



FEMA

FEMA PUBLIC ASSISTANCE SUMMER SERIES

MEMA



STREAMLINED PROJECT APPLICATION JULY 1, 2021

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY
DISASTER RECOVERY UNIT

AGENDA

- Difference between old and new deliver models
- COVID-19 Declaration
- What is the FEMA Grants Portal?
- Navigating FEMA Grants Portal
- Completing the Streamlined Project Application

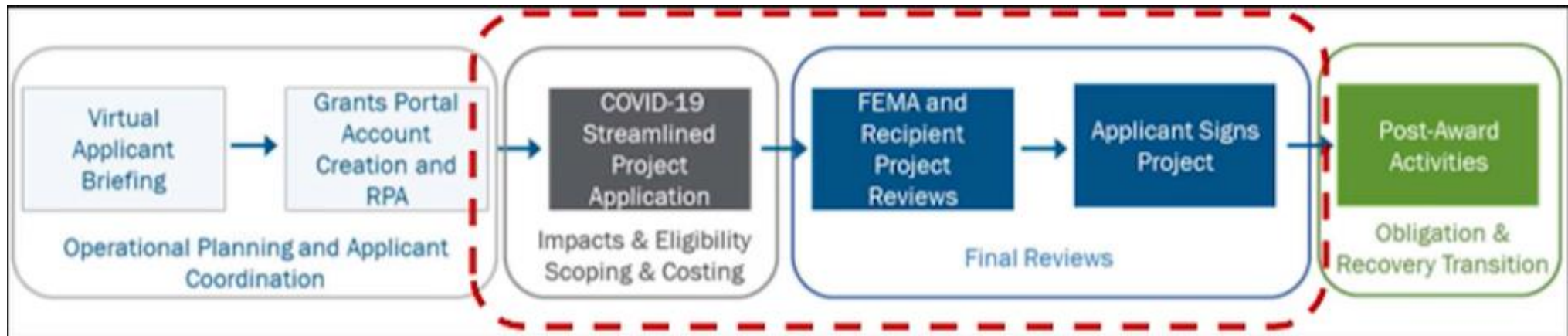
OBJECTIVES & GOALS

- Familiarity with FEMA Grants Portal
- How to Complete the Streamlined Project Application

OLD FEMA PA DELIVERY MODEL



NEW DELIVERY MODEL



MAJOR DECLARATION FEMA-4496-DR-MA

DECLARATION DATE: March 27, 2020

INCIDENT DATE: January 20, 2020 and continuing

DECLARED COUNTIES: All Massachusetts Counties

AUTHORIZED DISASTER ASSISTANCE: FEMA Public Assistance Program

Category B - FEMA Public Assistance Program

**Want to Learn More on
Cost Eligibility?**

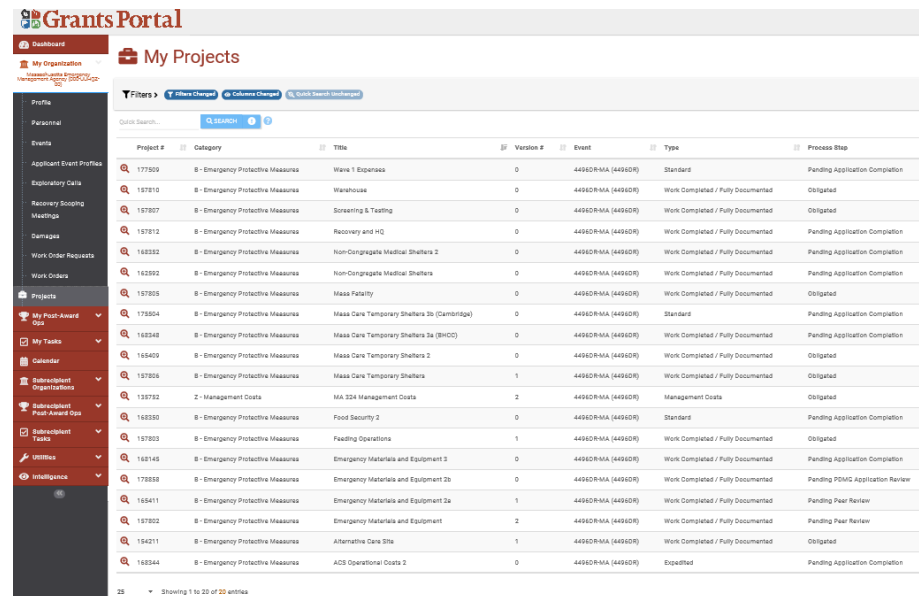
Visit our website [here](#) to
view our training!

