

## **REQUIRED DOCUMENTATION FOR PRIVATE NON-PROFIT ORGANIZATIONS**

- Request for Public Assistance Form
- FEIN Number
- DUNS Number
- State Tax Number
- Private Non-Profit Organization Certification Form
- Private Non-Profit Organization Questionnaire
- effective ruling letter from the Internal Revenue Service at the time of the disaster granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code, or
- satisfactory evidence from the State that the organization is a non-revenue producing, nonprofit entity organized or doing business under State law
- Mission Statement/Brochure
- Bylaws/Charter

## PRIVATE NON-PROFIT ORGANIZATION CERTIFICATION FORM

This is to certify that:

1. \_\_\_\_\_ is seeking Federal Disaster Assistance under P.L. 93-288, as amended by P.L. 100-707, as a private non-profit organization and meets the requirements outlined in Section 406(A)(2) of P.L. 93-288, as amended by P.L. 100-707.
2. The above-named organization has been granted tax exempt status by the Internal Revenue Service (IRS) under Section 501(c) or (e) of the Internal Revenue Code of 1954, as amended, or that it is a non-revenue- producing organization or entity and is a non-profit organized or doing business under State law. **(Attach a current IRS 501 C-3 ruling letter, or the front sheet of most recent tax return (Form 990), or a State Tax Exempt Status Certification.)**
3. The above-named organization has the necessary permits and licenses to repair, restore, reconstruct, or replace the facility in accordance with the project application and to maintain and operate the facility thereafter.
4. The above-named organization will conform with all applicable cods, specifications, and standards during the performance of restorative work.
5. The above-name organization owns the damaged facility, and in the case of real property, has or will have a title or fee simple or such other estate or interest in the site, including necessary easements and rights-of-way, sufficient to assure for a reasonable time period undisturbed use and possession for the purpose of the construction and operation of the facility.
6. The facility will continue to be operated in such a manner as to maintain either tax exemption status granted under the Internal Revenue Service Code or the non-profit status under State law during the normal anticipated useful life of the restored facility or the useful life of the restorative work, whichever is lesser.
7. The above-named organization will maintain adequate and separate accounting and fiscal records which account for all funds provided from any source to pay the cost of the project and permit audit of such records and accounts at any reasonable time, and that claims for Federal reimbursement do not duplicate funding provided from any other source.
8. The above-named organization will provide and maintain competent and adequate architectural or engineering supervision and inspection at the construction site to assure that the completed work conforms with the appropriate plans and specifications.
9. Adequate financial support will be available for maintenance and operation when completed.
10. Insurance required by P.L. 93-288, as amended by P.L. 100-707 and Federal Disaster Regulations will be obtained and maintained.

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Signature of private non-profit organization authorized official

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Date

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
PNP FACILITY QUESTIONNAIRE**

This questionnaire is to be used by FEMA and state personnel to help determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization. Obtain answers to the following questions for each PNP organization. If the organization has more than one facility that incurred damage, complete a separate sheet for each facility.

1. Name of PNP Organization:
  
2. Name of the damaged facility and location:
  
3. What is the primary purpose of the damaged facility?
  
4. Who may use this facility?
  
5. What fee, if any, is charged for the use of the facility?
  
6. Was the facility in use at the time of the disaster?
  
7. Did the facility sustain damage as a direct result of the disaster?
  
8. What type of assistance is being requested?
  
9. Does the PNP organization own the facility?            YES \_\_\_\_\_ NO \_\_\_\_\_
  
10. If "Yes," obtain proof of ownership; check here if attached. \_\_\_\_\_
  
11. If "No," do they lease / rent the facility?
  
12. If "Yes," obtain a copy of the lease or rental agreement for the damaged facility; check here if attached. \_\_\_\_\_
  
13. Are the repairs of this facility the legal responsibility of the organization?
  
14. Is the facility insured?
  
15. If "Yes," obtain a copy of the insurance policy; check here if attached.

Additional information or comments:

