



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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M E M O R A N D U M

TO: All Public Assistance Applicants
FROM: MEMA Recovery Unit
DATE: 7 May 2020
RE: FEMA Grants Portal Changes and Process Update

On May 5, 2020, the FEMA Simplified Application Process within Grants Portal went live, allowing applicants with approved Requests for Public Assistance (RPAs) to complete the application, upload required documentation, and submit applications for eligible costs incurred for the COVID-19 response. FEMA has issued revised guidance on the application process. As such, a summary of process changes are as follows:

1. **Grants Portal Application:** FEMA will no longer accept the PDF form of the application for project development. Applicants who have not yet submitted their application must do so through the electronic form available in Grants Portal. The applicant should log onto [Grants Portal](#), go to the Applicant Event Profile for DR 4496, and start an application using the "Submit Project Application" button.
2. **Expedited Projects:** Applicants will be able to apply for an Expedited Project directly through the application on Grants Portal. With this new functionality, MEMA will no longer require the submission of an Expedited Project Form, available on the MEMA website. As such, MEMA will be removing this form from its website. Applicants should log onto [Grants Portal](#) and complete the "Expedited Projects" section of the application.
3. **Exploratory Call:** With FEMA's new streamlined application process, FEMA will not host Exploratory Calls, as they have in other disasters. MEMA Project Coordinators will start to engage applicants to set up a State-Led Exploratory Call to gather information, such as cost estimates, and to provide direct technical assistance to applicants regarding eligibility and process. If applicants do not feel as though they need to engage in this call, however, they are encouraged to start the application process in Grants Portal and reach out to MEMA if they encounter any difficulties.

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Agawam, MA 01001
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4. **Preparer's Role:** Applicants may now designate a consultant to prepare a project on behalf of the applicant as a "preparer." To manage your entity's personnel listed in the Portal, you can review a FEMA tutorial for step-by-step instruction [here](#).
5. **Documentation Requirements:** As always, for work completed, FEMA will require 100% documentation to be submitted into Grants Portal for large projects. Once the application is submitted, FEMA will validate a sampling of the documentation for completeness and accuracy. After FEMA's sampling, MEMA will reconcile 100% of documentation and costs.

For work that is not yet completed, where the applicant must estimate costs, FEMA will require the applicant to provide a narrative methodology for how the applicant estimated those costs. MEMA will not validate estimated costs prior to obligation; however, 100% of documentation will be required before MEMA provides reimbursement for large projects.

If your entity has any question on the process changes, please let us know by submitting your questions through MEMA's question portal available on our website or through this link: [Submit Question to the MEMA Recovery Team](#)