

## **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's Grants Portal](https://grantee.fema.gov) (<https://grantee.fema.gov>)
  - Federal Tax ID and [UEI number](https://sam.gov/content/home) (<https://sam.gov/content/home>) must be included
- 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 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 (OES-FPD-130)
- Project Assurances for Federal Assistance (OES-FPD-89)
- PAYEE DATA RECORD (STD 204)