

## **Subject: Important Needed Information if churches will apply for Public Assistance**

Hi all,

I want to pass on some important information that our churches will need to know if they will apply for Public Assistance funds following a declared disaster. As you might remember changes in the federal law a couple of years ago made churches eligible for federal aid if a Public Assistance declaration is made.

A couple of days ago my Lutheran and Salvation Army colleagues and I had the opportunity to meet with Kevin Smith, Director of the Center for Faith and Opportunity Initiatives at FEMA and his staff. They wanted us to be aware of the type of information that is needed if a church is going to apply for assistance. I thought it would be good if I shared it with you, in case you need to know it if something happens.

The major question up front is ***"Who owns the property?"*** Only the legal owner can apply. For us that is usually not a major factor, but for some other denominations it is. The staff stated that they have seen some churches apply when the property is actually owned by the diocese or others. This has caused substantial problems.

Here is the information needed to create a profile to apply -

- Name of the institution who owns the property
- Non-profit IRS status (with or without 501C3) - In our case the letter in the year book)
- EIN #
- DUNS (optional)
- Point Of Contact Name, Title, Phone #; Email
- Complete Physical Location
- The county where the facility is located

Other information that should be handy to back up the application -

- Ownership documents or lease
- Pre-disaster charter, bylaws, and amendments
- 501(c)(3) or similar
- Insurance documentation
- Financial information for the Small Business Administration. The church will have to apply for an SBA disaster loan. However, the loan might not be offered and the church is not required to take the loan if offered.
- There is a Facility Questionnaire (FEMA Form 90-121) that needs to be completed. (A one-pager)

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