# Terms to Know

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

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

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

- ARecipient led meeting
- Occurs after a declaration to discuss Public Assistance procedures with potential Applicants
- Organizations interested in applying for Public Assistance should contact their state, territorial, tribal or local emergency management representative for information.
Requests for Public Assistance are submitted and approved through Grants Portal. Applicants who have previously worked in Grants Portal and have an account can log in with their username and password.
Applicant will submit their Request for Public assistance through Grants Portal.
Recipient and FEMA will review RPA for eligibility.
If FEMA approves the application, the Applicant proceeds with submitting project application(s).
Streamlined Project Application

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

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

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

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

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

Grants Portal

Streamlined Project Application

4480DR-NY (4480DR) / Oyster Bay,

Create Streamlined Project Application

Scroll down to review Application Process
Section I

Step 1: Enter Application # and Title

Step 2: Check the Box to certify

Step 3: Click Done with Section 1
Section I Complete

Click Start to proceed and begin with Section 2
Section II

Enter Description of Activities then scroll down to Proceed
Section II

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

Grants Portal

Streamlined Project Application  Section II – Scope of Work

Please select all the activities the Applicant conducted or will conduct. *

Management, control, and reduction of immediate threats to public health and safety

- Emergency operations center activities
- Training
- Facility disinfection
- Technical assistance on emergency management
- Dissemination of information to the public to provide warnings and guidance
- Pre-positioning or movement of supplies, equipment, or other resources
- Purchase and distribution of food, water, or ice
- Purchase and distribution of other commodities
- Security, law enforcement, barricading, and patrolling
- Storage of human remains or mass mortuary services
- Other

Emergency Medical Care

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

Select all that Apply
Section II

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

**Grants Portal**

**Streamlined Project Application**  Section II – Scope of Work

44800R-NY (44800R)  /  Oyster Bay, NY

- Healthcare worker and first responder temporary lodging
- Household pet or assistance animal or service animal sheltering
- Other

**Other**
- Other Activity

**Please select the method(s) of work the Applicant used or will use to complete the activities reported above.**
- Establishment of temporary facilities
- Staging resources at an undeveloped site
- Purchase of meals for emergency workers
- Purchase of supplies or equipment
- Purchase of land or buildings

Select all that Apply then click Proceed
Section II

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

Grants Portal

Streamlined Project Application Section II – Scope of Work

4480DR-NY (4480DR) / Oyster Bay

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

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

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

Select the Location then click Proceed
Section II

If Geographic Location is chosen
Section II

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

**Document required**
Section II

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

Upload document from computer
Section II

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

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

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

Upload document
Section II

Required documentation complete
Section II

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

If Specific Site is chosen
Select if documentation will be address or GPS Coordinates
Section II

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

Enter address of site
Section II

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

Enter GPS Coordinates
Section II

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

Streamlined Project Application

Section II - Scope of Work

Description of Activities

Documents

Section II Instructions

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

Documents

No documents are currently required for this section/schedule.

Click Proceed
Section II

Enter Description of Activities then scroll down to Proceed
Section II

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

Grants Portal

Streamlined Project Application Section II - Scope of Work

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

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

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

Review then click Done with Section 2
Section II Complete

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

Click Go to Summary
Section III

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

Streamlined Project Application

Protective Measures
FEMA PA Code 059-56000-00
Project Net Cost $0.00
Status In Progress

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

Section II – Scope of Work
Completed

Section III – Cost and Work Status Information
In Progress

Document Repository

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

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

Does Applicant request Expedited Funding
Choose small or large project
Choose status of activities
Section III

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

Enter date started and date completed
Section III

General Cost & Work Status Questions

Does the Applicant want to request expedited funding? *
- Yes
- No

Is the Applicant's estimated cost for activities reported in Section II greater than or equal to $131,100.00? *
- Yes
- No

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

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

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

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

Enter date started and % complete
Section III

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

Streamlined Project Application

Section III — Cost and Work Status Information

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 D as instructed to estimate a project cost.

General Cost & Work Status Questions

An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However, the Applicant will then be required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will be required to return any 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 requesting 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.

