Benefits & Reimbursement Guide

This guide will prepare you to navigate the sources available for post-disaster funding.

Funding sources range from national agencies such as the Federal Emergency Management Agency (FEMA) and the Department of Housing and Urban Development (HUD) to local grant foundations and your insurance providers. While specific applications vary with funding sources, certain documents are universally required.

Steps 1 and 2 should be completed during the planning phase. Steps 3-5 should be completed during the post-disaster response.

Planning Phase

1. Gather Information

» Coordinate with the **Housing Chief** and **IT Team Leader** to compile photos of critical building and IT equipment. You'll need these to compare with post-disaster photos to prove the extent of damage.

» Coordinate with the **Human Resources Team Leader** to compile contact information for all staff.

» Coordinate with the **Housing Chief** to gather building information to be included in the *Building Readiness Report* for each building.

» See the *Vital Records Guide* and *Worksheet* for other records which should be collected, and for procedures to store and protect them.

2. Schedule Important Meetings

» If your organization benefitted from the Low-Income Housing Tax Credit (LIHTC), meet with your accountant to discuss how outside funding might impact your tax benefits.

» Meet with your lenders and investors to discuss reserve funds for disaster-related expenses.

Post-Disaster Response

3. Determine Eligibility

» Contact funding sources including insurance companies, syndicators, FEMA and LIHTC to determine eligibility.

» If you are planning to apply for public assistance from FEMA, carefully review guidelines to determine your ownership status as a private non-profit organization.

4. Assemble Materials to Apply

» Carefully review the required application materials.

» If you do not have specific items, ask the funder's representative which documents can act as substitutes.

» Materials for each application may vary, but plan on having easy access to photographs of your properties and equipment, before and after the disaster; invoices and receipts for disaster-related repairs and/or services; receipts for supplies purchased, and timesheets or other documentation showing disaster-related hours worked including regular and overtime hours for fulltime, parttime and temporary staff.

5. Submit Application

» Submit the application in hard copy or electronically.

» Create a Table of Contents including a list of all documents included in your application and the name of your contact at the agency or funder.

» Make and keep electronic and hard copies of all documents related to your application.