# COVID-19 Streamlined Application Process

*Presented by*
*Bureau of Recovery*

Rebuilding Together

FEMA is streamlining the PA application process for COVID-19 declarations, including:

- Enabling the Applicant to apply directly to FEMA without relying on FEMA or Recipient staff.

- Providing a COVID-19 Streamlined Project Application.

- Reduced documentation for small projects.

- Streamlining the Environmental and Historic Preservation (EHP) process.

# Summary of Changes

## Previous Process

- FEMA assigned Program Delivery Manager (PDMG).
- Applicants complete:
  - Exploratory Calls (EC)
  - Recovery Scoping Meeting (RSM)
  - Recovery Transition Meeting (RTM)
  - Site Inspections
  - Damage Inventories (DI)
  - Essential Elements of Information (EEI)

## COVID-19 Process

- No PDMG*
- No EC, RSM, and RTM.
- No Site inspections, DI or EEI.

## Process Steps



- Virtual Applicant Briefings
- Requests for Public Assistance
- Customer Service
- COVID-19 Streamlined Project Applications (SPA)
- Project Application Reviews
- Applicant Reviews and Signs Projects
- Project Obligation
- Project Amendments
- Closeout

## Applicant Briefings

Florida Division of Emergency Management (FDEM) conducts Virtual (Web-based) Applicant Briefings to provide information on the PA Program delivery process and requirements.

# Requests for Public Assistance (RPA)

- Applicants submit RPAs via FloridaPA.org **or** Grants Portal.
    - *No need to apply in both.*
- For additional guidance, refer to the following documents located under FloridaPA COVID-19 PA Info:
    - Request for Public Assistance (RPA) Guidance
    - Applicant Quick Guide Grants Portal Account and RPA

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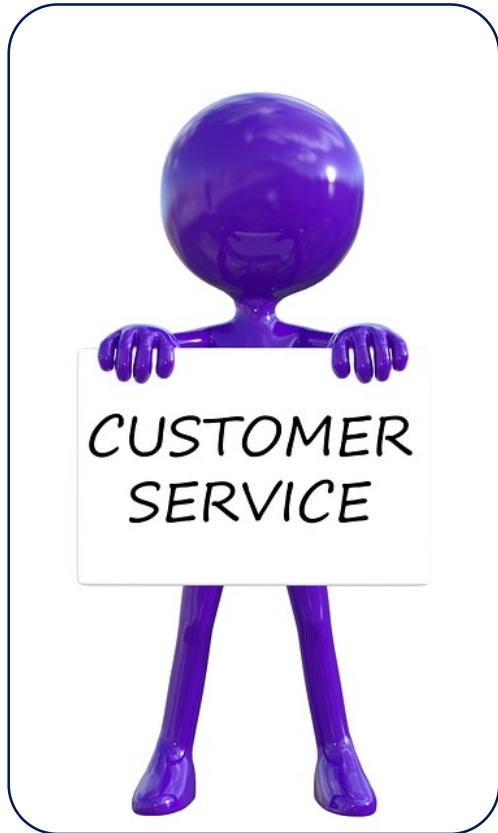
## Customer Service

In most cases, Applicants apply directly for assistance without a FEMA-assigned PDMG

By default, Applicants will not be assigned a FEMA-assigned PDMG

The project application includes specific instructions and schedules based on project-specific circumstances, including:

- an "EZ" schedule for projects less than the Large Project Threshold ($131,100),
- a simplified schedule for Expedited funding requests,
- eligibility and cost schedules for projects greater than or equal to the Large Project Threshold ($131,100), *and*
- an Environmental and Historic Preservation schedule for certain types of activities.

# COVID-19 Streamlined Project Applications (SPA)

## Formal COVID-19 SPA Submission

- Currently, Applicants download and complete the fillable COVID-19 SPA application using the instructions in the form and upload it into Grants Portal.
  - This process will change over time to an interactive form.

- Applicants can track the status of their application, provide additional requested information, review and sign projects, and make necessary modifications.
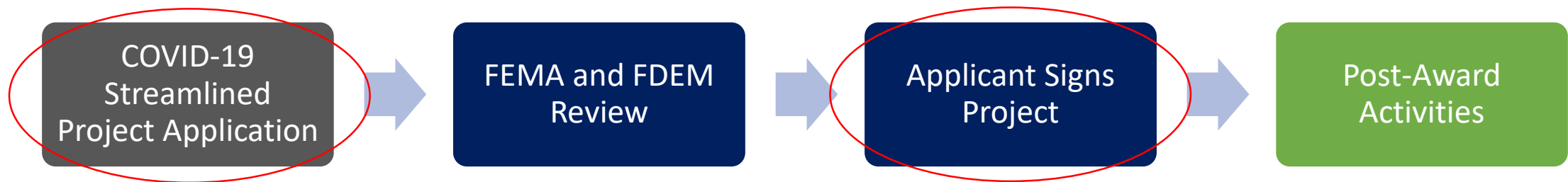
COVID-19 Streamlined Project Application → FEMA and FDEM Review → Applicant Signs Project → Post-Award Activities

# Duplication of Benefits (DOB)

- Federal Assistance cannot duplicate the benefits provided by other sources
- Possible DOB sources could be:
  - Insurance
  - Coronavirus Aid, Relief, and Economic Security Act (CARES)
  - Families First Coronavirus Response Act (HR 6201)
  - CDC, HHS, FDOH, USDA/FDACS

# Documentation and Retention of Records

## Documentation and Records Retention

- The Applicant is responsible for establishing and maintaining accurate records of events/expenditures related to recovery work for which you request FEMA assistance.

- Applicants must also provide quarterly reports to FDEM via FLPA.

- Failure to properly document any claimed expenses may result in loss of funding.

## Applicant Reviews and Signs Project

The Applicant reviews and signs the project, including accepting grant conditions.

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## Project Obligation

FEMA obligates project funding to FDEM.

## Project Amendments

FEMA adjusts scopes of work and costs associated with projects via amendments.

# Project Closeout

## Requirements for project-level closeout:

- Subrecipient must initiate closeout in FloridaPA.org
- Subrecipient should notify FDEM by requesting either Large project close out for individual projects, or small project closeout for all small projects, via FloridaPA.
  - Small Projects: FDEM must be notified within 30 days of completion
  - Large Projects: FDEM must be notified within 60 days of completion
- Subrecipients should not wait until project is closed to submit Quarterly Progress Reports.

# Audits and Retention of Records

All documents are subject to an audit by the State, FEMA, and the US Department of Homeland Security Office of Inspector General

Must maintain ALL records for 5 years post grant closeout

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# FDEM COVID-19 Recovery Questions
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# COVID-19 Specific Reference Materials

## Documentation containing more information can be located at:

- Grants Portal Resources, including the *Streamlined Project Application (SPA)* and the *Applicant Quick Guide: Completing and Submitting a Project Application* and click on **COVID-19 Guidance**
- FEMA Coronavirus (COVID-19) Response
- FDEM  COVID-19 Resources
- FloridaPA COVID-19 PA Info