



A Brief Overview of the FEMA Process for the Streamlined Project Application Category B, Emergency Protective Measures

Phase 1- Portal Registration

The initial step is to register your organization with FEMA via the **Portal Registration**. This is a simple 5-minute process (<https://grantee.fema.gov>).

- Should request Proposal, specifically, project estimate
 - Submit architectural floor plans and ceiling plans to contact for analysis
 - Once you have Proposal, begin to request Installation Costs from certified electrician of your choice - average 1 to 2-weeks lead time

Some critical information required for Phase 1:

- Employer Identification Number (EIN #) & DUNS #
- Total approx. cost of project (< \$131K, between \$131K & \$1M, or > \$1M) - from Proposal + estimated Installation cost
- Nonprofit Status- (Select from: State Government, County Government, City or Township Government, Public/State Controlled Institution of Higher Ed, Special District Government, Regional Government Org, Independent School District, Public / Indian Housing Authority, Nonprofit with 501C3 Status or Nonprofit without 501 C3 Status)

Once the **Portal Registration** process is complete, an email from FEMA will be sent directly to you including additional sign-in information needed for the **Request for Public Assistance (RPA)** phase of the FEMA process. This seems to take anywhere from 2-14 days.

Phase 2- Request for Public Assistance (RPA)- due by July 1, 2022

- May have Proposal- will need project cost estimate
 - Ensure you've begun to collect Installation Costs from certified electrician of your choice

Some critical information and documentation which may be required for Phase 2:

- Ownership status of buildings and supporting documentation (such as lease agreement or title/deed) for each facility
- Supporting documentation for indicated nonprofit status
- Supporting documentation for state credentials

Note: this RPA section does **not allow saving of data input**, so you'll need to have data collected and complete the section at time of submission.

Once your **Request for Public Assistance** is complete, you should receive another email with a link allowing you to proceed with the **Streamlined Project Application**. This can take anywhere from one to a few weeks.

Phase 3- Streamlined Project Application

You will be assigned a FEMA representative to help with any specific questions. There will be a video to watch outlining the application process, and potentially specific paperwork based on your industry.

Upon completion all sections of the Application, you will be able to review it, then certify compliance with FEMA guidelines, and then submit to FEMA for review.

- If you have not submitted detailed reflected ceiling plans or blueprints, please ensure you do so at this point.

Some critical information and documentation required for Phase 3:

- Proof of legal responsibility for organization
- Labor Pay Rate Documentation
- Outline locations for UV Angel units' installation in Location Survey section
 - UV Angel's Sample Layout PDF - from UV Angel - typically in Proposal- please request if not
 - Custom Quantity Analysis, detailed by space - typically in Proposal - please request if not
- Scope of solution, Materials Summaries, Stock Cost Documentation - from Proposal
- UV Light Installation Quote
- Total Budget Estimate for project- we can help build on request
- Price Comparison - we can provide sample on request
- If you are in an historic district or an older building, you need to address this information in the application to certify that you are in compliance with local historic preservation laws.

Post-Submission

Thereafter, you may be contacted by your local Recipient of the FEMA funds, who will review your application. They may have questions or request more clarity on certain items.

After all requests are satisfied, the Recipient makes a determination, and will accept or reject the application. That process seems to average 4-6 weeks.

If your project is accepted you will be notified and that Recipient will communicate payment timing and any additional documentation which may be required.

If the project is approved, we will need to create exact ceiling layouts for correct placement and orientation of each unit. We may request additional architectural drawings to ensure accuracy. Turnaround time for layouts is expected to be 1-3 business days per building.

