

**PUBLIC ASSISTANCE DR-4708  
GRANTS PORTAL APPLICANT QUICK GUIDE  
BULLETIN #2 – 5/4/23**

The following Quick Guide was released by FEMA to assist applicants with creating an account and requesting public assistance in Grants Portal.

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# Request for Public Assistance

## Public Assistance Applicant Quick Guide



FEMA

This Quick Guide explains how to create a Public Assistance (PA) **Grants Portal** user account and submit a **Request for Public Assistance** (RPA). It also describes the **information** and **documentation** Applicants must provide when submitting a RPA. Refer to Appendices A, B, and C to review the questions and information requested in the RPA.

Private-for-profit organizations are not eligible for PA funding and should not submit account requests or RPAs. These entities should consult with local, state, and federal partners for information on other types of assistance that may be available.

### Private Nonprofit Organizations

FEMA determines whether a Private Nonprofit (PNP) organization is eligible for PA funding based on non-profit status and the services it provides. To be eligible under the PA Program, a PNP must own or operate a facility that provides an eligible service which is either a facility that provides:

- A critical service, which is defined as education, utility, emergency, or medical, or
- A noncritical but essential social service AND provides those services to the general public.

A list of eligible services can be found in the *Applicant Coordination and Eligibility* chapter of the [Public Assistance Program and Policy Guide \(PAPPG\)](#).

In addition, to receive reimbursement from FEMA, the organization must conduct eligible work and be legally responsible for conducting the work. Emergency services are usually the legal responsibility of State, local, Territorial, or Tribal (SLTT) governments. Therefore, FEMA does not usually provide PA funding to PNPs for the costs associated with providing emergency services. When a PNP provides emergency services at the request of, and certified by, the legally responsible government entity, FEMA provides PA funding through that government entity as the eligible Applicant. For additional information on PNP eligibility requirements for COVID-19 declarations, see FEMA's [Coronavirus \(COVID-19\) Pandemic: Private Nonprofit Organizations Fact Sheet](#).

As a result of the criteria above, FEMA requires more information and documentation from PNP Applicants than it does for State, local, Territorial, or Tribal (SLTT) government entities.

### Small Business Administration Loan

For FEMA to reimburse permanent work costs, Title 44 Code of Federal Regulations §206.226(c)(2) requires PNPs providing noncritical essential services to apply for a [Small Business Administration](#)

#### Recipients

are states, tribes, or territories that receive and administer Public Assistance Federal awards

#### Applicants

are state, local, tribal, or territorial governments or private non-profit entities that submit requests for assistance under a Recipient's Federal award

#### Grants Portal

is the system used by Recipients and Applicants to manage PA grant applications

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(SBA) disaster loan. This requirement does not apply to emergency work. The SBA loan requirement therefore does not apply under COVID-19 declarations. PNP Applicants should apply for the SBA Loan in parallel with RPA submission. Detailed information is available in the [Public Assistance Program and Policy Guide](#).

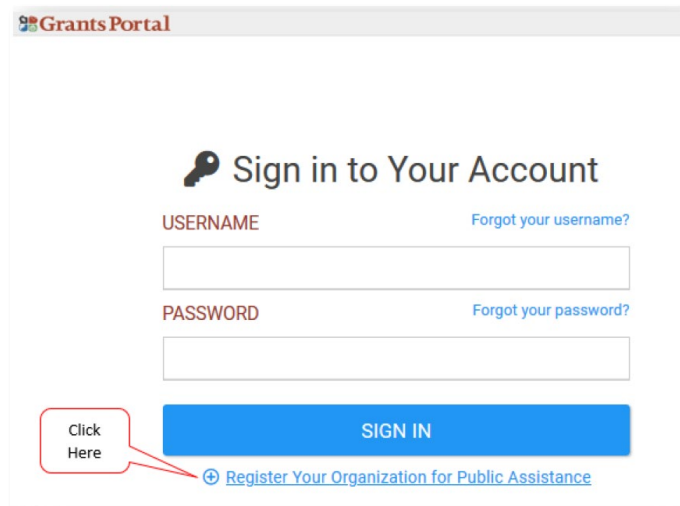
### Grants Portal Account Creation

Applicants must have a Grants Portal account to submit a RPA. This section describes three ways for an Applicant to create a Grants Portal account. Applicants may request:

- An account directly from Grants Portal
- The Recipient create the Applicant's account
- An invitation from the Recipient to create an account

#### Request an Account Directly from Grants Portal

- Go to the Grants Portal home page at <https://grantee.fema.gov/> and click "Register your Organization and Request Public Assistance"



- Grants Portal prompts the Applicant to complete basic information about the organization, contact information, and location and then submits the form for Recipient review.
- Grants Portal prompts the Applicant to select its "Organization Type". If the Applicant selects an incorrect "type", it will delay processing of the RPA.
  - For government entities, the Applicant may continue to submit an RPA with this account creation request. If the Applicant chooses not to submit an RPA at account creation, the Recipient reviews the account creation request and the Applicant may separately submit its RPA.
  - Public non-profit entities, such as those that are agencies or instrumentalities of SLTT governments, are generally considered SLTT government entities and do not need to submit additional documentation required by PNP Applicants. These entities should select the government organization type that best describes them. If an Applicant is unsure of its type, it should consult the Recipient.

