# How to Submit a COVID-19 Grant

Presented by FEMA's Public Assistance Training Section

Updated 5-6-20





Terms to Know					
Recipient	<ul> <li>States, tribes or territories that receive and administer Public Assistance Federal Awards</li> </ul>				
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	<ul> <li>Projects are groupings of activities that become a subaward under the Recipient's award when approved.</li> </ul>				
Grants Portal	<ul> <li>System used by Recipients and Applicants to manage PA grant applications</li> </ul>				
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



- 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.



# Grants Portal Account and Request for Public Assistance



- Requests for Public Assistance are submitted and approved through Grants Portal
- Applicants who have previously worked in Grants Portal and have an account can log in with their username and password



# Grants Portal Account and Request for Public Assistance



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



### Streamlined Project Application

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

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



# 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





#### What are the Schedules:

- A- Large Projects that are Expedited
- **B** Large Projects that are work completed
- **C** Large Projects that are work-to-be-completed
- **D** Large projects that were reported in Schedules B and C, and Large Projects having purchased or pre-positioned supplies, equipment or provided emergency medical care, sheltering, operation of a temporary facility, etc.
- EZ- All small projects, regardless of work status
- **F** EHP form that gets completed based off certain answers and activities





#### Locate the Application



	Portal	
🕐 Dashboard		
🏦 My Organization 💙	A 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.	×
Organization Profile	🖒 Click here to submit a RPA for your organization.	
Organization Personnel	C Click here to submit a R	
- Applicant Event Profiles	Click on your lask Bell	
Exploratory Calls	and/or Applicant Profile	
<ul> <li>Recovery Scoping</li> <li>Meetings</li> </ul>	i Your dashboard has no tiles!	
Events	The <b>Dashboard</b> is a great place to put the Grants Portal data	
Projects	The Dephased is made up of tiles that display the most important info should a particular item as set of items in	
Damages	the system.	
Work Order Requests	Any time you find data that you want to keep track of, click " <sup>*</sup>	
Work Orders	created for that particular data.	
🗹 My Tasks 🛛 🗸		
🛗 Calendar		
Subrecipients 🗸		
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## **Review the Process**



#### **Grants Portal** PAUL, Dashboard **1** Streamlined Project Application **O** CANCEL **My Organization** 4480DR-NY (4480DR) / Oyster Bay, **Create Streamlined Project Application** My Tasks Help Section I - Project Application Information 🛱 Calendar Submitting the Streamlined Project Application At a Glance Subrecipients You must complete this application to receive reimbursement from FEMA's Public Assistance program. **Time to Complete Organization Profiles** 1-2 hours depending on the types of activities conducted and amount of funding requested. Please have your documents rea **Organization Personnel** Scroll down to review **Key Considerations Applicant Event Profiles** • Incorrect or incomplete information will delay funding. (More Info) **Application Process** FEMA funds 75% of activity cost. (More Info) Exploratory Calls FEMA cannot duplicate other grant funding. (More Info) **Recovery Scoping** • FEMA cannot duplicate medical payments. (More Info) Meetings • This application is only for financial assistance. (More Info) Projects About this Application Damages This application will autosave as you fill it out. You may fill out this application in one sitting or over time. Work Order Requests 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. Work Orders What is an Applicant, Recipient, Project / Subgrant? 🗹 Subrecipient Tasks 🗸 What Will FEMA Reimburse?





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✓     My Tasks     ✓       ☑     Calendar       ✓     Subrecipients       ✓     Organization Profiles       ✓     Organization Personnel       ✓     Applicant Event Profiles	Section I – Project Application Information Declaration # Organization FEMA PA Code Applicant-Assigned Project Application # *	0 <b>n</b> 4480DR-NY Oyster Bay, Town of 123456		Step 1: Enter Application # and Title
<ul> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>Subrecipient Tasks </li> </ul>	Project Application Title * It is important to know that upon submittal your project applica It is a violation of Federal law to intentionally makes false state up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001 I have read the statements above and understand that I wi K BACK K BACK	COVID-19 Emergency Protective Mean attion becomes a legal document. The Recipient or F aments or hide information when applying for Public , 1040, and 3571). Il be required to certify these statements upon composi- tion certify Stee D certify	EMA may use external sources to verify the Assistance. This can carry severe crimin pletion of my project application. (a) 3: Click one with Section 1	ne accuracy of the information you enter. al and civil penalties including a fine of ODNE WITH SECTION I



# Section I Complete







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<ul> <li>Recovery Scoping</li> <li>Meetings</li> </ul>	Please provide a brief description of the activities the Appli	cant conducted or will conduct. *	scroll down to
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- Work Orders	Please select all the activities the Applicant conducted or w	vill conduct. *	
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苗 Calendar	Management, control, and reduction of immediate threats to public health and safety	
👬 Subrecipients 🗸 🗸	Emergency operations center activities	
Organization Profiles		
Organization Personnel	Facility disinfection	
Applicant Event Profiles	Technical assistance on emergency management	
	Dissemination of information to the public to provide warnings and guidance	
Exploratory Calls	Pre-positioning or movement of supplies, equipment, or other resources	
Recovery Scoping	Purchase and distribution of food, water, or ice	
meetings	Purchase and distribution of other commodities	
Projects	Security, law enforcement, barricading, and patrolling	
Damages	Storage of human remains or mass mortuary services	
Work Order Requests	Other	
Work Orders	Emergency Medical Care	
Subrecipient Tasks 🗸	Purchase and distribution/use of medical supplies & equipment >	
	Provision of medical services >	~





Sect	Attend virtual applicant briefingLog on or create account in PA Grants PortalSubmit RPAFEMA and Recipient review documentsSign final grantPost Award Activities
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🗹 My Tasks 🛛 🗸	Healthcare worker and first responder temporary lodging
苗 Calendar	Household pet or assistance animal or service animal sheltering
👬 Subrecipients 🔍	Other
Organization Profiles	Other
Organization Personnel	Other Activity Select all that
<ul> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> </ul>	Please select the method(s) of work the Applicant used or will use to complete the activities reported above.
Recovery Scoping	Staging resources at an undeveloped site
Meetings <sup></sup> Projects	<ul> <li>Purchase of meals for emergency workers</li> <li>Purchase of supplies or equipment</li> </ul>
- Damages	Purchase of land or buildings
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Section II	Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit RPA	Submit COVID-19 project and documents	FEMA and Recipient review documents	Sign final grant	Post Award Activities

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#### **Grants Portal**

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Section II	Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit RPA	Submit COVID-19 project and documents	FEMA and Recipient review documents	Sign final grant	Post Award Activities	
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Attend virtual applicant briefing 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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Sect	ion II	Attend virtual applicant briefing United States Portal United States Portal United States Submit RPA Submit RPA	Submit COVID-19 project and documents
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Dashboard      My Organization     VYS Division of Homeland Security     & Emergency Services (000- U8QEH-00)	Streamlined Project Application S 4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application	Section II – Scope of Work	? HELP SAVE 5 GO TO SUMMARY
Organization Profile     Organization Personnel     Applicant Event Profiles	Description of Activities Locations  Section II Instructions	Documents	Summary
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Sect	tion II Attend virtual applicant briefing	Log on or create account in PA Grants Portal	ubmit PA Submit COVID-19 project and documents Submit Recipient review documents	Sign final grant Post Award Activities
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# Section II Complete









Sect	tion III Attend virtual applicant briefing	nt g PA Grants Portal Number 2000 Submit RPA Submit COVID-19 project and documents Submit Project and documents Sign final Recipient review documents
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Dashboard      My Organization      NYS Division of Homeland Security     Emergency Services (000-     USQEH-00)	Streamlined Project Application     4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application	? HELP × CANCEL APPLICATION S GO BACK
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> </ul>	Protective Measures Project Net Cost \$0.00 Status In Progress	FEMA PA Code 059-56000-00 Complete next Task or Continue to finish a Task already started
<ul> <li>Recovery Scoping</li> <li>Meetings</li> <li>Events</li> <li>Projects</li> </ul>	Sections & Schedules In order for your Application to be completed, you must complete the following Sections and Sch	Schedules.
<ul> <li>Damages</li> <li>Work Order Requests</li> </ul>	Section II – Scope of Work	Completed ✓ VIE
Work Orders	Document Repository	No Documents Required VIEW/EDIT
Calendar	✓ REVIEW AND	ND SUBMIT









Sect	Attend virtual applicant briefing Attend virtual applicant briefing Attend virtual applicant briefing A Grants Portal
<b>Grants</b> P	ortal
<ul> <li>Dashboard</li> <li> <u>↑</u> My Organization ∨ <u>↓</u> WS Decise of Hermiter WS Decise of Hermiter</li></ul>	Streamlined Project Application Section III – Cost and Work Status Information
Organization Profile     Organization Personnel     Applicant Event Profiles     Exploratory Calls	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
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<ul> <li>Work Orders</li> <li>✓ My Tasks</li> <li>✓</li> <li>Calendar</li> <li></li> </ul>	Is the Applicant's estimated cost for activities reported in Section II greater than or equal to \$131,100.007 * Yes No What is the statute of the activities reported in Section II 3 to 100.007 * And date completed
Subrecipient Tasks      Utilities      Resources	Activities started and completed Date Started * Dat
Intelligence	Date Completed *       imit         Activities started with projected end date       imit         Activities started with no predictable end date       imit         Activities have not started       imit
	A Based on your answers, you will be required to complete a Schedule B and a Schedule D form for this application upon completion of Section III. You are required to complete a Schedule B and Schedule D form because activities are completed and the Applicant's estimated cost for activities reported in Section II is greater than \$131,100.00.