1. Does the Applicant want to request expedited funding? *
   - Yes
   - No

2. Is the Applicant’s estimated cost for activities reported in Section II greater than or equal to $131,100.00? *
   - Yes
   - No

3. What is the status of the activities reported in Section II? *
   - Activities started and completed
   - Activities started with projected end date
   - Activities started with no predictable end date
   - Activities have not started

4. Based on your answers, you will be required to complete a Schedule C and a Schedule D form for this application upon completion of Section III.

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

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

Grants Portal

Streamlined Project Application Section III – Cost and Work Status

Information

4480DR-NY (4480DR) / Oyster Bay, Town of (099-56000-00) / 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?**

- Yes
- No

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

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

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

Grants Portal

Streamlined Project Application  Section III – Cost and Work Status

General Cost & Work Status Questions

Section III Instructions
Applicants must complete this section and provide the costs of the activities reported in Section II. Applicants must also complete Schedule A, B, C, or EZ as instructed to estimate a project cost.

Summary

General Cost & Work Status Questions

Did the Applicant want to request expedited funding?

- Yes

Based on your answers, you will be required to complete a Schedule A form for this application upon completion of Section III.

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

Review then scroll down
Section III

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

A- Large Projects that are Expedited

B- Large Projects that are work completed

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

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

EZ- All small projects, regardless of work status

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

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

Click Start to Complete next Task
Schedule A

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

Enter Information then scroll down to Proceed
Schedule A

Step 1: Enter Information

Step 2: Select the Reason

Step 3: Click Proceed
Schedule A Instructions

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

Project Cost & Cost Eligibility

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

1. Contracts (More Info)
2. Labor (More Info)
3. Equipment (More Info)

Select all that Apply
Schedule A Instructions

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

Project Cost & Cost Eligibility

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

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

  Costs: $45,000.00

- **Labor** (More Info)

  Costs: $55,000.00

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

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

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

Select all that Apply
Schedule A

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

Grants Portal

Streamlined Project Application Schedule A – Expedited Funding Estimate

Enter Info and Amount for Other Cost then click Proceed

Project Cost $132,000.00

Materials And Supplies (More Info)

Other Costs (More Info)

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

Please enter the total cost.

Please provide high-level information which can substantiate costs *

Add Info
Schedule A Instructions

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

Documents

- Project Cost & Cost Eligibility
  - Contracts
    - Requests for Proposals (Add Document)
    - Bid Documents (Add Document)
    - Signed Contracts (Add Document)
    - Unit Pricing Estimates (Add Document)
  - Labor
    - Force Account Labor Documentation (Add Document)
    - Mutual Aid Agreements (Add Document)

Add Documents
Schedule A

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

Click to upload Documents
Schedule A

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

---

**Attach Project Application Documents**

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

**Selected Documents to Attach**

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

**Available Documents to Attach**

- Category: Request for Proposals

---

**Click Edit**
Schedule A

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

Add Description
Schedule A

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

Click Attach Selected
Schedule A

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

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

Schedule A

Grants Portal

Streamlined Project Application

Credits available to offset costs of activities reported in Section II. (More Info)

No deductions have been added.

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

Review then click Done with Schedule A
Schedule A Complete

Click Go to Summary
Schedule A Submit

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

Grants Portal

Streamlined Project Application

Status In Progress

Sections & Schedules

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

- Section II - Scope of Work
  Completed
  VIEW/EDIT

- Section III - Cost and Work Status Information
  Completed
  VIEW/EDIT

- Schedule A - Expedited Funding Estimate
  Completed
  VIEW/EDIT

- Document Repository
  1 of 1 Provided
  VIEW/EDIT

Click Review and Submit
Section III Complete

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

Click Go to Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

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

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

EZ- All small projects, regardless of work status

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

Select resources utilized
Enter costs
Schedule B

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

Enter costs

Streamlined Project Application Schedule B – Completed Work Estimate

Equipment (More Info)
Including applicant-owned, purchased, or rented.