FEMA GRANTS PORTAL

- FEMA Grants Portal is the online platform to apply, submit, and track all projects for FEMA Public Assistance.
- Applicants **NEED** to use this platform in order to submit projects. MEMA nor FEMA will accept paper applications via email.

**Want to Learn More on
How to Use Grants
Portal?**

Visit FEMA's Youtube
Tutorials!



The screenshot displays the FEMA Grants Portal interface. On the left is a navigation sidebar with sections: Profile, Personal, Events, Applicant Event Profiles, Exploratory Calls, Recovery Briefing Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Subrecipient Organizations, Subrecipient Post-Award Ops, Subrecipient Tasks, Intellus, and Intelligence. The main content area is titled 'My Projects' and includes a search bar and filter options. Below this is a table listing various projects.

Project #	Category	Title	Version #	Event	Type	Process Step
177909	B - Emergency Protective Measures	Ware 1 Expenses	0	4496DR-MA (4496DR)	Standard	Pending Application Completion
187910	B - Emergency Protective Measures	Warehouse	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
187907	B - Emergency Protective Measures	Screening & Testing	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
187912	B - Emergency Protective Measures	Recovery and HQ	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
182392	B - Emergency Protective Measures	Non-Congregate Medical Shelters 2	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
162992	B - Emergency Protective Measures	Non-Congregate Medical Shelters	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
187906	B - Emergency Protective Measures	Mass Fatality	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
179904	B - Emergency Protective Measures	Mass Care Temporary Shelters 3a (Cambridge)	0	4496DR-MA (4496DR)	Standard	Pending Application Completion
183348	B - Emergency Protective Measures	Mass Care Temporary Shelters 3a (RHOC)	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
164409	B - Emergency Protective Measures	Mass Care Temporary Shelters 2	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
187906	B - Emergency Protective Measures	Mass Care Temporary Shelters	1	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
138762	Z - Management Costs	MA 224 Management Costs	2	4496DR-MA (4496DR)	Management Costs	Obligated
183390	B - Emergency Protective Measures	Food Security 2	0	4496DR-MA (4496DR)	Standard	Pending Application Completion
187903	B - Emergency Protective Measures	Feeding Operations	1	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
187149	B - Emergency Protective Measures	Emergency Materials and Equipment 3	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
178939	B - Emergency Protective Measures	Emergency Materials and Equipment 2b	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending PDMG Application Review
164411	B - Emergency Protective Measures	Emergency Materials and Equipment 2a	1	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Peer Review
187903	B - Emergency Protective Measures	Emergency Materials and Equipment	2	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Peer Review
164211	B - Emergency Protective Measures	Alternative Care 31a	1	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
183344	B - Emergency Protective Measures	ACS Operational Costs 2	0	4496DR-MA (4496DR)	Expended	Pending Application Completion

Showing 1 to 20 of 20 entries

APPLICANT EVENT PROFILES


Applicant Event Profiles ▾

Filters

STATUS

Quick Search... ?

SHOW/HIDE COLUMNS

Job #	Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4379DR	4379DR-MA	No RPA Submitted					
 4496DR	4496DR-MA	Eligible	Pending Grant Completion		2	2	0

10 Showing 1 to 2 of 2 entries

Previous 1 Next

- COVID-19 DISASTER NUMBER: **4496DR**
 - Click the magnifying glass to the left of the disaster number

COVID-19 EVENT PROFILE

Applicant Event Profile

4496DR-MA (4496DR) / Berklee College of Music (025-UJ447-00)



 START STREAMLINED PROJECT APPLICATION

 OPTIONS ▾

 REPORTS ▾




Berklee College of Music is **pending grant completion**.

A completed online Project Application is required in order to submit your funding request to FEMA.

