

Disaster Relief Program Overview:

- 1. Purpose:** Eligible businesses that sustained damage in the qualifying disaster area may apply for a \$5,000 grant through one of our members.
- 2. Qualifying Disaster Area as Defined by the FHLBank Chicago:** Support to businesses is targeted to the Wisconsin counties that are included in the following FEMA disaster declaration:
 - **FEMA DR-4383 Severe Storms, Straight-line Winds, Flooding, Landslides, and Mudslides**
 - o Incident period June 15, 2018 – June 19, 2018
 - o Disaster declaration August 10, 2018
 - o Counties in the disaster declaration include the following: Ashland, Bayfield, Burnett, Clark, Douglas, and Iron.
 - **FEMA DR-4402 Severe Storms, Tornadoes, Straight-line Winds, Flooding, and Landslides**
 - o Incident period August 17, 2018 – September 14, 2018
 - o Disaster declaration October 4, 2018
 - o Counties in the disaster declaration include the following: Adams, Crawford, Dane, Fond du Lac, Green Lake, Iron, Juneau, La Crosse, Marquette, Monroe, Ozaukee, Richland, Sauk, and Vernon
- 3. Combined Use of Programs:** The Disaster Relief Grant program may not be combined or used with a competitive AHP owner-occupied grant or a DPP® grant.
- 4. Member Limits:** Initially, there will be no member limit. However, the FHLBank Chicago retains the right to limit funds to any one member as announced from time to time. Grants will be available on a first-come, first-served basis.
- 5. Application Submission:** Only a properly completed application will be considered for a grant. Applications will not be considered if submitted prior to the program start date or, if applicable, after the member limit has been reached. A member may resubmit an application if funds are available after the program end date.

Program Requirements & Guidelines:

- 1. Program Effective Dates:**
 - a. Start Date: Wednesday, October 17 at 9:00 a.m.
 - b. End Date: Thursday, January 31, 2019 (or sooner if funds are depleted)
- 2. Physical Location of Business:** Assistance is only available for a business that has its primary operations physically located in the disaster area. A business is eligible for only one grant regardless of the number of physical locations in the disaster area. The applicant must substantiate the following:
 - a. Proof of Existence – Support documentation to be submitted may include business license, deed, tax records, mortgage payment book, or a copy of the business insurance policy for the address, showing the applicant as the owner.
 - b. Proof of Occupancy – Support documentation to be submitted may include business license, any first-class government mail sent to the applicant within the last 3 months at that address, or recent utility bills in the applicant's name at that address.
- 3. Qualify as a Small Business:** Applicants are required to qualify as a small business, based on Small Business Administration (SBA) regulations. Based on type of business, size standards will be determined by annual receipts or number of employees.
 - a. The 'Table of Small Business Size Standards' can be found at the following:
<http://www.sba.gov/content/small-business-size-standards>
 - b. The applicant should self-identify their North American Industry Classification System code (NAICS), which is used to determine the small business size standard. If qualified based on annual receipts, submit a copy of the most recent tax return or audited financial statements to verify receipts. If qualified based on number of employees, submit recent reports from a third-party payroll provider or quarterly reporting to the state to confirm number of employees.

4. Evidence of Loss: Evidence is required to substantiate that the original loss was sustained in the disaster area and was in an amount of at least \$5,000.

- a. The loss sustained must be physical damage. The grant does not cover business-related losses that resulted from the disaster.
- b. Support documentation required to substantiate the loss sustained by the business should include photos, a certification from a qualified inspector, contracts for repair services, insurance documentation itemizing the loss, and/or receipts for work or materials/equipment installed.

5. Eligible Uses:

- a. Applicants will be required to certify as to eligible use.
- b. Eligible uses will follow Community Development Advance guidelines to include commercial, community facilities, agricultural, industrial, manufacturing, infrastructure, and other business types.
- c. Grants can be applied to a business located in the declared disaster area or that has re-located outside the disaster area, but is still within the District.

1. Member Information

Name of Member: _____ Member Number: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Extension: _____
Fax Number: _____
Email Address: _____

2. Applicant Information

Name of Applicant: _____
Relation to Owner: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ County: _____
Email Address: _____

3.a. Business Information (address of business property that sustained damage)

Name of Business: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Extension: _____ County: _____
Email Address: _____

3.b. Business Information (address of where grant funds will be applied if different from 3.a. above)

Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Extension: _____ County: _____
Email Address: _____

4. Grant Use Information

Grant Amount: \$5,000.00

Purpose of Financing (*Check the appropriate box or boxes*)

New Construction Acquisition/Purchase Rehabilitation

Other (Specify): _____

Is the project located in a rural area? Rural area is defined as either (a) a unit of general local government with a population of 25,000 or less; (b) an unincorporated area outside a Metropolitan Statistical Area (MSA); or (c) an unincorporated area outside an MSA that qualifies for housing assistance from the United States Department of Agriculture.

Yes No

5. Provide a brief description of the business and loss sustained

6. Eligible Use – Business Type

Number of jobs associated with business: _____

Economic Development Business Type (*Please check one*)

- | | | |
|---|--|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Commercial Office | <input type="checkbox"/> Commercial Retail |
| <input type="checkbox"/> Commercial Wholesale | <input type="checkbox"/> Day Care | <input type="checkbox"/> Education |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Heavy Industrial | <input type="checkbox"/> Hotel |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Light Industrial | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Public Facilities | <input type="checkbox"/> Recreation | <input type="checkbox"/> Social Services |

Other – Please describe: _____

7. All projects must qualify under A and B

A. Geographically Defined Beneficiary:

The project is located in an FHLBank Chicago qualifying declared disaster area. (FEMA DR-4383 or DR-4402) Yes

B. Activity Beneficiary – The project meets the Small Business Administration (SBA) definition of a small business. Yes

Applications with qualified activity beneficiaries must include documentation of annual receipts or number of employees for the business.

Annual Receipts: _____

Number of Employees: _____

NAIC Standard: _____

8.a. Authorized Signature – Member

The undersigned, a duly authorized officer of the Federal Home Loan Bank of Chicago Member noted above, certifies that:

- (1) All information provided above is accurate, and necessary steps were taken to ensure its accuracy; and
- (2) This applicant meets the eligibility requirements of the Federal Home Loan Bank of Chicago's Community First® Disaster Relief Grant Program.

Authorized Signature

Officer Name (please print)

Officer Title

Date

8.b. Authorized Signature – Applicant

The undersigned certifies that:

- (1) All information provided above is true, correct, and accurate; and
- (2) The applicant meets the eligibility requirements of the Federal Home Loan Bank of Chicago's Community First® Disaster Relief Grant Program.

Authorized Signature

Applicant Name (please print)

Officer Title

Date

Email the completed application and supporting existence/occupancy, small business, and loss documentation to:

Community Investment Group
Federal Home Loan Bank of Chicago
ci@fhlbc.com

Questions? Contact the FHLBank Chicago Grant Administrator at 312-565-5824