

COVID-19 Process Overview



Public Assistance Recipient Quick Guide

The Public Assistance (PA) Program provides federal grant assistance to help communities quickly respond to and recover from major disasters or emergencies declared by the President. An Applicant is a non-Federal entity (state, territorial, tribal, and local government or private non-profit) submitting an application for assistance under a Federal award given to a Recipient (the state, territorial, or tribal entity managing the Federal award under the declaration). Once FEMA approves funding for an Applicant, the Applicant becomes a Subrecipient. This Quick Guide provides an **overview for a Recipient to manage and process PA program applications for COVID-19** declarations.

FEMA provides funding for management costs that a Recipient incurs in administering and managing PA awards. For details on management costs, see the [Public Assistance \(PA\) Management Costs Interim Policy](#).

Summary of COVID-19 Process Changes

For COVID-19 declarations, FEMA has streamlined the PA application process, including:

- Enabling the Applicant to apply directly to FEMA without relying on FEMA or Recipient staff.
- Providing a COVID-19 Streamlined Project Application.
- Reducing documentation requirements for projects under \$131,100.

For more information, refer to FEMA’s *Coronavirus (COVID-19) Pandemic: Public Assistance Simplified Application Fact Sheet*.

COVID-19 Process Overview



Virtual Applicant Briefing

The Recipient conducts virtual meetings to provide information about PA process and requirements to potential Applicants. FEMA provides presentation templates and other resources to support these briefings.

Grants Portal Account Creation and Requests for Public Assistance

For Applicants who do not create their own Grants Portal accounts or directly, the Recipient may invite Applicants to create Grants Portal accounts or create Applicant’s accounts directly. For Applicants who do not submit their own Requests for Public Assistance (RPAs) directly, the Recipient may submit RPAs on the Applicants’ behalf. The Recipient

Grants Portal is the system used by Recipients and Applicants to manage PA applications

COVID-19 Process Overview

Public Assistance Recipient Quick Guide

reviews Requests for Public Assistance (RPAs) in Grants Portal and provides recommendations to FEMA on Applicant eligibility. For a step-by-step process, please refer to the *Public Assistance Recipient Quick Guide: Approval Grants Portal Accounts and Requests for Public Assistance*.

Customer Service

By default, Applicants will apply directly to FEMA for assistance. As part of the RPA review process, the Recipient also recommends whether an Applicant requires customer service. The Recipient may provide customer service to Applicants with its own staff per FEMA's [State-Led Public Assistance Guide](#). The Recipient may also recommend that FEMA provide certain Applicants with FEMA Program Delivery Managers (PDMGs). Applicants with FEMA-assigned PDMGs will participate in traditional process steps including Exploratory Calls and Recovery Scoping Meetings.

COVID-19 Streamlined Project Application

The Applicant completes and submits its project application(s) in Grants Portal. The Recipient may track submitted project applications in Grants Portal. Recipient staff or FEMA PDMGs may also assist the Applicant in completing and submitting the project application(s).

FEMA and Recipient Review

Once the Applicant submits a project application, FEMA staff review and validate project information to ensure completeness, eligibility, and compliance with Federal laws and regulations on items such as contracting and environmental and historic preservation. FEMA may request additional information from the Applicant. Once FEMA has completed its reviews, the Recipient reviews the project in Grants Portal and sends it to the Applicant for signature.

Applicant Signs Project

The Applicant reviews all terms and conditions that FEMA or the Recipient include in the project application and signs in agreement to the funding terms, including requirements for reporting on the project work progress and completion.

Post-Award Activities

The Recipient is responsible for administering PA subawards to Subrecipients and should ensure Subrecipients understand drawdown procedures, documentation requirements, and monitoring requirements. The Recipient must submit Quarterly Progress Reports on the status of all Subrecipients' projects above the [Large Project Threshold](#). As Subrecipients complete activities, the Recipient works with Subrecipients to collect all documentation required to support claimed costs and submit the project completion certification with support documentation to FEMA.

The *Recipient Quick Guide* series is a set of documents that explain the roles and responsibilities of Recipients in key steps in FEMA's Public Assistance Program delivery process. Read more about Public Assistance Program delivery in the [Public Assistance Program and Policy Guide](#), and other resources available on [Grants Portal](#).