



# Fact Sheet



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## Private Non-Profit (PNP) - Required Forms and Timelines

Title 19, Division 2, Chapter 6, Article 2 of the California Code of Regulations § 2996 requires that an eligible PNP applicant shall submit the following forms;

- PNP Applicant's Authorized Agent Resolution (Cal EMA PNP-201 1- AAR, 5/2011), submitted prior to application approval by Cal OES,
- Payee Data Record (Dept. of Finance, STD. 204, 6/2003), submitted with the Resolution,
- PNP Application (Cal EMA PNP-201 1-APP, 5/2011), submitted within 60 days after the date of a Governor's Proclamation, include copy of the ruling letter from U.S. Internal Revenue Service or CA Franchise Tax Board and a copy of the written request from local agency
- Activities Claim Form (Cal EMA PNP-201 1-ACF, 5/2011), submitted within 60 days of the completion of all eligible activities

## Intermediary PNP - Required Forms and Timelines

Title 19, Division 2, Chapter 6, Article 2 of the California Code of Regulations § 2996.1 requires that an eligible Intermediary PNP applicant shall submit the following forms;

- PNP Applicant's Authorized Agent Resolution (Cal EMA PNP-201 1- AAR, 5/2011), submitted prior to application approval by Cal OES,
- Payee Data Record (Dept. of Finance, STD. 204, 6/2003), submitted with the Resolution,
- PNP Application (Cal EMA PNP-201 1-APP, 5/2011), submitted within 60 days after the date of a Governor's Proclamation, include proof of exempt status for Intermediary and coordinated PNPs and a copy of the required written agreements,
- Activities Claim Form (Cal EMA PNP-201 1-ACF, 5/2011), submitted within 60 days of the completion of all eligible coordination activities.\*

\*The PNP Activities Claim Form submitted by the Intermediary PNP may include the eligible costs for all of the PNPs listed in their agreement or each listed PNP will complete individual Activities Claim Form. The Intermediary PNP will be responsible for processing the reimbursement to those listed PNPs.

FOR MORE INFORMATION, PLEASE CONTACT:

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