

## Course Overview, Course Goal, and Objectives

Welcome to the Eligibility of Private Nonprofit Organizations course.

This course will provide an overview of FEMA's delivery of Public Assistance grant funding to private nonprofit organizations. By the end of the course, State, Local, Indian Tribal, and Territorial Applicants and Recipients will be able to understand eligibility requirements, process and documentation requirements, and special considerations for securing Public Assistance grant funding for private nonprofit organizations.

Upon completion of this course, the participants will be able to:

- Identify private nonprofit organizations that might be eligible to receive Public Assistance grant awards
- Explain how to meet the documentation requirements and process for private nonprofit organizations to be eligible to receive Public Assistance grant funding

[Select this link to access the Public Assistance acronym list.](#)

## Lesson 1 Overview and Objectives

This lesson provides a high-level overview of the general eligibility requirements for FEMA Public Assistance grant funding. This lesson also provides an overview of FEMA's definition of an eligible private nonprofit organization.

At the end of this lesson, participants will be able to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Explain general eligibility requirements of private nonprofit organizations

[Select this link for a full image description.](#)

## Private Nonprofit Organization Public Assistance Eligibility Overview

Only certain private nonprofit organizations are eligible Applicants for Public Assistance funding. As outlined in the *Public Assistance Program and Policy Guide*, in order to be an eligible private nonprofit Applicant, a private nonprofit must:

- Have a current ruling letter from the U.S. Internal Revenue Service granting tax exemption; or
- Have documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law

Additionally, they must:



- Own or operate an eligible facility that provides an eligible service

## Examples of Private Nonprofit Organizations

Some examples of organizations that could be considered eligible private nonprofit organizations include:

- Community Colleges
- Community Centers
- Libraries
- Nursing Homes
- Homeless Shelters
- Museums
- Houses of Worship



## Standard Eligibility Pyramid Overview

FEMA provides assistance to eligible Applicants so that communities can quickly respond to and recover from major disasters or emergencies declared by the President. However, FEMA must first determine whether an Applicant is eligible before evaluating the Applicant's claim.

The FEMA Eligibility Pyramid presented within the *Public Assistance Program and Policy Guide* provides a guide for determining eligibility for assistance. It contains four building blocks: Applicant, Facility, Work, and Cost.

Generally, FEMA must determine that each building block is eligible, starting at the foundation (Applicant) and working up to cost (the top of the pyramid).



## Private Nonprofit Eligibility Pyramid Overview

Private nonprofit organizations are an exception to the standard eligibility pyramid. For private nonprofit organizations, FEMA must determine whether the private nonprofit owns or operates an eligible facility in order to determine whether the Applicant is eligible. Thus, there is an Eligibility Pyramid specific to private nonprofit organizations.



The Private Nonprofit Eligibility Pyramid contains three major building blocks: "Applicant, Facility, Services," "Work," and "Cost."

Throughout this course, we'll more deeply explore the criteria for these building blocks.

## Special Considerations

There are a few general considerations regarding Public Assistance funding that potential private nonprofit Applicants should be aware of.

These considerations include:

- Insurance Proceeds
- Environmental and Historic Preservation Requirements
- Hazard Mitigation

Let's look at each one of these considerations in more detail.

## Special Considerations - Insurance Proceeds

FEMA cannot provide Public Assistance funding that duplicates insurance proceeds. Consequently, FEMA reduces eligible costs by the amount of:

- Actual insurance proceeds, if known; or
- Anticipated insurance proceeds based on the Applicant's insurance policy, if the amount of actual insurance proceeds is unknown. FEMA subsequently adjusts the eligible costs based on the actual amount of insurance proceeds the Applicant receives

FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s). If the Applicant expends costs to pursue its insurance claim, FEMA offsets the insurance reduction with the Applicant's reasonable costs to pursue the claim.

For more information on this topic, please reference "IS-1015: Insurance Considerations, Compliance, and Requirements," and Chapter 2.V.P.1. - "Insurance Proceeds" of the *Public Assistance Program and Policy Guide*.



## Special Considerations - Environmental and Historic Preservation

Several statutes, Executive Orders, and regulations establish requirements to protect the environment and preserve the Nation's historic and prehistoric resources. FEMA must review each Public Assistance project to ensure the work complies with applicable Federal environmental and historic preservation laws and their implementing regulations, and applicable Executive Orders.

The Applicant is responsible for complying with applicable Federal, State, Territorial, or Tribal Environmental and Historic Preservation laws even if FEMA is not providing Public Assistance funding for all of the work.

See **Appendix A: Environmental and Historic Preservation Compliance** in the *Public Assistance Program and Policy Guide* for a description of applicable Environmental and Historic Preservation statutes, Executive Orders, and regulations. [Select this link to read Appendix A.](#)

For more information on this topic, please reference the IS-1016: Environmental and Historic Preservation Considerations/Compliance course.

## Special Considerations - Hazard Mitigation

Hazard mitigation is any sustained action taken to reduce or eliminate long-term risk to people and property from natural hazards and their effects.

FEMA has authority to provide Public Assistance funding for cost-effective hazard mitigation measures for facilities damaged by the incident. FEMA commonly refers to Public Assistance-funded hazard mitigation as Section 406 Hazard Mitigation, based on the authorizing section of the Robert T. Stafford Act.

FEMA evaluates proposed mitigation measures for cost-effectiveness, technical feasibility, and compliance with Environmental and Historic Preservation laws, regulations, and Executive Orders. In addition, FEMA ensures that the mitigation does not negatively impact the facility's operation or surrounding areas, or create susceptibility to damage from another hazard.



For more information on this topic, please reference "IS-1014: Integrating 406 Mitigation Considerations into Your Public Assistance Grant," and Chapter 2.VII.C. - "Hazard Mitigation" of the *Public Assistance Program and Policy Guide*.

## Lesson 1 Summary

In this lesson, a high-level overview of the general eligibility requirements for FEMA Public Assistance grant funding was provided, as well as an overview of FEMA's definition of an eligible private nonprofit organization.

The next lesson reviews considerations for private nonprofit eligibility.

[Select this link for a full image description.](#)

## Lesson 2 Overview and Objectives

This lesson describes the criteria private nonprofit organizations must meet to be eligible to receive FEMA Public Assistance grant funding.

At the end of this lesson, participants will be able to:

- Describe the requirements to be considered an eligible private nonprofit organization
- Explain the differences between private nonprofit eligible critical, eligible non-critical, and ineligible services
- Describe the Public Assistance grant eligibility requirements for Emergency Protective Measures conducted by private nonprofit organizations

[Select this link for a full image description.](#)

## Eligibility Requirements for a FEMA-Recognized Private Nonprofit

Private nonprofit organizations should be familiar with FEMA eligibility requirements as outlined in the *FEMA Public Assistance Program and Policy Guide*. In addition, they should contact their Recipient organization to understand Recipient and Applicant-specific protocol and documentation needs for requesting Public Assistance.

In order to understand the eligibility requirements of a FEMA-recognized private nonprofit organization as outlined in the *Public Assistance Program and Policy Guide*, let's examine the first building block of the Private Nonprofit Eligibility Pyramid.



## Eligible Private Nonprofit Applicants

As you've already learned, to be an eligible private nonprofit Applicant, the private nonprofit organization must show that it has:

- A current ruling letter from the U.S. Internal Revenue Service granting tax exemption under



sections 501(c), (d), or (e) of the Internal Revenue Code of 1954; or

- Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law

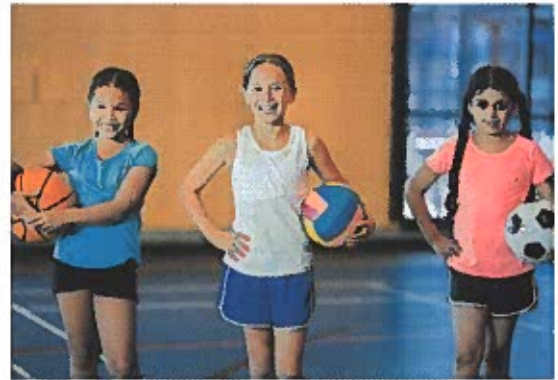


## Eligible Private Nonprofit Services

Additionally, in order to be eligible, private nonprofit facilities must provide a service that is either:

- A critical service
- A non-critical, but essential governmental service AND open to the general public

We'll be discussing private nonprofit *facilities* in greater detail later in the course, but let's first explore these eligible private nonprofit *services*.



## Private Nonprofit Eligible Critical Services

A facility that provides **critical services**, which are defined as education, utility, emergency, or medical, is eligible for Public Assistance funding.

Some examples of these services can include, but are not limited to:

- Primary, secondary, and higher education
- Communications transmission and switching, and distribution of telecommunications traffic
- Electric power generation, transmission, and distribution
- Sewer and wastewater collection, transmission, and treatment
- Emergency medical care
- Fire protection
- Rescue



For a more complete list of examples, please see [Table 1: PNP Eligible Critical Services](#) in the Public Assistance Program and Policy Guide. This table is located on page 12.

## Private Nonprofit Eligible Non-critical, Essential Governmental-Type Services (1 of 2)

A facility that provides a **non-critical, but essential governmental services** AND is open to the public is eligible.

Private nonprofit facilities generally meet the requirement of being open to the general public if **ALL** of the following conditions are met:

1. Facility use is not limited to any of the following:
  - A certain number of individuals
  - A defined group of individuals who have a financial interest in the facility, such as a condominium association
  - Certain classes of individuals
  - An unreasonably restrictive geographical area, such as a neighborhood within a community
2. Facility access is not prohibited with gates or other security systems
3. Any membership fees meet all of the following criteria:
  - Are nominal
  - Are waived when an individual can show inability to pay the fee
  - Are not of such magnitude to preclude use by a significant portion of the community
  - Do not exceed what is appropriate based on other facilities used for similar services



## Private Nonprofit Eligible Non-critical, Essential Social-Type Services (2 of 2)

Some examples of eligible non-critical, essential social-type services can include, but are not limited to:

- Educational enrichment activities
- Alcohol and drug treatment
- Child care
- Food assistance programs
- Homeless shelters
- Libraries
- Museums

- Zoos

For a more complete list of examples, please see [Table 2: PNP Eligible Non-critical, Essential Social-Type Services](#) within the *Public Assistance Program and Policy Guide*, Chapter 2.II.D.