**Name of contact person**

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**DUNS # and FEIN # Form**

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

CONTACT E-MAIL ADDRESS \_\_\_\_\_

CONTACT FAX NUMBER \_\_\_\_\_

FEIN NUMBER \_\_\_\_\_

DUNS NUMBER \_\_\_\_\_

STATE TAX NUMBER \_\_\_\_\_

**Return to DEMHS, FAX 860-256-0821, or EMAIL to [dana.conover@ct.gov](mailto:dana.conover@ct.gov) or [judy.pahl@ct.gov](mailto:judy.pahl@ct.gov)  
or [mark.Scerra@ct.gov](mailto:mark.Scerra@ct.gov)**

## PRIVATE NON-PROFIT ORGANIZATIONS

excerpt from **Public Assistance Guide FEMA 322 / June 2007** (see FEMA website <http://www.fema.gov/government/grant/pa/index.shtm>)

### PNP Organizations

PNP organizations that own or operate facilities that provide certain services of a governmental nature are eligible for assistance. These organizations, their facilities, and their services must meet additional eligibility criteria beyond those that apply to governmental applicants. (See [FEMA Policy 9521.3, Private Nonprofit Facility \(PNP\) Eligibility](http://www.fema.gov/government/grant/pa/index.shtm). <http://www.fema.gov/government/grant/pa/index.shtm> )

### Critical PNPs

Critical PNPs are those that provide:

- **education**
- **medical care**, including hospital, clinics, outpatient services, hospices, nursing homes and rehabilitation facility, or facility for long-term care. A medical facility is also any facility similar to those listed that offers diagnosis or treatment of mental or physical injury or disease
- **custodial care**, provide institutional care for persons who do not require day-to-day medical care, but do require close supervision and some physical constraints on their daily activities for their self-protection
- **emergency services, including** fire protection, ambulances, and rescue
- **utilities**, utility includes buildings, structures, or systems, even if not contiguous, of energy, communication, water supply, sewage collection and treatment, or other similar public service facilities.
  - Water facilities for treatment, transmission, and distribution by a water company supplying municipal water. Water provided by an irrigation company for potable, fire protection, or electricity generation purposes
  - Sewer and wastewater facilities for collection, transmission, and treatment
  - Communications facilities for transmission, switching, and distribution of telecommunications traffic
  - Power facilities for generation, transmission and distribution of electric power
- Eligible facilities supporting facilities that provide critical services (e.g., hospital labs, storage, administration, and records areas) except for irrigation facilities
- **certain irrigation facilities**, This includes PNP irrigation facilities that provide water for essential services of a governmental nature. Eligible irrigation facilities include those that provide water for fire suppression, generating electricity, and drinking water supply.

## Non-Critical PNPs

**Non-Critical PNPs** are those that do not qualify as critical service facilities. PNPs with non-critical services must first apply to the SBA for a low-interest loan for permanent work. They may apply directly to FEMA for emergency work.

Non-Critical PNPs are:

- museums
- performing arts facilities
- community arts centers
- zoos
- community centers
- libraries
- homeless shelters
- rehabilitation facilities that do not provide medical care
- senior citizen centers
- shelter workshops
- health and safety services of a governmental nature, such as:
  - low-income housing (as defined by Federal, State, or local law or regulation);
  - alcohol and drug treatment centers that do not provide medical care;
  - residences and other facilities offering programs for battered spouses;
  - facilities offering food programs for the needy; and
  - daycare and before/after school centers for children
  - daycare center for those individuals with special needs (such as those with Alzheimer's disease, autism, and muscular dystrophy).
  - Homeless shelters
  - Residential facilities for the disabled
  - Residences and facilities offering services for battered spouses
  - Assisted living facilities
  - Custodial care
  - Facilities offering food programs for the needy
  - Animal control facilities directly related to public health and safety when under contract with State or local government

