



## Private Non-Profit Organization Guidance

### Eligibility of Private Non-profits and Guidelines

Certain private non-profit (PNP) organizations are eligible to apply for the FEMA Public Assistance program. FEMA makes the final determination of eligibility. FEMA assistance will be provided at 75 percent of total eligible costs. The Virginia Department of Emergency Management (VDEM) is the state pass-through agency. The reimbursement timeline is unknown due to the magnitude of this disaster.

To be an eligible PNP applicant, the PNP must show that it has:

- Ownership or operation of an eligible facility to be an eligible applicant and apply directly to FEMA. Eligible facilities would include education, utilities, emergency, medical, custodial care, or other essentials social services.
- 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.

If a PNP does not fit the criteria to be an eligible applicant, PNP could enter into a memorandum of understanding (MOU) with an eligible legally responsible applicant (i.e., local, state, tribal government, private-non-profit as described above) and seek reimbursement through that Applicant.

**Cost Threshold:** The minimum cost threshold for an eligible applicant is \$3,300 in costs associated with eligible work for COVID-19 (see eligible work guidance below).

### Eligibility of type of work under COVID-19 Category B

Under the COVID-19 Emergency Declaration, FEMA may provide assistance for emergency protective measures (Category B). While some activities listed may be eligible for funding, **final reimbursement determinations will be coordinated by HHS and FEMA.** These activities include, but are not limited to:

- Management, control and reduction of immediate threats to public health and safety
- Emergency medical care
- Medical sheltering (when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)



- All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures
- Non-congregate medical sheltering is subject to **prior approval by FEMA** and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency
- Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits,
- Movement of supplies and persons
- Security and law enforcement
- Communications of general health and safety information to the public
- Search and rescue to locate and recover members of the population requiring assistance

For PNPs, operating costs (such as patient care and administrative activities) are generally not eligible even if the services are emergency services, unless the PNP performs an emergency service at the request of and certified by the legally responsible government entity. In such case, FEMA provides Public Assistance funding through that government entity as the eligible applicant.

### Eligible Costs

- **(Force Account) Labor:** Based on actual hourly rates plus the cost of the employee's actual fringe benefits. FEMA calculates the fringe benefit cost based on a percentage of the hourly pay rate. Eligibility of overtime, premium pay, and compensatory time are based on the Applicant's pre-disaster written labor policy.
- **(Force Account) Equipment:** Equipment is based on equipment rates <https://www.fema.gov/schedule-equipment-rates>.
- **Contracts:** Contracts must be compliant with the 2 CFR 200.317 – 326
- **Materials and Supplies:** Based on current commercial rates, which FEMA validates based on invoices from previous purchases or information available from vendors in the area.
- **Volunteer Labor:** Volunteer labor is based on the same straight-time hourly labor rate, and fringe benefits, as a similarly qualified person in the Applicant's organization who normally performs similar work. If the Applicant does not have employees performing similar work, FEMA uses a rate consistent with the labor market. Volunteer labor cannot be directly reimbursed by FEMA but can count towards the applicant's 25% cost share.



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- **Donated Equipment:** Equipment is based on equipment rates <https://www.fema.gov/schedule-equipment-rates>. Volunteer equipment cannot be directly reimbursed by FEMA, but can count towards the applicant's 25% cost share.

For more information on Coronavirus, please go to the Virginia Department of Emergency Management's COVID-19 website located at <https://www.vaemergency.gov/coronavirus>.

For information on disaster grants, please go to the Virginia Department of Emergency Management's Disaster Grants website located at <https://www.vaemergency.gov/coronavirus/disaster-grants-and-loans/gov-ngo/>

### **We want to know more about your organization**

Please click on the following [Virginia PNP COVID-19 PA Pre-Screening](#) to submit a pre-application screening questionnaire about your organization to assist us in determining eligibility for the Public Assistance Program. As a reminder, FEMA makes the final determination of eligibility.

### **Resources**

*State Corporation Commission*

<https://www.scc.virginia.gov/clk/befaq/vanon.aspx>

*Virginia Tax – PNP Taxes*

<https://www.tax.virginia.gov/nonprofit-organizations>

*Virginia Service – Funding and Grants*

<http://virginiасervice.virginia.gov/resources/funding-grants/>

*ConnectVA – PNP Directory*

<https://www.connectva.org/nonprofit-directory/>

*Foundation Group – PNP Information*

<https://www.501c3.org/state-nonprofit-guide/how-to-start-a-nonprofit-in-virginia/>

*Prosper Strategies – PNP Communication Best Practices*

<https://cdn2.hubspot.net/hubfs/331925/Coronavirus-nonprofit-comms-best-practices-3102020-2.pdf>



Virginia Department of  
Emergency Management  
**COVID-19 RECOVERY**

» [www.vaemergency.gov](http://www.vaemergency.gov)  
f [facebook.com/VAemergency](https://www.facebook.com/VAemergency)  
t @VDEM

*Communications Network – Communications Triage Kit*

<https://www.comnetwork.org/resources/coronavirus-crisis-comms-triage-kit/>

*National Council of Nonprofits – Self Insured Nonprofits and Unemployment Insurance*

<https://www.councilofnonprofits.org/thought-leadership/self-insured-nonprofits-and-unemployment-insurance>

*National Council of Nonprofits – Families First Act*

<https://www.councilofnonprofits.org/trends-policy-issues/what-the-families-first-coronavirus-response-act-means-nonprofits>

*National Council of Nonprofits – Loans Available for Nonprofits in the CARES Act*

<https://www.councilofnonprofits.org/trends-policy-issues/loans-available-nonprofits-the-cares-act-public-law-116-132>

*U.S. Department of Treasury – Paycheck Protection Program*

<https://home.treasury.gov/system/files/136/PPP%20Borrower%20Information%20Fact%20Sheet.pdf>