schedule B

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

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**Grants Portal**

**Streamlined Project Application** Schedule B ~ Completed Work Estimate

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

- 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)

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- **Not using contracts**

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- **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

Streamlined Project Application Schedule B ~ Completed Work Estimate

Enter costs
Schedule B

Step 1: Enter Equipment costs

Step 2: Enter Material costs
Schedule B

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

Enter Other costs

Streamlined Project Application

Schedule B – Completed Work Estimate

Please enter the completed cost of equipment. To calculate the total cost, complete FEMA Form 099-0-127.

How did the Applicant acquire the equipment?
- Owner prior to January 01, 2020
- Loan
- Purchase

What was the basis of the rate used in the summary?
- FEMA Equipment Rates
- Applicant's Equipment Rates
- The rate is available, and the Applicant would like FOUA to calculate an Equipment Rate
- Other

Other Costs

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 *

Costs

$
Calculate deductions
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 to over $131,100.00.

Documents

Upload required documents
Schedule B

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

**Review Schedule B**

**Scroll down**
Review then click Done with Schedule B
Schedule B Complete

Click Go to Summary
What are the Schedules:

**A** - Large Projects that are Expedited

**B** - Large Projects that are work completed

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

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

**EZ** - All small projects, regardless of work status

**F** - EHP form that gets completed based off certain answers and activities
Select basis for Applicant's cost estimate
Schedule C - Contracts

- 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

Estimate based on contracts?
Schedule C-Contracts

Click **Add Contract Information**
Schedule C-Contracts

Enter Contractor's information
Schedule C-Contracts

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
Schedule C - Contracts

- 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

Contract information added
Contract information certified
Schedule C

Click More Info for additional guidance.
Schedule C

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

Select and/or enter information

Scroll down
Schedule C

Step 1: Select and/or enter information

Step 2: Click Proceed
Schedule C

Step 1: Select and/or enter information

Step 2: Click Proceed
Schedule C

Step 1: Select credits available

Step 2: Click Proceed
Schedule C

Step 1: Select and/or enter information

Step 2: Click Proceed
Step 1: Select and/or enter information

Step 2: Click Proceed
Schedule C

Step 1: Upload required documents

Step 2: Click Proceed
Schedule C

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

**Documents**

- 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 $31,100.

- Review documents
Schedule C

Review Schedule C Summary

Scroll down
Schedule C

Step 1: Review Schedule C Summary

Step 2: Click Done with Schedule C
Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Schedule C Complete

Click Go to Summary
What are the Schedules:

A - Large Projects that are Expedited

B - Large Projects that are work completed

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

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

EZ - All small projects, regardless of work status

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

Step 1: Select and/or enter information

Step 2: Click Proceed
Step 1: Select and/or enter information

Step 2: Click Proceed
Schedule D

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

Click arrow for additional information
Schedule D

Select and/or enter information

Scroll down
Schedule D

Step 1: Select and/or enter information

Step 2: Click Proceed
Schedule D

Select and/or enter information

FEMA and Recipient review documents
Sign final grant
Post Award Activities

Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit COVID-19 project and documents
Submit RPA
Step 1: Select Yes or No

Step 2: Enter dates and additional information
Step 1: Select and/or enter information

Step 2: Click Proceed
Schedule D

Step 1: Upload required document

Step 2: Click Proceed
Attend virtual applicant briefing
Log on or create account in PA Grants Portal
Submit COVID-19 project and documents
FEMA and Recipient review documents
Sign final grant
Post Award Activities

Review Schedule D Summary
Schedule D Complete

Click Go To Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

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

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

EZ- All small projects, regardless of work status

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

Step 1: Review how to create Budget Estimate

Step 2: Click Proceed
Schedule EZ

Step 1: Select resources utilized

Step 2: Click Proceed
Select and/or enter information
Schedule EZ

Step 1: Upload required documents

Step 2: Click Proceed
Schedule EZ

Step 1: Review Schedule EZ Summary

Step 2: Scroll down
Schedule EZ

Step 1: Review Schedule EZ Summary

Step 2: Click Done with Schedule EZ
Attend virtual applicant briefing, log on or create account in PA Grants Portal, submit RPA, submit COVID-19 project and documents, FEMA and Recipient review documents, sign final grant, post award activities.