Construction Cons	Oject Application Section III – Cost and W meland Security & Energency Services (000-U80EH-00) / Streamlined Project Application III IIISTUCLIONS nut complete this section and provide the costs of the activities reported in Section II. Ap Cost & Work Status Questions equest approval for expedited funding from the Recipient and FEMA if they has cumentation. However, the Applicant will then be required to provide all informs at were not spent in compliance with the program's terms and conditions. In go imum, discuss expedited funding with their Recipient emergency management want to request expedited funding? *	Work Status Information       ? H         oplicants must also complete Schedule A. B, C, or EZ as instructed to estimate a project cost.         we an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirme lation, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will leneral, Applicants who have never received FEMA Public Assistance funding and to not have significant experience with federal grant requirements should avoint office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.	I project cost e required to I expedited	
2 Dashbaard    My Organization   We Description of Hendred Sector   Corganization Profile   Organization Personnel   Applicant Event Profiles   Exploratory Calls   Recovery Scoping   Meetings   Events   Projects   Damages   Work Orders   Work Orders   My Tasks   Subrecipient Tasks   Subrecipient Tasks   It Hilties	COJECT Application Section III – Cost and W metand Security & Emergency Services (000-U80EH-00) / Streamlined Project Application IIIISTUCTIONS must complete this section and provide the costs of the activities reported in Section II. App COSST & WORK Status Questions equest approval for expedited funding from the Recipient and FEMA if they hav cumentation. However, the Applicant will then be required to provide all informat at were not spent in compliance with the program's terms and conditions. In go imum, discuss expedited funding with their Recipient emergency management want to request expedited funding? *	Work Status Information ? H applicants must also complete Schedule A, B, C, or EZ as instructed to estimate a project cost. we an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirme ation, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will peneral, Applicants who have never received FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoi it office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.	ELP Poject cost e required to l expedited	
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A Based on you	answers, you will be required to complete a schedule C and a schedule D form for	r une approvation apon completion of Section III.		



Sec	Attend virtual applicant briefing Log on or create account in PA Grants Portal Submit RPA Submit Recipient review documents Sign final grant Post Award Activities
	sPortal *D
Dashboard     My Organization     Wight of Homeland Security     LEmapped Services (000- Ud(SerVat)     Organization Profile	Streamlined Project Application Section III – Cost and Work Status Information  HELP  HELP  Kentry Section III Instructions  Section III Instruction  Section III IIII IIII III IIII IIIII IIII II
Organization Personnel     Applicant Event Profiles     Exploratory Calls     Recovery Scoping     Meetings     Events     Projects     Damages	General Cost & Work Status Questions An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However, the Applicant will then be required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In general, Applicants who have never received FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited funding or, at a minimum, discuss expedited funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods. Does the Applicant want to request expedited funding? * Ves
Work Orders         Work Orders         ✓ My Tasks         ✓ Calendar         ♣ Subrecipients	<ul> <li>No</li> <li>Is the Applicant's estimated cost for activities reported in Section II greater than or equal to \$131,100.00? *</li> <li>Yes</li> <li>No</li> <li>What is the status of the activities reported in Section II? *</li> </ul>
☑       Subrecipient Tasks ✓         ✓       Utilities       ✓         ⓓ       Resources       ✓         ⓓ       Intelligence       ✓         ⓓ            ☑             ☑             ☑	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 and the latest. 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 no predictable end date Date Started * Complete *
	Activities have not started


	Attend virtual applicant briefing P	og on or reate iccount in A Grants Portal	Submit COVID-19 project and documents	FEMA and Recipient review documents	Sign final grant	Post Awa
INCOMPARISON SECTION SECTION III - Cost and Work Status I NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / Streamlined Project Application	Information				? H	HELP 🖬 SA
Section III Instructions Applicants must complete this section and provide the costs of the activities reported in Section II. Applicants must also co	omplete Schedule A, B, C, or EZ a	s instructed to estimate a project cost.				
General Cost & Work Status Questions	need for funding to continue I documentation to support a who have never received FEI	life-saving emergency protective meas ctual incurred costs, to support the ini MA Public Assistance funding and do	ures. If approved, the Applic tial 50% of funding before re not have significant experies	cant will be awarded 50% acceiving any additional funce with federal grant re	6 of the FEMA-confirme unding. Applicants will quirements should avo	ed project cost be required to bid expedited
res the Applicant want to request expedited funding? * ) Yea ) No	,					
the Applicant's estimated cost for activities reported in Section II greater than or equal to \$131,100.007 $*$ ) $\rm Yes$ ) $\rm No$						
tat is the status of the activities reported in Section II? * Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident pariod. Thi tivities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.	his question should be answered	once to describe all the activities reported i	Section II (i.e. the earliest start	t date and the latest end dat	e). If FEMA's eligibility crite	eria for certain
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Sect	Attend virtual applicant briefingLog on or create account in PA Grants PortalSubmit RPASubmit COVID-19 project and documentsFEMA and Recipient review documentsPost Award Activities
Crants     Grants     My Organization     My Organization     Wy Division of Homeland Security     & Emergency Services (000-4	SPORTAL ADDAL, STEPHA Streamlined Project Application Section III – Cost and Work Status Information
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> </ul>	4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application 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? * Answer the question,
<ul> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> </ul>	No If yes is selected, click Proceed Mo ▲ Based on your answers, you will be required to complete a Schedule A form for this application upon completion of Section III. You are required to complete a Schedule A form because the Applicant is requesting expedited funding
Work Orders       My Tasks       Calendar       Subrecipients	PROCEED >



Sect	Attend virtual applicant briefing Nortal Attend virtual applicant Portal Attend virtual applicant Portal Attend RPA Submit RPA Submit COVID-19 project and documents Submit Submit COVID-19 project and documents Sign final grant Activities
	S Portal S Poul, Stepha S Streamlined Project Application Section III – Cost and Work Status P HELP SAVE S GO TO SUMMARY
NYS Division of Homeland Security & Emergency Services (000-1000)	Information 4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application General Cost & Work Status Questions Summary Section III Instructions
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✓     My Tasks       ➡     Calendar       ♣     Subrecipients	A Based on your answers, you will be required to complete a Schedule A form for this application upon completion of Section III.      You are required to complete a Schedule A form because the Applicant is requesting expedited funding





Sect	Attend virtual applicant briefing Nortal Nor
	SPortal
Dashboard      My Organization      NYS Division of Homeland Security     & Emergency Services (000-     U8QEH-00)	Streamlined Project Application Section III – Cost and Work Status ? HELP SAVE OG TO SUMMARY
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> </ul>	4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application Summary General Cost & Work Status Questions Did the Applicant want to request expedited funding? • Yes Review then click Done with Section 3
Projects     Damages     Work Order Requests     Work Orders	A Based on your answers, you will be required to complete a Schedule A form for this application upon completion of Section III. You are required to complete a Schedule A form because the Applicant is requesting expedited funding
<ul> <li>✓ My Tasks</li> <li>✓ Calendar</li> <li>♣ Subrecipients</li> <li>✓</li> </ul>	< BACK e.azurewebsites.net/#home



### 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







Sche	dule A	Attend virtual applicant briefing PA Grants Portal	Submit RPA Submit COVID-19 project and documents	and ient w ments
Grants	Portal			🛔 💄 Paul, Stepha
Dashboard      My Organization      NYS Division of Homeland Security     & Emergency Services (000- UBQEH-00)	Streamlined Project Application Sc 4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application	hedule A – Expedited	I Funding Estimate ? HELP	GO TO SUMMARY
Organization Profile     Organization Personnel     Applicant Event Profiles     Exploratory Calls     Becovery Sconing	General Eligibility       Project Cost & Cost Eligibility         Image: Schedule A Instructions       The Applicant must complete this section if requesting expedited funding in Signater than or equal to \$131,100.00.	Deductions Section III of the project application. E	Documents	Summary
Meetings - Events - Projects - Damages - Work Order Requests - Work Orders	General Eligibility Please explain why there is an immediate need for funding Add Info	*	Inform scro P	Enter nation then II down to roceed
✓     My Tasks     ✓       ➡     Calendar       ♣     Subrecipients     ✓	Please select the time-period for which the Applicant is req Start Date * 04/30/2020	luesting expedited funding f	for the activities reported in Section	II* (More Info)





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Grants	Portal
Dashboard     My Organization     Wy Splivision of Homeland Security     & Emergency Services (000-     USQEH-00)	Streamlined Project Application Schedule A – Expedited Funding Estimate       P       D       SAVE       D       GO TO SUMMARY         4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application       Streamlined Project Application       Streamlined Project Application       Streamlined Project Application
Organization Profile     Organization Personnel     Applicant Event Profiles	Time-Period * 30 Days     Step 1: Enter Information
<ul> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> </ul>	Add Info Step 2: Select the
<ul> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>My Tasks </li> <li>Calendar</li> </ul>	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.
Subrecipients Y	PROCEED >



Sche	dule A	Attend virtual applicant briefing Attend create account in PA Grants Portal	Submit COVID-19 project and documents FEMA and Recipient review documents Sign final grant Post Award Activities
Dashboard      My Organization      NYS Division of Homeland Security     Emergency Services (000-     My Organization	Portal Streamlined Project Application Scl 4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application	hedule A – Expedited Funding E	▲ 1 ▲ PAUL, STEPHA Sstimate ? HELP SAVE ⑦ GO TO SUMMARY
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> </ul>	General Eligibility       Project Cost & Cost Eligibility         Image: Cost and the cost of th	Deductions D Section III of the project application. Expedited funding is ivities reported in Section II (More Info)	Documents Summary
<ul> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>My Tasks</li> <li>Calendar</li> <li>Subrecipients</li> </ul>	Contracts (More Info) Labor (More Info) Equipment (More Info)	elect all at Apply	Costs





Sche	dule A	Attend virtual applicant briefing Log on or create account in PA Grants Portal	mit Submit COVID-19 project and documents document	d stant stant stant Sign final Activities
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Sche	edule A	Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit RPA	Submit COVID-19 project and documents	and Sign final Int grant ents	Post Award Activities
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<ul> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>My Tasks ✓</li> <li>Calendar</li> <li>Subrecipients ✓</li> </ul>	< BACK			Project C	ost \$132,000.00	PROCEED >	v





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<ul> <li>Calendar</li> <li>Subrecipients</li> <li>Subrecipient Tesks</li> </ul>	< BACK				✓ DONE WITH SCH	EDULE A