## **Ineligible PNP Facilities**

- Advocacy or lobbying groups facilities not directly providing health services
- Cemeteries
- Conference facilities
- Daycare centers for those other than included as eligible
- Irrigation facilities used solely for agricultural purposes
- Job counseling and training centers
- Political education facilities
- Property owners associations' facilities such as roads and recreational facilities, except those facilities that could be classified as utilities or emergency facilities
- Public housing, other than low income
- Recreation facilities
- Facilities for religious services or religious education
- Parking facilities not in direct support to an eligible facility
- Facilities for social events
- parking facilities not in direct support of an eligible facility
- community development districts
- homeowners' associations and gated communities
- roads owned and operated by a Homeowners' Association or gated community
- irrigation unless the facility provides water for fire suppression, drinking, or generating electricity

excerpt from **Public Assistance Guide FEMA 322 / June 2007** (see FEMA website <http://www.fema.gov/government/grant/pa/index.shtm>)



# ***DISASTER NEWS***

*Loans for Homeowners, Renters and Businesses of All Sizes*

SBA Disaster Assistance – Field Operations Center- East – 101 Marietta Street, NW, Suite 700, Atlanta, GA 30303

**Release Date:** Mar. 09, 2011

**Contact:** Michael Lampton

**Release Number:** 11-304, CT 12481/12482

**Phone:** 404-331-0333

## **SBA Disaster Assistance Available to Private Non-Profit Organizations in Connecticut**

**ATLANTA** – The U.S. Small Business Administration announced today that certain Private Non-Profit Organizations (PNPs) that do not provide critical services of a governmental nature may be eligible to apply for low interest rate disaster loans. These loans are available in Connecticut following a Presidential disaster declaration for Public Assistance resulting from damages caused by a snowstorm that occurred on Jan. 11 – 12, 2011.

“PNP organizations are urged to contact their state emergency management agency to obtain information about local briefings. At the meeting, PNP representatives will need to provide information about their organization,” said Frank Skaggs, director of SBA Field Operations Center East in Atlanta. The information will be used to submit a “Request for Public Assistance” which FEMA uses to determine if the PNP provides an essential governmental service and meets the definition of a “critical facility.” Based upon that conclusion, FEMA may provide the PNP with a “Public Assistance” reimbursement grant for their eligible costs or refer the PNP to SBA for disaster loan assistance.

PNPs located in Fairfield, Hartford, Litchfield, New Haven, New London and Tolland counties and the Tribal Lands of the Mashantucket Pequot and the Mohegan Tribal Nations located entirely within New London County in Connecticut are eligible to apply to SBA. Examples of eligible non-critical PNP organizations include, but are not limited to, food kitchens, homeless shelters, museums, libraries, community centers, schools and colleges.

PNP organizations may borrow up to \$2 million to repair or replace damaged or destroyed real estate, machinery and equipment, inventory and other business assets. The SBA may increase a loan up to 20 percent of the total amount of disaster damage to real estate and/or leasehold improvements, as verified by SBA, to make improvements that lessen the risk of property damage by future disasters of the same kind.

The SBA also offers Economic Injury Disaster Loans to help meet working capital needs, such as ongoing operating expenses to PNP organizations of all sizes. Economic Injury Disaster Loan assistance is available regardless of whether the organization suffered any physical property damage.

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Interest rates are as low as 3 percent with terms up to 30 years. The SBA sets the loan amounts and terms based on each applicant's financial condition.

Disaster loan information and application forms may be obtained by calling the SBA's Customer Service Center at 800-659-2955 (800-877-8339 for people with speech or hearing disabilities) Monday through Friday from 8 a.m. to 6 p.m. ET or by sending an e-mail to [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov). Applications can also be downloaded from [www.sba.gov](http://www.sba.gov). Completed applications should be mailed to: U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, TX 76155.

PNPs may visit SBA's secure website at <https://disasterloan.sba.gov/ela/> to apply for disaster loans.

The filing deadline to return applications for physical property damage is **May 2, 2011**. The deadline to return economic injury applications is **December 5, 2011**.

