



# Fact Sheet



## **Application Process and Requirements** State Private Non-Profit Organization Assistance Program

### **Private Non-Profit (PNP) – Request for Assistance from Local Jurisdiction or State**

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. A copy of this document must be given to the responding PNP(s). 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 within 30 days.

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 and Listed PNPs**

§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.



# Fact Sheet



## 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-2011- 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-2011-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-2011-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-2011- 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-2011-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-2011-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:

Carol Walker  
PNP Assistance Coordinator  
Desk: 916.845.8244  
Cell: 916.833.6164  
Email:  
[Carol.Walker@caloes.ca.gov](mailto:Carol.Walker@caloes.ca.gov)