## Schedule A Complete









# Schedule A Submit



#### **Grants Portal**

Dashboard      My Organization     VYS Division of Homeland Security     & Emergency Services (000-     U92(EH-00)	Streamlined Project Application 4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application	? HELP X CANCEL APPLICATION O GO BACK
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> </ul>	Status In Progress	~
<ul> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping</li> </ul>	Sections & Schedules In order for your Application to be completed, you must complete the following Sections and Schedules.	
Meetings Events	Section II – Scope of Work	Completed <b>VIEW/EDIT</b>
<ul> <li>Projects</li> <li>Damages</li> </ul>	Section III – Cost and Work Status Information	Completed VIEW/EDIT
<ul> <li>Work Order Requests</li> <li>Work Orders</li> </ul>	A Schedule A – Expedited Funding Estimate	Completed VIEW/EDIT
✓ My Tasks ✓	Document Repository	1 of 1 Provided
university of the second secon	✓ REVIEW AND SUBMIT	and Submit





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**A** 

### Section III Complete









## 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





Sched	ule B		Attend virtual applicant briefing	Log on or create account in PA Grants Portal		Submit COVID-19 Re project and re documents do	MA and ccipient view ccuments	Sign final grant	Post Award Activities
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	<ul> <li>Equipment (More Info)</li> <li>Including applicant owned, purchased, or rented.</li> <li>Please enter the completed cost of equipment. To calculate the total cost, complete FEMA Form 009-0-127</li> <li>Force Account Equipment Summary &amp; and FEMA Form 009-0-125 Rented Equipment Summary Record &amp; or provide all information contained therein.</li> <li>How did the Applicant acquire the equipment?</li> <li>Owned prior to January 20. 2020</li> <li>From Stock </li> <li>Purchased </li> <li>What was the basis of the rate used in the summary?</li> <li>FEMA Equipment Rates</li> <li>Applicant's Equipment Rates </li> <li>No rate is available, and the Applicant would like FEMA to calculate an Equipment Rate</li> </ul>	6		Enter costs
Calendar Calendar Subrecipient Tasks Utilities Cutilities Cutilit	<ul> <li>Materials And Supplies (More Info)</li> <li>Please enter the total cost of materials and supplies. To calculate the total cost, complete FEMA Form 009-0-124 Materials Summary Record &amp; or provide all information contained therein.</li> <li>How did the Applicant acquire the materials or supplies?</li> <li>From Stock 1</li> <li>Purchased 1</li> </ul>	Costs \$		



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Dashboard     My Organization     VYS Division of Homeland Security	Streamlined Project Application Schedule B – Completed Work Estimate				<b>?</b> HE	ELP SAVE
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<ul> <li>Resources</li> <li>Intelligence</li> <li>Resources</li> </ul>	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.     Project Cost     Total Deductions —	\$ \$129,000.00 \$0.00	



Scheo	dule B	Attend virtual applicant briefing Port	on or te punt in Srants tal	Sign final grant Post Award Activities
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	Please describe any labor that was not Applicant's own staff, mutual aid, prison labor, or National Guard	



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FEMA

### Schedule B Complete

Attend virtual applicant briefing PA Gran Portal	or Submit RPA tin ts	Submit COVID-19 project and documents	FEMA and Recipient review documents	Sign final grant	Post Award Activities
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**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





Sche	dule C		Attend virtual applicant briefing Vortal	Submit RPA COVID-19 project and documents Submit Recipient review documents	Sign final grant Post Award Activities
<b>Grants Port</b>	tal				*0
Dashboard      My Organization     Wis Division of Homeland Security     & Emergences (000-	Streamlined Project Applic	ation Schedule C – In Progress Work E	stimate		? HELP
Organization Profile     Organization Personnel     Applicant Event Profiles     Exploratory Calls	Budget Estimate  Schedule C Instructions  Applicants must complete this schedule if the schedule of the schedu	Project Cost & Cost Eligibility e Applicant (1) has not started or is in the process of completing the activi	Deductions	Documents	Summary
Recovery Scoping Meetings         Events         Projects         Damages         Work Order Requests         Work Orders         My Tasks         Calendar         Subrecipient Tasks         Vulities         Workses	Budget Estimate Select basis for Applicant's cost estimate	Please attach an itemized budget estimate creat The itemized estimate needs to be a unit price estimate brok & supplies, and other costs) and within those areas broken de What is the basis for the Applicant's cost estimat Extrapolation of completed costs Historical unit costs Average costs for atimilar work in the area Published unit costs from national cost estimating database Contractor or vendor quotes Other	ted using standard procedures the Applicant w en down by the type and number of resources necessary to own further by the costs completed and future costs. ate?	rould use absent federal funding. o complete the work (contracts, labor, equipment, materials	
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Sche	dule C		Attend virtual applicant briefing PA Grants Portal	Submit RPA Submit COVID-19 project and documents documents	Sign final grant Post Award Activities
Constant of the second	<b>al</b> treamlined Project Ap DR-NY (4480DR) / NYS Division of Homeland Security & Emerg	plication Schedule C – In Progress Work	Estimate		? HELP SAVE
Organization Profile	Budget Estimate	Project Cost & Cost Eligibility	Deductions	Documents	Summary
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FEMA

Sch	edule C		Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit RPA	Submit COVID-1 project a documen	FEMA and Recipient and review documents	Sign final grant	Post Award Activities
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Wy Organization     Wy Organization     Wy Division of Homeland Security     & Emergency Services (000-     UnicE+001	Streamlined Project Applic	Cation Schedule C - In Progress Work Esti vices (000-U8QEH-00) / Streamlined Project Application	imate						? HELP
··· Organization Profile	<i>Q</i>	•		•			•		
<ul> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Ordera</li> <li>My Tasks</li> </ul>	Schedule C Instructions Applicants must complete this achedule if Project Cost & Cost Select resources necessary for completion	the Applicant (1) has not started or is in the process of completing the activities <b>E Eligibility</b> Please select the resources necessary to complete Contracts (More Info) Labor (More Info)	e reported in Section	II and (2) the cost of the ac reported in Section Completed \$ Completed Completed completed	II (More Info) Costs Costs Costs Costs	Future Costs Future Costs Future Costs	Total Costs       =     Total Costs       =     Total Costs       =     Total Costs		
<ul> <li>Calendar</li> <li>Subrecipients</li> </ul>		Equipment (More Info)     Materials And Supplies (More Info)		\$ Completed \$	+ S Costs + S	Future Costs	= Total Costs =		
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Sch	edule 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
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<ul> <li>Exploratory Calla</li> <li>Recovery Scoping Meetings</li> <li>Eventa</li> <li>Projects</li> <li>Carnages</li> <li>Work Order Requests</li> <li>Work Order Requests</li> <li>Work Ordera</li> <li>Work Ordera</li> <li>Subrecipient Taska</li> <li>Subrecipient Taska</li> <li>Utilities</li> <li>Kessurces</li> <li>Intelligence</li> </ul>	Applicante must complete this schedule if the Project Cost & Cost	e Applicant (1) has not started or is in the presents of dompissing the activities Eligibility Please select the resources necessary to complete Contracts (More Info) Labor (More Info) Equipment (More Info) Materials And Supplies (More Info) Other Costs (More Info)	Click Info addit guida	More for ional ance.	re Info ) Future C + \$ Future C + \$ Future C + \$ Future C + \$ Future C + \$ Future C + \$ Future C	ver \$131,100.00.	iosts iosts iosts iosts iosts		
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Applicant Event Profiles     Exploratory Calls     Recovery Scoping     Meetings     Events     Projects     Overwork	Please select the resources necessary to complete the activities reported in Section II (More Info) Completed Costs Future Costs Total Costs Contracts (More Info) Please enter the completed cost of contracts. If no contracts-related costs are complete enter 0. To calculate the completed cost, complete FEMA Public Assistance COVID-19 Contracts Report (Click Here for the Blank Template) or provide all information contained therein. Please also provide: • Contracts, change orders, and summary of invoices • Contracts to change orders, and summary of invoices
<ul> <li>Work Order Requests</li> <li>Work Orders</li> <li>Myr Tasks </li> <li>Calendar</li> <li>Subrecipients </li> </ul>	• Out of the Applicant's procurement policy     • 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? *
☑     Subrecipient Tasks     ✓       ✓     Utilities     ✓       ▲     Resources       ④     Intelligence     ✓	Please complete the FEMA Public Assistance COVID-19 Contracts Report (Click Here for the Blank Template) 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)



Sch	edule 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
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Subrecipient Saks        Subrecipient Tasks        Utilities        Resources        Intelligence		Please describe any labor that was not Applicant's own staff Please enter the estimated future cost of labor. To cal Applicant would normally use to create a budget estim Labor pay policy (must cover each employee typ National Guard pay policy (required for National Mutual aid agreement (required for mutual aid a	r, mutual aid, prison labor, culate the future cost, r nate and provide the foi e used, for example pa Guard) ibor)	or National Guard please use the proce lowing information: rt time, full time, and	at edures the			Sc do	roll wn
		] Equipment (More Info) ] Materials And Supplies (More Info) ] Other Costs (More Info)		Completed Costs	Future Costs + \$ Future Costs + } Future	Total Cos = Total Cos = Total Cos = Total Cos	ts ts ts	V	



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Schedule	e C	Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit COVID-19 project and documents	and Sign final Post Award Activities
Construction  C	Dject Application Schedule C – In Progress	s Work Estimate			P HELP B SAVE
Organization Personnel     Applicant Event Profiles     Exploratory Calls     Recovery Scoping     Meetings     Defluction     Projects     Damages     Work Order Requests     Work Order Requests     Calendar     SubrecipientTasks ▼     Utilities     Calendar     Resources     Intelligence     ✓     Modelings     (	Project Cost & Cost Eligibility C Instructions at complete this schedule if the Applicant (1) has not started or is in the process of complet ONS Please select the credits available to o Insurance Proceeds (More Info) Disposition (More Info) Medical Payments (More Info Other Deductions	Deductio eting the activities reported in Section II and (2) th offset costs of activities reported in fo )	ns  re cost of the activities reported in Section I  Section II (More Info)  Project Cost Total Deductions  Net Cost	Deductions           \$           Deductions           \$	sumar