## Private Nonprofit Ineligible Services

Facilities established or primarily used for political, athletic, recreational, vocational, or academic training, conferences, or similar activities are **not eligible**.

Some examples of these services can include, but are not limited to:

- Political education
- Cemeteries
- Conferences
- Job counseling
- Public housing, other than low-income housing
- Parking not in direct support of eligible facility



## Facilities Providing Multiple Services

In cases where the facility provides multiple services, such as a community center, FEMA reviews additional items to determine the primary service the facility provides, such as:

- U.S. Internal Revenue Service documentation
- Pre-disaster charter, bylaws, and amendments
- Evidence of longstanding, routine (day-to-day) use (e.g., a calendar of activities)



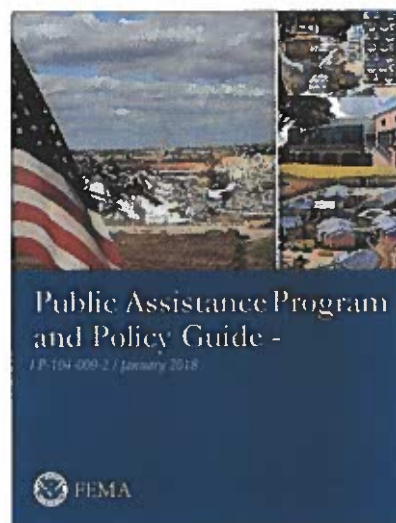
## Eligible Private Nonprofit Facilities

Per the *Public Assistance Program and Policy Guide*, a facility is a building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature.



As you've learned, a private nonprofit must own or operate a facility that provides an eligible service to be eligible. We've already explored eligible private nonprofit *services*, but now let's explore eligible private nonprofit *facilities* in greater depth.

An eligible private nonprofit facility is one that provides educational, utility, emergency, medical, or custodial care, including for the aged or disabled, and other essential social-type services to the general public.



## Multiple Facilities

If a private nonprofit operates multiple facilities, or a single facility composed of more than one building, FEMA must evaluate each building independently, even if all are located on the same grounds. Buildings that are part of a complex that includes outdoor facilities (e.g., swimming pools, athletic fields, tennis courts) are not evaluated separately from the rest of the complex when determining eligibility of the building.

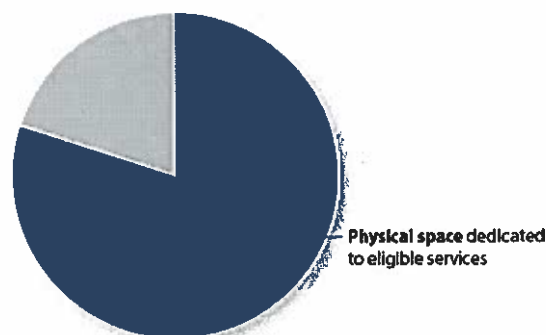
For example, an outdoor pool usually has a building for bathrooms and controlling entry. In such cases, FEMA does not evaluate the building for eligibility separately because it is an intrinsic part of the pool complex.



## Mixed-Use Facilities (1 of 2)

Private nonprofit facilities that provide both eligible and ineligible services are considered mixed-use facilities. Eligibility of mixed-use private nonprofit facilities is dependent on the primary use of the facility, which is determined by the amount of physical space dedicated to eligible and ineligible services.

"Primary use" is the use for which more than 50 percent of the physical space in the facility is dedicated. FEMA evaluates the entire structure when determining primary use; it does not separately address individual areas, such as floors, basements, or wings.



Common space, such as bathrooms, hallways, lobbies, closets, stairways, and elevators, is not included when calculating mixed-use space.

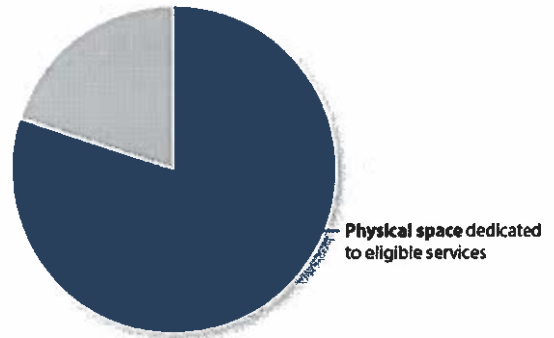
## Mixed-Use Facilities (2 of 2)

If FEMA determines that 50 percent or more of physical space is dedicated to ineligible services, the entire facility is ineligible.

If the facility is eligible, FEMA prorates funding based on the percentage of physical space dedicated to eligible services.

The Applicant is responsible for the balance of costs to restore the facility and must restore the entire facility to receive funding for repairs to the eligible-use portions of the facility.

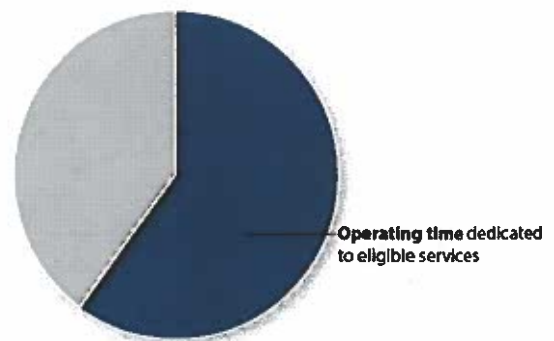
Eligible private nonprofit irrigation and eligible private nonprofit public broadcasting facilities are exempt from primary use requirements.



## Mixed-Use Space

In cases where the same physical space is used for both eligible and ineligible services, the primary use is the use for which more than 50 percent of the operating time is dedicated in that shared physical space. If space is available for use, but the Applicant cannot support that it is used for eligible services for more than 50 of the percent of operating time, this criterion is not met.

If FEMA determines that 50 percent or more of the operating time in the shared physical space is dedicated to ineligible services, then FEMA does not include that physical space when evaluating primary use.



## Mixed-Use Space - Example

### Example: School Operated by a Religious Institution

The Community Church operates a State certified school offering first through eighth grades. The teaching curriculum includes math, science, english, history, physical education, and religious doctrine. The school

has an average attendance of 500 students. The church has constructed three education buildings that are used exclusively by the school. The church occasionally uses the education buildings for religious activities. The school occasionally uses the church, but that use is always substantially less than 50 percent.



### Analysis

Look at the church and three education buildings separately. The three education buildings are eligible because:

- The school meets FEMA requirements to be considered an eligible educational institution
- The buildings generally are not used for ineligible purposes and their primary purpose is to serve the school
- The few religious classes in the curriculum are not significant enough to influence the primary use for secular education

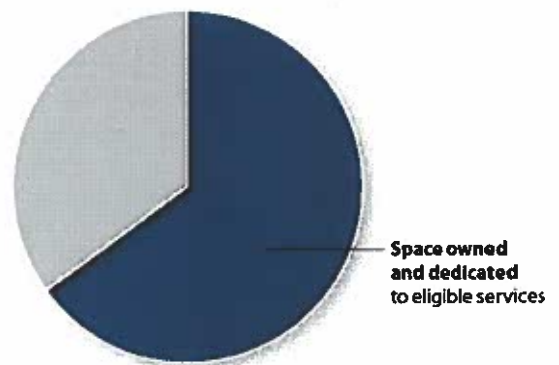
However, in the spaces used for eligible and ineligible purposes, the level of FEMA assistance will be based on the proportion of the total time that such spaces are used for eligible purposes.

The church's primary use is an ineligible service under the governing statutes and regulations and its peripheral use by the school is not sufficient to establish its eligibility.

## Use by Multiple Entities

In cases where a private nonprofit Applicant shares use of a facility, in order to be eligible, the facility must be primarily owned by the private nonprofit Applicant and meet the primary use requirement. FEMA prorates funding for these facilities based on the percentage of physical space that the Applicant owns and dedicates to eligible services. The following guidelines are used to determine the eligibility of such facilities:

- If the eligible private nonprofit owns the entire facility and leases a portion of it to another entity, the facility is eligible provided that the private nonprofit dedicates more than 50 percent of the facility for eligible services
- If the private nonprofit leases 50 percent or more of the facility to an ineligible Applicant, or for ineligible services, then the facility is ineligible



- If the eligible private nonprofit only owns a portion of the facility, it is eligible provided that the private nonprofit owns more than 50 percent of the facility and dedicates more than 50 percent of physical space for eligible services

## Use by Multiple Entities - Example

### Example - Facility owned by Private Nonprofit, Private Nonprofit Leases Portion of Space to For-Profit Service

Parkland Hospital is an eligible private nonprofit that owns a medical office building and leases a portion of it to doctors and laboratories that are providing for-profit services. The for-profit leases are for 70 percent of the floor space, excluding the common area floor space, as defined in this policy.

#### Analysis

The building is not eligible because the eligible services were offered in less than 50 percent of the building space.



## Small Business Administration Loan Requirement (1 of 2)

Following a major disaster declaration, the U.S. Small Business Administration can provide loans to individuals and businesses for facility restoration.

