

## What is needed for PNP

### **PNP information needed:**

- STATE TAX NUMBER
- FEDERAL EMPLOYER IDENTIFICATION NUMBER
- DUNS#
- IRS LETTER
- SIGNED CERTIFICATION
- PNP QUESTIONNAIRE
- BY-LAWS and Literature

## PRIVATE NON-PROFIT (PNP) ORGANIZATION CERTIFICATION

This is to certify that:

1. \_\_\_\_\_ is seeking federal disaster assistance under P.L. 93-288, as amended by P.L. 100-707 as a private non-profit organization and meets the requirements outlined in Section 406(a)(2) of P.L. 93-288 as amended by P.L. 100-707.
2. The above named organization has been granted tax exemption by the Internal Revenue Service (IRS) under Section 501(c) or (e) of the Internal Revenue Code of 1954, as amended, or that it is a non-revenue producing organization or entity and is a non-profit one organized or doing business under State Law. **(Attach a copy of a current IRS ruling letter or opinion from the State.)**
3. The above named organization has the necessary permits and licenses to repair, restore, reconstruct, or replace the facility in accordance with the project application and to maintain and operate the facility thereafter.
4. The above named organization will conform with all applicable codes, specifications, and standards during the performance of restorative work.
5. The above named organization owns the damaged facility, and in the case of real property, has or will have a title or fee simple or such other estate or interest in the site, including necessary easements and rights-of-way, sufficient to assure for a reasonable period of time undisturbed use and possession for the purpose of the construction and operation of the facility.
6. The facility will continue to be operated in such a manner as to maintain either tax exempt status granted under the Internal Revenue Code or the non-profit status under State Law during the normal anticipated useful life of the restored facility or the useful life of the restorative work, whichever is less.

7. The above named organization will maintain adequate and separate accounting and fiscal records which account for all funds provided from any source to pay the cost of the project and permit audit of such records and accounts at any reasonable time, and that claims for federal reimbursement do not duplicate funding provided from any other source.
8. The above named organization will provide and maintain competent and adequate architectural or engineering supervision and inspection at the construction site to insure that the completed work conforms with the appropriate plans and specification.
9. Adequate financial support will be available for maintenance and operation when completed.
10. Insurance required by P.L. 93-288, as amended by P.L. 100-707 and Federal Disaster Assistance Regulations will be obtained and maintained.

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Signature of Private Non-profit Organization Authorized Official

Date: \_\_\_\_\_

FEDERAL EMERGENCY MANAGEMENT AGENCY  
PNP FACILITY QUESTIONNAIRE

O.M.B. No. 3067-0151  
Expires September 30, 2005

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimates includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). Submission of the form is required to obtain or retain benefits under the Public Assistance Program. Please do not send your completed form to the above address.

FEMA and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization (See 44 CFR 206.221). Owners of critical facilities (i.e., power, water (including provided by an irrigation organization or facility, if it is not provided solely for irrigation purposes), sewer, wastewater treatment, communications and emergency medical care) can apply directly to FEMA for assistance for emergency work (debris removal and emergency protective measures) and permanent work (repair, restore or replace a damaged facility). Owners of non-critical facilities can apply directly to FEMA for assistance for emergency work, but must first apply to the U.S. Small Business Administration (SBA) for assistance for permanent work. If the owner of a non-critical facility does not qualify for an SBA loan or the cost to repair the damaged facility exceeds the SBA loan amount, the owner may apply to FEMA for assistance.

1. Name of PNP Organization: \_\_\_\_\_
2. Name of the damaged facility and location: \_\_\_\_\_  
\_\_\_\_\_
3. What is the primary purpose of the damaged facility? \_\_\_\_\_
4. Is the facility a critical facility as defined above?  Yes  No
5. Who may use the facility? \_\_\_\_\_
6. What fee, if any, is charged for the use of the facility? \_\_\_\_\_
7. Was the facility in use at the time of the disaster?  Yes  No
8. Did the facility sustain damage as a direct result of the disaster?  Yes  No
9. What type of assistance is being requested? \_\_\_\_\_
10. Does the PNP organization own the facility?  Yes  No
11. If "Yes," obtain proof of ownership; check here if attached.
12. Does the PNP organization have legal responsibility to repair the facility?  Yes  No
13. If "Yes", provide proof of legal responsibility; check here if attached.  Yes  No
14. Is the facility insured?  Yes  No
15. If "Yes," obtain a copy of the insurance policy; check here if attached.

Additional information or comments:

CONTACT PERSON

TELEPHONE NO.