Schedule C	Attend virtual applicant briefing PA Grants Portal	mit Submit COVID-19 project and documents FEMA and Recipient review documents
Crganization Profile	ation Schedule C – In Progress Work Estimate	
Applicant Event Profiles Exploratory Calls Recovery Scoping Meetings Events Projects Damages Work Order Requests Work Order Requests Work Order Requests Subrecipient Tasks Cubrecipient Tasks	Please select the credits available to offset costs of activities reported in Section II (More Info)  I represent the payment from patient insurance coverage that might cover any activities reported in Section II?  Dese the Applicant have insurance coverage that might cover any activities reported in Section II?  Nease the Applicant anticipates receiving a payment from its insurance carrier.  Please enter the total salvage value of purchased equipment and supplies (if greater than \$5,000).  Medical Payments (More Info)  Medical Payments (More Info)  Other Deductions  Project Cost	S $S$ $Deductions$ $S$ $Deductions$ $S$ $Deductions$ $S$ $Deductions$ $S$
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Sched	ule C		Attend virtual applicant briefing Vartal	Submit COVID-19 project and documents COVID-19 review documents	and ient w nents
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60	¢ BACK		Project Cost Total Deductions Net Cost	\$150,000.00 \$0.00 \$150,000.00	Click proceed







Sche	edule C		Attend virtual applicant briefing Vortal	abmit Submit COVID-19 project and documents	Sign final grant Post Award Activities
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<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>My Tasks</li> <li>Calendar</li> <li>Subvocibilate</li> </ul>	Budget Estimate  Schedule C Instructions Applicants must complete this sche  Documents	Project Cost & Cost Eligibility         dule if the Applicant (1) has not started or is in the process of completing the activity         Budget Estimates (+ Add Document)       Requirement N         Project Cost & Cost Eligibility         Elabor         Force Account Labor Documention (+ Add Document)         National Guard Pay Policies (+ Add Document)         National Guard Pay Policies (+ Add Document)         Timesheets (+ Add Document)         Timesheets (+ Add Document)         Logs / Activity Reports (+ Add Document)	Deductions  inties reported in Section II and (2) the cost of the activities reported in the activitie	Documents	Summary
Subrecipient Tasks V Utilities V Resources Intelligence V C	* BACK				

Sche	edule C		Attend virtual applicant briefing Portal	Submit RPA COVID-19 project and documents	FEMA and Recipient review documents
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		Lauro pay poincy (must cover each em     National Guard pay policy (required for     Mutual aid agreement (required for m     Timesheets (please provide either (1))     request copies of a limited number of     explanation of the sampling methodol     Daily logs or activity reports (please pr     FEMA will sample and request copies     or reports and a detailed explanation or     sample)     If the personnel were or will be provided three     Please describe any labor that was not Applicant	proyee type used, for example part time, full time, and to r National Guard) utual aid labor) a summary list of all your timesheets, which FEMA will i time sheets; or (2) a sample set of timesheets and a de logy you used to select the representative sample) rovide either (1) a summary list of all your logs or report of a limited number of logs or reports; or (2) a sample s of the sampling methodology you used to select the repr ough mutual aid, please provide the written mutual aid a t's own staff, mutual aid, prison labor, or National Guard	sample and tailed s, which et of logs resentative	down







# Schedule C Complete







# 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





#### Attend Log on or Submit Submit FEMA and Sign final Post Award Schedule D COVID-19 virtual create RPA Recipient grant Activities applicant account in project and review briefing **PA Grants** documents documents Portal **Grants Portal a** 🕧 Dashboard streamlined Project Application Schedule D - Large Project Eligibility Questions My Organization NYS Division of Homeland Security & Emergency Services (000-11905H-00 4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / Streamlined Project Application Schedule D Instructions Organization Profile 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. Organization Personr Applicant Event Profiles **General Eligibility** Select and/or Exploratory Calls Are all activities reported in Section II only being performed by the Applicant as a result of COVID-19? \* (More Info) Recovery Scoping enter () Yes Meetings O No Events information Projects Is the Applicant legally responsible for performing the activities reported in Section II?\* (More Info) Damages O 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. O Yes, a statute, order, contract, articles of incorporation, charter, or other legal document makes the responsible to conduct the activities for the general public. Work Order Requests Yes, for other reasons. Work Orders O No. My Tasks Please describe how the activities reported in Section II address an immediate threat to life, public health, or safety \* (More Info) 📅 Calenda Subrecip Subrecipi Utilitie Did or will any of the activities reported in Section II require access to residential private property? \* (More Info) Resourc () Yes O 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: Click proceed



sche	applicant briefing Portal Portal
<b>Grants Po</b>	rtal
Applicant Event Profile     Organization Profile     Organization Profile     Organization Profile     Applicant Event Profile     Exploratory Calls     Recovery Scoping     Meetings     Events     Projects     Damages     Work Order Requests     Work Order Requests     Work Order Requests     Subrecipient Tasks     Voit Utilities     Subrecipient Tasks     Measurces     Mathematical Scores     Measures     Measures	<form>Stream line of Project Application Schedule 0 - Large Project Bigibility Question</form>



Sched	lule D	Attend virtual applicant briefing Portal	r Submit Submit COVID-19 project and documents	FEMA and Recipient review documents
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Work Order Requests         Work Orders         ✓ My Taska         ✓ Calendar         ↔         ✓ Subrecipients         ✓ Utilities         ✓ Utilities         ✓ Intelligence	< BACK		Clic	k proceed



Sche	edule D		Attend virtual applicant briefing PA Por	on or ate ount in Grants tal	it FEMA and Sign 1 D-19 Recipient grant ct and review documents	final Contractivities
Construction Cons	rtal Streamlined Project Application sch	edule D – Large Project Eligibilit	ty Questions			P HELP B SAVE
<ul> <li>Organization Profile</li> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>My Tasks</li> <li>Galendar</li> <li>Subrecipients</li> <li>Subrecipient Tasks</li> </ul>	44800R-WY (4480DR) / WYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / 1 General Eligibility Ceneral Eligibility Ceneral Eligibility Ceneral Eligibility Ceneral Eligibility Applicants must complete part 1 of this schedule if the total net correctly and t	Streamlined Project Application  Activity Details  Activity Detail	100.00. Applicants will need to complet d end? r other commodities, *	e additional questions deput	and/or iter nation	Summary
Utilities     Volities     Resources     Intelligence     C	Acquiring distribution and storage space Delivery and distribution Other Did or will the Applicant distribute food, water, ice o Yes No	r other commodities to for-profit entities	? *		Scroll down	



Sche	Attend virtual applicant briefing Attend virtual applicant briefing Attend virtual applicant briefing Portal
Se Grants Po	rtal *•
Applicant Event Profiles     Cagenization Personnel     Applicant Event Profiles     Exploratory Calls     Recovery Scoping     Meetings     Projecta     Damages     Work Order Requests     Work Order Requests     Work Order Requests     Work Orders     Subrecipient Tasks     Subrecipient Tasks     Withities     Subrecipient Calls     Su	<pre>StreamLined Project Application Schedule D - Large Project Eligibility Question</pre>
	Purchase of Meals for Emergency Workers > Click proceed



~		
<b>Grants Port</b>	al	
Dashboard     My Organization     My Organization     Organization Profile     Organization Profile     Organization Profile     Applicant Event Profile	R-NY (44800R) / NYS Division of Homeland Security & Emergency Services (000-UB0/EH-00) / Streamlined Project Application  Prease describe the other impacts *	Select and/or enter information
<ul> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> </ul>	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 servirity that requires employees to work abnormal, extended workhours without a reasonable amount of time to provide for their own meals.         Please describe these conditions *	
- Work Orders  My Tasks  My Tasks  Calendar  Subrecipients  Subrecipient Tasks  ✓	Food or water was or is not reasonably available for employees to purchase. Please describe the lack of availability *	a.
Utilities     V     Utilities     V     Intelligence     V	Other  Please check here to confirm that meals were provided in accordance with the following FEMA policy. *	đ
	No meals claimed for reimbursement were provided:  • To individuals receiving a per diem	





ched	lule D	A v b	ttend irtual pplicant riefing PA Grants Portal	Submit RPA COVID projec docum	it D-19 Et and nents FEMA and Recipient review documents	Sign final grant Activ
	tal					
Dashboard     My Organization     Vis Division of Homaleus Security     Emergency Resciss 0000-     Us(SEH-00)     Vis (SEH-00)     Vis (SEH-00)	Streamlined Project Application SODR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UBQ	Schedule D – Large Project Eligibility C	Juestions			? HELP
Organization Profile	General Eligibility	Activity Details		Documents		Summary
Applicant Event Profiles Exploratory Calls	Schedule D Instructions     Applicants must complete part 1 of this schedule if the to	stal net cost reported in Section III is greater than or equal to \$131,100.0	00. Applicants will need to complete additional	questions depending on the activities report	ted in Section II.	
Recovery Scoping Meetings	Summary					
Events	General Fligibility				Rev	view
Projects					Scho	
Damages Work Order Requests	Are all activities reported in Section II only be • Yes	ang performed by the Applicant as a result of COVIL	)-19? (More Info)		Sum	mary
Work Orders	Is the Applicant legally responsible for perfo	rming the activities reported in Section II? (More Info)	)			
My Tasks 💙	<ul> <li>Yes, the Applicant is a government organization and the</li> </ul>	ie state's, tribe's, or territory's constitution or laws delegate jurisdictional	J powers to the Applicant.			
Calendar						
Subrecipient Tasks 🗸	How the activities reported in Section II add	ess an immediate threat to life, public health, or safe	ety: (More Info)			
Utilities 🗸	Contagious					
Resources						
Intelligence 🗸	Did or will any of the activities reported in Se	ection II require access to residential private property	y? (More Info)			
<b></b>	• No					
	Leasing a private facility is not considered accessing residen	tial private property.				
	For activities that involve the creation of a ne	ew program, describe or attach the internal control p	an the Applicant executed or will	execute to ensure costs incurre	d remain reasonable in accordar	nce with 2 C.F.R. Part 200,
	FEMA Public Assistance Program and Policy	/ Guide, and applicable Recipient and Applicant requ	irements			
	Purchase and Distribution of F	ood, Water, Ice, or Other Commoc	dities			