For private nonprofits that provide non-critical, essential social services, FEMA only

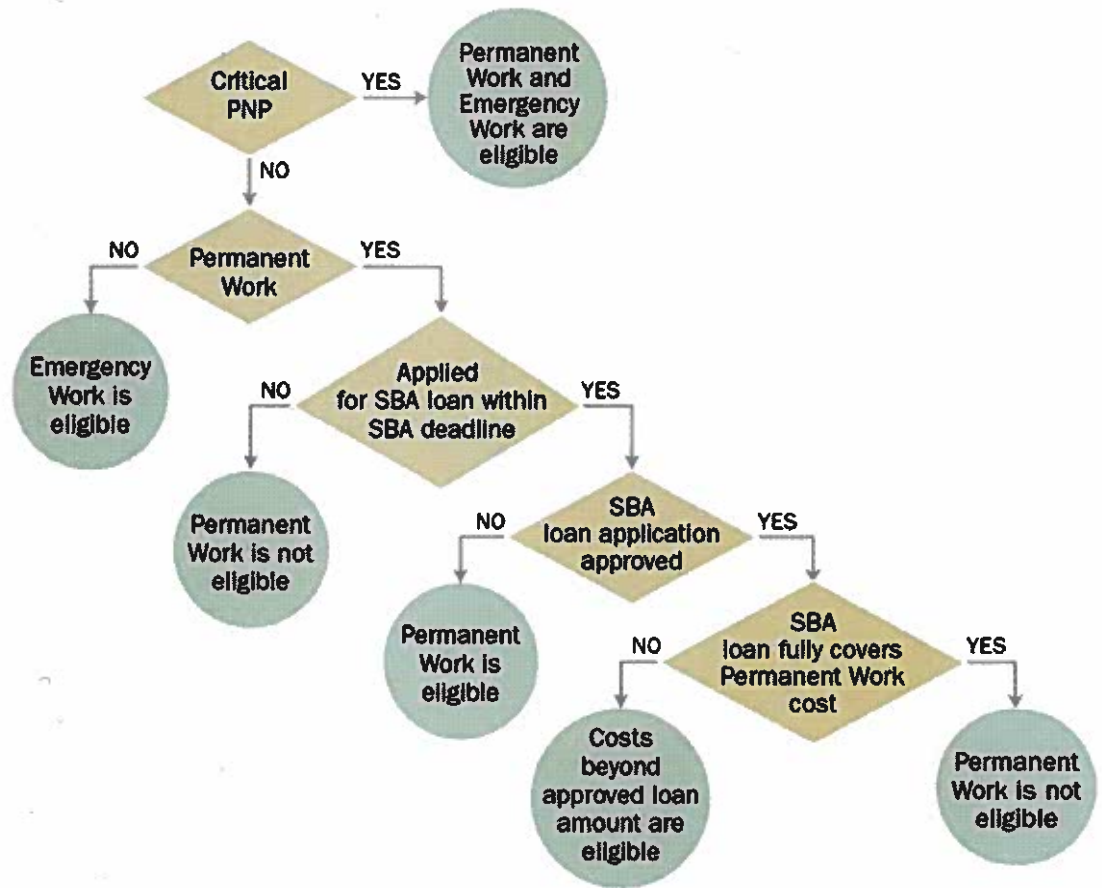


provides Public Assistance funding for eligible Permanent Work (work required to restore a facility to its pre-disaster design and function in accordance with applicable codes and standards) costs that a Small Business Administration loan will not cover.

Therefore, non-critical private nonprofits must also apply for a disaster loan from the Small Business Administration.

Possible outcomes are illustrated in the decision tree below.

[Select this link for a full image description.](#)



## Small Business Administration Loan Requirement (2 of 2)

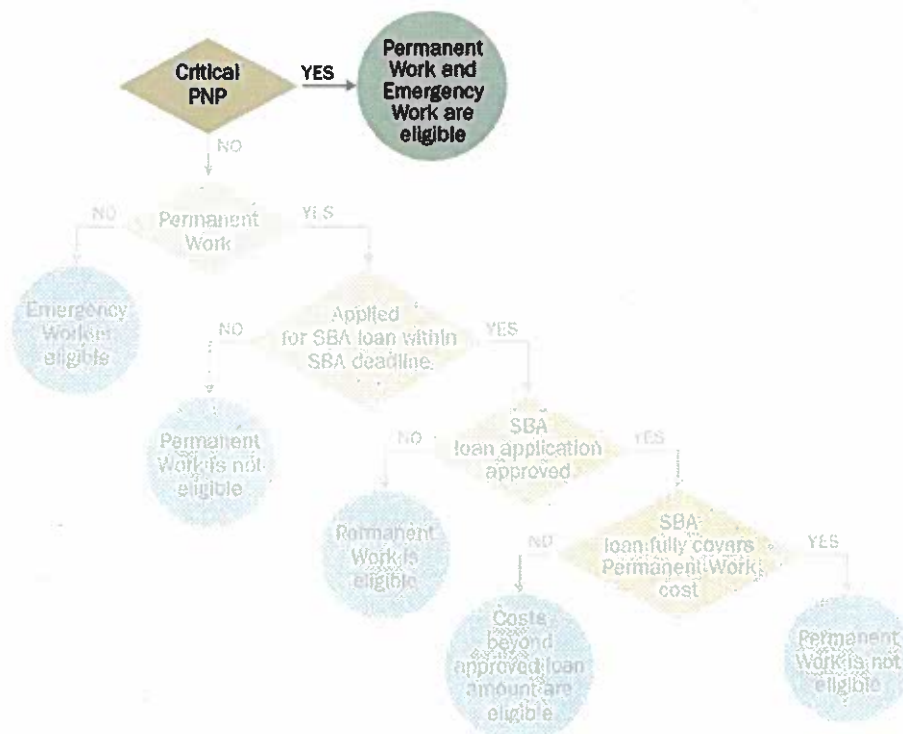
Private nonprofit organizations that provide critical services can apply

to FEMA without having to apply to the Small Business Administration.

If the eligible portion of a mixed-use facility provides critical services (or is partially used to provide critical services), the Applicant may apply for Public Assistance funding without also applying to the Small Business Administration for a loan.

If the eligible portion of a mixed-use facility is used to provide services that are entirely non-critical, the Applicant must also apply to the Small Business Administration for a loan.

[Select this link for a full image description.](#)



## Additional Facility Eligibility Requirements - Inactive or Partially Inactive Facility

To be eligible, a facility must have been in active use at the start of the incident period. Inactive facilities are not eligible, unless one of the following conditions is met:

- The facility was only temporarily inactive for repairs or remodeling (provided a contractor is not responsible for repair of disaster-related damage)
- The Applicant firmly established future active use in an approved budget
- The Applicant can clearly demonstrate its intent to begin use within a reasonable amount of time

The above criteria also apply to facilities that are partially inactive at the start of the incident period. Inactive portions are not eligible unless one of the exceptions noted above applies.

When eligible repairs benefit an area that was not in active use, FEMA prorates funding based on the percentage of the facility that was in active use. For



example, if the roof of a partially used building is destroyed, FEMA limits the eligible cost to a prorated amount of the total cost to replace the roof based on the percentage of the building that was in active use.

For private nonprofit facilities, more than 50 percent of the facility had to be in active use for an eligible purpose at the time of the incident in order for the facility to be eligible.

## **Additional Facility Eligibility Requirements - Facility Scheduled for Repair or Replacement**

Facilities that are not yet under contract, but are scheduled for repair or replacement using non-Federal funds are eligible provided that the claimed damage did not exist prior to the incident (FEMA may review the bid and contract documents to validate). If damage existed prior to the incident, only the repair of damage caused by the incident is eligible.

A facility scheduled for replacement within 12 months of the start of the incident period using Federal funds is not eligible. In such a case, the Applicant should coordinate with the agency funding the project to expedite replacement, if possible.



## **Eligible Emergency Protective Measures**

Per the *Public Assistance Program and Policy Guide*, Emergency Protective Measures conducted before, during, and after an incident are eligible for FEMA assistance if the measures:

- Eliminate or lessen immediate threats to lives, public health, or safety; **OR**
- Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner



## **Eligible Private Nonprofit Emergency Protective Measures (1 of 2)**

For private nonprofit organizations, eligible Emergency Protective Measures are generally limited to activities

associated with preventing damage to an eligible facility and its contents.

Emergency services are usually the responsibility of State, Territorial, Tribal, or local governments. Therefore, private nonprofit organizations are generally not legally responsible for those services and FEMA does not provide Public Assistance funding to private nonprofits for the costs associated with providing those services.

When a private nonprofit provides emergency services at the request of, and certified by, the legally responsible government entity, FEMA provides Public Assistance funding through that government entity as the eligible Applicant.

These services include:

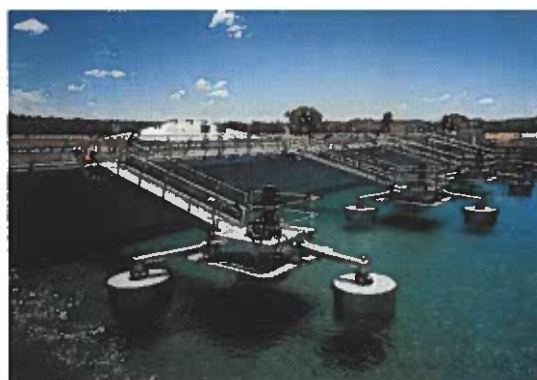
1. Fire and rescue activities
2. Animal control
3. Emergency ambulance service for evacuation
4. 211 call services, if tracked and related to eligible work
5. Other similarly urgent governmental services

## Eligible Private Nonprofit Emergency Protective Measures (2 of 2)

Private nonprofit organizations that own or operate a medical or custodial care facility are eligible for direct reimbursement of costs related to patient evacuation.

In limited circumstances, FEMA may also reimburse a private nonprofit directly when essential components of a facility are urgently needed to save lives or protect health and safety, such as an emergency room of a private nonprofit hospital or a private nonprofit sewage or water treatment plant.

Additionally, a private nonprofit volunteer fire department may operate based on established agreements with a State, Territorial, Tribal, or local government. This agreement designates the volunteer fire department as an official recognized entity legally authorized to provide emergency services in specifically designated areas. FEMA may reimburse the volunteer fire department directly as an eligible Applicant.





## Lesson 2 Summary

In this lesson, the criteria private nonprofit organizations must meet to be eligible to receive FEMA Public Assistance grant funding was described.

The next lesson describes the process for requesting Public Assistance and identifies special requirements for private nonprofit applicants once approved.

[Select this link for a full image description.](#)

## Lesson 3 Overview and Objectives

This lesson describes the process for requesting Public Assistance and identifies special requirements for private nonprofit applicants once approved.

At the end of this lesson, participants will be able to:

- Describe the aspects of the Request for Public Assistance process as it relates to a private nonprofit organization within Grants Portal
- Explain the special requirements for private nonprofit Applicants after the Request for Public Assistance has been approved

[Select this link for a full image description.](#)

## Request for Public Assistance Process (1 of 5)

If a private nonprofit organization wishes to seek Public Assistance grant funding, it must first submit a Request for Public Assistance to FEMA, through the Recipient, within 30 days of the respective area being designated in the declaration.

The private nonprofit will submit the Request for Public Assistance through Grants Portal.