 [Start Streamlined Project Application](#)




 [View Pending Streamlined Project Applications](#)

General Information

FEMA PA CODE	025-UJ447-00
NAME	Berklee College of Music
TYPE	Nonprofit with 501C3 IRS Status PNP
PNP TYPE	Other Non-Profit Organization (Non-Critical)
SECTOR	—
RECIPIENT REGION	MEMA Region 1
STATUS	Eligible
RPA DECISION DATE	08/17/2020 03:52 PM CDT
PROCESS STEP	Pending Grant Completion <small>As of August 17th, 2020 3:52 PM CDT</small>

Event Information

JOB #	4496DR
EVENT NAME	4496DR-MA
EVENT TYPE	Disaster
INCIDENT TYPE	Biological
INCIDENT LEVEL	2
INCIDENT START DATE	January 20, 2020
INCIDENT END DATE	Ongoing
DECLARATION DATE	March 27, 2020
FIXED COST OFFER DECLARATION-WIDE DEADLINE	September 27, 2021

 Stats/Summary ▸

- CLICK THE BLUE START STREAMLINED PROJECT APPLICATION BUTTON TO BEGIN

PROJECT TYPE



Streamlined Project Application

4496DR-MA (4496DR) / Berklee College of Music (025-UJ447-00) / Create Streamlined Project Application

CANCEL

What type of Project do you want to create?

EMERGENCY PROTECTIVE MEASURES (COVID-19)

Projects to request reimbursement of emergency protective measures (Category B), for COVID-19 events, conducted to address immediate threats to life, public health, or safety.

MANAGEMENT COSTS

Projects to request reimbursement of Management Costs (Category Z) incurred in the administration of the Public Assistance program.

- **SELECT EMERGENCY PROTECTIVE MEASURES (COVID-19)**
– THIS WILL POSITION IT AS A CATEGORY B PROJECT

GENERAL PROCESS INFORMATION

Dashboard

My Organization

Massachusetts Emergency Management Agency (0000JJ402-00)

Streamlined Project Application Create Emergency Protective Measures Application

4496DR-MA (4496DR) / Berklee College of Music (025-UJ447-00) / Create Streamlined Project Application

Profile

Personnel

Events

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

Help

Create

Submitting the Streamlined Project Application At a Glance

You must complete this application to receive reimbursement from FEMA's Public Assistance program.

Time to Complete

Time to complete varies depending on the types of activities conducted and amount of funding requested. Please have your supporting documents ready to upload.

Key Considerations

- Incorrect or incomplete information will delay funding. ([More Info](#))
- FEMA cannot duplicate other grant funding. ([More Info](#))
- FEMA cannot duplicate medical payments. ([More Info](#))
- This application is only for financial assistance. ([More Info](#))

About this Application

This application will autosave as you fill it out. You may fill out this application in one sitting or over time.

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

4. Once FEMA obligates and transfers funding for the subaward, you will become a subrecipient in the Public Assistance program. The Recipient may request additional information before disbursing funds to you.

5. The Recipient will work directly with you to: monitor and report on the status of the activities, comply with federal and Recipient grant requirements, and close the subaward in accordance with 44 C.F.R. § 206.204-209, 2 C.F.R. Part 200, FEMA's Public Assistance Program and Policy Guide (PAPPG), and FEMA's Program Management and Grant Closeout SOP.

PROCEED >

- FEEL FREE TO READ THROUGH THIS PAGE, THEN CLICK THE BLUE PROCEED BUTTON AT THE BOTTOM RIGHT OF THE PAGE

SECTION I – PROJECT APPLICATION INFORMATION

Section I – Project Application Information

Section I Instructions

The Applicant must assign a unique title and number for each project application. This title and number may help the Applicant connect this project application to their accounting or other systems. Any documents attached to this project application should include the project application number and title.

Declaration #	4496DR-MA (4496DR)
Organization	Berklee College of Music (025-UJ447-00)
FEMA PA Code	025-UJ447-00
Applicant-Assigned Project Application # *	<input type="text"/>
Project Application Title *	<input type="text"/>

- APPLICATION NUMBER & TITLE CAN BE ANYTHING THAT WILL HELP YOU EASILY IDENTIFY YOUR PROJECT.

Example:

Applicant Assigned Project Application #: COVID10PW1

Project Application Title: COVID-19 RESPONSE – Berklee College of Music

SECTION II – SCOPE OF WORK

Section II - Scope of Work

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 the Large Project Work and Environmental and Historic Preservation Surveys.

