

## **DOCUMENTATION REQUIRED FOR PNP SUBMITTAL**

### **REQUEST FOR PUBLIC ASSISTANCE (RPA): (FEMA Form 90-49)**

On the lower portion of this form is a section especially for PNPs. Check the YES box if this is a PNP organization and write in the kind of PNP in the space provided (Only one RPA per disaster is required, if applicant already submitted a RPA there's no need for a second).

### **PNP QUESTIONNAIRE: (FEMA FORM 90-121)**

The name of the organization should appear the same as on the RPA. Answer all questions. Required documentation will have to be submitted before final determination can be made for eligibility.

### **Charter and ByLaws**

A copy of the PNP Applicant's Charter or Articles of Incorporation and current ByLaws are required.

### **EMPLOYER IDENTIFICATION NUMBER (EIN):**

This is required and provided by the IRS (If the applicant has a tax exempt letter the number will be on the letter). This number is different than the State Tax Exempt Number. **FEMA must have the active Federal EIN for the PNP.**

### **DUNS NUMBER:**

A DUNS number is required for all PNPs. If the applicant does not have one or know their number, they can procure this number by calling the toll free number 888-814-1435 Monday through Friday 8am to 6 pm. This process takes only a few minutes and they will receive the DUNS number while on the call.

### **TAX EXEMPTION:**

A copy of the tax exemption is required as the initial step in PNP eligibility.

A Private Nonprofit (PNP) Applicant must meet FEMA's eligibility criteria and must have:

- An effective ruling letter from the U.S. Internal Revenue Service granting tax exemption under Section 501 (c), (d), or (e) of the Internal Revenue Code of 1954, as amended, or
- State certification that the organization is non-revenue producing nonprofit entity organized or doing business under State law.

### **STATE RECOMMENDATION FOR PNP ELIGIBILITY:**

- The State completes this form prior to submitting to FEMA. The required documentation is checked off the list. The form is placed on top of the applicant's submittal of supporting material and forwarded to the Central Processing Center (CPC) for eligibility determination.

### **ADDITIONAL DOCUMENTATION (as applicable):**

Further documentation may be required depending upon the PNP facility and type of assistance being requested. You will be advised if this is the case. (i.e. Current Literature describing the Organization)

### **Certification (schools only)**

As Project Worksheet (PW) development continues additional documentation such as proof of facility ownership (deed) or responsibility (lease agreement) as applicable and insurance policies may be required.

Eligible PNP facilities that do not provide critical services and have permanent damage must first apply for a loan from the Small Business Administration (SBA) before FEMA funding can be considered. They may apply on line with the SBA or call in at 1-800-659-2955. PNPs that only have emergency work, such as debris removal or emergency protective measures, do not have to apply to the SBA.

# INSTRUCTIONS FOR PNP QUESTIONNAIRE

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1. Name of PNP Organization (As it appears on the RPA)
2. Name of the damaged facility and location: (Be specific with the site address, for multiple sites, list separately)
3. What was the primary purpose of the of the damaged facility (Be specific: firehouse, hospital, zoo)
4. Is the facility a critical care facility? Critical services include: Power, Water, Sewer and Wastewater, Communications, Education, Emergency Medical Care and Fire Protection/Emergency Services. (If a non-critical facility they can apply to SBA on line or by calling 1-800-659-2955)
5. Who may use the facility? (Specify: such as, members, general public, students, staff, etc)
6. What fee, if any, is charged for the use of the facility? (Dues, rent, no charge, etc.)
7. Was the facility in use at the time of the disaster? (Check yes or no)
8. Did the facility sustain damage as a direct result of the disaster?(Check yes or no)
9. What type of assistance is being requested? (Be specific :reimbursement for damage to building, debris removal, use of fire equipment, etc)
10. Does the PNP organization own the facility? (Check yes or no)
11. If "yes" obtain proof of ownership; check yes or no if attached. (This would be a copy of a deed)
12. Does the PNP organization have the legal responsibility to repair the facility? (Check yes or no)
13. If "Yes", provide proof of legal responsibility; check yes or no if attached.)
14. Is the facility insured? (Check yes or no)
15. If "Yes" obtain a copy of the insurance policy; check yes or no if attached.

Additional information or comments: List any pertinent information that is relevant to the disaster and the applicant's application.

Contact Person. List name of Contact, telephone number and date.