

Guidance for Requesting Assistance

State Private Nonprofit Organization Assistance Program

Private Non-Profit (PNP)

Title 19, Division 2, Chapter 6, Article 2 of the California Code of Regulations §2994 (a) (1) requires that a **local agency**, or the **state**, **document the request** for assistance for the performance of an eligible activity (essential community services) by the PNP. The following mechanisms are acceptable to meet this requirement:

- Written request;
- Email request; or
- Phone request only if the requesting local agency or the state supports the request in writing.

The request must contain the following:

- Contact information of the requesting local agency or the state;
- Specific PNP responsible for performing the activities;
- Description of the activities to be performed; and
- Time-frame, as established by the requesting local agency or the state, for assistance.

Additionally, §2994 (a) (1), **allows** for a local agency or the state to establish a pre-written agreement with a PNP, if the agreement specifies the requirements of deployment and is executed prior to performing the essential community services. If a pre-written agreement is executed, it must specify all the above requirements and the mechanism used to request assistance (i.e., email or phone).

Intermediary PNP

Agreement with Local Agency

§2993.1 The Intermediary PNP must be **responsible for the coordination of multiple PNPs** as described in a written agreement with the requesting local agency. Requirements for the agreement are as follows:

- Description of the process the requesting local agency will utilize to request the Intermediary PNP to provide coordination of essential community services by listed PNPs;
- Include the list of all PNPs that will perform essential community services; and
- Include documentation of agreements between the Intermediary PNP and the PNPs that will perform the requested activities as per §2993.3.

Agreement with Listed PNPs

- Description of the process the requesting local agency will utilize to request the Intermediary PNP to provide for the coordination of essential community services by listed PNPs; and
- Include an authorization statement, which must be signed, indicating that the Intermediary PNP will adhere to the procedures and requirements described in the agreement.

A ‘blanket’ **determination regarding eligibility** is not possible for any specific activity or PNP due to the variables of each event, community needs, and the specifics of activities requested by local/state government. Each claim will be reviewed and **eligibility determined** based on the **requirements of the regulations** and the specifics of the activities requested and the documentation provided.