Description of Activities

Please provide a brief description of the activities the Applicant is claiming in this project application. *

Please describe or provide the public health order, guidance, or other analysis the Applicant relied on to determine that the activity would either (a) reduce the threat of COVID-19 transmission or (b) reduce

- ENTER A BRIEF DESCRIPTION OF ACTIVITIES CONDUCTED (1-3 SENTENCES)
 - Example: *Disinfection of school facilities, health care worker lodging in dormitories, and purchase of PPE.*

SECTION II – SCOPE OF WORK

Please describe or provide the public health order, guidance, or other analysis the Applicant relied on to determine that the activity would either (a) reduce the threat of COVID-19 transmission or (b) reduce the health and safety impacts of positive case(s) of COVID-19. *

- SIMILAR TO THE PREVIOUS DESCRIPTION BOX, PROVIDE A BRIEF DESCRIPTION (1-3 SENTENCES) TO EXPLAIN WHICH GUIDANCE WAS FOLLOWED TO TAKE THE MEASURES THAT INCURRED THE COSTS IN THIS PROJECT
 - *Example: Berklee College of Music followed CDC's suggested guidance on cleaning/disinfecting as well as City Ordinances.*

SECTION II – ACTIVITIES CONDUCTED

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

At least one type of activity must be checked.

COVID-19 Policies

For information on COVID-19 disaster specific policies, see www.fema.gov/media-collection/public-assistance-disaster-specific-guidance-covid-19-declarations. Except where specifically stated otherwise in disaster specific COVID-19 policies, assistance is subject to PA Program requirements as defined in the [Public Assistance Program and Policy Guide \(PAPPG\)](#).

- ☐ Incident management activities *(Incident management activities include public messaging and Emergency Operations Centers. For vaccine management and administration activities, please select "Medical care activities".)*
- ☐ Mass care activities *(Includes mass casualty management, purchase and distribution of food and other commodities, and sheltering.)*
- ☐ Medical care activities *(Includes emergency and in-patient clinical care and vaccine management and administration.)*
- ☒ Safe opening and operation of facilities [\(More Info \)](#)
- ☐ Other Activity

In order to complete the activities reported above, did or will the Applicant or any contractors acting on behalf of the Applicant do any of the following? *

- ☐ Establish temporary facilities, including:
- ☐ Reduce the threat of COVID-19 transmission, including:
- ☐ Perform necessary ancillary activities, including:
- ☐ No, Applicant is not claiming reimbursement for any of these supporting activities

Did or will the Applicant purchase any of the following? *

- ☐ Land or buildings
- ☐ Meals for emergency workers [\(More Info \)](#)
- ☐ Supplies or equipment *(Includes decontamination systems, personal protective equipment and masks, therapeutics, ventilators, and other medically necessary equipment.)*
- ☐ No, Applicant is not purchasing any of the above

- CHECK ALL THAT APPLY: FOR COMPLETED WORK OR ANTICIPATED FUTURE WORK THAT WILL BE INCLUDED IN THIS SPECIFIC PROJECT

SECTION III – COST AND WORK STATUS INFORMATION

General Work Status and Cost Questions

Has the Applicant started any of the work activities claimed on this project application? * [\(More Info \)](#)

An Applicant may not request funding for activities conducted prior to January 20, 2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities claimed on this project (i.e. the earliest start date and the latest end date). 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.

☒ Yes
☐ No

Date Started *

Has the Applicant completed all of the work claimed on this project application? *

☒ Yes
☐ No

Date Completed *

Does the Applicant have insurance that might cover any activities being claimed on this project? *

☐ Yes, the Applicant anticipates receiving a payment from its insurance carrier [\(More Info \)](#)
☐ Yes, the Applicant has already received a payment from its insurance carrier [\(More Info \)](#)
☐ Uncertain if the Applicant will be receiving proceeds from insurance carrier
☒ No, insurance funding is unavailable or was denied

What is the total project cost after all reductions including insurance deductions? *

Approximate Cost

- ENTER DATES THAT ENCOMPASS ONLY THE ACTIVITIES BEING CLAIMED IN THIS SPECIFIC PROJECT

SECTION III – EXPEDITED FUNDING QUESTION

Does the Applicant want to request expedited funding?

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.

- ☐ Yes
☒ No

- THIS IS A REQUEST ONLY (NOT GUARANTEED)
- GENERALLY FOR APPLICANTS IN EXTREME NEED OF CASH FLOW
- THE ANSWER SHOULD BE “NO” FOR MOST APPLICANTS

CERTIFICATION

Certification

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 have read the statements above and understand that I will be required to certify these statements upon completion of my project application.