### Schedule D Complete

Attend virtual applicant briefing Vartal	Submit COVID-19 project and documents FEMA and Recipient review documents	Sign final grant Activities
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	Portal	*0
Dashboard      My Organization      WS Division of Homoleod Security     Security     Security     Security     Security     Good      Organization Profile      Organization Personnel	Streamlined Project Application Schedule D – Large Project Eligibility Questions	? HELP B SAVE
<ul> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>My Tasks </li> <li>My Tasks </li> <li>Subrecipient Tasks </li> <li>Subrecipient Tasks </li> </ul>	<ul> <li>bid or will the Applicant distribute food, water, ice or other commodities to for-profit entities?</li> <li>No</li> <li>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?</li> <li>No</li> <li>Water increase or atypical demand for feeding resource</li> <li>Variant increase or atypical demand for feeding resources</li> <li>Conditions</li> <li>Conditions</li> </ul>	
Countras     Resources     Intelligence	No meals claimed for reimbursement were provided:	V DONE WITH SCHEDULE D



# 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





Scheo	dule Ez	-	virtual applicant briefing	create account in PA Grants Portal	RPA	COVID-19 project and documents	Recipient review documents	grant	Activities
Constants Porta     Structure     My Organization     My Organization     My Structure     Structure     Structure     Structure     Organization Profile	1 eamlined Project App Y (4480DR) / NYS Division of Homeland Security & Emergence	Services (000-UBQEH-00) / Streamlined Project Application	imate						? HELP B SAVE
organization Personnel Applicant Event Profiles Exploratory Calls Recovery Scoping Meetings Events Projects Damages Work Order Requests Work Order Requests Work Order Requests Work Order S Subrecipients ↓ Subrecipients ↓ Utilities ↓ Resources Intelligence ↓	Schedule EZ Instructions Applicants must complete this schedul Budget Estimate eview how to eate Budget Estimate	<ul> <li>If the total project is less than \$131,100.00 and provide the costs of the activ</li> <li>Please attach an itemized budget estimate createstimate needs to be broken down by the type a materials &amp; supplies, and other costs).</li> <li>Because activities are complete, you will be require activities selected in the Project Cost step.</li> <li>FEMA Public Assistance COVID-19 Contracts Report</li> <li>FEMA Form 000-0-122 Force Account Labor Summary #</li> <li>FEMA Form 000-0-125 Rented Equipment Summary</li> <li>FEMA Form 000-0-124 Materials Summary Record #</li> </ul>	ities reported in Section II. ated using standard proc and number of resources juired to attach the follow keneet @ y @ d @	edures the Applica necessary to com ving summary reco	nt would use abse plete the work (co rds based on the r	ent federal funding. The ntracts, labor, equipme resources necessary to <b>ck proce</b>	e itemized ent, o complete		PROCEED S

Attend

Log on or Submit



FEMA

Submit FEMA and

Sign final Post Award

Sched	ule EZ	Attend virtual applicant briefing PA Gri Portal	n or e Int in ants I
Grants Portal			•8
My Organization     My Division of Homatical Security     My Division of Homatical Security     My Division of Homatical Security     Corganization Personnel     Grganization Personnel     Asolicant Event Profile	ATTIMECT Project Ap     Applicants must complete this sch	PIICatIOII Schedule EZ - Small Project Estimate ency Services (000-USQEH-00) / Streamlined Project Application 15 dule if the total project is less than \$131,100.00 and provide the costs of the activities reported in Section II.	? HELP B SAVE
<ul> <li>Exploratory Calla</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>Work Orders</li> <li>My Tasks</li> <li>Calendar</li> <li>Subrecipient Tasks</li> <li>Subrecipient Tasks</li> <li>Multilies</li> <li>Intelligence</li> <li>Resources</li> <li>Intelligence</li> </ul>	Select esources utilized	Please select the resources necessary to complete the activities reported in Section I reactivities reported in Section I reactivities reported in Section I reactivities (More Info) Please enter the total cost of contracts from your estimate. Labor (More Info) Netuding the Applicant's own staff. Mutual Ald, prison laboc or National Guard. Please enter the total cost of labor from your estimate. Please enter the total cost of labor from your estimate. Please enter the total cost of equipment from your estimate. Please enter the total cost of equipment from your estimate. Please enter the total cost of materials and supplies from your estimate. Other Costs (More Info)	II.  Costs  Cost
	< BACK		Project Cost \$0.00



Schedule EZ	Attend virtual applicant briefing Attend Log on or create account in PA Grants Portal	Submit COVID-19 Reci project and documents docu	A and pient sw iments
Stants Portal			•0
Bashboard      My Organization      YS Dickers of Hormeters Sterrity     Streamlined Project Applic      AlsoDR-NY (4480DR) / NYS Division of Homeland Security & Emergency Ser	Cation Schedule EZ – Small Project Estimate		? HELP G SAVE
<ul> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>Subrecipient Tasks *</li> <li>Orbities</li> <li>Intelligence</li> <li>Resources</li> <li< td=""><td>Index elect the credits available to offset costs of activities reported in Section II.   Image: section Proceeds (More Inf)   The cost may place have insurance coverage that might cover any activities reported in Section II *   Image: section Proceeds (More Inf)   Image: section Proceed (More Inf)   Image:</td><td>Deductions           \$           Deductions           \$           Deductions           \$           Deductions           \$           Deductions           \$           Deductions           \$           Deductions           \$           S           S           \$           \$           \$           \$           \$           \$           \$11,000.00           \$11,000.00</td><td></td></li<></ul>	Index elect the credits available to offset costs of activities reported in Section II.   Image: section Proceeds (More Inf)   The cost may place have insurance coverage that might cover any activities reported in Section II *   Image: section Proceeds (More Inf)   Image: section Proceed (More Inf)   Image:	Deductions           \$           S           S           \$           \$           \$           \$           \$           \$           \$11,000.00           \$11,000.00	



Sch	edule EZ	Attend virtual applicant briefing PA Grants Portal	Submit RPA s	FEMA and Recipient review documents
Construction of the second sec	Portal         The Streamlined Project Application Schedule EZ – Small Project Estimed 44800R-14Y (44800R) / NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / Streamlined Project Application	mate		P HELP SAVE
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Darmages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>My Tasks</li> </ul>	Budget Estimate       Project Cost         Image: 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         Documents       Image: Budget Estimates (+ Add Document)         Image: Budget Estimates (+ Add Document)       Image: Budget Estimates (+ Add Document)         Image: Budget Estimates (+ Add Document)       Image: Budget Estimates (+ Add Document)         Image: Budget Estimates (+ Add Document)       Image: Budget Estimates (+ Add Document)         Image: Budget Estimates (+ Add Document)       Image: Budget Estimates (+ Add Document)         Image: Budget Estimates (+ Add Document)       Image: Budget Estimates (+ Add Document)	Deductions	Upload required documents	Click proceed
<ul> <li>iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii</li></ul>	< BACK			PROCEED >



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

	sPortal	*[]
Dashboard      My Organization      VYS Division of Homeland Security     & Emergency Services (000-	Streamlined Project Application Schedule EZ – Small Project Estimate  44800R-NY (44800R) / NYS Division of Homeland Security & Emergency Services (000-U80EH-00) / Streamlined Project Application	? HELP SAVE
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> </ul>	SCREQUE E.Z. 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.	Review Schedule EZ
<ul> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> </ul>	Summary	Summary
<ul> <li>Recovery Scoping</li> <li>Meetings</li> </ul>	Budget Estimate	
Events	Please attach an itemized budget estimate created using standard procedures the Applicant would use absent federal funding. T estimate needs to be broken down by the type and number of resources necessary to complete the work (contracts, labor, equip	rhe itemized ment,
··· Projects	materials & supplies, and other costs).	
···· Damages ···· Work Order Requests	Because activities are complete, you will be required to attach the following summary records based on the resources necessary	y to complete
··· Work Orders	the activities selected in the Project Cost step.	
🗹 My Tasks 🗸 🗸	FEMA Public Assistance COVID-19 Contracts Report	
🛗 Calendar	FEMA Form 009-0-123 Force Account Labor Summary 6	
🚓 Subrecipients 🗸 🗸	FEMA Form 009-0-128 Applicants benefit Calculation worksheet of     FEMA Form 009-0-127 Force Account Fouriement Summary #	
🗹 Subrecipient Tasks 🗸	FEMA Form 009-0-125 Rented Equipment Summary Record t	
🎤 Utilities 🔷 🗸	• FEMA Form 009-0-124 Materials Summary Record 🧬	
Resources		
Intelligence	Project Costs	Scroll
	Selected resources and costs necessary to complete the activities reported in Section II.	down
	Labor (More Info)     Including the Applicant's own staff, Mutual Aid, prison labor, or National Guard.     Total cost of labor from your estimate.	
	✓ Equipment (More Info)       \$1,000.00         Including the applicant owned, purchased, or rented.       Total cost of equipment from your estimate.	



Post Award

Activities

Schedule EZ	Attend virtual applicantLog on or create account in PA GrantsSubmit RPASubmit COVID-19 project and documentsFEMA and Recipient review documents	Sign final grant Post Award Activities
<section-header>  Construction     Construction</section-header>	cation schedule EZ - Small Project Estimate   (More Info)   Total cost of materials and supplies (More Info)   Project Corr   Status cost of materials and supplies from your estimate.   Project Corr   Status cost of materials and supplies from your estimate.   Project Corr   Status cost of factivities reported in Section II.   Cost the Applicant anticipates receiving a symmetrifiem the insurance corries   Status and Supplies   (Materials and Supplies   • Yes, the Applicant anticipates receiving a symmetrifiem the insurance corries   Materials and Supplies   • Materials and Supplies	PHELP BSAVE ?
< BACK	Project Cost \$11,000.00 Total Deductions - \$900.00 Net Cost \$10,100.00 Net Cost \$10,100.00	✓ DONE WITH SCHEDULE EZ



# Schedule EZ Complete

tend rtual plicant iefing	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 Awarc Activities
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# 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