Click Go To Summary.
What are the Schedules:

**A**- Large Projects that are Expedited

**B**- Large Projects that are work completed

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

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

**EZ**- All small projects, regardless of work status

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

Step 1: Click Add Temporary Facility

Step 2: Click Proceed
Schedule F

Enter Temporary Facility information
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

Streamlined Project Application Schedule F – Environmental and Historic Preservation Questions

Please describe the temporary facility *

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

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 PAM 52 at pgs. 93-96.

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 using existing facilities
- Placing prefabricated facility on a site
- Constructing new facilities

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

Step 2: Click Proceed
Schedule F

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

Streamlined Project Application

Schedule F – Environmental and Historic Preservation Questions

Documents

- Temporary Facility
  - User Analysis Justifications
  - Lease Agreement

Step 1: Upload required documents
Step 2: Click Proceed
Schedule F

Step 1: Enter Temporary Facility Information

Step 2: Click Proceed
Schedule F Complete

Click Go To Summary
Section IV

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

Streamlined Project Application

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

- Section II – Scope of Work
- Section III – Cost and Work Status Information
- Schedule EZ – Small Project Estimate

Document Repository

Click Review and Submit
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

Streamlined Project Application Section IV – Project Certifications

Review Application

Section IV Instructions
Applications 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

Scroll down
Section IV

Streamlined Project Application  Section IV – Project Certifications

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

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.

Benefits Will Not Be Duplicated and the General Certification.
Section IV

**Streamlined Project Application**

**Certification That Benefits Will Not Be Duplicated**

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

- 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.
Section IV

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.
Select appropriate responses

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
- [x] 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

Step 1: Enter the Info, upload the Signed Document

Step 2: Click Sign
Section IV

Click Sign to certify information is accurate.
Section IV

Review certification and scroll down to proceed.
Section IV

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

Grants Portal

Streamlined Project Application Section IV – Project Certifications

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 *  

Date Signed

Click to Sign

Click to Sign

FEMA
Section IV

Submit COVID-19 project and documents

Step 1: Enter the information

Step 2: Click Sign
Section IV

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

Grants Portal

Streamlined Project Application Section IV – Project Certifications

45300R-OK (45300R) / 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

Click Submit Project Application
Section IV Complete

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
1. Click **Applicant Event Profile**

2. Click **View Pending Project Application**
Click View/Edit
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

Step 1: Review, upload, or delete documents
Step 2: Add additional supporting documents
Step 3: Click Done Managing Documents

Document Repository
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
Applicant’s Benefits Calculation

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

Worksheet can be completed 3 ways:

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

Form has 3 main sections:
• Header
• Percentage areas
• Comments and signature area

<table>
<thead>
<tr>
<th>FRINGE BENEFITS (by %)</th>
<th>REGULAR TIME</th>
<th>OVERTIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOLIDAYS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VACATION LEAVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SICK LEAVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIAL SECURITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDICARE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNEMPLOYMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORKER’S COMP.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RETIREMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH BENEFITS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIFE INS. BENEFITS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL IN % ANNUAL SALARY</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Force Account Labor Summary Record

## FORCE ACCOUNT LABOR SUMMARY

**O.M.N. 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 estimate 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.

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

**DESCRIPTION OF WORK PERFORMED**

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

| TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME | $ |
| TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME | $ |

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

<table>
<thead>
<tr>
<th>Cost Code</th>
<th>Equipment</th>
<th>Specifications</th>
<th>Capacity or Size</th>
<th>HP</th>
<th>Notes</th>
<th>Unit</th>
<th>2019 Updated Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8010</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>41 CFM</td>
<td>to 10</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$ 1.62</td>
</tr>
<tr>
<td>8011</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>103 CFM</td>
<td>to 30</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$ 9.66</td>
</tr>
<tr>
<td>8012</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>130 CFM</td>
<td>to 50</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$ 12.49</td>
</tr>
</tbody>
</table>
## Force Account Equipment Summary

