**FEMA COVID-19 Public Assistance (PA) for Private Non-Profits (PNP)**

Webinar Hosted by CADRE and SVCN on April 17, 2020

**Frequently Asked Questions (FAQ)**

**Links to Key Documents:**

[FEMA Public Assistance Program and Policy Guide](https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG_3.1_508_FINAL_5-4-2018.pdf) (PAPPG)

[Crisis Counseling Program Fact Sheet](https://www.fema.gov/media-library-data/1566920200647-b478e3a3650f2cc1224b13818cd7eada/FACTSHEET_CrisisCounselingProgram.pdf)

[Pandemic: Eligible Emergency Protective Measures](https://www.fema.gov/news-release/2020/03/19/coronavirus-covid-19-pandemic-eligible-emergency-protective-measures)

[Coronavirus (COVID-19) Pandemic: Private Nonprofit Organizations](https://www.fema.gov/news-release/2020/04/02/coronavirus-covid19-pandemic-private-nonprofit-organizations)

[Coronavirus (COVID-19) Pandemic: Purchase and Distribution of Food](https://www.fema.gov/media-library-data/1586783951980-4adbdd3bad2955ca31966a9220058835/FP-104-010-03_COVID-19_Purchase_and_Distribution_of_Food_4-11-2020_508.pdf)

[Eligible for Public Assistance](https://www.fema.gov/media-library-data/1586783951980-4adbdd3bad2955ca31966a9220058835/FP-104-010-03_COVID-19_Purchase_and_Distribution_of_Food_4-11-2020_508.pdf)

[Coronavirus (COVID-19) Pandemic: Public Assistance Simplified Application](https://www.fema.gov/news-release/2020/03/23/coronavirus-covid-19-pandemic-public-assistance-simplified-application)

[FEMA Request for Public Assistance](https://www.fema.gov/media-library-data/1505397829631-758807d2f22ea320a71a74ade429675d/FEMA_Form_009-0-49_RPA_508_FINAL.pdf)(RPA)

[Santa Clara County Disaster Cost Recovery Annex](https://www.sccgov.org/sites/controller/ERDP/Documents/disatr-cst-recvry-annex-2017.pdf)

[Webinar Evaluation-Getting to Know FEMA Covid-19 Resources for Nonprofits](https://forms.gle/xRyZ6tGDydgAeMu78)

**Q1. How do I apply for reimbursement for services?**

1. If you have a facility/office that must remain open and requires you to purchase supplies for staff or do extra sanitation to the facility/office – Submit a Request for Public Assistance (RPA) directly to FEMA. You must go through CalOES (see below)
2. If you have documentation (MOU or contract) with a jurisdiction requesting you to perform the services (must be eligible services) – the jurisdiction will apply to FEMA and pay you.
3. If you have both a facility/office referenced in #1 AND have an MOU or contract (#2) you still submit an RPA for the facility/office portion costs.

**Q2. How do I submit the Request for Public Assistance (RPA)?**

A. Email disasterrecovery@caloes.ca.gov Reference DR4482. Provide Organization name, email and contact person. There are a few other simple forms that do not have to be turned in immediately? If you are only contracting for services (no facility) you do not have to do this. If you are not sure, please submit the request. You can withdraw whenever you decide you don’t need it.

**Q3. What is the deadline for submitting the RPA?**A. FEMA will accept RPAs for 30 days after the end of the declaration of the Public Health Emergency and provide 30-day advance notification if an earlier deadline is established or further extended by a Regional Administrator. At this time the event is still ongoing.

**Q4. Is this online application process to be used only after you have contracted with the local government to provide assistance?**

A. If you anticipate an MOU or contract, you will not need to submit a [Request for Public Assistance (RPA)](https://www.fema.gov/media-library-data/1505397829631-758807d2f22ea320a71a74ade429675d/FEMA_Form_009-0-49_RPA_508_FINAL.pdf) to FEMA. FEMA will not reimburse a Private Nonprofit (PNP) directly for services rendered under a MOU. FEMA considers the MOU as a contract, and thus the requesting Local Government will apply and make the claim to FEMA and then pay the PNP for the services rendered.

**Q5. Re: Crisis Counseling. Do we apply to a state agency for these funds? or directly to FEMA? Does the request for nonprofits to assist with Crisis Counseling have to come from the State Health and Human Services first, the County Behavioral Health, or the County EOC?**

**A.** The state, tribe, or territory that received the major disaster declaration is the recipient of funds under the Crisis Counseling (CCP).