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

How did the Applicant acquire the equipment?
- Owned prior to January 20, 2020
- Form Stock
- Purchased

What was the basis of the rate used in the summary?
- FEMA Equipment Rates
- Applicant’s Equipment Rates
- No rate is available, and the Applicant would like FEMA to calculate an Equipment Rate
- Other

Costs

Materials And Supplies (More Info)

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

How did the Applicant acquire the materials or supplies?
- Form Stock
- Purchased
Enter costs
Schedule B

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

Grants Portal
Streamlined Project Application Schedule B – Completed Work Estimate

Deductions

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

Insurance Proceeds (More Info)
This area will include payment from patient insurance, for that, continue to medical payments below.

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

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

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

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

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

Calculation:
- Project Cost: $120,000.00
- Total Deductions: $0.00
- Net Cost: $120,000.00

Calculate deductions
Schedule B

[Image of a webpage showing the Grants Portal and Schedule B instructions]

Upload required documents

Schedule B Instructions

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

Documents

- Project Cost & Cost Eligibility
  - Labor
    - Hourly Work Justifications
    - Labor Pay Policies
    - National Guard Pay Policies
    - Mutual Aid Agreements
  - Time/Hours
  - Log/Activity Reports
- Equipment
  - Equipment Summary
  - Purchase Invoices or Receipts
  - Rental Invoices or Receipts
  - Acquisition Threshold Documentation
Schedule B

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

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

Click Go to Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

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

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

EZ- All small projects, regardless of work status

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

Select basis for Applicant’s cost estimate
Schedule C

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

Grants Portal

Streamlined Project Application Schedule C – In Progress Work Estimate

Budget Estimate

Schedule C Instructions
Applicants must complete this schedule if the Applicant (1) has not started or is in the process of completing the activities reported in Section II and (2) the cost of the activities reported in Section II is over $121,000.

Budget Estimate

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

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

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

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

Proceed →
Schedule C

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

Select resources necessary for completion

Streamlined Project Application Schedule C – In Progress Work Estimate

Project Cost & Cost Eligibility

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

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

Completed Costs: $0.00
Future Costs: $0.00
Total Costs: $0.00
Click More Info for additional guidance.
Schedule C

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

Select and/or enter information
Scroll down
Schedule C

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

Select and/or enter information
Scroll down
Schedule C

Select and/or enter information

Click proceed
Schedule C

Select and/or enter information

Click proceed
Schedule C

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

Select credits available
Click proceed
Select and/or enter information

Click proceed
Schedule C

Select and/or enter information

Click proceed

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

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

- Upload required documents
- Click proceed
Schedule C

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

Grants Portal

Streamlined Project Application Schedule C – In Progress Work Estimate

Schedule C instructions
Applicants must complete this schedule if the Applicant (1) has not started or is in the process of completing the activities reported in Section 8 and (2) the cost of the activities reported in Section 8 is over $101,000.00.

Documents

82
Attention applicants:

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

Review Schedule C Summary:

- Click Done with Schedule C.
Schedule C Complete

Click Go to Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

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

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

EZ- All small projects, regardless of work status

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

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

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

General Eligibility

Are all activities reported in Section II only being performed by the Applicant as a result of COVID-19? *(More Info)*
- Yes
- No

Is the Applicant legally responsible for performing the activities reported in Section II? *(More Info)*
- Yes, the Applicant is a government organization and the statute, order, or order of a governmental or other legal document makes the Applicant responsible for performing the activities for the general public.
- Yes, for other reasons.
- No.

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

Did or will any of the activities reported in Section II require access to residential private property? *(More Info)*
- Yes
- No

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:
Schedule D

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

Expand tiles for additional information

Click proceed
Schedule D

Select and/or enter information

Scroll down
Schedule D

Select and/or enter information

Click proceed
Schedule D

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

Select and/or enter information

Click proceed
Schedule D

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

**Grants Portal**

**Streamlined Project Application** Schedule D – Large Project Eligibility Questions

- **General Eligibility**
  - Schedule D Instructions
  - Applicants must complete part 1 of this schedule if the total cost of the project is greater than $100,000. Applicants will need to complete additional questions depending on the activities reported in Section II.