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- PNP Applicants must wait for account creation approval from the Recipient before submitting an RPA.
- After the Applicant completes the account request and the Recipient and FEMA have approved the RPA request, the Applicant receives a system-generated email with a username and temporary password to gain access to Grants Portal.
- Grants Portal prompts the Applicant to create a permanent password.

#### Request the Recipient Create the Account

A new Applicant may initiate the process by contacting its Local Emergency Management Department or State/Tribal/Territorial Emergency Management representative.

- After contacting the Recipient, the Applicant will be asked to provide the following information:
  - Applicant Name
  - County
  - EIN Number and DUNS Number
  - Org Type
  - Primary/Alternate Contact (Name, Title, Phone, Email)
  - Physical/Mailing (Address, City, State, Zip)
- After providing the requested information, the Recipient will create the account for the Applicant, and the Applicant will receive a system generated email with a username and temporary password.
- The Applicant should follow the instructions provided via the email and use the provided username and temporary password to log into Grants Portal for the first time.
- The system will then prompt the Applicant to create a permanent password. Once accepted the Applicant will be able to log into the system.

#### Request an Invitation from the Recipient to Create the Account

- A new Applicant may initiate the process by contacting their Local Emergency Management Department or State/Tribal/Territorial Emergency Management representative and providing basic contact information.
- The Recipient sends system-generated invitations by providing basic contact information about the Applicant's organization in the system.
- The Applicant receives an email with a username, temporary password, and instructions for creating its account.
- The Applicant will go to Grants Portal using the instructions provided via the email and enters the username and temporary password to log into Grants Portal for the first time.
- The system prompts the Applicant to create a password. Once completed the Applicant will log into the system with its newly created password.
- Once the Applicant has access to Grants Portal, it will be prompted to complete its Organizational Profile and account

## Submit a Request for Public Assistance

This section describes how an Applicant submits an RPA directly via Grants Portal. The Applicant may also request the Recipient submit an RPA on its behalf. Refer to [Appendix A](#) to review the

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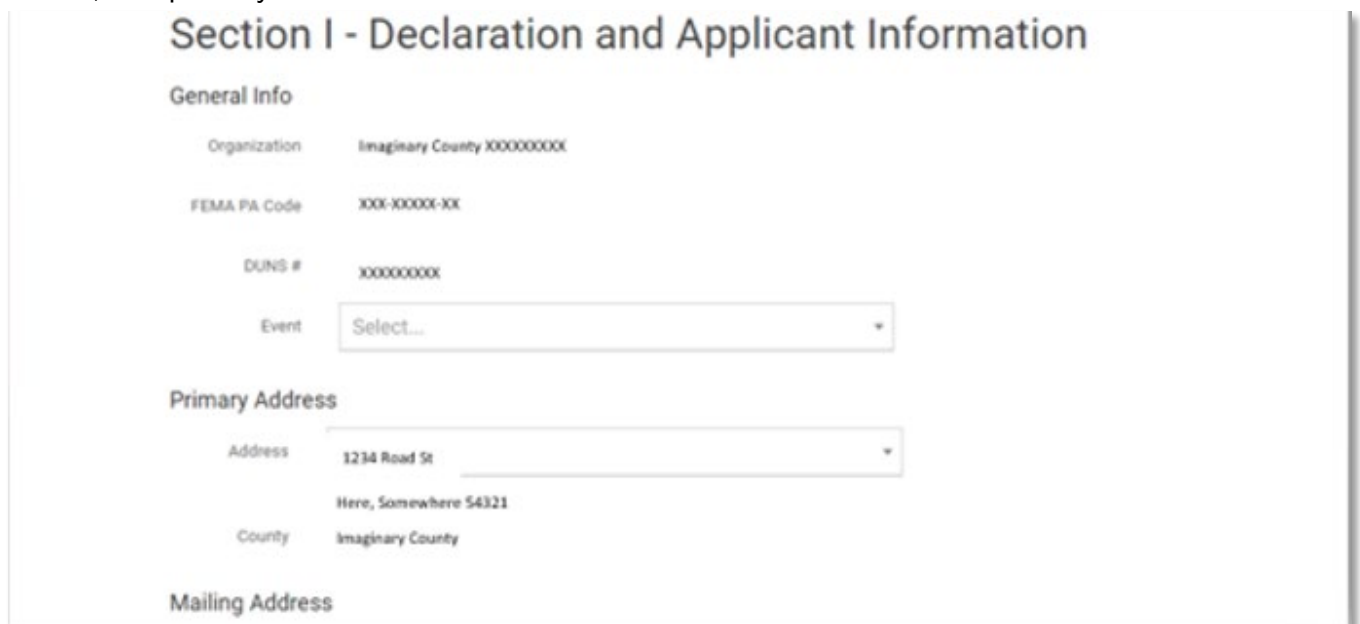
questions and information requested on the RPA and [Appendix B](#) and [C](#) for the additional information required from PNP Applicants.

