

REVIEW CHECKLIST FOR PRIVATE NON-PROFIT ORGANIZATIONS

Agency Name: _____

- Request for Public Assistance Form
- Receipt of List of Assurances
- DUNS/FEIN/State Tax Sheet
- Private Non-Profit Organization Certification Form
- Private Non-Profit Organization Questionnaire
- Effective ruling letter from the Internal Revenue Service at the time of the disaster granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code,
OR
- Satisfactory evidence from the State that the organization is a non-revenue producing, nonprofit entity organized or doing business under State law
- Mission Statement/Brochure
- Bylaws/Charter
- Form W-9 (Federal)
- Agency Vendor Form (State of CT)