**Aplicant**: [Name]

**PA ID #**: [ID]

**Project #**: [Project]

**Disaster**: [Disaster]

### Description of Work Performed

### Type of Equipment

<table>
<thead>
<tr>
<th>Indicate Size, Capacity, Horsepower, Make and Model as Appropriate</th>
<th>Equipment Code Number</th>
<th>Operator’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>[List of equipment types]</td>
<td>[List of code numbers]</td>
<td>[List of names]</td>
</tr>
</tbody>
</table>

### Dates and Hours Used Each Day

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Hours</th>
<th>Equipment Rate</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>[List of dates]</td>
<td>[List of hours]</td>
<td>[List of rates]</td>
<td>[List of costs]</td>
</tr>
</tbody>
</table>

### Costs

<table>
<thead>
<tr>
<th>Hours</th>
<th>Total Hours</th>
<th>Equipment Rate</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>[List of hours]</td>
<td>[List of total hours]</td>
<td>[List of rates]</td>
<td>[List of costs]</td>
</tr>
</tbody>
</table>

**Grand Total**

---

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

**Certified**: [Name]

**Title**: [Title]

**Date**: [Date]
# Materials Summary Record

## MATERIALS SUMMARY RECORD

**PAPERWORK BURDEN DISCLOSURE NOTICE**
Public reporting burden for this data collection is estimated to average 0.5 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.**

<table>
<thead>
<tr>
<th>APPLICANT</th>
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<th>PROJECT #</th>
<th>DISASTER</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>DESCRIPTION OF WORK PERFORMED</th>
</tr>
</thead>
</table>

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

**GRAND TOTAL**
# Rented Equipment Summary Record

## RENTED EQUIPMENT SUMMARY RECORD

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3106, Paperwork Reduction Project (1660-0017). NOTE: Do not send your completed questionnaire to this address.

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

### DESCRIPTION OF WORK PERFORMED

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>DATES AND HOURS USED</th>
<th>RATE PER HOUR</th>
<th>TOTAL COST</th>
<th>VENDOR</th>
<th>INVOICE NO.</th>
<th>DATE AND AMOUNT PAID</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate size, Capacity, Horsepower Make and Model as Appropriate</td>
<td>W/OPR</td>
<td>W/O OUT OPR</td>
<td></td>
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</tr>
</tbody>
</table>

**GRAND TOTAL**

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

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

Click the Magnifying glass to open your current project
Support Center

Click Help icon to get to the Support Center

Click FAQ’s
FAQ's

Click any question for more info
Click on a Question to Find More Info

Frequently Asked Questions

Search FAQs

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?

What is eligible? Public Assistance Eligibility

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

What does Cole's Law

What does woodchuck question

Was this FAQ helpful?

YES NO

See response on right
Click **Training Materials and Tutorials**
Resources

Click any topic for further information

Use this tab to locate forms for your project
Support Center - Feedback

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 personal profile and manage your project subscriptions.
- Contact Us: Information to call or email the FEMA Grants Portal.

Click Feedback
Email Suggestions for Improvement

Click hyperlink to email change request

Instructions for change requests.

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

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.

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.
Support Center – Your Account

Hi Lisa Demo. What can we help you with?

Click Your Account
Support Center – Your Account

### User Profile

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Username</th>
<th>Security Question</th>
<th>Security Question Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa</td>
<td>Demo</td>
<td>LisaDemo</td>
<td>City you met your spouse/significant other?</td>
<td>*************</td>
</tr>
</tbody>
</table>

#### Contact Info

<table>
<thead>
<tr>
<th>Associated Phone Numbers</th>
<th>Associated Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Email Address</strong></td>
</tr>
<tr>
<td>(111) 555-1234</td>
<td></td>
</tr>
<tr>
<td>Work ( eliminates)</td>
<td>Work</td>
</tr>
</tbody>
</table>

**Update Contact Info**
Support Center - Contact Us

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 helpdesk.
Contact Us

Call or email Hotline for technical support
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
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