**FEMA Public Assistance**

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**DR-4480 PNP RPA Packet**

NY Department of Homeland Security and Emergency Services – **Recipient** (State Government that receives funding under the disaster declaration and disburses funding to approved subrecipients)

Non-Profit Agency – **Applicant** (entity submitting a request for assistance under the recipient’s federal award)

**Eligible Entities:**

Critical and Essential/Non-Critical Private Nonprofit Organizations

Must show that you operate an eligible facility in order to be considered an eligible applicant

**Eligible Expenditures:**

* Activities conducted on or after January 20, 2020 can be submitted and it is open-ended.
* Reimbursement program – eligible expenses must be a direct result of COVID-19
* Costs must be incurred within the approved performance period (January 20 – September 19, 2020)
* NYS has the authority to extend another 6 months

**Eligible Work:**

Only covers Emergency Protective Measures.

**Work performed must be:**

* Required as a direct result of a declared emergency
* Legal responsibility of applicant performing the work
* Located in a declared county
* Complete within regulatory time frame

**Categories of eligible work:**

* Purchase and Distribution of Food
* Employee overtime as long as performing eligible work
* Temporary employees – regular and overtime costs are eligible
* Equipment costs (owned, leased or purchased) for necessary use during COVID-19 (reimbursement based on local FEMA-established rates)
* PPE that you either use from your stock or purchase for use in this event

**Where:**

All 62 counties in NYS

**Cost:**

Funding must be tied directly to eligible work, and must be adequately documented, necessary and reasonable. Eligible costs include labor, equipment, materials, contractor work, as well as direct and indirect administrative costs.

**Cost share**: federal share is not less than 75% of the eligible costs. The Recipient determines how the non-federal share (up to 25%) is split with the subrecipient.

Donated resources can be used to offset the local cost share of emergency work

Applicants may not duplicate benefits with insurance and must comply with Environmental, Historic Preservation, and Floodplain Management allows as part of edibility conditions. Procurement standards in the use of contracts for acquiring disaster-related goods and services must meet certain guidelines in order to receive funding.

**Procurement:**

* Applicants must comply with all State, Local, and Federal procurement requirements
* Non-state entities may sole-source under the emergency and exigency exception
* Document and provide justification for the use of the exemption
* Conduct a cost or price analysis if applicable
* Follow bonding requirements if applicable

Full Procurement Instructions:

<https://www.youtube.com/watch?v=SdlNKNvu_uw&feature=youtu.be>

**How Apply:**

* Submit Request for Public Assistant Documentation to NYS DHSES. Minimum documentation includes:
* DUNS
* By-Laws
* ST-119
* W-9 Form
* PNP Questionnaire
* Copy of Deed or Lease Agreement and insurance policy

DHSES will establish a Grants Portal Account for the applicant.