

PRIVATE NON-PROFIT (PNP) – DOCUMENTS REQUIRED TO APPLY FOR FEDERAL ASSISTANCE

The following is a list of required documentation Private Non-Profit Organizations (PNP) interested in applying for Public Assistance must submit prior to the Request for Public Assistance (RPA) deadline date:

- Request for Public Assistance (FEMA Form 009-0-49)
 - Federal Tax ID and [Duns and Bradstreet number \(DUNS\) number](#) must be included
- PNP Facility Questionnaire (FEMA Form 90-121)
- By-Laws, Articles of Incorporation, or Organization Charter
- A current ruling letter from the 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
- Proof of Insurance of damaged facility (if insured)
- If the Applicant owns the facility, proof of ownership, OR
- If the Applicant leases the facility, proof of legal responsibility to repair the incident-related damage

For Membership Organizations

- Who is allowed membership
- What fees are charged
- Policy regarding waiving memberships

For Education/School

- Proof the school is accredited or recognized by the State Department of Education

For Child Care Facility

- Proof the State Department of Children and Family Services, Department of Human Services, or similar agency, recognizes it as a licensed child care facility.

For Mixed-Use Facility

Proof of the established purpose of the facility with documentation such as:

- Pre-disaster charter, bylaws, and amendments
- Calendar of activities

The following two documents are not required by the application due date, but must be received prior to the obligation of funds:

- Designation of Applicant's Agent Resolution (Cal OES 130)
- Project Assurances for Federal Assistance (Cal OES 89)