



## **Compliance Documents Required at the onset of Public Assistance**

To maintain eligibility for Federal Emergency Management Agency (FEMA) funding, avoid payment delays, and reduce the risk of federal fund de-obligation, all required compliance documents must be submitted and kept up to date. Documents must be renewed either according to their designated renewal timeframes (as illustrated below) or when organizational information changes, such as a change in mailing address.

**Required Compliance Documentation:** The organization name in FEMA's Grants Portal and on all compliance, documentation must exactly match the name associated with the Unique Entity Identifier (UEI).

1. **Designation of Applicant's Agent Resolution** ([OES-FPD-130SA for CA State Agencies](#)); ([OES-FPD-130 for Non-State Agencies](#))
  - This form designates Authorized Agents by name and title or title only (**preferred**).
  - This form can be designated as either universal (applicant-specific) or disaster-specific.
  - **Renewal Timeframe:** A universal resolution is applicable to all open disasters and disasters declared within three (3) years from the date of approval until closeout, unless superseded by a newer resolution prior to expiration. A disaster-specific resolution only applies to a specific disaster until closeout, unless superseded.
2. **List of Authorized Agents (AA)** ([OES-FPD-012](#))
  - This form is used to list the names and email addresses of the individuals who hold the Authorized Agent positions on your organization's resolution, and any approved contacts who may receive formal communication from Cal OES.
  - This form should be renewed or resubmitted if there are any changes in Authorized Agents.
  - This form must be filled out by an Authorized Agent as designated in the Cal OES Form 130 or 130SA.
  - **Note:** Designation of Form 130 or 130SA as disaster-specific will constrain the AA form to be disaster-specific.
  - **Renewal Timeframe:** This form should be renewed or resubmitted if there are any changes in Authorized Agents.
3. **Project Assurances for Federal Assistance** ([OES-FPD-089](#))
  - This form is an attestation of the organization's understanding and adherence to federal requirements for receipt of assistance.
  - This form must be prepared and signed by an Authorized Agent as designated in the Cal OES Form 130 or 130SA.
  - **Renewal Timeframe:** This form is disaster-specific and is valid for the duration of the disaster only.
4. **Federal Financial Accountability and Transparency Act (FFATA) Financial Disclosure** ([OES-FPD-011](#))

- This form is applicant-specific and is valid for any open disasters.
  - **Renewal Timeframe:** This financial disclosure is required to be renewed upon the start of the applicant's fiscal year.
5. **To receive Federal funds**, you are required to have a **Unique Entity Identifier (UEI)** number and **have it actively registered with [SAM.gov](https://sam.gov)**.
- The mailing address and/or physical address registered with SAM.gov must match Cal OES records, including the STD 204 Form on file.
  - The applicant's name must match the name associated with its UEI.
  - **Renewal Timeframe:** This registration is applicant-specific and must be renewed yearly.
6. **Payee Data Record ([STD 204](#))**
- This form is required to establish your mailing address and provide your Federal Employer Identification Number (FEIN).
  - This form must be filled out by an Authorized Agent as designated in the Cal OES Form 130 or 130SA.
  - This form is applicant-specific and is valid for any open disasters.
  - **Renewal Timeframe:** This form must be renewed any time there are changes to your organization's address.

If you have any questions related to the above-mentioned compliance documents, please contact [RecoveryPayments@caloes.ca.gov](mailto:RecoveryPayments@caloes.ca.gov)