All Applicants must complete the following steps to request Public Assistance:

- The Applicant logs into Grants Portal and selects “Click here to submit a RPA for your organization” on the Dashboard.



- Select the event for which you are applying for assistance and confirm the DUNS#, FEMA PA Code, and primary address.

A screenshot of a web form titled "Section I - Declaration and Applicant Information". The form is divided into several sections: "General Info", "Primary Address", and "Mailing Address". Under "General Info", there are fields for "Organization" (Imaginary County XXXXXXXXXX), "FEMA PA Code" (XXX-XXXX-XX), "DUNS #" (XXXXXXXXXX), and "Event" (a dropdown menu showing "Select..."). Under "Primary Address", there are fields for "Address" (1234 Road St), "City" (Here, Somewhere 54321), and "County" (Imaginary County). The "Mailing Address" section is partially visible at the bottom.

- Please provide information about the Applicant’s level of experience with the Public Assistance program.

## Section II - Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process? \*

- Unfamiliar, and likely to need dedicated, in-person support navigating the process.
- Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.
- Familiar, but likely to need dedicated, in-person support navigating the process.
- Familiar, and likely to be comfortable with limited or remote support navigating the process.

← BACK

PROCEED →

- Please provide information about the Applicant's incident-related impacts

## Section III - Impacts

1. Does the Applicant have any of the following incident-related impacts? \*

- Debris ⓘ
- Emergency Response/Protective Measures ⓘ
- Infrastructure Damage

2. What is the total approximate cost to address incident-related impacts? \* [\(More Info\)](#)

- Less than \$131,100
- Between \$131,100 and \$1,000,000
- \$1,000,000 or more

This field is required.

3. What is the approximate total number of facilities with incident-related impacts? \* ⓘ

## Request Public Assistance

4. What is the status of all work to address incident-related impacts? \*

- Work is completed and costs are documented.
- Work is completed and costs are not documented.
- Work has started.
- Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? \*

- Yes
- No

6. Did an Applicant representative attend an Applicant Briefing? \* ⓘ

- Yes
- No

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- For Private Non-Profit Organizations, the additional question below is required to complete the Request for Public Assistance.

7. How will the Applicant demonstrate its eligibility as a Private Nonprofit Applicant? \*

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code [\( More info \)](#)
- Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law. This field is required.
- If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, provide articles of association, bylaws, or other documents indicating it is an organized entity and a certification that it is compliant with [Internal Revenue Code section 501\(c\)\(3\)](#) [and State law requirements.](#)

- In order to determine whether an Applicant is eligible for Public Assistance, FEMA must determine whether a PNP owns or operates at least one facility that provides an eligible service. Eligible services are listed in Question 3 below. If an Applicant is unsure whether it owns or operates an eligible facility, it may list multiple facilities on this RPA. Once the Applicant is approved for Public Assistance, FEMA will request a full list of impacted facilities.