⚠ Based upon your answers in Sections II and III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Small Project Costs (Schedule EZ) form because the approximate cost for activities being claimed on this project is less than \$131,100.00.
- You are required to complete an Environmental and Historic Preservation Survey because of the following being indicated:
 - Cleaning and disinfection for COVID transmission reduction

◀ BACK

✓ CREATE STREAMLINED PROJECT APPLICATION

- CHECK CERTIFICATION BOX AND THEN CLICK THE GREEN *CREATE STREAMLINED PROJECT APPLICATION* BUTTON AT THE BOTTOM LEFT OF PAGE.
 - Note: The yellow box under the certification box gives you a brief outline of the Schedules you will have to complete based on your current inputs

PROJECT APPLICATION SCHEDULES

Emergency Protective Measures (COVID-19)

Section I - Project Application Information

Applicant-Assigned Project Application #	COVID10PW1	Event	4496DR-MA (4496DR)
Project Application Title	COVID-19 RESPONSE - Berklee College of Music	Applicant	Berklee College of Music (025-UJ447-00)
Project Net Cost	\$0.00	FEMA PA Code	025-UJ447-00
Status	In Progress <i>Pending Submission</i>	Project	[188467] COVID-19 RESPONSE - Berklee College of Music

Sections, Schedules & Surveys

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

Section II – Scope of Work	✓ Completed	VIEW/EDIT
Section III – Cost and Work Status Information	✓ Completed	VIEW/EDIT
Small Project Costs (Schedule EZ)	Not Started	START
Environmental and Historic Preservation Survey	Not Started	START
Location Survey	Not Started	START
Document Repository	No Documents Required	VIEW/EDIT

✓ REVIEW AND SUBMIT

- COMPLETE THE REST OF THE APPLICATION BY CLICKING THE START BUTTON TO THE RIGHT OF EACH SCHEDULE
- INPUTS FROM SECTION II & III WILL DETERMINE WHAT SCHEDULES WILL NEED TO BE COMPLETED.

- Refer to the end of this presentation for a list and short descriptions of all available schedules



QUICK REMINDER - COST TYPES

- Contracts – Based on Contract Term
 - Must Meet Federal procurement and contracting requirements
- Labor – Your own employees
 - Based on actual hourly rates plus fringe benefits
- Equipment – Owned
 - FEMA may also reimburse purchased or leased equipment
- Materials & Supplies – Purchased or Taken from Stock
- Other

PROJECT APPLICATION SCHEDULES

Emergency Protective Measures (COVID-19)

Section I - Project Application Information
(Modify)

Applicant-Assigned Project Application #	COVID10PW1	Event	4496DR-MA (4496DR)
Project Application Title	COVID-19 RESPONSE - Berklee College of Music	Applicant	Berklee College of Music (025-UJ447-00)
Project Net Cost	\$0.00	FEMA PA Code	025-UJ447-00
Status	In Progress Pending Submission	Project	[188467] COVID-19 RESPONSE - Berklee College of Music

Sections, Schedules & Surveys

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

☰	Section II – Scope of Work	✓ Completed	VIEW/EDIT
\$	Section III – Cost and Work Status Information	✓ Completed	VIEW/EDIT
EZ	Small Project Costs (Schedule EZ)	Not Started	START
F	Environmental and Historic Preservation Survey	Not Started	START
L	Location Survey	Not Started	START
📄	Document Repository	No Documents Required	VIEW/EDIT
✓ REVIEW AND SUBMIT			

- COMPLETE THE REST OF THE APPLICATION BY CLICKING THE START BUTTON TO THE RIGHT OF EACH SCHEDULE
- INPUTS FROM SECTION II & III WILL DETERMINE WHAT SCHEDULES WILL NEED TO BE COMPLETED.

- Refer to the end of this presentation for a list and short descriptions of all available schedules

SCHEDULE EZ

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 being claimed in this project.

Budget Estimate

The itemized estimate needs to be broken down by the type and number of resources necessary to complete the work (contracts, labor, equipment, materials & supplies, and other costs). Develop the estimate using standard procedures the Applicant would use absent federal funding.

Because activities are complete, you will be required to attach the following summary records based on the resources necessary to complete the activities selected in the Project Cost step.

