

CALIFORNIA COVID-19 (EM-3428)

FEMA Application Fact Sheet: Private Non-Profits [501 (c), (d), or (e)]

How to Apply:

A. IF YOU HAVE AN EXISTING GRANTS PORTAL ACCOUNT:

1. Log into your [Grants Portal Account](#).
2. Click on "Applicant Event Profiles" in the menu on the left side of your screen.
3. Click on the "REQUEST FOR PUBLIC ASSISTANCE" button on the top right corner.
4. Click the NEXT button in the bottom right corner.
5. Select the Event Number for which you are applying from the "Event" drop down menu (in this case 3428EM-CA).
6. Select YES or NO from the "Participated in PDA?" drop down menu (in this case, its NO). *Note: (PDA = Preliminary Damage Assessment)*
7. Click the NEXT button in the bottom right corner.
8. Choose your Primary and Alternate Contacts for this Event from the respective drop down menus. Then click the NEXT button in the bottom right corner. *Note: if the Personnel you'd like to select isn't listed, use the "Manage Personnel" instructions to add them to the profile. This will need to be done prior to submitting the RPA.*
9. Review the addresses listed for the Primary Location (physical) and Mailing Address. If updates are needed, click the "Change" buttons and make your revisions. Once addresses are confirmed, click the NEXT button in the bottom right corner.
10. If you would like to include additional information (optional), enter it into the "Comments" box and then click the NEXT button. If you do not want to include additional information, click the NEXT button.
11. Review the information for accuracy, and click SUBMIT. If changes are necessary, click "← PREV", make corrections, and then click SUBMIT.
12. Submit a [Project Assurances for Federal Assistance \(Cal OES 89\)](#) to Cal OES via email to DisasterRecovery@caloes.ca.gov.
13. Submit a Designation of Applicant's Agent Resolution ([Cal OES 130](#)) to Cal OES via email to DisasterRecovery@caloes.ca.gov.
Note: This may be submitted at a later date, but prior to receiving reimbursement.

OR

B. IF YOU DO NOT HAVE AN EXISTING GRANTS PORTAL ACCOUNT:

1. Refer to the instructions titled, “**Set up GP Account & Submit RPA**”.
Note: Upon creating your profile, you will be prompted for the following information and documentation:
 - a. Federal Tax Identification Number (if not listed on document mentioned in g below)
 - b. DUNS Number
Note: DUNS Number must be registered in SAM.gov before receiving federal grant reimbursement funds
 - c. [PNP Facility Questionnaire \(FEMA Form 90-121\)](#)
 - d. Proof of Insurance of facility (if insured)
 - e. [Payee Data Record \(STD 204\)](#)
 - f. By-Laws, Articles of Incorporation, or Organization Charter
 - g. 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
 - h. If PNP owns the facility, proof of ownership
 - i. If PNP leases the facility, proof of legal responsibility to repair the incident-related damage
 - j. If PNP is a school, proof the school is accredited or recognized by the State Department of Education
 - k. If PNP is a childcare facility, proof the State Department of Children and Family Services, Department of Human Services, or similar agency, recognizes it as a licensed childcare facility.
2. Submit a [Project Assurances for Federal Assistance \(Cal OES 89\)](#) to Cal OES via email to DisasterRecovery@caloes.ca.gov.
3. Submit a Designation of Applicant’s Agent Resolution ([Cal OES 130](#)) to Cal OES via email to DisasterRecovery@caloes.ca.gov.
Note: This may be submitted at a later date, but prior to receiving reimbursement.

OR

**C. PROVIDE THE FOLLOWING DOCUMENTS AND INFORMATION TO CAL OES VIA EMAIL
AT DisasterRecovery@caloes.ca.gov:**

1. Request for Public Assistance (FEMA Form 009-0-49) **(Attachment)**
2. Project Assurances for Federal Assistance ([Cal OES 89](#))
3. Designation of Applicant's Agent Resolution ([Cal OES 130](#))
Note: This may be submitted at a later date, but prior to receiving reimbursement.
4. Federal Tax Identification Number (if not listed on document mentioned in 10 below)
5. DUNS Number
Note: DUNS Number must be registered in SAM.gov before receiving federal grant reimbursement funds
6. [PNP Facility Questionnaire \(FEMA Form 90-121\)](#)
7. Proof of Insurance of facility (if insured)
8. [Payee Data Record \(STD 204\)](#)
9. By-Laws, Articles of Incorporation, or Organization Charter
10. 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
11. If PNP owns the facility, proof of ownership
12. If PNP leases the facility, proof of legal responsibility to repair the incident-related damage
13. If PNP is a school, proof the school is accredited or recognized by the State Department of Education
14. If PNP is a childcare facility, proof the State Department of Children and Family Services, Department of Human Services, or similar agency, recognizes it as a licensed childcare facility.

If you have questions, please send an email with your contact information to DisasterRecovery@caloes.ca.gov.