Recall that a **Recipient** is the State, Tribe, or Territory that receives the declaration and administers Public Assistance grants.

An **Applicant** is a non-federal entity who applies for Public Assistance (which includes certain private nonprofit organizations).



## Request for Public Assistance Process (2 of 5)

In order for a private nonprofit to submit a Request for Public Assistance through Grants Portal, they must establish a profile in Grants Portal as an Applicant. The Recipient will send invitations to Applicants to establish

these profiles or they may establish the account and send a temporary login and password.

In Level I events (very large events) to expedite funding, Applicants and Recipients may submit Requests for Public Assistance using paper forms. In such instances, Recipients or FEMA will input information in the Grants Portal, Grants Manager, and EMMIE, and route the request for appropriate approval.



## Request for Public Assistance Process (3 of 5)

If the Recipient or FEMA enters the Request for Public Assistance on behalf of the private nonprofit Applicant, they will set up a Grants Portal profile for the Applicant and will input the names/points of contact listed on the Request for Public Assistance. The Applicant will be responsible for assigning additional staff access to the Grants Portal.

The Recipient reviews the Request for Public Assistance and submits eligibility recommendation to FEMA through the Grants Portal.

## Request for Public Assistance Process (4 of 5)

Given the necessity to collaborate with Applicants early in the Public Assistance Program implementation process, FEMA's expectation is that Requests for Public Assistance are submitted as soon as possible after the respective area is designated in the declaration or at the conclusion of the Applicant Briefing. However, FEMA accepts Requests for Public Assistance up to the 30-day deadline.

FEMA may extend the deadline for submitting a Request for Public Assistance if the Recipient submits a request in writing with justification based on extenuating circumstances beyond the Applicant's control.



## Request for Public Assistance Process (5 of 5)

During the Request for Public Assistance submission process, the private nonprofit Applicant provides general information about its organization, including physical location and point of contact. The Request for Public Assistance must indicate the Applicant's active Dun and Bradstreet number.

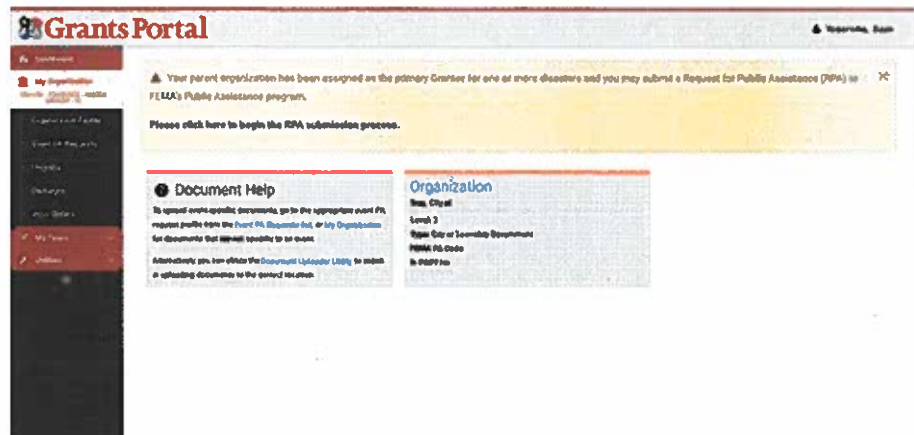
If the Applicant does not have an active Dun and Bradstreet number, it may request one at: [DNB Website](#)



## Submitting a Request for Public Assistance in Grants Portal (1 of 8)

Now that you know when the Request for Public Assistance is initiated and what kind of information is generally provided within it, let's explore the process of how Applicants can submit a Request for Public Assistance using Grants Portal.

First, from the "My Organization" dashboard, select the "Please click here to begin the RPA submission process" link.

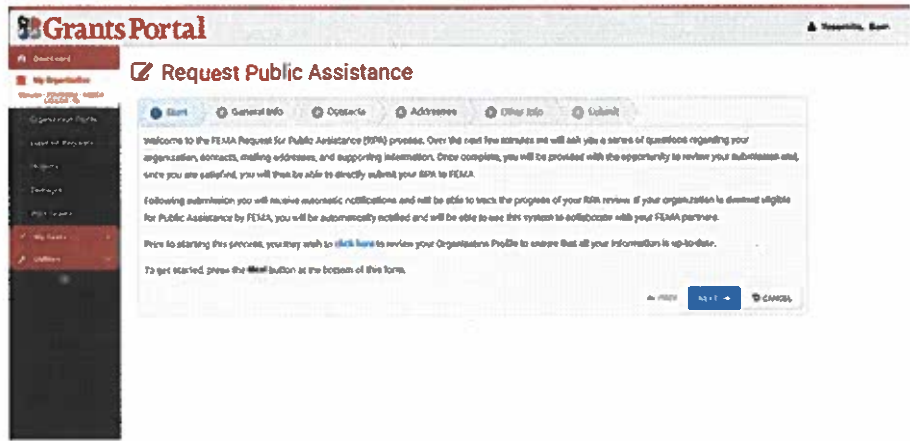


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## Submitting a Request for Public Assistance in Grants Portal (2 of 8)

You will be taken to the "Start" tab on the "Request Public Assistance" page. From here, select the "Next" button in the lower-right corner of the screen.

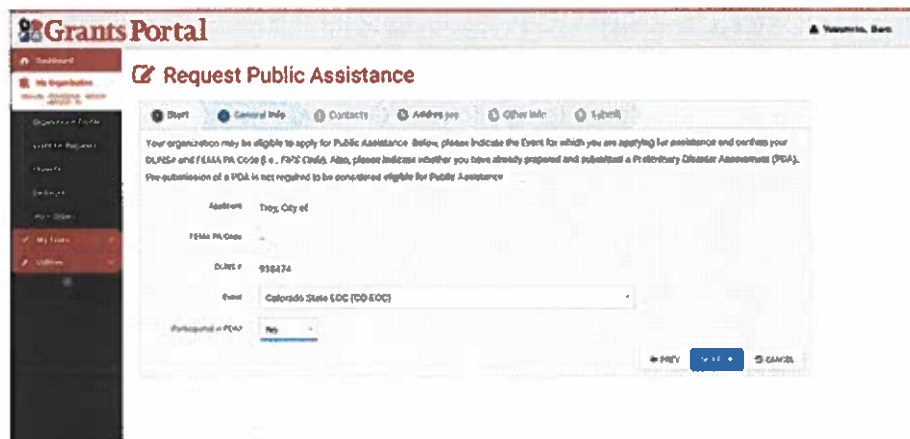
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## Submitting a Request for Public Assistance in Grants Portal (3 of 8)

Next you will be directed to the "General Info" tab. First select the correct event in the "Event" dropdown menu, then select either the "Yes" or "No" option from the "Participated in PDA?" dropdown menu. Finally, select the "Next" button to proceed.

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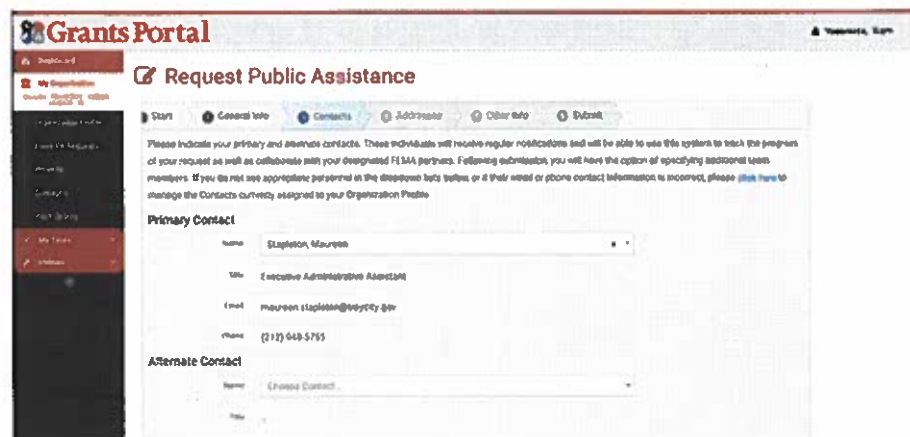


## Submitting a Request for Public Assistance in Grants Portal (4 of 8)

From the "Contacts" tab, you'll need to select the primary contact from the "Name" dropdown menu underneath the "Primary Contact" heading.

Next, you'll select the alternate contact from the "Name" dropdown menu underneath the "Alternate Contact" heading.

Finally, you'll select the "Next" button.



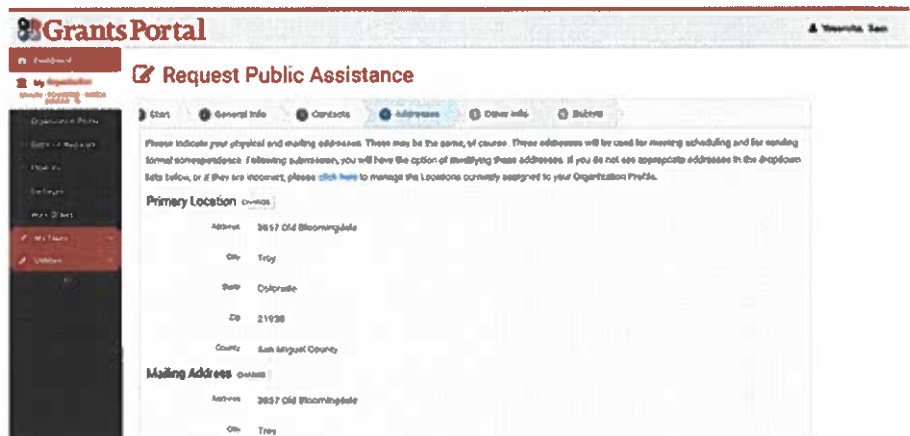


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## Submitting a Request for Public Assistance in Grants Portal (5 of 8)

From the "Addresses" tab, you'll need to verify both your primary location address and your mailing address information. Should information in either section need to be changed, select the "Change" button next to the corresponding header.

Once all information is verified to be correct, select the "Next" button to proceed.