Sche	edule F	Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit COVID-19 project and documents	FEMA and Recipient review documents	n final Ant Post Award Activities
B Grants Po	rtal					<b>*</b> 0
Dashboard      My Organization     Vitik Division of Homeland Security     Semegrany Services (500-     UelGH-40)	Streamlined Project Application Schedule F – Environment 4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-UB0EH-00) / Streamlined Project Application	tal and Historic Preservation Qເ	uestions			? HELP R SAVE
Organization Profile     Organization Personnel     Applicant Event Profiles     Exploratory Calls     Recovery Scoping     Meetings     Events	Activity Details  Schedule F Instructions Applicants must complete this schedule due to specific activities reported in Section II. For additio  Activity Details Establishment of Temporary Facilities ~	Download blai Temporary Facil Form if neede	nk lities ed	and Emergency Protective Measures for t	COVID - 19 Fact Sheet. d <sup>9</sup>	Summary
<ul> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>Work Orders</li> <li>My Tasks</li> <li>Calendar</li> <li>Subrecipient Tasks</li> <li>Subrecipient Tasks</li> <li>Utilities</li> <li>Resources</li> <li>Intelligence</li> </ul>	In Section II, Establishment of Temporary Facilities was select as a method of facility. You may download a blank Temporary Facilities form if you do not have In addition to completing the Temporary Facilities form, FEMA also requires add A cost analysis justifying the rental, purchase, construction, or modification of the temporary facility Lesse Agreements for any rented facilities Documentation supporting the purchase price of any purchased facilities Plans or other documentation describing the work done at the temporary facility A Site plan for any temporary debris staging sites Permits for any temporary debris staging sites Permits for any temporary facilities sites that are adjacent to known hazardous materials Any other applicable permits related to the temporary facility Site maps showing the location of all proposed areas where the applicant will conduct site work or const Any Photographs of the site	f work. To provide information regarding a copy. ditional documentation to support the fo	g these temporary facil orm. Please select the s Select forms to upload	ities, you must submit a separa supporting documents you will	te Temporary Facilities fo	ation:



Schedul	e F	Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit COVID-19 project and documents	FEMA and Recipient review documents	al Post Award Activities
Review Temporary Facility Survey and download to your computer	FEMA COVID-19 Project Application	Applicant-As <b>ACILITY SUF</b> if the activitie emporary facilor or each tempor ts, see the <u>Co</u> <u>Emergency Pro- onsiderations</u> <i>APPG</i> at pp. 7 <b>INFORMATIO</b> End date: de?	essigned Project Applica RVEY s reported in Section II ity. The Applicant must prary facility. ronavirus (COVID-19) P otective Measures Fac for Temporary Critical 6-80. N (MM/DI	D/YY)	Scroll	
	Please provide the GPS coordinates for each site (decimal dep Latitude: Long Why was or is the temporary facility needed? Existing facilities were or are forecasted to be need. Quarantine of COVID-19 affected individuals.	grees with five de ijtude: come overload	ecimal places): ded and cannot accom	modate the	down	J





Text Updated: April 24. 2020 FEMA COVID-19 Project ApplicationApplicant-Assigned Project Applications? If the Applicant selected any of the facility types listed above, and/or the facility is molecular to requiring interior installations or exterior modifications? If the Applicant documentation, if available, to aid FEMA's review of terr activities. Check each to xi if the referenced documentation is provided.	plication # nore than 45 years mporary facility conduct site work or cccess roads, parkin,	5	<u>Open With</u> 23 m	Different Viewer



Sched	ule F		Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit RPA	Submit COVID-19 project and documents	Sign final grant	Post Award Activities
Calendar Wark Order Requests Wark Order Requests	Activity Details Cost Analysia Justification ( + Add Document) ( * Require)	Jle F — Environmental and Hist mlined Project Application	oric Preservation Uploa require docume	n Questions Id ed ents	(EHP) and Emergency Pro	ective Measures for COVID - 19 Fact Sheet.	P HEI Summary	P SAVE
EE EE	MA							

ND 5
Schedu	Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit COVID-19 project and documents	Sign final grant Post Award Activities
<b>Grants Portal</b>				*0
Dashboard      My Organization     Streamli     Streamli     Streamli     4480DR-NY (4480DR) /	Inned Project Application Schedule F – Environmental and Historic Preservation	on Questions		? HELP
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Ordera</li> <li>York Ordera</li> <li>My Tasks ✓</li> <li>Calendar</li> <li>SubrecipientTasks ✓</li> <li>SubrecipientTasks ✓</li> <li>Mesources</li> <li>Intelligence ✓</li> </ul>	Activity Details  Checkedule F Instructions  Applicants must complete this schedule due to specific activities reported in Section II. For additional information on EHP requirements, see the EP  Summary  Establishment of Temporary Facilities In Section II, Establishment of Temporary Facilities was selected as a method of work. To provide information reg facility. You may download a blank Temporary Facilities Form if you do not have a copy.  In addition to completing the Temporary Facilities form, FEMA also requires additional documentation to support  A cost analysis justifying the rental, purchase, construction, or modification of the temporary facility  Permits for any temporary debrie staging site  Site maps aboving the location of all proposed areas where the applicant will conduct site work or construction and the extent of ground disturbance  Documents  Temporary Facilities  Tempora	Review Schedule F Summary garding these temporary facilities, you the form. Supporting documents sele	y Protective Measures for COVID - 19 Fact Sheet. must submit a separate Temporary Fac cted to attach to this application: decaping.grading.or utilities)	Summary
®	< BACK Click Done Schedul	e with le F		✓ DONE WITH SCHEDULE F



# Schedule F Complete

Attend virtual applicant briefing Attend create account in PA Grants Portal	Submit COVID-19 project and documents FEMA and Recipient review documents	Sign final grant Activities
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Sect	on IV	Attend virtual applicant briefing PA Grants Portal	Submit RPA Submit COVID-19 project and documents	FEMA and Recipient review documents
	Portal			A 1 A PAUL, STEPHA
My Organization     Wy Organization     Wy Division of Homeland Security     & Emergency Services (000-     U8QEH-00)	Streamlined Project Application S 4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application	ection IV – Project Certifi	ications	? HELP O GO TO SUMMARY
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> </ul>	Review Application		Certifications	^
<ul> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> </ul>	Section IV Instructions Applicants must complete this section to certify that the activities an laws and regulations.	I costs reported in this project application cor	nply with applicable federal, state, triba	l, territorial, and local
Events	Review Application			Review then
- Projects	Section I - Project Application Information			Scroll Down
<ul> <li>Damages</li> <li>Work Order Requests</li> </ul>	Applicant-Assigned Project Application # 123456	Event	4480DR-NY (4480DR)	
Work Orders	Project Application Title COVID-19 Eme Protective Me	ergency Applicant asures	Oyster Bay, Town of	V
<ul> <li>✓ My Tasks</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	Project Net Cost \$132,000.00	FEMA PA Code	059-56000-00	V
Subrecipients V	Status In Progress			,



Sect	ion	V		Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit RPA CO pro do	bmit DVID-19 oject and couments	Sign final grant	Post Award Activities
Grants	s Portal							*0 1	PAUL, STEPHA
Dashboard      My Organization      NYS Division of Homeland Security     & Emergency Services (000-     U8(2FH-00)	<b>1</b> Strea 4480DR-NY (448	mlined Projec	t Application	<b>)</b> Section IV – Pro	oject Certific	ations		? HELP 5	GO TO SUMMARY
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> </ul>		Credits available to offse No deductions have been added.	t costs of activities repo	orted in Section II (Mo	ore Info )	Project Cost	\$132,000.00		^
<ul> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>My Tasks</li> </ul>						Project Cost Total Deductions Net Cost	\$132,000.00 \$0.00 \$132,000.00	Revi click	ew then Proceed
	e.azurewebsites.net/#hor	ne						PROCEED	v



Secti	Attend virtual applicant briefing Attend virtual applicant briefing Attend virtual applicant briefing Acrants Portal	Post Award Activities
Grants	Portal *D *F	PAUL, STEPHA
Dashboard      My Organization      NYS Division of Homeland Security     & Emergency Services (000- U8QEH-00)      U8QEH-00)	Streamlined Project Application Section IV - Project Certifications         * HELP         * HELP	GO TO SUMMARY
Organization Profile     Organization Personnel	Review Application Certifications	^
<ul> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> </ul>	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.	
<ul> <li>Events</li> <li>Projects</li> </ul>	Certifications	
<ul> <li>Damages</li> <li>Work Order Requests</li> </ul>	Preparer Certification	
<ul> <li>Work Orders</li> <li>My Tasks</li> </ul>	Did the Applicant Authorized Representative receive consultant support the Applicant?	
Calendar	Own to proceed	



Secti	onIV	Attend virtual applicant briefing PA Grants Portal	Submit RPA	Submit COVID-19 project and documents	and Sign final grant W ments	ost Award ctivities
Grants	Portal				🜲 🚹 💄 PAUL,	STEPHA
Dashboard     Dashboard     My Organization     Supervises (000-     U02CH-00)	Streamlined Project Application Sect 4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application	tion IV – Project Cer	tifications		? HELP 5 GO TO	SUMMARY
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> </ul>	Did the Applicant Authorized Representative receive consultant support or the Applicant? <ul> <li>Yes</li> <li>No</li> </ul> Preparer Information         Preparer *         Preparer S Company or Firm Name         Preparer's Company or Firm EIN         Preparer's Company or Firm Address	If you sele scroll dowr the Prepa	ect Yes, n to enter rer Info	from anyone not direc	Enter Preparer's Info	
<ul> <li>➡ Calendar</li> <li>♣ Subrecipients </li> <li>▲</li> </ul>	Certifications, Assurances, and Signature By signing below, I certify all information provided in this project application is true zurewebsites.net/# Applicant to make false certification or statements or conceal any information in a	e and correct based on all informatic an attempt to obtain disaster aid is a	on of which I have any kno a violation of federal laws,	wledge. I understand that which carry severe crimi	at causing the inal and civil	



Sect	Attend virtual applicant briefing Attend virtual applicant briefing Attend virtual applicant briefing Attend account in PAG grants Portal Attend account in PAG grants Portal Attend submit RPA Submit RPA Submit COVID-19 project and documents Accuments Accuments Accuments	Post Award Activities
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Dashboard     My Organization     NYS Division of Homeland Security     & Emergency Services (000- & Eddet-000	Streamlined Project Application Section IV - Project Certifications         * HELP         * 4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application	D TO SUMMARY
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> </ul>	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?  Ves No	^
<ul> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>My Tasks</li> <li>Calendar</li> <li>Subrecipients</li> </ul>	Certification That Benefits Will Not Be Duplicated          Has the Applicant applied for any fundice to complete       If you select No, scroll down to proceed         Yes       Image: The second secon	v