- [FEMA Form 009-0-123 Force Account Labor Summary](#) 
- [FEMA Form 009-0-128 Applicants Benefit Calculation Worksheet](#) 
- [FEMA Form 009-0-127 Force Account Equipment Summary](#) 
- [FEMA Form 009-0-125 Rented Equipment Summary Record](#) 
- [FEMA Form 009-0-124 Materials Summary Record](#) 
- For contract work, FEMA Form Contract Work Summary Record or other form that contains similar information.

PROCEED >

- THE MEMA STATE SUMMARY WORKBOOK IS REQUIRED FOR ALL PROJECTS
- OMIT THIS SECTION AND CLICK PROCEED AT THE BOTTOM RIGHT OF PAGE

PROJECT COST TYPES

Project Cost

Please select the resources necessary to complete the activities being claimed on this project. For each resource selected, please provide the cost incurred to date and estimated future costs. Please also provide the other requested information.

☐ Contracts [\(More Info \)](#)

☐ Labor [\(More Info \)](#)

☐ Equipment [\(More Info \)](#)

☐ Materials And Supplies [\(More Info \)](#)

☐ Other Costs [\(More Info \)](#)

Completed Costs		Future Costs		Total Costs
\$	+	\$	=	\$
Completed Costs		Future Costs		Total Costs
\$	+	\$	=	\$
Completed Costs		Future Costs		Total Costs
\$	+	\$	=	\$
Completed Costs		Future Costs		Total Costs
\$	+	\$	=	\$
Completed Costs		Future Costs		Total Costs
\$	+	\$	=	\$

Project Cost

\$0.00

[← BACK](#)

[PROCEED →](#)

- CHECK ALL COST TYPES WHICH YOU WILL BE CLAIMING IN YOUR PROJECT
 - The MEMA State Summary Workbook is organized to mirror these cost types, make sure your excel summary totals match the values inputted in this section.

LABOR INPUTS

☒ Labor [\(More Info \)](#) 1 document required

Including the Applicant's own staff, mutual aid, prison labor, or National Guard.

Which of the following types of labor is the Applicant claiming for the activities claimed on this project? *

☒ Applicant's Own Staff (Force Account Labor) 1 document required

☒ Budgeted Employees [\(More Info \)](#)

Overtime Completed Costs

\$1,000.00

Overtime Future Costs

☒ Unbudgeted Employees [\(More Info \)](#)

Straight Time Completed Costs

\$1,000.00

Straight Time Future Costs

\$

Overtime Completed Costs

\$1,000.00

Overtime Future Costs

\$

Completed Costs

\$3,000.00

+

Future Costs

\$

=

Total Costs

\$3,000.00

- BUDGETED OR UNBUDGETED?
- ENTER REQUESTED AMOUNTS IN EACH APPLICABLE LINE

MATERIALS AND SUPPLIES

☒ Materials And Supplies [\(More Info \)](#)

Please enter the total cost of materials and supplies from your estimate.

How did or will the Applicant acquire the materials or supplies? *

☐ From Stock

☒ Purchased 1 document required

Completed Costs	<input type="text" value="\$17,000.00"/>
Future Costs	<input type="text" value="\$"/>

Completed Costs			Future Costs		Total Costs
<input type="text" value="\$17,000.00"/>	+		<input type="text" value="\$"/>	=	<input type="text" value="\$17,000.00"/>

☐ Other Costs [\(More Info \)](#)

Completed Costs			Future Costs		Total Costs
<input type="text" value="\$"/>	+		<input type="text" value="\$"/>	=	<input type="text" value="\$"/>

Project Cost

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[PROCEED >](#)

- THIS SECTION WILL ALSO PROMPT YOU TO SELECT WHETHER THE MATERIALS BEING REQUESTED WERE PURCHASED OR TAKEN FROM CURRENT STOCK.
- ENTER THE REQUESTED AMOUNT AND CLICK PROCEED AT THE BOTTOM RIGHT OF PAGE

DEDUCTIONS

Deductions

Please select the credits available to offset costs of activities being claimed in this project. For each selected, please provide the deduction.