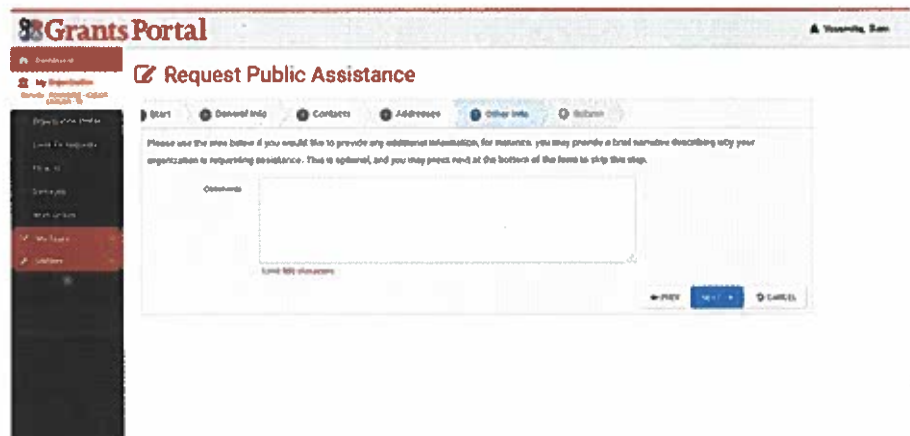
The screenshot shows the 'Request Public Assistance' form in the Grants Portal, specifically the 'Addresses' tab. The form is titled 'Request Public Assistance' and has a sub-header 'Request Public Assistance'. The 'Addresses' tab is selected, and the form contains two sections: 'Primary Location' and 'Mailing Address'. Both sections have a 'Change' button next to their respective headers. The 'Primary Location' section contains the following information: Address: 3857 Old Bloomingdale, City: Troy, State: Colprade, Zip: 21938, County: San August County. The 'Mailing Address' section contains the following information: Address: 3857 Old Bloomingdale, City: Troy. The form also includes a 'Next' button at the bottom right.

[Select this link for a full image description.](#)

## Submitting a Request for Public Assistance in Grants Portal (6 of 8)

From the "Other Info" tab, you'll have the opportunity to enter any additional information or comments you may have in the "Comments" box. For example, you may provide a brief narrative describing why your organization is requesting assistance and/or the type of damages you incurred and/or services you provided.

Inputting information in this box is optional. Once you are finished entering information, or if you would like to bypass this step,



The screenshot shows the 'Request Public Assistance' form in the Grants Portal, specifically the 'Other Info' tab. The form is titled 'Request Public Assistance' and has a sub-header 'Request Public Assistance'. The 'Other Info' tab is selected, and the form contains a 'Comments' section with a large text area for entering information. The form also includes a 'Next' button at the bottom right.

select the "Next" button to proceed.

[Select this link for a full image description.](#)

## Submitting a Request for Public Assistance in Grants Portal (7 of 8)

Finally, you'll be taken to the "Submit" tab. Review all information presented on the screen, and select the "Submit" button to submit the Request for Public Assistance.

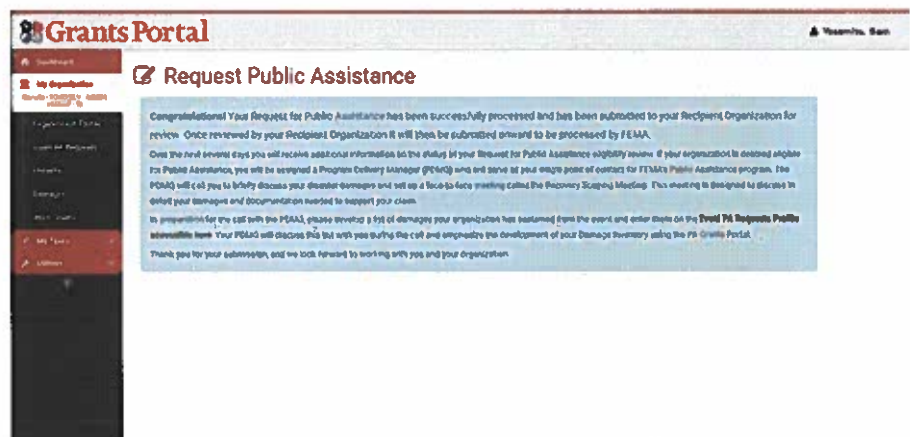
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## Submitting a Request for Public Assistance in Grants Portal (8 of 8)

A confirmation message will appear informing you that your Request for Public Assistance has been successfully processed and submitted to the Recipient for review.

[Select this link for a full image description.](#)



## Request for Public Assistance Process for Private Nonprofits

[Table 5: PNP RPA Documentation Requirements](#) within the *Public Assistance Program and Policy Guide* indicates the Request for Public Assistance documentation required for private nonprofit organizations.

These documents must be uploaded within Grants Portal. For more information about general Grants Portal processes, please refer to the course IS-1002: FEMA Grants Portal - Transparency at Every Step.

### PNP RPA Documentation Requirements

#### All PNP Applicants

- [PNP Facility Questionnaire](#) (FEMA Form 90 - 121)
- A current ruling letter from the Internal Revenue Service granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954; OR documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law
- If the Applicant owns the facility, proof of ownership
- If the Applicant leases the facility, proof of legal responsibility to repair the incident-related damage
- List of services provided in the facility and when and to whom

### **Membership Organization**

- Who is allowed membership
- What fees are charged
- Policy regarding waiving memberships

### **Education/School**

- Proof that the school is accredited or recognized by the State Department of Education

### **Child Care Facility**

- Proof that the State Department of Children and Family Services, Department of Human Services, or similar agency, recognizes it as a licensed child care facility

### **Mixed-Use Facility**

Proof of the established purpose of the facility with documentation such as:

- Pre - disaster charter, bylaws, and amendments
- Calendar of activities

## **Private Nonprofit Facility Questionnaire**

The first item listed on Table 5 for all private nonprofit Applicants is the PNP Facility Questionnaire (FEMA Form 90-121). This form is used for collecting general information about the organization, which assists FEMA in making an eligibility determination.

It's worth noting that the acronym "PNP" within the document's title is a commonly used acronym for "Private Nonprofit Organization."

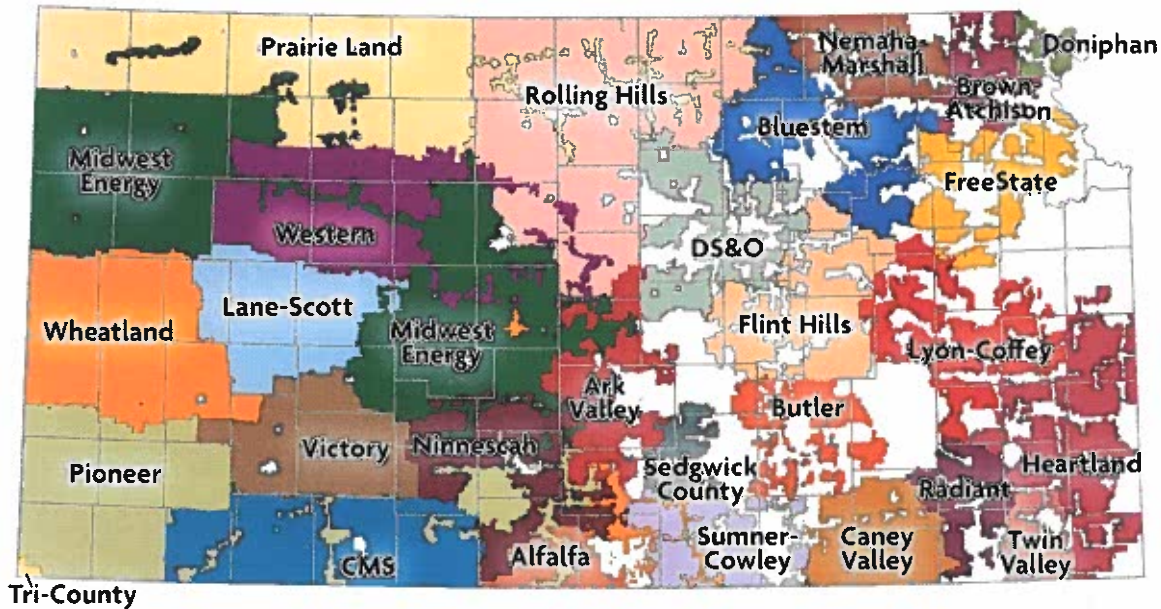
[PNP Facility Questionnaire.](#)

## **Request for Public Assistance Documentation Requirements for All Private Nonprofit Applicants**

In addition to a current ruling letter from the U.S. Internal Revenue Service granting tax exemption; OR documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law, Table 5 also calls for all private nonprofit Applicants to provide the following:

- Proof of ownership (if the applicant owns the facility)
- Proof of legal responsibility to repair the incident-related damage (if the applicant leases the facility)
- List of services provided in the facility and when and to whom

For example, a rural electric cooperative may need to demonstrate their responsible service area through the use of maps, or proof that a pole is operated and maintained by their organization, rather than being a private residence pole.



[Select this link for a full image description.](#)

## Request for Public Assistance Documentation Requirements for Certain Private Nonprofit Applicants

Moving down further into Table 5, documentation requirements for certain organizations and facilities are listed - specifically, membership organizations, education/school organizations, child care facilities, and mixed-use facilities.

For example, private nonprofit schools must provide proof that they are accredited or recognized by the State Department of Education. This means that charter schools must provide an accreditation certificate.



## Request for Public Assistance Review and Approval



After the Recipient has reviewed the Request for Public Assistance, they will submit an eligibility recommendation to FEMA through Grants Portal.

The Office of Chief Counsel then reviews the Requests for Public Assistance from private nonprofit Applicants, and sends an eligibility recommendation to the Public Assistance Group Supervisor or Infrastructure Branch Director in Grants Manager. The Public Assistance Group Supervisor or the Infrastructure Branch Director makes the Applicant eligibility determination in Grants Manager.



If the private nonprofit is not eligible, the Public Assistance Group Supervisor or Infrastructure Branch Director will discuss the reasoning with the Recipient. The Public Assistance Group Supervisor or Infrastructure Branch Director will then draft a Determination Memo and Letter which explains why they are not eligible, and send it to the private nonprofit and the Recipient.

If the private nonprofit is eligible, the Public Assistance Group Supervisor or Task Force Leader assigns a Program Delivery Manager as the private nonprofit's single point of contact during the Public Assistance grant development.