Sect	Attend virtual applicant briefing Attend virtual applicant briefing Attend virtual applicant briefing A Grants Portal Attend COVID-19 project and documents Attend Recipient review documents Attend Recipient review documents Attend Recipient review documents Attend Recipient review documents Attend Recipient review documents Attend Attivities
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<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping</li> </ul>	Certification That Benefits Will Not Be Duplicated  Has the Applicant applied for any funding for COVID-19 from any other federal propert  Yes No Please list other programs *
Meetings Events Projects Damages Work Order Requests	Add Info  Has the Applicant applied for any funding from any outer counting No O Yes, but the other federal program has not yet approved the funding. ?
Work Orders         ✓         My Tasks         ✓         ✓         Calendar         ✓	<ul> <li>Yes, but the other federal program has conclusively denied the funding.</li> <li>Certifications, Assurances, and Signature</li> <li>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.</li> </ul>



Sect	ion IV	Attend virtual applicant briefingLog on or create account in PA Grants PortalSubmit RPASubmit COVID-19 project and documentsFEMA and Recipient review documentsSign final grantPost Award Activities
Grants	Portal	🐥 🚺 🛛 💄 PAUL, STEPHA
Dashboard      My Organization      Kerrigency Services (000- W3(EH-00)     W3(EH-00)	Streamlined Project Application Se     4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application	ction IV – Project Certifications ? HELP 5 GO TO SUMMARY
<ul> <li>Organization Profile</li> </ul>	Certification That Benefits Will Not Be Du	plicated ^
Organization Personnel		
- Applicant Event Profiles	Has the Applicant applied for any funding for COVID-19 from any other fe	If you select Yes scroll
Exploratory Calls	O No	down and onter the list
<ul> <li>Recovery Scoping</li> <li>Meetings</li> </ul>	Please list other programs *	of other programs
Events	Add Into	
- Projects		
	Has the Applicant applied for any fundice for	If you select Yes, upload
	$\bigcirc$ No	the Denial Letter then
••• Work Order Requests	<ul> <li>Yes, but the other federal program has not yet approved the funding.</li> <li>Yes, but the other federal program has conclusively denied the funding.</li> </ul>	scroll down to sign
Work Orders	Denial Letter * + Unload Denial Letter	
🗹 My Tasks 🛛 💙	Denial Letter	
🛗 Calendar	Certifications, Assurances, and Signature	
👬 Subrecipients 🗸 🗸	I certify that the specific activities and costs in this project application were not the funding. Further, I certify that if the Applicant does receive funding for the si	requested from another funding source or, if they were requested, that other source has not yet approved pecific activities and costs in this project application. I must notify the Recipient and FEMA and funding will
https://grantsportal-uat-site.	azurewebsites.net/#home conciled to eliminate duplication.	



Section I	V		Attend virtual applicant briefing	Log on or create account in PA Grants Portal	bmit Subr A COV proj docu	nit ID-19 ect and iments	Sign final grant Activities
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My Organization     My Organization     Wy Division of Homeland Security     & Emergency Services (800-     4480DR-NY (4480	Authorized Representative *	Select		•		?	HELP D GO TO SUMMARY
Organization Profile	Date Signed *			曲			
<ul> <li>Organization Personnel</li> </ul>	Signed Document *	+ Upload Signed Document				Enter the	e Info, Signad
Applicant Event Profiles     C     Exploratory Calls	Print Name *					Docun	nent
Recovery Scoping	Signature Style *	Allura		v			
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- Projects be	Enter Password *					int and FEMA, and	
- Damages							
Work Order Requests				Ø \$		EL	
Work Orders			_	_			
🗹 My Tasks 🗸	eneral Certification						
🛱 Calendar							
Subrecipients As	ctivity Certifications required by Title 44 Code of Federal Reg atertive Measures described in this proje	ulations (C.F.R.) §§ 206.223 and 206.2	225 and in accordance w	vith the Public Assistan	ice Program and Poli	cy Guide (PAPPG), the Eme	rgency





Sect	ion l	V		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
Dashboard	<b>Portal</b>	Record Certification That	Benefits Will Not Be Duplic	ated Signatu	re		×			AUL, STEPHA
My Organization     NYS Division of Homeland Security     Emergency Services (000-     UBQEH-00)     Organization Profile     Organization Personnel	4480DR-NY (448)	Authorized Representative * Date Signed * Signed Document *	Graf, George 04/30/2020 Signed Document.pdf (XR	emove )		<b>▼</b>		? HE		
<ul> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping</li> </ul>	H (	Print Name * Signature Style *	Stephanie Paul			~	Click			
Meetings Events Projects Damages	r ti b	c h e Enter Password *	Stephanie Paul				to proc	eed produced	roved ing will	
Work Order Requests Work Orders	-	General Certification		_	_	🖋 SIGN	O CANCEL			
	A	Activity Certifications As required by Title 44 Code of Federal Reg Protective Measures described in this project	ulations (C.F.R.) §§ 206.223 and 206.223	5 and in accordanc	e with the Public .	Assistance Progra	m and Policy Guide (PA	PPG), the Emerger	юу	v





Secti	ion IV	Attend virtual applicant briefing P	Log on or create account in A Grants Portal	bubmit COVID-19 project and locuments	I Post Award Activities
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Dashboard      My Organization      VYS Division of Homeland Security     & Emergency Services (000- U80EH-00)	4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) /	<b>Streamlined Project Application</b>	ect Certifications	? HELP	S GO TO SUMMARY
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> </ul>	Certification That Benefit Has the Applicant applied for any funding Yes No Certifications, Assurances, and S Legrify that the specific activities and costs	Fits Will Not Be Duplicated for COVID-19 from any other federal program? ?	unding source or if they were requested	Review info the scroll down to proceed	en >
<ul> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> <li>Work Orders</li> <li>Work Orders</li> </ul>	the funding. Further, I certify that if the Applic be reconciled to eliminate duplication. Authorized Representative Signed on Behalf By Signed Document	Stephanie Paul         PAUL, STEPHANIE         L	in this project application, I must noti Date Signed Signed on Behalf Date	fy the Recipient and FEMA, and funding 04/30/2020 04/30/2020	
	General Certification				v



Sect	ion IV	Atteno virtual applic briefin	Log on or create account in PA Grants Portal	Submit COVID-19 project and documents	al Post Award Activities
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Dashboard      My Organization      VYS Division of Homeland Security     & Emergency Services (000- W3(EH-00)     W3(EH-00)	4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) /	Streamlined Project Application	– Project Certifications	? HELP	S GO TO SUMMARY
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<ul> <li>Events</li> <li>Projects</li> <li>Damages</li> </ul>	I certify that the specific activities and costs i the funding. Further, I certify that if the Applic be reconciled to eliminate duplication. Authorized Representative	in this project application were not requested fror ant does receive funding for the specific activitie Stephanie Paul	n another funding source or, if they were request s and costs in this project application, I must not Date Signed	ed, that other source has not yet approving the Recipient and FEMA, and funding 04/30/2020	
<ul> <li>Work Order Requests</li> <li>Work Orders</li> <li>MyTasks </li> </ul>	Signed on Behalf By Signed Document	PAUL, STEPHANIE	Signed on Behalf Date	04/30/2020	
Calendar	General Certification				v



Sect	Attend virtual applicant briefing
Grants	Portal
Dashboard      My Organization      Services (000-     W2GEH-00)	Streamlined Project Application Section IV - Project Certifications         * HELP         * HELP         * HELP         * HELP
Organization Profile     Organization Personnel     Applicant Event Profiles	<ul> <li>Did not have insurance coverage in place for the claimed costs at the time of the declaration.</li> <li>The Applicant complied with federal, Recipient, and Applicant procurement requirements.</li> <li>The Applicant complied with all FEMA policies regarding equipment rates in accordance with the PAPPG.</li> <li>The Applicant complied with all FEMA policies regarding labor in accordance with the PAPPG.</li> </ul>
<ul> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> </ul>	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.
<ul> <li>Events</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> </ul>	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 makes 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.
<ul> <li>Work Orders</li> <li>✓ My Tasks</li> <li>✓ Calendar</li> </ul>	Authorized Representative * Date Signed
Subrecipients V	< BACK Click to Sign ✓ SUBMIT PROJECT APPLICATION





Secti	on IV	Atte virti app brie	end Jal Log on or create account in PA Grants Portal	Submit COVID-19 project and documents	Sign final grant Post Award Activities
Constants	Portal			•	PAUL, STEPHA
My Organization     Wy Spivision of Homeland Security     & Emergency Services (000- U8QEH-00)	Streamlined Project A     4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) /	Application Section IN Streamlined Project Application	<ul> <li>V – Project Certifications</li> </ul>	<b>?</b> HEL	P GO TO SUMMARY
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> <li>Applicant Event Profiles</li> <li>Exploratory Calls</li> <li>Recovery Scoping Meetings</li> <li>Events</li> <li>Projects</li> </ul>	Documentation Certifications In accordance with 2 C.F.R. §200.333 as well files. This documentation will be required if t Certifications, Assurances, and S It is important to know that upon submittal y you enter. It is a violation of Federal law to in including a fine of up to \$250,000, imprisonn correct to the best of my knowledge. I unders federal laws, which carry severe criminal and	as state and local record retention requirement he Applicant submits an appeal for additional f Signature our project application becomes a legal docum tentionally makes false statements or hide infor- nent, or both. (18 U.S.C. §§ 287, 1001, 1040, and stand that, if I intentionally make false statement civil penalties.	its, the Applicant will maintain all documentation f unding, as well as in the case of any audits. The Recipient or FEMA may use external sou ormation when applying for Public Assistance. Thi d 3571). I certify that all information I have provid nts or conceal any information in an attempt to ob	hat supports this project application in rces to verify the accuracy of the inform s can carry severe criminal and civil per ed regarding the project application is t stain Public Assistance, it is a violation	An attion the second se
Damages	Authorized Representative	Stephanie Paul	Date Signed	04/30/2020	
Work Order Requests Work Orders My Tasks	Signed on Behalf By Signed Document	PAUL, STEPHANIE	Signed on Behalf Date	04/30/2020	
<ul> <li>➡ Calendar</li> <li>♣ Subrecipients </li> <li>https://grantsportal-uat-site.a</li> </ul>	< BACK azurewebsites.net/#home	Click Project	Submit	✓ SUBMIT PROJECT APPLICA	