**Documents**

- **General Eligibility**
  - New Program Documentation

**Actions**

- Click proceed

**Upload required document**
Schedule D

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

Streamlined Project Application Schedule D – Large Project Eligibility Questions

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

### Summary

**General Eligibility**
Are all activities reported in Section II only being performed by the Applicant as a result of COVID-19? (More Info)
- Yes

Is the Applicant legally responsible for performing the activities reported in Section II? (More Info)
- Yes, the Applicant is a government organization and the statute, charter, or territory’s constitution or law delegates jurisdictional powers to the Applicant.

How the activities reported in Section II address an immediate threat to life, public health, or safety? (More Info)
- Contagious

Did or will any of the activities reported in Section II require access to residential private property? (More Info)
- No

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

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

Purchase and Distribution of Food, Water, Ice, or Other Commodities
Schedule D Complete

Click on Go To Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

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

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

EZ- All small projects, regardless of work status

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

Attend virtual applicant briefing

Log on or create account in PA Grants Portal

Submit RPA

Submit COVID-19 project and documents

FEMA and Recipient review documents

Sign final grant

Post Award Activities

---

Review how to create Budget Estimate

Click proceed
Schedule EZ

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

Select resources utilized
Click proceed
Schedule EZ

Select and/or enter information

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

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

**Grants Portal**

**Streamlined Project Application** Schedule EZ - Small Project Estimate

**Documents**

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

Review Schedule EZ Summary
Scroll down
Schedule EZ

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

---

Review Schedule EZ Summary

Click Done with Schedule EZ
Schedule EZ Complete

Click on Go To Summary
What are the Schedules:

A- Large Projects that are Expedited

B- Large Projects that are work completed

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

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

EZ- All small projects, regardless of work status

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

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

Download blank Temporary Facilities Form if needed
Select forms to upload
Click proceed
Review Temporary Facility Survey and download to your computer.

Scroll down.

TEMPORARY FACILITY SURVEY

Instructions: Applicants must complete this survey if the activities reported in Section II of the project application include the set-up or operation of a temporary facility. The Applicant must submit the information in this survey for each temporary facility.

For more information on these requirements, see the Coronavirus (COVID-19) Pandemic-Environmental and Historic Preservation and Emergency Protective Measures Fact Sheet, the Coronavirus (COVID-19) Pandemic, Floodplain Considerations for Temporary Critical Facilities Fact Sheet, and the PAPPG at pp. 76-80.

A. FACILITY INFORMATION

What is the name of this temporary facility?

What dates were or will the temporary facility used?
Start date: ____________ (MM/DD/YY)  End date: ____________ (MM/DD/YY)

What services did or will the temporary facility provide?
- Emergency medical care
- Sheltering
- Other. Please describe: __________________________

Please describe the temporary facility:

Please provide the GPS coordinates for each site (decimal degrees with five decimal places):
Latitude: ____________  Longitude: ____________

Why was or is the temporary facility needed?
- Existing facilities were or are forecasted to become overloaded and cannot accommodate the need.
- Quarantine of COVID-19 affected individuals.
- Additional space needed to accommodate COVID-19 related response activities.
Schedule F

Review Temporary Facility Survey and download to your computer
Schedule F

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

Upload required documents
Click proceed
Schedule F

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

Review Schedule F Summary
Click Done with Schedule F
Schedule F Complete

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

Review then Scroll Down
Section IV

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

Streamlined Project Application Section IV – Project Certifications

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

Project Cost $132,000.00

No deductions have been added.

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

Review then click Proceed
Section IV

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

Grants Portal
Streamlined Project Application Section IV – Project Certifications
4480DR-NY (4480DR) / Oyster Bay, Town of (059-56000-00) / Streamlined Project Application

Certifications
Preparer Certification
Did the Applicant Authorized Representative receive consultant support from anyone not directly employed by the Applicant?

If you select No, scroll down to proceed

https://grantsportal-uat-site.azurewebsites.net/#/home
Section IV

Attend virtual applicant briefing

Log on or create account in PA Grants Portal

Submit RPA

Submit COVID-19 project and documents

FEMA and Recipient review documents

Sign final grant

Post Award Activities

---

Streamlined Project Application Section IV – Project Certifications

Did the Applicant Authorized Representative receive consultant support or technical assistance from anyone not directly employed by the Applicant?