## **Special Requirements for Private Nonprofit Applicants After Request for Public Assistance Approval**

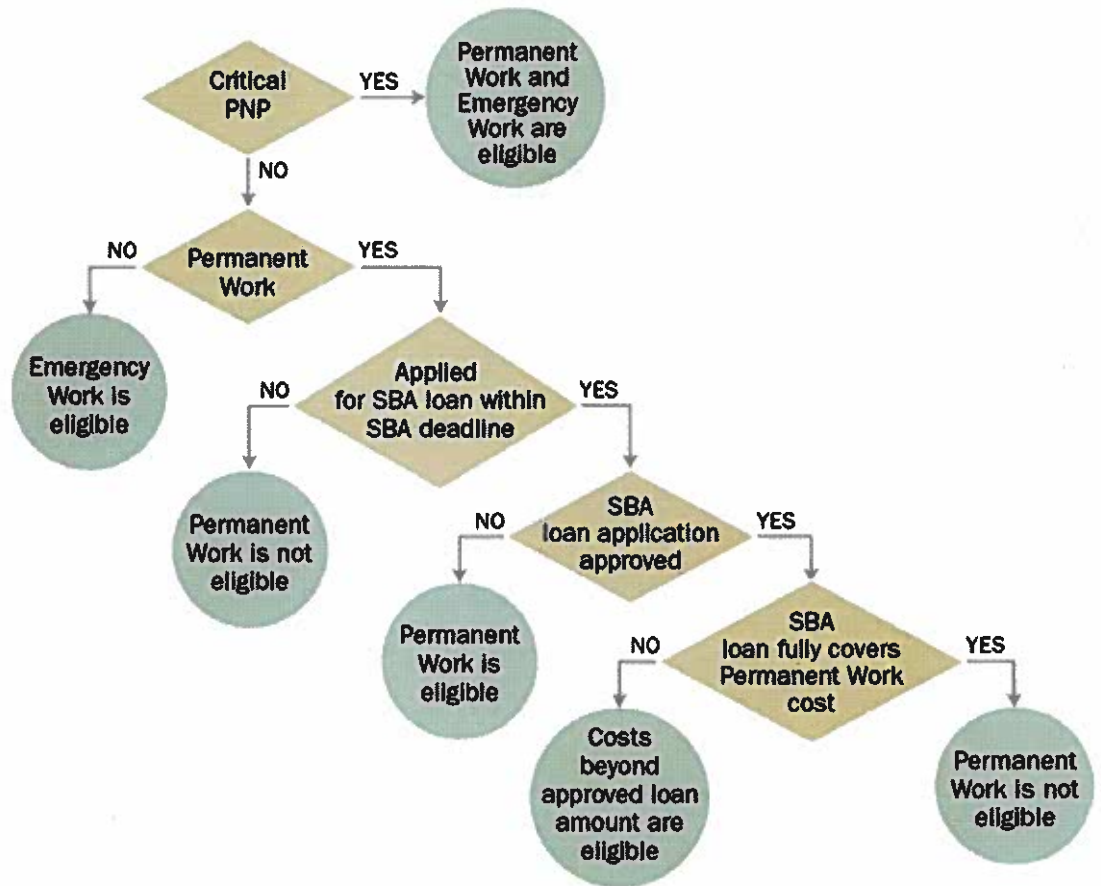
Recall that for private nonprofits that provide non-critical, essential social services, FEMA only provides Public Assistance funding for eligible Permanent Work (work required to restore a facility to its

pre-disaster design and function in accordance with applicable codes and standards) costs that a Small Business Administration loan will not cover.

Therefore, non-critical private nonprofits must also apply for a disaster loan from the Small Business Administration. The determination letter from the Small Business Administration must be uploaded to Grants Portal.

Private nonprofit organizations that provide critical services can apply to FEMA without having to apply to the Small Business Administration.

[Select this link for a full image description.](#)



## Lesson 3 Summary

In this lesson, the process for requesting Public Assistance was described, as well as special requirements for private nonprofit applicants once approved.

The next lesson discusses the documentation requirements for potential private nonprofit organizations applying for FEMA Public Assistance grant funding, and best practices for records maintenance and organization.

[Select this link for a full image description.](#)

## Lesson 4 Overview and Objectives

This lesson discusses the documentation requirements for potential private nonprofit organizations applying for FEMA Public Assistance grant funding. It also provides best practices for records maintenance and organization.

At the end of this lesson, participants will be able to:

- Identify the records necessary to substantiate eligible disaster-related activities
- Explain different methods and strategies for file organization

[Select this link for a full image description.](#)

## Documentation to Support Eligible Work

FEMA requires documentation to support that the work is eligible in accordance with laws, regulations, Executive Orders, and policies.

Documentation should provide the "who, what, when, where, why, and how much" for each item claimed. If the specific documentation needed is not available, FEMA and the Recipient will work with the private nonprofit Applicant to obtain alternative documentation to support eligibility. However, it is the private nonprofit's responsibility to substantiate its claim as eligible. If the private nonprofit does not provide sufficient documentation to support its claim as eligible, FEMA cannot provide Public Assistance grant funding for the work.



## The Exploratory Call

After the private nonprofit Applicant is determined to be eligible and the Program Delivery Manager is assigned, the Program Delivery Manager will conduct an Exploratory Call with the private nonprofit Applicant. The Program Delivery Manager will coordinate with the

Recipient point of contact if the Recipient wants to participate in the call.

The objectives of the Exploratory Call are:

- Introduce role of a Program Delivery Manager and explain the Public Assistance grant program
- Discuss the disaster damages the private nonprofit Applicant has identified
- Introduce the Damage Inventory
- Discuss high-level documentation needed to support the private nonprofit's claims (e.g. insurance, procurement policy, pay policy)
- Discuss and schedule the Recovery Scoping Meeting



During the Exploratory Call, the Program Delivery Manager discusses the private nonprofit Applicant's points of contact for the damage and requests those individuals attend the Recovery Scoping Meeting. After the call, the Program Delivery Manager enters the results of the call schedules the Recovery Scoping in the Grants Manager software.

The Program Delivery Manager uses the results of the Exploratory Call to tailor the agenda of the Recovery Scoping Meeting, a detailed and in-depth meeting regarding the Applicant's disaster damages.

## The Damage Inventory (1 of 2)

The Damage Inventory is used by the private nonprofit Applicant to capture all disaster-related damage claims, and is the most critical document in the beginning of the Public Assistance grant process. Private nonprofit Applicant must identify and report all damages on the Damage Inventory within 60 days of the Recovery Scoping Meeting.

The information captured in the Damage Inventory includes the following:

- Damage description
- Percent work complete
- Location (Global Positioning System coordinate in decimal degrees or address)
- Actual and estimated costs
- Recovery priority level

## The Damage Inventory (2 of 2)

The Damage Inventory is located in the Grants Portal. The Program Delivery Manager can add line items to the Damage Inventory on behalf of the private nonprofit in the Grants Manager.



In advance of the Recovery Scoping Meeting, the Program Delivery Manager works with the private nonprofit Applicant to input an initial Damage Inventory. This allows the Program Delivery Manager, private nonprofit Applicant, and Recipient to have an in-depth discussion about disaster-related damage claims during the Recovery Scoping Meeting.



## Documentation to Support Damage Claim (1 of 3)

The specific documentation that the private nonprofit Applicant needs to provide prior to the Recovery Scoping Meeting to support their damage claim include a list of all impacts by site, including:

- Map of jurisdiction showing all sites
- Specific location of debris impacts and facility damage using either the address or GPS coordinates (latitude and longitude)
- Facility names
- Documentation to support legal responsibility
  - Deeds
  - Titles
  - Lease agreements
  - Contracts for facilities under construction
- Whether the facility was damaged in a prior incident
- Pre-incident photographs of impacted site or facility, if available
- Photographs of debris impacts or facility damage
  - Estimated quantities of debris by type
  - Brief description of damage with dimensions



## Documentation to Support Damage Claim (2 of 3)

The private nonprofit Applicant must also provide:

- Emergency Work activities
- Estimated costs
- Whether the project is high priority
- Proposed, or completed, repair scope of work, including hazard mitigation measures

- Whether the work is complete
  - Summary of actual costs for completed work, including support documentation
  - Professional cost estimates for uncompleted work, if available
- Who performed, or will perform, the work
- Potential environmental issues or historic preservation concerns
- Age of the facility
- Age of nearby facilities that may be affected by the project
- Debris reduction and disposal sites
- Summary of insurance coverage, including copy of policy, schedule of values, statements of loss, and settlement documents



## Documentation to Support Damage Claim (3 of 3)

**Table 7: Documentation to Support Damage Claim** within the *Public Assistance Program and Policy Guide* lists information that FEMA may request to determine the eligibility of damage claimed.

You'll notice that Table 7 also refers to, and includes all items within **Table 6: Applicant Documentation to Provide at Recovery Scoping Meeting**. This table can also be found within the *Public Assistance Program and Policy Guide*.

Timesheets, rates of pay (including fringe benefits), and copies of invoices may also need to be submitted.

## The Recovery Scoping Meeting (1 of 2)

The Recovery Scoping Meeting is the first substantive meeting between the private nonprofit Applicant, Recipient, and FEMA which starts the 60-day regulatory timeframe for the Applicant to identify and report damage.

Prior to the Recovery Scoping Meeting, the Program Delivery Manager will coordinate with Recipient, Environmental and Historic Preservation, and Mitigation for participation.