### Request Public Assistance

Facilities

New Facility ▾ In Progress

1. Facility Name and Location

Name \*

Address

County \*

2. Does the Applicant own or operate the facility? \*

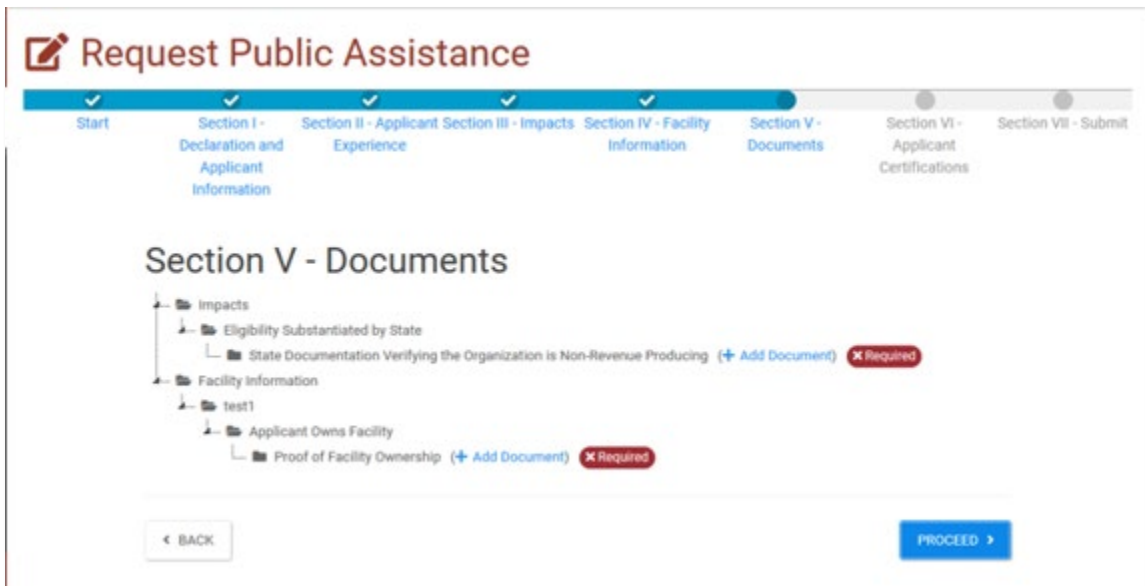
- Applicant owns the facility 1
- Applicant leases the facility to another entity.
- Applicant leases the facility from another owner.
- Other