☐ Insurance Proceeds [\(More Info \)](#)

☐ Salvage Value [\(More Info \)](#)

☐ Medical Payments [\(More Info \)](#)

☐ Other Funding Sources

Completed Deductions		Future Deductions		Total Deductions
\$	+	\$	=	\$
Completed Deductions		Future Deductions		Total Deductions
\$	+	\$	=	\$
Completed Deductions		Future Deductions		Total Deductions
\$	+	\$	=	\$
Completed Deductions		Future Deductions		Total Deductions
\$	+	\$	=	\$

Project Cost	\$20,000.00
Total Deductions	— \$0.00
Net Cost	\$20,000.00

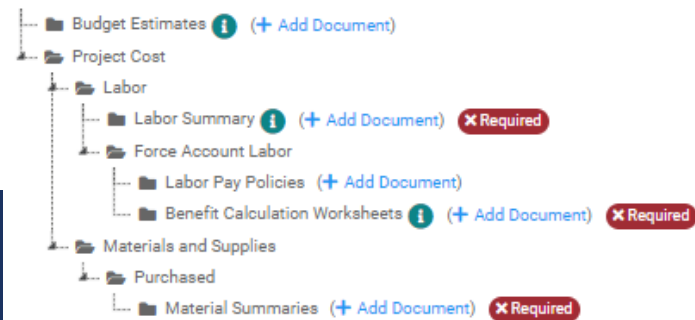
[← BACK](#)

[PROCEED →](#)

- IF YOU HAVE OR WILL BE RECEIVING FUNDING FROM OTHER SOURCES, THIS IS THE SECTION WHERE YOU CAN DECLARE AND DEDUCT THOSE AMOUNTS.
- IT IS IMPORTANT TO AVOID THE DUPLICATION OF BENEFITS

DOCUMENT UPLOAD

Documents



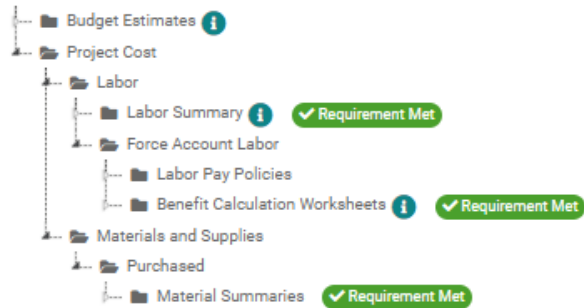
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PROCEED →

- CLICK + ADD DOCUMENT, NEXT TO EACH LINE MARKED AS X REQUIRED
- ONCE ALL REQUIRED DOCUMENTS HAVE BEEN UPLOADED, CLICK THE BLUE PROCEED BUTTON AT THE BOTTOM LEFT OF PAGE

SCHEDULE EZ - SUMMARY

Documents



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✓ DONE WITH SCHEDULE EZ

- REVIEW YOUR INPUTS, AND CLICK THE GREEN *DONE WITH SCHEDULE EZ* BUTTON AT THE BOTTOM RIGHT OF PAGE

PROJECT APPLICATION SCHEDULES

Sections, Schedules & Surveys

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

	Section II – Scope of Work	✓ Completed	VIEW/EDIT
\$	Section III – Cost and Work Status Information	✓ Completed	VIEW/EDIT
EZ	Small Project Costs (Schedule EZ)	✓ Completed	VIEW/EDIT
F	Environmental and Historic Preservation Survey	Not Started	START
L	Location Survey	Not Started	START
	Document Repository	3 of 3 Provided	VIEW/EDIT
✓ REVIEW AND SUBMIT			

- NOW THAT YOU HAVE COMPLETED SCHEDULE EZ, IT SHOULD BE MARKED *COMPLETED* AS SHOWN ABOVE
- CONTINUE FILLING OUT ALL SCHEDULES LISTED. ONCE EVERYTHING IS DONE, CLICK THE BLUE REVIEW AND SUBMIT BAR AT THE BOTTOM OF THIS LIST TO COMPLETE YOUR APPLICATION SUBMISSION.

Conclusion

- Documentation

- Make sure documents are labeled and categorized correctly
- Make sure all the numbers in your provided documentation matches your Grants Portal Application

- Activity Detail

- All activities described and justified

**Was that a lot of
information in a short
period of time?**

Visit our website [here](#) to
view our streamlined
project application tutorial!

STATE PUBLIC ASSISTANCE CONTACTS

- MA Public Assistance Officer

Erica.Heidelberg@mass.gov

- MA Public Assistance Program Coordinator – Complex Lane Projects

Lorraine.Eddy@mass.gov

MA Public Assistance Program Coordinator – Standard Lane Projects

Amanda.Campen@mass.gov

- Questions?

<https://www.mass.gov/info-details/covid-19-federal-disaster-declaration#questions->

Disaster.Recovery@mass.gov