# Section IV Complete







## **Document Repository**

Attend virtual applicant briefing	Log on or create account in PA Grants Portal	Submit RPA	Submit COVID-19 project and documents	FEMA and Recipient review documents	Sign final grant	Post Award Activities
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	Portal							* <b>E</b> -
Dashboard     My Organization     My Solvision of Homeland Security     Eimergency Services (000- UB(SEH-00)	4480DR-NY (4480DR) / N	ned Project Application YS Division of Homeland Security & Emergency Services (000-U80(EH-00) / Streamlined Project.	Application				? HELP	× CANCEL APPLICATION
<ul> <li>Organization Profile</li> <li>Organization Personnel</li> </ul>			Section I	- Project Applic	cation Information			
··· Applicant Event Profiles		Applicant-Assigned Project Application #	1111		Event	4480DR-NY (4480DR)		
··· Exploratory Calls		Project Application Title	Project Application Titale		Applicant	NYS Division of Homeland Secur	ity & Emergency Services	
Recovery Scoping Meetings		Project Net Cost	\$10,100.00		FEMA PA Code	000-U8QEH-00		
··· Events		Status	In Progress					
··· Projects								
<ul> <li>Damages</li> <li>Work Order Requests</li> </ul>		Sections & Schedules In order for your Application to be completed, you must complete the following Section	s and Schedules.					
™ Work Orders ☑ My Tasks ✓		Section II – Scope of Work			Docui Ronacitori	ment	Completed	VIEW/EDIT
🛱 Calendar		Section III – Cost and Work Status Information			docun	nents	Completed	VIEW/EDIT
<ul> <li>Subrecipient Tasks </li> <li>Utilities </li> </ul>		EZ Schedule EZ – Small Project Estimate				$\prec$	Completed	VIEW/EDIT
<ul> <li>Resources</li> <li>Intelligence</li> </ul>		Schedule F – Environmental and Historic Preservation Question	s				NG .	✓ VIEW/EDIT
•		Document Repository					6 of 6 Provided	
				✓ REVIEW AND	SUBMIT			











# **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



# **Documentation Requirements**

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

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

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



# Where to locate the forms

- FEMA.gov
  - Search "worksheets"
  - Page titled "Public Assistance Project Worksheets"
- Grants Manager
  - Intelligence → Job Aids → Public Assistance Project Forms
- Grants Portal
  - Resources  $\rightarrow$  Public Assistance Project Forms
- Delivery Toolbox
  - Forms and Templates





# **Applicant's Benefits Calculation**

- FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits
- Worksheet can be completed 3 ways
  - The whole Organization (All Employees Averaged), each fringe benefit total cost will be divided by the overall Annual Salary.
  - For a Department each fringe benefit total cost of that department will be divided by the overall Annual Salary of that Department.
  - Individually the benefit cost is divided by the employees annual base salary.



# **Applicant's Benefits Calculation**

### 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

The form has 3 main sections:

- Header
- Percentage areas
- Comments and signature area



Project (1660-0017) NOTE: Do not send your complet	ed 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		

### 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	D	ATES A	ND HO	URS W	/ORKEI	D 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	О.Т.												
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	TOTAL	COST	S FOR I	FORCE	ACCO		BOR R	EGULA	R TIME	1	1		\$
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.

	FEMA Code ID		Equipment Description	n			
Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2019 Updated Rate
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





### **Force Account Equipment Summary**

Federal Emergency Management Agency

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

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

Public reporting burden for this data collection is estimated maintaining the data needed, and completing and submitti regarding the accuracy of the burden estimate and any sug 500 C Street, SW, Washington, DC 20472-3100, Paperwo	to average .5 ho ng this form. You ggestions for redu rk Reduction Proj	are not required to response. The bur are not required to respon cing the burden to: Inform ect (1660-0017). <b>NOTE:</b>	rden estimates inclu and to this collection of nation Collections M. <b>Do not send your</b>	des time of inform anagem comple	e for revi ation ur ent, Dep ted que	iewing in hless a v partmen estionna	nstructio valid ON t of Hon aire to t	ons, sea IB contr neland \$ his add	rching of ol numb Security ress.	existing ber is di /, Feder	data sourc splayed on al Emerger	es, gathering and this form. Send o ncy Management	omments Agency,
APPLICANT		PA ID #	PROJ	ECT #				DISAS	TER				
LOCATION/SITE			CATE	CATEGORY PERIOD COVERING									
Characterization         Control         Control													
											1		
TYPE OF EQUIPMENT				DATE	S AND	HOURS	USED	EACH	DAY			COSTS	
INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER	OPERATOR'S NAME	DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
		GRAND TOTAL											
I CERTIFY THAT THE ABOVE INFOR	MATION WAS OF	TAINED FROM PAYRO	L RECORDS, INVO	ICES, C	R OTH	ER DO	UMEN	TS THA		AVAIL	ABLE FOR	AUDIT.	
CERTIFIED			TITLE								DATE		



## **Contract Work Summary Record**

### CONTRACT WORK 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

This is for NON COVID events

TE		PA ID #	PROJECT #	DISASTER
DCATION/SITE		CATEGORY		PERIOD COVERING
ESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
1				



# **Contract Work Summary Record - COVID**

### This form is attached to end of the Streamlined Project Application

FEMA COVID-19 Project Application

Applicant-Assigned Project Application #

Section I – Project Application Information

### FEMA Public Assistance COVID-19 Contracts Report Header Instructions: Applicants should complete one form for each PA COVID-19 project application. information is the same information that is put into the Streamlined Project **Application Form**

Declaration #	-			Applic	ant Name:		FEMA PA Code:		Applicant-Ass	igned Project A	Application #:
						Section II - Contract	Information				
Instruction	s: Applicants	must	comple	te this s	ection to provid	le contract information for con	tract costs reported on	the project app	lication indica	ated in Section	I of this form.
						1. CONTRACT INFO	ORMATION				
Name of Contractor	Contractor EIN	Contract Award Date	Contract Start Date	Contract End Date	Was the contract awarded through a competitive bidding process?	If not competitively bid, please provide justification. Please select one of the following and write in the box below:	Type of Contract Please select one of the following options and write in the box below:	Scope of Cont For example, of of temporary f emergency me transport.	ract construction facility or edical	Total Contract Award Please indicate dollar amount.	Amount requested for funding on th project application Please indica dollar amoun
					Ves No	Only available from single source     Public exigency or emergency     FEMA authorized     Recipient authorized     Inadequate competition     Other:	Fixed price Cost-reimbursement Time and materials Cost-plus % of cost				
					Ves No	Only available from single source Public exigency or emergency FEMA authorized Recipient authorized Inadequate competition Other:	Fixed price Cost-reimbursement Time and materials Cost-plus % of cost Other:				
					OYes No	Only available from single source Public exigency or emergency FEMA authorized Recipient authorized Inadequate competition Other:	Fixed price Cost-reimbursement Time and materials Cost-plus % of cost Other:				
									TOTAL		



### **Materials Summary Record**

### MATERIALS SUMMARY RECORD

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 INFO FROM (CHECK ONE) UNIT TOTAL DATE DATE VENDOR DESCRIPTION ΟΠΦΝ

	VENDOR		QU/ III.	PRICE	PRICE	PURCHASED	USED	INVOICE	STOCK
GRAND TOTAL									



### **Rented Equipment Summary Record**

### RENTED 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					PROJECT #.	PROJECT #. DISASTER		
LOCATION/SITE	I		CATEGORY	RING	3			
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT	DATES AND	DATES AND RATE PER	ER HOUR	TOTAL	VENDOR		DATE AND AMOUNT PAID	CHECK NO.
Make and Model as Appropriate	HOURS USED	W/OPR	W/OUT OPR	COST				
		GRAN	ID TOTAL					
I CERTIFY THAT THE ABOV	E INFORMATION WA	S OBTAINED	FROM PAYROL	L RECORDS, I	NVOICES, OR OTHER DOCUME	NTS THAT ARE AVAIL	ABLE FOR AUDIT.	



# Management Costs



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



## Management Cost – Cat Z

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



# Management Costs – Eligible Activities

Eligible activities may include, but are not limited to:

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

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





# Management Cost - Requirements

All Management Costs (Recipient/Subrecipient)

- One Category Z project
- Funded at 100%
  - Large,
  - Small, or
  - PAAP





# Management Cost - Contribution

### Recipient - "up to" 7%

- Actual costs incurred
- Must be reasonable
- For eligible projects only
- Does not receive an additional 5% for its own Projects
- Subject to Strategic Funds Management

FEMA

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

### Subrecipient - "up to" 5%

- Actual costs incurred
- Must be reasonable
- For eligible projects only

Cap based on Subrecipient's total project amounts

- Federal share plus nonfederal share
- Minus any Insurance reduction



#### **Applicant Signs** Submit Submit FEMA an Sign final Post Award Log on or **RPA** COVID-19 Recipient Activities virtual create grant applicant account in project and review briefing **PA Grants** documents document Project Portal

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


## Resources

Many additional resources available in Grants Portal – Resources

https://www.fema.gov/coronavirus

FEMA PA Grants Portal Grants Manager Channel https://www.youtube.com/channel/UCIJp91Ds2IaVIR1t8uXcEKg/videos

## FEMA.gov Media Library

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

**Independent Study Courses** 

- IS-1002 FEMA Grants Portal-Transparency at Every Step https://training.fema.gov/is/courseoverview.aspx?code=IS-1002
- IS-1010 Emergency Protective Measures https://training.fema.gov/is/courseoverview.aspx?code=IS-1010
- IS-1000 Series on Public Assistance <u>https://training.fema.gov/is/crslist.aspx?all=true</u>





## Thank You for Attending

For policy questions please contact your Recipient or local Emergency Management Agency



## For technical assistance please Contact the Grants Portal Hotline (866) 337-8448 FEMA-Recovery-PA-Grants@fema.dhs.gov for additional support

