

Non-Profit Instructions for Applying for FEMA Public Assistance

Step 1- Complete the RPA and Gather Necessary Documentation

- Complete the Request for Public Assistance (“RPA”) form (attached)
 - Prior to completing, request a DUNS number, if you do not already have one. This takes one approximately business day, at minimum.
<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>
 - Scan and save a digital copy of the completed and signed document
- Gather the necessary documentation (see checklist below) and scan and save digital copies of each document

PNP RPA Documentation Requirements	
All PNP Applicants	
<input type="checkbox"/>	PNP Facility Questionnaire (FEMA Form 90-121) available at http://www.fema.gov/media-library/assets/documents/10579?id=2726 .
<input type="checkbox"/>	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
<input type="checkbox"/>	If the Applicant owns the facility, proof of ownership
<input type="checkbox"/>	If the Applicant leases the facility, proof of legal responsibility to repair the incident-related damage
<input type="checkbox"/>	List of services provided in the facility and when and to whom
Membership Organization	
<input type="checkbox"/>	Who is allowed membership
<input type="checkbox"/>	What fees are charged
<input type="checkbox"/>	Policy regarding waiving memberships
Education/School	
<input type="checkbox"/>	Proof that the school is accredited or recognized by the State Department of Education
Child Care Facility	
<input type="checkbox"/>	Proof that the State Department of Children and Family Services, Department of Human Services, or similar agency, recognizes it as a licensed child care facility
Mixed-Use Facility	
<input type="checkbox"/>	Proof of the established purpose of the facility with documentation such as: <ul style="list-style-type: none"> • Pre-disaster charter, bylaws, and amendments • Calendar of activities

Step 2- Apply for a Small Business Administration (“SBA”) Loan

- Apply for an SBA loan at <https://disasterloan.sba.gov/ela/>.
- Save an electronic copy of your proof of application.

Step 3- Submit your Application

- Email your signed RPA, all necessary documentation, and proof of your application for an SBA loan to Tdemrecovery.rpa@dps.texas.gov **prior to the November 22, 2017 deadline.**
 - Include in your email a brief statement indicating that you are a PNP applying for Public Assistance funding and list every document you have included in the email. Additionally, note that your application was submitted prior to the November 22, 2017 deadline.

Step 4- Follow-up with FEMA Representatives

- After submitting your application, email Houston coordinator Sherri Copeland as follow-up on your application. Confirm receipt of our application and ask if any further documentation is necessary
 - Email Sherri Copeland, TDEM Houston Office at Sherri.copeland@dps.texas.gov

Helpful Contact Information and Resources

- Houston Representative
 - Sherri Copeland, TDEM Houston Office
 - Sherri.copeland@dps.texas.gov
- FEMA’s recovery website related specifically to Region 6
 - www.fema.gov/r6-PA
- Download a copy of FEMA’s Public Assistance and Policy Guide
 - [https://www.fema.gov/media-library-data/1496435662672-d79ba9e1edb16e60b51634af00f490ae/2017_PAPPG_2.0_508_FINAL\(2\).pdf](https://www.fema.gov/media-library-data/1496435662672-d79ba9e1edb16e60b51634af00f490ae/2017_PAPPG_2.0_508_FINAL(2).pdf)
- Link to the RPA form
 - <https://www.fema.gov/media-library/assets/documents/10145?id=2658>
- Link to the PNP Facilities Questionnaire
 - <https://www.fema.gov/media-library/assets/documents/10579?id=2726>

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