3. What is the primary purpose of the facility? \*

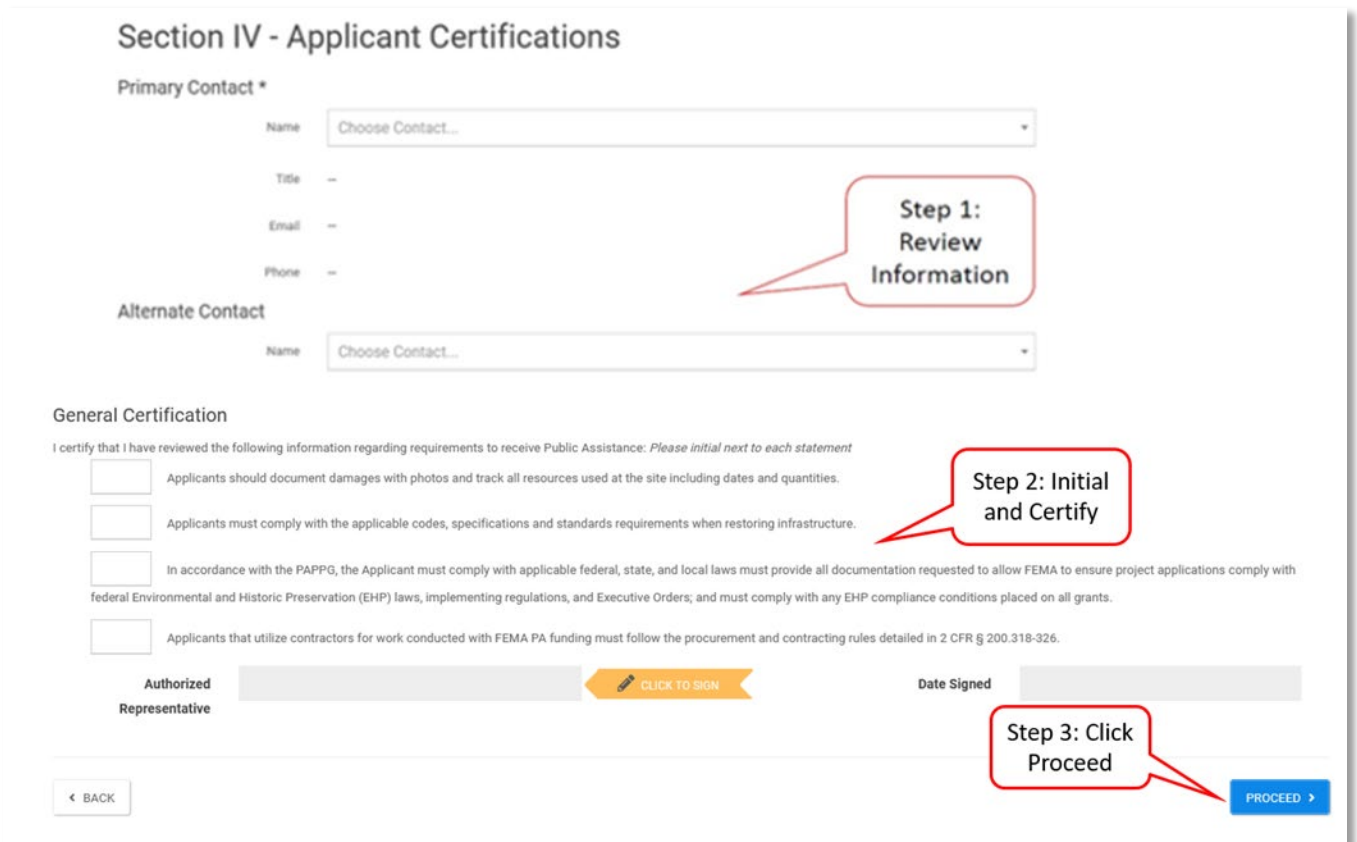
A. Critical Services

- Educational ▾
  - Primary or secondary education as determined under State law and provided in a day or residential school, including parochial schools. [\( More info \)](#)
  - Higher education institution 1
- Utility ▾
  - Communications transmission and switching, and distribution of telecommunications traffic
  - Electric power generation, transmission, and distribution
  - Irrigation to provide water for drinking water supply, fire suppression, or electricity generation

- Upload the required documentation and click “Proceed.”



- Please provide contact information for the contract personnel authorized to make binding decisions on behalf of the entity.





- Once submitted, the Recipient and FEMA review the RPA for Applicant eligibility. The Applicant may view the status of its RPA in Grants Portal.

## **Recipient and FEMA Review**

This section describes the steps taken by FEMA and the Recipient after an RPA is submitted.

- **Recipient Review**

The Recipient reviews the RPA, including required information and supporting documentation. If any information is missing the Recipient must obtain it prior to forwarding the RPA to FEMA with its recommendation. Upon review of the information, the Recipient submits the RPA to FEMA with its recommendation on whether the Applicant is eligible.

- **FEMA Final Eligibility Determination**

Based on the recommendation of the Recipient, FEMA makes a final determination about the eligibility of the Applicant.

- If FEMA approves the RPA as eligible, the Applicant receives an email notification of approval and instructions on how to submit a project application.
- If FEMA determines that the Applicant is ineligible, the Applicant receives a written determination explaining FEMA's reasoning for the ineligibility determination and information on how the Applicant can appeal the decision. The Applicant has 60 days from receipt of FEMA's determination to submit a written appeal to the Recipient.

The *Applicant Quick Guide* series is a set of documents that explain the roles and responsibilities of Applicants in key steps in FEMA's Public Assistance Program delivery process. Read more about Public Assistance Program delivery in the [Public Assistance Program and Policy Guide](#), and other resources available on [Grants Portal](#).

## APPENDIX A: REQUEST FOR PUBLIC ASSISTANCE

### Section I – Declaration & Applicant Information

Instructions: Your organization may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance and confirm your DUNS# and FEMA PA Code (i.e., FIPS Code).

#### 1. GENERAL INFO

<b>Organization:</b> [System Generated]	<b>FEMA PA Code:</b> [System Generated]	<b>DUNS #:</b> [System Generated]
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**Event:** [Dropdown list of all eligible events]

#### 2. PRIMARY ADDRESS

[Dropdown list of addresses associated with the Applicant profile]

#### 3. MAILING ADDRESS

[Dropdown list of addresses associated with the Applicant profile, default value = Same as Primary]

### Section II – Applicant Experience

Instructions: Please provide information about the Applicant’s level of experience with the Public Assistance program.

**What is the Applicant’s experience with the Public Assistance application process? Please select one.**

- Unfamiliar, and likely to need dedicated, in-person support navigating the process.
- Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.
- Familiar, but likely to need dedicated, in-person support navigating the process.
- Familiar, and likely to be comfortable with limited or remote support remote support navigating the process.

### Section III – Impacts

Instructions: Please provide information about the Applicant’s incident related impacts from [Declaration Number].

**Does the Applicant have any of the following incident-related impacts? Please select all that apply.**

- Debris  
*Debris includes, but is not limited to, vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders, white goods, and vehicle and vessel wreckage.*
- Emergency response/protective measures  
*Emergency protective measures conducted before, during, and after an incident are eligible 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.
- Infrastructure damage

**What is the total approximate cost to address incident-related impacts? Please select one.**

- Less than the Large Project Threshold
- Between the Large Project Threshold and \$1,000,000
- \$1,000,000 or more

*FEMA establishes a threshold to categorize projects as large or small based on the final approved amount of eligible costs after any cost adjustments, including insurance deductions. The threshold is adjusted for each federal*

fiscal year. For more details see the [FEMA PA Fact Sheet on the Large Project Threshold](#).