- Yes
- No

Preparer Information

Preparer’s Company or Firm Name
Preparer’s Company or Firm EIN
Preparer’s Company or Firm Address

Enter Preparer’s Info

If you select Yes, scroll down to enter the Preparer Info

---

Certifications, Assurances, and Signature

By signing below, I certify all information provided in this project application is true and correct based on all information of which I have any knowledge. I understand that causing the Applicant to make false certification or statements or conceal any information in an attempt to obtain disaster aid is a violation of federal laws, which carry severe criminal and civil...
Section IV

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

Grants Portal

Streamlined Project Application Section IV – Project Certifications

Preparer Certification

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

- Yes
- No

Certification That Benefits Will Not Be Duplicated

Has the Applicant applied for any funds for COVID-19?

- Yes
- No

Certifications, Assurances, and Signature

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

If you select No, scroll down to proceed
Section IV

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

If you select No, scroll down to sign
Section IV

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

[Image of Grants Portal]

- If you select Yes, scroll down and enter the list of other programs.
- If you select Yes, upload the Denial Letter then scroll down to sign.
Section IV

Attend virtual applicant briefing

Log on or create account in PA Grants Portal

Submit RPA

Submit COVID-19 project and documents

FEMA and Recipient review documents

Sign final grant

Post Award Activities

Enter the Info, upload the Signed Document

General Certification

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

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

Click Sign to proceed
Section IV

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

Grants Portal

Streamlined Project Application Section IV – Project Certifications

Certification That Benefits Will Not Be Duplicated

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

- Yes
- No

Certifications, Assurances, and Signature

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

Authorized Representative

Stephanie Paul

Date Signed 04/30/2020

Signed on Behalf By

PAUL, STEPHANIE

Signed on Behalf Date 04/30/2020

Signed Document

Signed Document.pdf

General Certification

Review info then scroll down to proceed
Section IV

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

Streamlined Project Application  Section IV – Project Certifications

Certification That Benefits Will Not Be Duplicated

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

- Yes
- No

Certifications, Assurances, and Signature

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

Authorized Representative: Stephanie Paul

Date Signed: 04/30/2020

Signed on Behalf By: PAUL, STEPHANIE

Signed on Behalf Date: 04/30/2020


General Certification

Review info then scroll down to proceed
Section IV

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

Grants Portal

Streamlined Project Application Section IV – Project Certifications

44800R-NY (44800R) / Oyster Bay, Town of (019-56000-00) / Streamlined Project Application

- Did not have insurance coverage in place for the claimed costs at the time of the declaration.
- The Applicant complied with federal, Recipient, and Applicant procurement requirements.
- The Applicant complied with all FEMA policies regarding equipment rates in accordance with the PAPP3.
- The Applicant complied with all FEMA policies regarding labor in accordance with the PAPP3.

Documentation Certifications

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

Certifications, Assurances, and Signature

It is important to know that upon submittal your project application becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties including a fine of up to $250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571). I certify that all information I have provided regarding the project application is true and correct to the best of my knowledge. I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of federal laws, which carry severe criminal and civil penalties.

Authorized Representative *
Date Signed
Click to Sign

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

Streamlined Project Application Section IV – Project Certifications

Documentation Certifications
In accordance with 2 C.F.R. §200.33 as well as state and local record retention requirements, the Applicant will maintain all documentation that supports this project application in its own files. This documentation will be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

Certifications, Assurances, and Signature
It is important to know that upon submittal your project application becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties including a fine of up to $250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571). I certify that all information I have provided regarding the project application is true and correct to the best of my knowledge. I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of federal laws, which carry severe criminal and civil penalties.

