

COSTEP-CT TIPS

Federal Disaster Assistance, or Working with FEMA and SBA FOR PRIVATE NON-PROFIT Libraries and Cultural Heritage Organizations

If the president declares a disaster, libraries and other cultural heritage organizations, such as museums, archives, educational institutions, art organizations and zoos, that are open to the public, may be eligible to receive federal assistance (also called public assistance), in the form of a grant from the Federal Emergency Management Agency (FEMA) or a low interest loan from the Small Business Administration (SBA).

Private non-profit (PNPs) libraries and cultural heritage organizations **MAY BE ELIGIBLE** even though they are considered “non-critical.”

- Read the criteria for eligibility in Heritage Preservation’s *Guide to navigating Federal Emergency Management Agency and Small Business Administration disaster aid for cultural institutions*
<https://www.heritagepreservation.org/PDFS/GuidetoNavigatingFEMASBA.pdf>

State, town or tribal nation libraries and cultural heritage agencies are eligible but will have to follow a different process, as described on another COSTEP-CT tip sheet.

WELL BEFORE ANY EVENT IS PREDICTED

- Work on or update your disaster plan (annually)
- Take “before” pictures of the interior and exterior of your building and collection spaces
- Gather the institutional documents you will need to file for federal assistance, including your DUNS and FEIN numbers. See the list at page 2 under “If a Federal Disaster is Declared”
- Keep copies of the disaster plan, “before” pictures and documents at home and at work
- Read Heritage Preservation’s *Guide to navigating ...*
- Meet with local emergency responders (and keep your contact information current)
- Take steps to prevent damage by fixing problems in advance

BEFORE A DISASTER

- When a bad storm is predicted, take steps to protect your building and collections
- Keep a record of your efforts to prevent damage (pictures, receipts, timesheets, etc.)
- Update and take home copies of the disaster plan, “before” pictures and documents needed to file for federal assistance. Also take home back-ups of your business and collection records
- Re-read Heritage Preservation’s *Guide to navigating ...*

AFTER A DISASTER

- Assess the damage and take pictures as soon as possible: puddles in the stacks or tree on the roof
- Promptly report damage to the town emergency manager. Your report helps the whole town qualify for federal public assistance, even though your organization is not a town department
- Report the following (these costs may be eligible for federal assistance, firm quotes are not necessary):
 - Emergency protective measures (Efforts before, during and after a disaster)
 - Debris removal
 - Damage to real estate, equipment, inventory, fixtures
 - Damage to collections
- Fully document your efforts to clean up, to prevent further damage and to repair the damage. Even if you are otherwise eligible, **YOU WON’T GET FEDERAL ASSISTANCE WITHOUT THIS DOCUMENTATION.** Take pictures at every stage. Keep inspection reports, insurance statement of loss and contractor cost estimates. Keep audit quality documentation of all repair work done, expenses for that work, copies of RFPs, bid comparison documents, contract awards, cancelled checks, costs for materials and supplies,

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contractor costs, staff personnel records for time spent on the project, etc. It will also be vital if you apply for Hazard Mitigation Grant funds at some future date

IF A FEDERAL EMERGENCY IS DECLARED

- A PNP **MUST GO** to one of the “Federal Public Assistance Applicant Briefings”, but it need not be the one nearest your location. Do not attend a briefing for “Individual Assistance.” Look for “Public Assistance” briefings announcements from town emergency manager and/or the media, often with short notice
- Bring the information needed for the first four forms to turn them in at the briefing or within a few days
- Apply to SBA and FEMA at the same time. Heritage Preservation's *Guide to navigating ...* explains which activities are eligible to which agency, but just to be safe, apply to both at the same time
- If you apply by the deadline to either SBA or FEMA, you are eligible to apply later to the other agency. Refer to Heritage Preservation's *Guide to Navigating ...*
 - “Request for Public Assistance” (FEMA Form 90-49). Specific damages not yet needed
 - “Receipt of List of Assurances” form
 - “DUNS/FEIN” form
 - “Private Non-Profit Organization Certification Form” with your institutional documents:
 - Your tax exemption certification
 - Your organizational charter or by-laws
 - Proof of ownership of the facility (copy of deed or property tax assessment)
 - Or proof of legal responsibility to repair the facility (in your lease agreement)
 - Copy of your insurance policy
- If you do not attend a briefing and/or if you do not submit the first four forms by the deadline, you will not be eligible to receive federal assistance
- Even if you were eligible in a previous disaster, you will have to submit all the paperwork again

AFTER YOU APPLY FOR FEDERAL ASSISTANCE

- Expect a federal representative to call within 5 business days to arrange to meet with you, identify your needs and your eligibility and to go over the additional paperwork. Have ready:
 - Documentation: pictures, estimates, timesheets, invoices, etc. of costs already incurred
 - If on or eligible for National Register of Historic Places, FEMA understands it will be more costly to repair

NOTES AND RESOURCES

Details of the application process may change. The required Forms and information may change.

- Heritage Preservation's *Guide to navigating Federal Emergency Management Agency and Small Business Administration disaster aid for cultural institutions*
<https://www.heritagepreservation.org/PDFs/GuidetoNavigatingFEMASBA.pdf>
- *Disaster Assistance Programs* from Connecticut Dept. of Emergency Services & Public Protection / Division of Emergency Management and Homeland Protection
<http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=436940> or at <http://www.ct.gov/demhs> and click on “Emergency Management”, then “Public Assistance”
- Get a free DUNS (Data Universal Numbering System) number (<http://fedgov.dnb.com/webform>)
- Find out your FEIN (Federal Employer Identification Number) number from your administrators or see <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-%28EINs%29->
- COSTEP-CT : Coordinated Statewide Emergency Preparedness <http://costep.cslib.org/>