**What is the approximate total number of facilities with incident-related impacts?**

*FEMA defines a facility as any publicly or privately-owned building, works, system or equipment—built or manufactured—or an improved and maintained natural feature. Facilities may include public buildings, roads, bridges, drainage structures, parks, and flood control works. Land used for agricultural purposes is not a facility.*

**What is the status of all work to address incident-related impacts? Please select one.**

- Work is completed and costs are documented
- Work is completed and costs are not documented
- Work has started. Please provide a projected end date, if known: \_\_\_\_\_ (MM/DD/YY)
- Work has not started

**Does the Applicant have any impacts that are of such severity that require immediate attention or federal support?**

- Yes. Please select all that apply.
  - Operations being conducted from temporary locations due to damaged facilities
  - Damaged facilities that require temporary relocation of services
  - Damaged facilities impact a substantial amount of the population
  - Operations dependent on temporary equipment (such as generators or mobile boilers)
  - Inaccessible areas
  - Inaccessible facilities
  - Other. Please describe the immediate need:
- No

**Please initial next to each statement.**

- \_\_\_\_\_ Applicants should document damage with photos and track all resources used at the site including dates and quantities.
- \_\_\_\_\_ Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
- \_\_\_\_\_ In accordance with the PAPPG, the Applicant must comply with applicable federal, state, and local laws; must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
- \_\_\_\_\_ Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in 2 CFR § 200.318-326.

**Did an Applicant representative attend an Applicant Briefing?**

- Yes
- No

*An Applicant Briefing is a meeting conducted by the State, Tribe, or Territory (Recipient) following the President's declaration to provide high-level information regarding the Public Assistance Program.*

*Your response to this question helps FEMA understand what information you may have been provided about the PA program to date.*

[For PNP Applicants only]

**How will the Applicant demonstrate its eligibility as a Private Nonprofit Applicant?** *Please select one and upload supporting documentation.*

A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code

*Access a copy of your organization's exemption letter from [IRS.gov](https://www.irs.gov).*

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

If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, provide articles of association, bylaws, or other documents indicating it is an organized entity and a certification that it is compliant with [Internal Revenue Code section 501\(c\)\(3\)](#) and State law requirements.

**Section IV – Certifications and Applicant Signature**

Instructions: Please provide contact information for the contract personnel authorized to make binding decisions on behalf of the entity.

**1. PRIMARY CONTACT**

**Name:** [Select from a dropdown list of Grants Portal registered users affiliated with the Applicant entity]

**Title:** [System Generated]

**Email:** [System Generated]

**Phone:** [System Generated]

**2. ALTERNATE CONTACT**

**Name:** [Select from a dropdown list of Grants Portal registered users affiliated with the Applicant entity]

**Title:** [System Generated]

**Email:** [System Generated]

**Phone:** [System Generated]

**3. GENERAL CERTIFICATION**

I certify that I have reviewed the following information regarding overarching requirements to receive Public Assistance:

<b>Signature</b> [Applicant Authorized Representative Electronic Signature]	<b>Date</b> [System Generated]
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**Section V – Submit**

[Displays the completed form for a final review prior to submission]

[SUBMIT button]

**Next Steps:** *After submittal of this form, the Recipient and FEMA will review the information and notify the Applicant of approval or denial.*

## APPENDIX B: FACILITY INFORMATION FOR PRIVATE NONPROFIT APPLICANTS

### Section III – Facility Information

Instructions: In order to determine whether an Applicant is eligible for Public Assistance, FEMA must determine whether the PNP owns or operates at least one facility that provides an eligible service. Eligible services are listed in Question 3 below. The Applicant should include all of the facilities for which funds are requested, but the Applicant will be able to amend this list during the Application process.

If an Applicant is unsure whether it owns or operates an eligible facility, it may list multiple facilities on this RPA by completing the following questions for each facility. Once the Applicant is approved for Public Assistance, FEMA will request a full list of impacted facilities.

#### **Please provide the facility name and location.**

Facility Name:

Address:

County:

#### **Does the Applicant own or operate the facility? Please select one.**

Applicant owns the facility

*If selected, upload documentation to support proof of ownership.*

*Proof of ownership include, but are not limited to:*

- A deed, title or lease agreement
- A bill of sale or land contract
- A mortgage payment booklet
- A property tax receipt or property tax bill
- A real property structure insurance policy

Applicant leases the facility to another entity

*If selected, upload lease or other proof of legal responsibility to repair incident-related damage.*

Applicant leases the facility from another owner

*If selected, upload lease or other proof of legal responsibility to repair incident-related damage.*

Other. *Please describe:*

#### **What are the primary purposes of the facility? Please select all that apply to each respective facility.**

**Critical Service.** *Please select the relevant sub-categories of critical service.*

Educational:

Primary or secondary education as determined under State law and provided in a day or residential school, including parochial schools

*If selected, upload documentation to support that the school is recognized by the state as providing elementary or secondary education.*