The objectives of the meeting are:

- Discuss the Damage Inventory
  - Discuss Public Assistance general eligibility

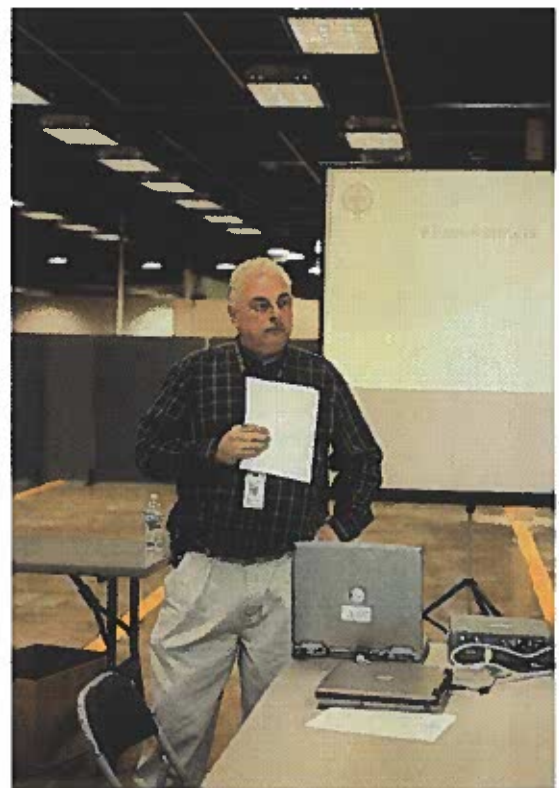


- Discuss project formulation for categories of work
- Discuss logical groupings for sites that require inspections
- Discuss special considerations
  - Environmental Planning and Historic Preservation issues
  - Insurance requirements
  - Mitigation opportunities

## The Recovery Scoping Meeting (2 of 2)

Additional objectives of the meeting are:

- Discuss documentation required to support the private nonprofit Applicant's claim
  - Review documentation the Applicant has submitted
- Utilize the Essential Elements of Information questionnaires to determine additional documentation or information needed to schedule site inspections
  - Confirm private nonprofit Applicant's capability and capacity to participate in site inspections and grant development
  - Schedule site inspections
- Develop Program Delivery Plan
  - Populate a 60-day calendar with follow-up meetings
    - Essential Elements of Information
    - Debris Public Assistance Alternative Procedures
    - Damage inventory deadline



## Recovery Scoping Meeting: Categories Overview and Documentation Checklist

During the categories overview and Documentation Checklist portion of the Recovery Scoping Meeting, the Program Delivery Manager will provide a quick overview of other categories of damage available that were not discussed while reviewing the Damage Inventory to ensure that the private nonprofit Applicant did not miss items that may be eligible for Public Assistance. In addition, they will:

- Recap the Documentation Checklists created while reviewing Damage Inventory
- Ensure documentation and information requirements are accurately reflected on the Documentation Checklist
- Provide a physical copy of the Documentation Checklist(s) to the Applicant
- Encourage Applicant to upload documents in the Grants Portal, including standard documents that may apply to multiple projects (e.g., pay policy, insurance policy, procurement policy)
- Remind the applicant all Personally Identifiable Information should be omitted from the documentation they provide

The private nonprofit Applicant should also be reminded of the requirement to apply for a Small Business Administration loan if they are a non-critical private nonprofit and have permanent damages (versus emergency work).

## After the Recovery Scoping Meeting (1 of 3)

After the Recovery Scoping Meeting, the Program Delivery Manager enters the results of the meeting in the Grants Manager and transitions the private nonprofit Applicant to Phase II - Damage Intake and Eligibility Analysis.

Recall that if the private nonprofit Applicant is a noncritical entity, the grant for the permanent work will not move forward without the determination of the Small Business Administration loan.



## After the Recovery Scoping Meeting (2 of 3)

The Program Delivery Manager assesses the eligibility of facilities on the Damage Inventory. If the Program Delivery Manager finds an eligibility issue with a facility claim, the Program Delivery Manager will discuss with the Program Delivery Task Force Leader and the Public Assistance Group Supervisor to confirm the eligibility recommendation.

If the facility is not eligible, the Public Assistance Group Supervisor or Task Force Leader will discuss with the Recipient. Then the Public Assistance Group Supervisor or Task Force Leader will direct the Program Delivery Manager to send a notification to the Consolidated Resource Center to draft the Determination Memo and Letter which explains why the facility is not eligible. The Public Assistance Group Supervisor sends the Determination Memo and Letter to Recipient and Applicant.

## After the Recovery Scoping Meeting (3 of 3)

Based on the discussion during the Recovery Scoping Meeting, the Program Delivery Manager groups damages on the Damage Inventory into projects in the Grants Manager. This allows all interested parties to track the activities related to the project.





## Identifying and Reporting Damage - Timelines

The private nonprofit Applicant is required to identify and report all of its disaster-related damage, Emergency Work activities, and debris quantities to FEMA within 60 days of the Recovery Scoping Meeting.

FEMA may extend the deadline for identifying and reporting damage if the Recipient submits a request in writing with justification based on extenuating circumstances beyond the Recipient's or private nonprofit's control.

For example, if a site is inaccessible, FEMA may extend the deadline for that site.



## Documentation to Support Damage Inventory Items

Each Damage Inventory line item on the project requires the private nonprofit Applicant to provide source documentation for Completed Work. If the private nonprofit Applicant is not able to separate the source documentation to support each line item, the project should only have one damage line item. The Program Delivery Manager will request documentation through the Essential Elements of Information which are created for each project.

For 100% completed Damage Inventory items:

- Applicants must provide supporting documentation for the completed work claim
  - The Consolidated Resource Center will not estimate 100% completed work and the Program Delivery Manager will work with the private nonprofit to upload all supporting documents, (e.g. invoices, timesheets, equipment)
  - If the private nonprofit does not provide the necessary documents in a timely manner the private nonprofit will receive via Grants Portal a Request for Information for the supporting documentation
  - The supporting documentation for 100% completed Damage Inventory items should include specific dimensions of the facility that was repaired
  - For example, Applicants should provide start and end GPS coordinates for the roads and the lengths, widths, and depths of the roads repaired

For Damaged Inventory items where the work is still in progress:

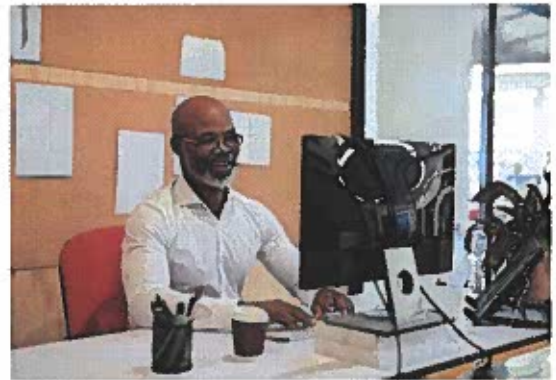
- Private nonprofits will provide documentation to support the completed portion of the work (e.g. invoices, timesheets, equipment)
- The Program Delivery Manager will send the project to the Consolidated Resource Center when the Applicant has provided supporting documentation and estimates for the work to be completed.

## Essential Information Request (1 of 2)

The Program Delivery Manager develops the Essential Elements of Information request based on the results of the Recovery Scoping Meeting, and sends it to the private nonprofit Applicant through Grants Manager. The Essential Elements of Information request details the documentation and information needed to support the damage claims. The private nonprofit Applicant receives the Essential Elements of Information request through Grants Portal.

The private nonprofit Applicant must provide the Program Delivery Manager with all requested Essential Elements of Information. If they do not, their project does not have the required documentation to be eligible.

As the private nonprofit Applicant gathers documentation, they will respond to the specific Essential Elements of Information requests for each project. When all Essential Elements of Information items have an associated document or comment, the private nonprofit Applicant will return the Essential Elements of Information to the Program Delivery Manager through Grants Portal.



## Essential Information Request (2 of 2)

The Program Delivery Manager reviews the Essential Elements of Information responses to ensure the information provided satisfies the Essential Elements of Information request. Once all documentation submitted, the Program Delivery Manager marks "EEI complete" in Grants Manager.

For more information about the Exploratory Call, the Recovery Scoping Meeting, and Essential Elements of Information requests, please refer to the IS-1003: The Exploratory Call, the Damage Inventory, and the Recovery Scoping Meeting course.

## Phase III: Scoping and Costing

During the remainder of Phase II, the private nonprofit Applicant and the FEMA Site Inspector conduct a site inspection of the damaged facility to validate, quantify, and document the case, location, and details of the reported damage and debris impacts and identify Environment and Historic Preservation issues and hazard mitigation opportunities.

The information gathered in the Site Inspection Report is entered into FEMA Grants Manager and automatically formulates the Damage Description and Dimensions, which the Applicant can view and approve in Grants Portal. The project's Damage Description and Dimensions must be approved in order for the scoping and costing process to begin.

For more information about the scope of work and cost estimate, please refer to the IS-1008: Scope of Work Development (Scoping and Costing) course.



## Developing the Scope of Work

Once FEMA and the private nonprofit Applicant agree on the damage description and dimensions, the Applicant provides its proposed scope of work, including its hazard mitigation proposal or, if the work is finished, the completed scope of work for each of its projects.

Supporting documentation is critical to the development of the scope of work. It is important to note that Emergency Work and Permanent Work require different documentation to develop the scope of work and for approval by FEMA.

Information for developing the scope of work is outlined in **Table 8: Information to Develop Scope of Work** in the *Public Assistance Program and Policy Guide*.

[Table 8: Information to Develop Scope of Work](#)

## Emergency Work

For Emergency Work, the Applicant needs to obtain and retain the following documentation for the purpose of developing and validating the scope of work:

- Emergency protective measures:
  - Site map
  - Description of emergency response activities
- Debris management
  - Site map



- Quantities of debris removed, reduced, disposed, and recycled with a representative sampling of load tickets to support quantities
- Debris monitor reports
- Pick-up locations
- Address and/or United States National Grid location of temporary reduction sites and permanent disposal sites, including recycling locations
- Copies of permits for reduction and disposal sites
- Lease agreement (if applicable)
- For abandoned vehicles and vessels, documentation supporting that the Applicant followed applicable ordinances or laws for private vehicle and vessel removal

## Permanent Work

The Applicant should acquire and retain the following documentation to develop and validate the scope of work for Permanent Work:

- Site map
  - Shows the location of all proposed project components and the extent of ground disturbance
- Drawings, sketches, and plans of proposed or completed work
  - E.g., As-built drawings or sketches
- Applicable design requirements
- Applicable repair / reconstruction codes or standards
  - Documentation to support that the codes and standards have been formally adopted, implemented, and uniformly applied
- Replacement projects: estimate for 50 percent Rule calculations
- Justification for a relocation project request (if applicable)
- Hazard mitigation proposal, including benefit-cost analysis when necessary
  - Documentation that provides mitigation activities the private nonprofit Applicant wishes to take to reduce or eliminate long-term risk to people and property from natural hazards and their effects
- Hydrologic and hydraulic studies that address potential upstream and downstream impacts (if available and applicable)
- Technical studies, reports, and assessments
- Historic property designations or surveys, including archaeological surveys
- Copies of permits and correspondence with regulatory agencies



## Defining the Cost Estimate

The cost estimate is developed in tandem with the scope of work because it provides approximate costs for the work that has been determined necessary by the private nonprofit Applicant in conjunction with FEMA.