Authorized Representative
Stephanie Paul
Date Signed
04/30/2020

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

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

Document Repository

Document Repository-manage documents
Document Repository

Review, upload, or delete documents

Click Done Managing Documents
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 → Public Assistance Project Forms

- Delivery Toolbox
  - Forms and Templates
Applicant’s Benefits Calculation

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

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

The form has 3 main sections:
• Header
• Percentage areas
• Comments and signature area
# Force Account Labor Summary Record

## FORCE ACCOUNT LABOR SUMMARY

### PAPERWORK BURDEN DISCLOSURE NOTICE

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

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

### DESCRIPTION OF WORK PERFORMED

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

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

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

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

---

**FEMA’s SCHEDULE OF EQUIPMENT RATES**

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

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

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

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

---

**These rates are applicable to major disasters and emergencies declared by the President on or after August 15, 2019.**

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

**Federal Emergency Management Agency**

**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.

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PA ID #</th>
<th>PROJECT #</th>
<th>DISASTER</th>
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<tr>
<th>LOCATION/SITE</th>
<th>CATEGORY</th>
<th>PERIOD COVERING</th>
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<tbody>
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**DESCRIPTION OF WORK PERFORMED**

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>EQUIPMENT CODE NUMBER</th>
<th>OPERATOR'S NAME</th>
<th>DATES AND HOURS USED EACH DAY</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>DATE</td>
<td>TOTAL HOURS</td>
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**GRAND TOTAL**

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

<table>
<thead>
<tr>
<th>CERTIFIED</th>
<th>TITLE</th>
<th>DATE</th>
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<tbody>
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**FEMA**

[Logo]
This is for NON COVID events

# Contract Work Summary Record

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

**DESCRIPTION OF WORK PERFORMED**

<table>
<thead>
<tr>
<th>DATES WORKED</th>
<th>CONTRACTOR</th>
<th>BILLING/INVOICE NUMBER</th>
<th>AMOUNT</th>
<th>COMMENTS-/ SCOPE</th>
</tr>
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<tbody>
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**GRAND TOTAL**

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Contract Work Summary Record - COVID

This form is attached to end of the Streamlined Project Application

Header information is the same information that is put into the Streamlined Project Application Form

<table>
<thead>
<tr>
<th>FEMA COVID-19 Project Application</th>
<th>Applicant Name</th>
<th>FEMA PA Code</th>
<th>Applicant-Assigned Project Application #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section I – Project Application Information</strong></td>
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<tr>
<td>Declaration #:</td>
<td></td>
<td></td>
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<tr>
<td>Applicant Name:</td>
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<tr>
<td>FEMA PA Code:</td>
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<tr>
<td>Applicant-Assigned Project Application #:</td>
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</tbody>
</table>

| **Section II – Contract Information** | | | |
| Instructions: Applicants must complete this section to provide contract information for contract costs reported on the project application indicated in Section I of this form. |
| 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 | Scope of Contract | Total Contract Award Please indicate dollar amount | Amount requested for funding on this project application Please indicate dollar amount |
| Fixed price | For example, construction of temporary facility or emergency medical transport. | |
| Cost-reimbursement | |
| Time and materials | |
| Cost-plus % of cost | |
| Other | |
| Fixed price | |
| Cost-reimbursement | |
| Time and materials | |
| Cost-plus % of cost | |
| Other | |

2. **CERTIFICATION**

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

<table>
<thead>
<tr>
<th>Applicant Authorized Representative</th>
<th>Signature</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
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</tbody>
</table>
# Materials Summary Record

## MATERIALS SUMMARY RECORD

### PAPERWORK BURDEN DISCLOSURE NOTICE

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<th>PERIOD COVERING</th>
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</table>

### DESCRIPTION OF WORK PERFORMED

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>QUAN.</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
<th>DATE PURCHASED</th>
<th>DATE USED</th>
<th>INFO FROM (CHECK ONE)</th>
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<th>GRAND TOTAL</th>
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</table>
# Rented Equipment Summary Record

## RENTED EQUIPMENT SUMMARY RECORD

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

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

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Management Costs

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

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

Eligible activities may include, but are not limited to:

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

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

All Management Costs (Recipient/Subrecipient)

• One Category Z project
• Funded at 100%
  • Large,
  • Small, or
  • PAAP
Management Cost - Contribution

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

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

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

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

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

Many additional resources available in Grants Portal – Resources

https://www.fema.gov/coronavirus

FEMA PA Grants Portal Grants Manager Channel
https://www.youtube.com/channel/UCIJp91Ds2IaVlR1t8uXcEKg/videos

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

Independent Study Courses

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

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

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

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