Higher-education institution

*If selected, upload documentation to support that the school is accredited or recognized by its State Department of Education or the United States [Department of Education](#).*

Utility:

Communications transmission and switching, and distribution of telecommunications traffic

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- Electric power generation, transmission, and distribution
- Irrigation to provide water for drinking water supply, fire suppression, or electricity generation
- Sewer and wastewater collection, transmission, and treatment
- Water treatment, transmission, and distribution by a water company supplying municipal water
- Other. *Please describe:*

*Administrative and support facilities essential to the provision of the PNP critical service are eligible facilities.*

**Emergency Services:**

- Ambulance
- Fire protection
- Rescue
- Public broadcasting that monitors, receives, and/or distributes communication from the Emergency Alert System to the public
- Other. *Please describe:*

*Administrative and support facilities essential to the provision of the PNP critical service are eligible facilities.*

**Emergency Medical Care (diagnosis or treatment of mental or physical injury or disease) provided in:**

- Clinic
- Dialysis facility
- In-patient facility

*Select this option for facilities that provide in-patient care for convalescent or chronic disease patients*

- Outpatient facility
- Hospice or nursing home
- Hospital

*Select this option for hospitals and related facilities, including:*

- *Central service facilities operated in connection with hospitals*
- *Extended-care facilities*
- *Facilities related to programs for home-health services*
- *Laboratories*
- *Self-care units*

- Long-term care facility
- Rehabilitation center providing medical care
- Other. *Please describe:*

*Administrative and support facilities essential to the provision of the PNP critical service are eligible facilities.*

**Non-Critical Essential Social Service.** *Please select the relevant sub-categories of essential social service.*

- Assisted living facility
- Childcare, including center-based childcare.

*If selected, upload proof that the State Department of Children and Family Services, Department of Human Services, or similar agency, recognizes it as a licensed childcare facility*

- Day care for individuals with disabilities or access and functional needs
- Community center. *Please describe services provided:* [dropdown list]
- Custodial care facility
- Food assistance programs, including Food Banks and storage of food for Food Banks

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- Health and safety services, including animal control services
- Homeless shelter
- House of worship (religious institution)
- Library
- Low-income housing
- Museum
- Performing arts center
- Rehabilitation facility (not providing medical services as listed in Critical Services above)
- Residential or other services for families of domestic abuse
- Residential services for individuals with disabilities
- Senior citizen center
- Shelter workshop
- Zoo
- Other. *Please describe what service the facility provides:*

For more information about eligible facility services, refer to the [Public Assistance Program and Policy Guide](#).

*The following questions apply if the Applicant selected a noncritical essential social service and/or other as the primary function.*

**Has the Applicant applied for a [Small Business Administration \(SBA\) loan for its infrastructure damage](#)?**

- Yes

**Was the loan approved?**

- Yes  
 No

- Pending. *If selected, please upload SBA application and any correspondence.*

- No

**Is access to the facility limited to specific individuals or a specific population?**

- Yes. *Please describe:*  
 No

**Is there a membership fee or fee to use the facility?**

- Yes

**How much is the fee?**

**Please describe or upload policy for waiving fees:**

- No

**Does the facility provide multiple types of services?**

- Yes

**Please describe each service provided and the percentage of physical space and operating time allocated to each service:**

*Please upload proof of the primary purpose of the facility such as building floorplans; Internal Revenue Service documentation; pre-disaster charter, by-laws, and amendments; evidence of longstanding, routine (day-to-day) use (e.g., a calendar of activities).*

- No

## APPENDIX C: PRIVATE NONPROFIT FACILITY INFORMATION

This Appendix provides additional information for *select* facility types that have special considerations for eligibility. This text is also provided in the RPA on Grants Portal. Additionally, more information can be found in the *Private Nonprofit Organizations* section of the PAPPG.

### Primary Purpose of the Facility

#### *Educational Services*

#### **Primary or Secondary Education**

State regulations for private schools vary and some states do not require accreditation. A PNP school must demonstrate that it is recognized by the state as providing elementary or secondary education. Depending on state requirements, documentation requirements may include, but are not limited to, the following:

- Accreditation documents
- Certification from the State Department of Education that the Applicant operated the facility as a PNP school at the time of the incident
- Documentation demonstrating compliance with the State’s compulsory attendance laws
- School-year calendar
- School budget
- Complete list of students and teachers
- Educational instruction property and equipment owned by the PNP
- Tax records for the school
- Documents reflecting school curriculum, transcripts, health and safety, disciplinary, or other records kept for students
- Tuition receipts
- Financial statements
- Commencement documents
- Inclusion in the [U.S. Department of Education’s National Center for Education Statistics Private School Universe Survey data](#)
- State Department of Education electronic and paper homeschool declaration or registration forms

