Instructions to apply for Public Assistance for COVID 19 pandemic for Private Non-Profit entities:

1.0 Complete the attached <u>Request for Public Assistance</u> (O.M.B. NO. 1660-0017) form. Be sure to include your Federal Employer Identification Number (FEIN) and your DUNS number (DUNS numbers can be obtained online at http://fedgov.dnb.com/webform/ or by calling 866-705-5711.)

You must include at least one contact for your organization and that person must have a phone number and functioning email address. If you are including two contacts, they must have separate email addresses. The FEMA Portal will not accept duplicate email addresses.

2.0 Complete the attached Private Non-profit questionnaire

3.0 Email your Request for Public Assistance, your completed questionnaire and the documents listed at the bottom of the questionnaire* to

covid19.rpa@gmail.com

Direct your questions to any of the following:

Christina Flyntz: Public Assistance Officer
       christina.j.flyntz.nfg@mail.mil
       785-646-2523
Becky Middendorf: Operations Chief
       becky.middendorf@gmail.com
       785-646-2527
Cecily Jimenez: Program Delivery Manager
       c.jimenez5959@gmail.com
       316-258-3133

*
1. Please provide State certification of non-profit status
2. Please provide 501c3 certification