



ILLINOIS EMERGENCY MANAGEMENT AGENCY

JB Pritzker
Governor

Alicia Tate-Nadeau
Director

Public Assistance (PA) Program Application Checklist

Typical information required to complete the Public Assistance Program application process:

- Legal organization name. This is the legal name associated with your Federal Employer Identification Number (FEIN).
- Applicant's Agent. The person designated by the chief elected official to administer the grant for the organization.
- Mailing address for your organization and the Applicant's Agent, including the nine-digit zip code for both. The nine-digit zip codes can be looked up at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- Email address. Your organization must have an email address that is checked regularly to apply for Public Assistance Program funding. Free email addresses are available from multiple sites online.
- Federal Employer Identification Number (FEIN). This is your organization's nine-digit tax identification number. Click here to request an FEIN if you organization doesn't have one https://irs.zoomfilings.com/?utm_source=irs.com&utm_medium=cpc&utm_term=slider%3Aget%20your%20ein%20tax%20id&utm_campaign=irs.com.
- Data Universal Numbering System (DUNS) number. Click here to request a DUNS number <https://www.dandb.com/free-duns-number/>.
- System for Award Management (SAM), Commercial and Government Entity (CAGE) code and Periodic Update Requirement Date (PURD). Log onto www.SAM.gov to obtain your CAGE code and PURD.
- Fiscal year start date (month and date). The month and day your organization's fiscal year starts annually.

The following forms must be completed to apply for Public Assistance Program funding:

- [FEMA Form 90-49, Request for Public Assistance \(RPA\)](#)
 - In accordance with the FEMA policy memorandum dated September 17, 2019, each applicant must complete and submit their [FEMA Form 009-0-49, Request for Public Assistance \(RPA\)](#), using the PA Grants Portal (<https://grantee.fema.gov>). RPAs must be

submitted within 30 days from the declaration date or date a county is designated for Public Assistance. To request an invitation to register on the PA Grants Portal, applicants must contact the IEMA Public Assistance staff at (217) 782-8719 or PA.grants@illinois.gov.

- [IEMA Form PA101, Public Assistance Grant Agreement](#)
- [IEMA Form PA108, Public Assistance Risk Assessment](#)
- [IEMA Form PA109, FFATA Certification](#)
- For Private Non-Profit (PNP) organizations, [FEMA Form 009-0-121, PNP Facility Questionnaire](#) for each facility.
 - PNP organizations must also submit a copy of their charter or by-laws and have
 - An effective ruling letter from the U.S. Internal Revenue Service granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954, as amended, or
 - State certification that the organization is a non-revenue producing non-profit entity organized or doing business under state law.

IEMA's Public Assistance Program Applicant Handbook provides information on how IEMA administers the Public Assistance Program in Illinois. You can review or download a copy of this handbook at <http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PAAppllicantHandbook.pdf>.

FEMA's Public Assistance Program and Policy Guide replaces many of the former PA guidance documents and is effective for declarations on or after January 1, 2016. You can review or download a copy of this guide at <http://www.fema.gov/media-library/assets/documents/111781>.

Additional information on the Public Assistance Program is available at <http://www.illinois.gov/iema/LocalEMA/Pages/PublicAssistance.aspx>.

If you have questions regarding the Public Assistance Program, please contact the IEMA Public Assistance staff at (217) 782-8719 or PA.Grants@illinois.gov.