#### **Higher Education**

Higher-education institutions must meet all of the following criteria to be eligible:

- Admit students or persons having a high school diploma or equivalent
- Are legally authorized to provide education beyond a secondary level
- Award a bachelor’s degree or 2-year degree that is acceptable as full credit toward a bachelor’s degree or provides at least a 1-year training program to prepare students for gainful employment in a recognized occupation



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- Are accredited by a nationally recognized agency or association (as determined by the Secretary of Education)

#### *Community Centers*

PNP community centers that are established and primarily used for certain services to the general public are eligible for Public Assistance. These services include:

- Art services authorized by a SLTT government, including, but not limited to:
  - Arts administration
  - Art classes
  - Management of public arts festivals
  - Performing arts classes
- Community center activities that serve the public
- Educational enrichment activities that are not vocational, academic, or professional training. Examples include hobby or at-home pursuits, such as:
  - Car care
  - Ceramics
  - Gardening
  - Personal financial and tax planning
  - Sewing
  - Stamp and coin collecting
- Multi-purpose arts programming
- Senior citizen projects, rehabilitation programs, community clean-up projects, blood drives, local government meetings, and similar activities
- Services and activities intended to serve a specific group of individuals (e.g., women, African Americans, or teenagers) provided the facility is otherwise available to the public on a non-discriminatory basis
- Social activities to pursue items of mutual interest or concern, such as:
  - Community board meetings
  - Neighborhood barbecues
  - Various social functions of community groups
  - Youth and senior citizen group meetings
- Performing arts centers with a primary purpose of producing, facilitating, or presenting live performances, including:
  - Construction of production materials
  - Creation of artistic works or productions
  - Design
  - Professional training
  - Public education
  - Rehearsals

Certain Community Center Services are not eligible. Examples of ineligible service are:

- Training individuals to pursue the same activities as full-time paying careers (for example, vocational, academic, or professional training)

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- Meetings or activities for only a brief period, or at irregular intervals
- Other education or training including:
  - Athletic, vocational, academic training, or similar activities
  - Political education

#### *Museums*

Museums, for the purposes of Public Assistance, are defined as:

- Constructed, manufactured, or converted facilities with a primary purpose of preserving and exhibiting a documented collection of artistic, historic, scientific, or other objects
- Buildings, associated facilities, fixed facilities, and equipment primarily used for the preservation or exhibition of the collection, including:
  - Permanent infrastructure, such as walkways and driveways of outdoor museum-type exhibition areas
  - Historic buildings, such as barns and other outbuildings, intended for the preservation and exhibition of historical artifacts within a defined area
  - Permanent facilities and equipment that are part of arboretums and botanical gardens
  - Infrastructure, such as utilities, and administrative facilities necessary for support

The grounds at museums and historic sites and open natural areas/features or entities that promote the preservation/conservation of such areas are **ineligible**.

#### *Other*

Certain community services are not eligible. Examples of ineligible community services are:

- Advocacy or lobbying groups not directly providing health services
- Cemeteries
- Conferences
- Day care services not included in previous table of eligible services
- Flood control (e.g., levees, berms, dunes)
- Land reclamation facilities
- Irrigation solely for agricultural purposes
- Job counseling
- Property owner associations with facilities such as roads, bridges, and recreational facilities (except utilities or emergency facilities)
- Public housing, other than low-income housing
- Recreation
- Parking not in direct support of eligible facility

### **Population Served**

PNP Applicants providing non-critical but essential social services must inform FEMA whether those services are available to the general public.

Facilities are considered closed to the general public if they serve only:

- 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
- Any other specific population (such as those with gates or other security systems intended to restrict public access)

However, certain types of facilities, such as senior centers, that restrict access in a manner clearly related to the nature of the facility, are still considered to provide essential social services to the general public.

Organizations operating houses of worship that limit leadership or membership to persons who share a religious faith or practice are considered to provide essential social services to the general public.

### **Membership Fees**

Membership fees should 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

FEMA considers the provision of services with a high membership initiation fee or high annual dues to be restrictive to certain populations. FEMA may consider the provision of services with a low fee that only covers administrative processing costs or a fee that can be waived upon demonstration of need to be accessible to the general public.

### **Multiple Types of Service**

PNP facilities that provide both eligible and ineligible services are considered mixed-use facilities. Eligibility of mixed-use PNP 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.

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.

See the PAPPG sections on Mixed-Use Facilities for more information.

## Request for Public Assistance

### Public Assistance Applicant Quick Guide

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- Proof of the established purpose of the facility with documentation (required), such as:
  - U.S. Internal Revenue Service documentation
  - Pre-incident charter, bylaws, and amendments
  - Evidence of longstanding, routine (day-to-day) use (e.g., a calendar of activities)