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*For more information about the SBA's Disaster Loan Programs, visit our website at [www.sba.gov](http://www.sba.gov).*



## U.S. SMALL BUSINESS ADMINISTRATION

### **Private Non Profit Organizations SBA and FEMA Disaster Assistance**

The Disaster Mitigation Act of 2000 (Public Law 106-390), enacted on October 30, 2000, mandated certain changes in the way Federal financial assistance is delivered to Private Non Profit (PNP) organizations that provide services of a governmental nature. Prior to enactment of the Disaster Mitigation Act of 2000, under a disaster declaration for “Public Assistance” all PNPs that provide services of a governmental nature applied directly to Federal Emergency Management Agency (FEMA) for grant assistance. SBA’s disaster loan program was not activated as a result of such declarations.

Now when the President declares a major disaster that includes, or *is limited to, public assistance*, a private non profit facility which provides **non-critical** services *of a governmental nature* must first apply for disaster assistance from SBA, and exhaust SBA loan assistance, or be declined by SBA before it can seek grant assistance for permanent repairs and/or replacements from the FEMA. (Except that expenses related to debris removal or emergency measures taken to protect their facilities or employees may be reimbursed from FEMA without regard to the availability of an SBA disaster loan.)

PNPs which provide services of a governmental nature and are deemed **critical** may apply directly to FEMA for uninsured disaster-related expenses and/or disaster-related damages to the facility.

#### **FEMA defines critical services as:**

Fire and emergency services	Electric power
Water supply & some irrigation	Telephone communications
Sewer & wastewater treatment	Direct medical care

#### **FEMA defines non-critical services as:**

Museums	Educational facilities
Zoos	Custodial care facilities
Libraries	Alcohol & Drug rehabilitation
Community centers	Battered Spouse Programs
Homeless shelters	Low-income housing
Shelter workshops	Food programs for the needy
Senior Citizen Centers	Daycare centers for special needs

For additional information you should contact SBA at (1-800- 659-2955) or FEMA at 1-800-621-FEMA.

## **FREQUENTLY ASKED QUESTIONS**

### **What is a Public Assistance disaster declaration?**

A Public Assistance (PA) disaster declaration is a designation made by FEMA upon a request from the governor. It covers among other things disaster damage to the public infrastructure (roads and bridges), and in some cases reimburses municipalities for overtime expenses related to disaster cleanup. Private Non Profit organizations that provide essential services of a governmental nature are also eligible for assistance. Such PNPs that provide non-critical services must first apply to SBA before it can apply to FEMA for grant assistance.

### **What kind of assistance is available to a PNP from SBA under a PA disaster declaration?**

Under SBA's Physical Disaster Business Loan program, low-interest long term loans to businesses of all sizes, small agricultural cooperatives and most private, non-profit organizations of all sizes to repair or replace disaster-damaged property owned by the business, including real estate, inventories, supplies, machinery and equipment. Businesses of any size are eligible.

Under SBA's Economic Injury Disaster Loan program (EIDLs) are working capital loans to help small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most private, non-profit organizations of all sizes meet their ordinary and necessary financial obligations that cannot be met as a direct result of the disaster. These loans are intended to assist through the disaster recovery period. EIDL assistance is available only to entities and their owners who cannot provide for their own recovery from non-government sources, as determined by the U.S. Small Business Administration (SBA).

### **What if the PNP provides both critical and non-critical services?**

PNPs which operate both critical and non-critical facilities (that provide essential services of a governmental nature) will have to make separate applications to SBA and FEMA.

### **What if SBA determines that the PNP non-critical facility is not eligible for a disaster loan, or the PNP has obtained the maximum amount for which the SBA determines the facility is eligible?**

The PNP may then apply to FEMA for grant assistance for permanent repairs for its unmet disaster-related needs. Such PNPs may apply directly to FEMA for emergency repairs.

### **Which agency (SBA or FEMA) has the final say on whether the PNP is considered a critical or non-critical facility?**

FEMA

### **Are PNPs in contiguous counties also eligible to apply to SBA for assistance?**

No, in a PA only declaration, PNPs in contiguous counties are not eligible to apply.