Supplemental funding for Crisis Counseling is available to state, territorial, and designated tribal authorities through two different grant programs the ISP and RSP that is included on the fact sheet provided.  FEMA awards and monitors the federal award for ISP in coordination with SAMHSA. For the RSP- SAMHSA awards and monitors the RSP federal award in coordination with FEMA. Contact person: [Tanya.Stevenson@fema.dhs.gov](http://Tanya.Stevenson@fema.dhs.gov)

**Q6. Can you provide us with an example of what a written request from a state/ jurisdiction would look like?**

A. We are providing templates to jurisdictions. Make sure that the contract does not say that your payment is contingent upon the jurisdiction being reimbursed. **Do not expand services because you expect reimbursement.**

**Q7. What about purchasing PPEs and donating to hospitals?**

A. Hospital can use it as an in-kind donation or donator can claim the cost of the PPE as a donation.

**Q8**. **Can we get a soft copy of Simplified Application?** – Email disasterrecovery@caloes.ca.gov Reference DR4482. Provide Organization name, email and contact person. You’ll get an email back on how to apply.  Documents to fill out

**Q9. If you are an PNP that is a contractor of the govt, would you still submit this funding request or would the local govt entity do so?**

A. Local government would submit.

**Q10. So even if you are a private PNP, with an existing contract with the local govt, if you plan to request reimbursement for services, you need to have this application done in advance?**

A. No, you can still write up an agreement. Your existing contract provides for a certain level of services. Your COVID-19 activities are what is IN EXCESS of normal activities.

**Q11. it sounds like essential services nonprofits could apply if there is a facility we own or operate?**

A. If you have a facility you own or operate that must remain open for you to provide services, yes, submit and RPA.

**Q12. What are some examples of costs that would be reimbursed for nonprofits directly to FEMA, versus costs that would be reimbursed through applying through jurisdictions?**

A. Sanitation supplies to keep facility clean, PPE for staff, extra staff/contractors to keep the facility sanitized. Must be above your normal costs.

**Q13. Our account has been set up and waiting for approval. It has been over a week. How long is this process?**

A. Submission to disasterrecovery@caloes.ca.gov should only take a couple of days. Ask for a status update. FEMA approval for PNP’s can take up to 2 weeks at minimum.

**Q14. Do we need to provide extra information if we are doing this process first time?**

A. If you do not already have a FEMA Portal Account, there are three forms to fill out. They are [PNP Facility Questionnaire](https://www.fema.gov/media-library-data/20130726-1608-20490-8817/90_121_05_2010.pdf), [Payee Data Record](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf) and [Project Assurances for Federal Assistance.](https://www.caloes.ca.gov/RecoverySite/Documents/004-Cal%20OES%2089%20rev%2002-16-17%20fillable.pdf#search=Cal%20OES%2089)

**Q15. Confirm that if the PNP enters into a contract with local government, and FEMA doesn’t say the activity was eligible, the government still has to pay?**

A. Yes

**Q16. Are county governments aware of this reimbursement procedure?**

A. No all are aware. CADRE and SVCN will continue working with Santa Clara County and the jurisdictions within the Operational Area to share this info.

**Q17. You mean a contractor as a person who has and existing MOU, correct?**

A. As long as the government understands MOU means that you will bill them The PNP is simply acting as a contractor through the Memorandum of Understanding between the PNP and the Local Government. The PNP will bill the Local Government for their services.

**Q18. When/ how are the private applicant briefings happening?**

A. PNP Applicant Briefings are not yet scheduled. Announcements will be posted on SVCN and CADRE websites and we’ll send an announcement out to everyone on our lists.

**Q19. Do we need to track volunteer hours?**

A. Yes! Be sure you are properly documenting the hours (CADRE form) and submit them to the jurisdictions you have contracts/MOUs with. Those hours receive a dollar value equivalent to what the jurisdiction would have had to pay someone to do that work. This dollar value offsets what the jurisdiction is obligated to pay after all reimbursements (usually about 6% of the total disaster cost). Currently Local Government cost share is 25% of eligible costs

**Q20. Has there been any word about the federal match requirements?**

**A.** The Federal match is 75% of eligible costs leaving a non-federal match of 25%

**Q21. For PPEs, where do we apply (link) get reimbursements for our prior disbursements?**

A. The PNP must apply to FEMA (see above instructions)

**Q22. Can a nonprofit that works with undocumented immigrants be eligible for these grants to help serve them?**

A. The status of those you serve are based ONLY on the population at high-risk for severe illness from COVID-19 includes people 65 years and older and people of any age who have serious underlying medical conditions, including people with chronic lung disease or moderate to severe asthma, people with serious heart conditions, people who are immunocompromised (e.g., those undergoing cancer treatment, smokers, those with HIV or AIDs), and people with severe obesity, diabetes, or liver disease, and people undergoing kidney dialysis. Due to the impact of the COVID-19 pandemic, there may be areas where it will be necessary as an emergency protective measure to provide food to meet the immediate needs of those who do not have access to food as a result of COVID-19 and to protect the public from the spread of the virus.

**Q23. Is baby formula considered food?**

A. Yes

**Q24. Who is our contact information for local FEMA PA?**

A. Your contact will be established by CalOES/FEMA PA after RPA is approved

**Q25. Who do we email for technical assistance?**

1. For questions to CADRE and SVCN use CadreEoc@gmail.com or

for questions to CalOES use disasterrecovery@caloes.ca.gov