The private nonprofit Applicant may choose to develop the cost estimate independently and submit to FEMA for review and approval, or the private nonprofit Applicant may choose to have FEMA develop the cost estimate on their behalf. The Program Delivery Manager asks the private nonprofit Applicant about who will develop the cost estimate when completing the Development Guide Questions.

Documentation requirements differ based on whether the private nonprofit Applicant or FEMA develops the cost estimate. FEMA typically manages the scoping and costing, but there are instances where the Applicant may prefer to conduct the process themselves.

Information for developing the scope of work is outlined in **Table 10: Documentation to Support Costs Claimed** in the *Public Assistance Program and Policy Guide*.

[Table 10: Documentation to Support Costs Claimed](#)

## Direct Administrative Costs (1 of 4)

Direct Administrative Costs are direct, administrative, or other expenses the private nonprofit Applicant incurs in administering and managing Public Assistance awards that are directly chargeable to a specific project. The project must be eligible for reimbursement under Title IV, Section 428 of the Stafford Act.

To be eligible for reimbursement as a Direct Administrative Cost, an administrative expense must be

- Directly related to a grant for an eligible Public Assistance project
- Itemized and documented in detail
- Reasonable



## Direct Administrative Costs (2 of 4)

Costs associated with the following activities are eligible as Direct Administrative Costs if they are related to only one project and meet the above requirements (this list is not all-inclusive):

- Site inspections
- Developing the detailed site-specific damage description
- Evaluating Section 406 hazard mitigation measures
- Reviewing the Projects
- Preparing Small Projects
- Preparing correspondence

- Travel Expenses
- Collecting, copying, filing, or submitting documents to support the claim
- Requesting disbursement of Public Assistance funds

## **Direct Administrative Costs (3 of 4)**

FEMA normally considers the salaries of administrative and clerical staff as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved are specifically identified with the project or activity;
- Such costs are explicitly included in the budget for that project or have FEMA's prior written approval; and
- The costs are not also recovered as indirect costs

FEMA considers the following factors when determining the reasonableness of Direct Administrative Costs:

- Whether the type of employee and skill level is appropriate for the activities performed; and
- The level of effort required to perform an activity

If the type of employee or skill level is not appropriate for the specific task, FEMA limits Public Assistance funding to a rate based on the appropriate employee type or skill level. For complex projects, staff with a higher level of technical proficiency and experience may be appropriate.

FEMA will use the level of effort required by FEMA staff to perform similar functions as a reference point to determine whether the level of effort claimed by the Recipient or private nonprofit Applicant is reasonable.

## **Direct Administrative Costs (4 of 4)**

When documenting Direct Administrative Costs, make sure to track all relevant activities and expenditures separately. FEMA cannot reimburse blended rates and other claims that aren't broken down into enough detail.

List labor, travel, equipment, and other expenditures separately from one another. Descriptions should be specific but succinct.

The level of detail is important because it helps FEMA form a more complete picture of the relevant administrative activities and determine the reasonableness of costs.

For more information about Direct Administrative Costs, please refer to "IS-1012: Direct Administrative Costs."

## **Donated Resources (1 of 2)**

Individuals and organizations often donate resources (equipment, supplies, materials, or labor) to assist with response activities. FEMA does not provide Public Assistance funding for donated resources; however, the Applicant may use the value of donated resources to offset the non-Federal share of its eligible Emergency Work projects and Direct Federal Assistance.

The Applicant may apply the offset if all of the following conditions are met:

- The donated resource is from a third party (a private entity or individual that is not a paid employee of the private nonprofit Applicant or Federal, State, Territorial, or Tribal government);
- The private nonprofit Applicant uses the resource in the performance of eligible Emergency Work; and
- The private nonprofit Applicant or volunteer organization tracks the resources and work performed, including description, specific locations, and hours

FEMA considers unpaid individuals who volunteer their labor to a private nonprofit Applicant to be third party, even if they are officially members or employees of the private nonprofit Applicant organization (e.g. volunteer fire fighters at a private nonprofit volunteer fire department).

Resources donated to the private nonprofit Applicant by an organization that would normally provide the same resources under its mission are eligible as an offset provided the organization is not federally funded. Additionally, if a mutual aid agreement provides for assistance at no cost to the private nonprofit Applicant, they may use the value of that assistance to offset the non-Federal cost share of its Emergency Work.

## Donated Resources (2 of 2)

Resources donated by a Federal agency, funded through a Federal award, or from another federally funded source are not eligible as an offset to the non-Federal share. Additionally, when a private nonprofit Applicant uses donated resources for ineligible Emergency Work, or for any Permanent Work (eligible or ineligible), the value of those resources is not eligible as an offset to the non-Federal share.

All projects approved under Public Assistance are subject to cost sharing; therefore, FEMA applies the off-set of credit to the eligible Emergency Work of the Federal cost share up to the total value of donated resources. FEMA does not apply the offset toward other State, Territorial, or Tribal government obligations, toward Permanent Work, or toward another private nonprofit Applicant's projects. In the event of a declaration with 100% Federal cost share, no credit or off-set to the private nonprofit Applicant is provided since the Federal government satisfies 100% of the project cost.

## Donated Resources: Offset Amounts

**Volunteer Labor:** The offset for volunteer labor is based on the same straight-time hourly labor rate, and fringe benefits, as a similarly qualified person in the private nonprofit Applicant's organization who normally performs similar work. FEMA does not offset volunteer labor based on overtime or premium rates. If the private nonprofit Applicant does not have employees performing similar work, FEMA credits the non-Federal share based on a rate consistent with those ordinarily performing the work in the same labor market

**Donated Equipment:** The offset for donated equipment is based on equipment rates

**Donated Supplies or Materials:** The offset for donated supplies or materials is based on current commercial rates, which FEMA validates based on invoices from previous purchases or information available from vendors in the area

**Logistical Support:** Reasonable logistical support for volunteers doing eligible work, such as donations warehousing and management related to eligible Emergency Work, may be eligible either for funding (if the private nonprofit Applicant provides the logistical support) or as a donations credit (if a third party provides the logistical support), subject to approval by FEMA

For more information about Donated Resources, please refer to the "IS-1020: Public Assistance Donated Resources course.

## Organizing Documentation

A private nonprofit Applicant can help organize the documentation within the Documentation itself and on Grants Portal.

Organizational practices include:

- Group project-specific or damage-specific documents together, whenever possible. For example, the private nonprofit Applicant should upload and catalog photos of disaster-related damage such that they correspond with that specific project
- If the private nonprofit Applicant has a master document containing separate documents, they should place a summary sheet or a table of contents at the beginning

## Labeling Documentation

Private nonprofit Applicants should provide specific, descriptive language when labeling documentation in Grants Portal rather than just a simple categorization of the document file.

- For example, if the private nonprofit Applicant uploads information about their insurance policy to Grants Portal, they should qualify it by labeling it by type. The information should be labeled "Property and Casualty Insurance" or "National Flood Insurance Policy" instead of just "insurance policy"
- Another example is that a private nonprofit Applicant should label their document "FIRMette," rather than "Map"

If the private nonprofit Applicant encounters any issues with regard to labeling their documents, they may contact their FEMA Program Delivery Manager for assistance.

For more information regarding the organization and labeling of documentation, please refer to IS-1006: Documenting Disaster Damage and Developing Project Files.

## Lesson 4 Summary

In this lesson, the documentation requirements for potential private nonprofit organizations applying for FEMA Public Assistance grant funding were discussed, as well as best practices for records maintenance and organization.

The next lesson will review the course objectives.

[Select this link for a full image description.](#)



## Lesson 5 Overview and Objectives

This lesson will review the course objectives. Participants will take a Post-Course Assessment at its conclusion.

At the end of this lesson, participants will be able to summarize the content of the course.

[Select this link for a full image description.](#)

## Course Objectives

In this course, you learned how to:

- Demonstrate ability to identify private nonprofit organizations that might be eligible to receive Public Assistance grant awards
- Explain how to meet the documentation requirements and process for private nonprofit organizations to be eligible to receive Public Assistance grant funding

## Lesson 1 Objectives

Lesson 1: Overview provided a high-level overview of the general eligibility requirements for FEMA Public Assistance grant funding. It also provided an overview of FEMA's definition of an eligible private nonprofit organization.

Participants learned how to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Define eligible private nonprofit organizations

## Lesson 2 Objectives

Lesson 2: Eligibility Considerations for Private Nonprofit Organizations described the criteria private nonprofit organizations must meet to be eligible to receive FEMA Public Assistance grant funding.

Participants learned how to:

- Describe the requirements to be considered an eligible private nonprofit organization
- Explain the differences between private nonprofit organization eligible critical, eligible non-critical, and ineligible services
- Describe the Public Assistance grant eligibility requirements for emergency protective measures conducted by private nonprofit organizations

## Lesson 3 Objectives

Lesson 3: Request for Public Assistance Process for Private Nonprofit Organizations described the process for requesting Public Assistance and identifies special requirements for private nonprofit applicants once approved.

Participants learned how to:

- Describe the aspects of the Request for Public Assistance process as it relates to a private nonprofit organization within Grants Portal
- Explain the special requirements for private nonprofit Applicants after the Request for Public Assistance has been approved

## Lesson 4 Objectives

Lesson 4: Documentation Requirements of Potential Private Nonprofit Applicants discussed the documentation requirements for potential private nonprofit organizations applying for FEMA Public Assistance grant funding. It also provided best practices for records maintenance and organization.

Participants learned how to:

- Identify the records necessary to substantiate eligible disaster-related activities
- Explain different methods and strategies for file organization

## Course Summary

The course is now complete.

This course provided you with an overview of FEMA's delivery of Public Assistance grant funding to private nonprofit organizations

[Select this link for a full image description.](#)