Small Business Administration
Disaster Loan Program
SEMO REGION ADMINISTRATIVE GUIDELINES & PROCEDURES

The Small Business Administration (SBA) is a voluntary program that enables eligible individuals and small businesses to receive lowered interest loans attributed to a sudden and catastrophic event. All money must be paid back. An event might last one hour, one day or one week, but assistance is only eligible for one single event (i.e. fire, a storm, flooding, etc.), not a series of events over time.

Two forms of assistance are available from SBA: Physical Disaster
Economic Injury

PHYSICAL DISASTER: A physical disaster declaration is based solely on physical damage to buildings, machinery, equipment, inventory, homes and other property. Economic injury is automatically included as part of this request.

REQUIREMENTS:

1.) At least 25 homes or 25 businesses or a combination of both (25 separate disaster victims) in a county or political subdivision which have sustained an uninsured loss equal to 40% or more of their estimated fair market replacement value to real property or personal property; or

2.) At least 3 businesses have sustained uninsured losses equal to 40% or more of their estimated fair replacement value (furniture fixtures, machinery and equipment, inventory, etc.), and as a result at least 25% of the work force in the community would be unemployed for at least 90 days as a direct result of such damage.

ECONOMIC INJURY: An economic injury declaration request arises when physical damages to property are not sufficient to warrant a physical disaster request but business interruption is sufficient to warrant an economic injury disaster request.

Sufficient business interruption is the time period of the event by which loss of revenue occurred. An economic injury will not be approved, if a business can not meet their operating expenses because of repair to property due to an event.

An economic injury declaration is automatically triggered for agriculture and agri-dependent businesses when the Secretary of Agriculture declares an area eligible for emergency loans from FmHa.

Private non-profit organizations are not eligible to apply for an economic injury loan (only for physical).

NOTE: The Governor's official request will only be approved, if at least 5 small businesses sustain damage.

SBA
Administrative Criteria and Requirements:

- **Requests for assistance must be made within 60 days of the declared disaster for a physical disaster and within 120 days for an economic injury disaster.**

- **Field staff are responsible to:**

  - **Verbally notify Disaster Administration of potential SBA request and coordinate/gather required information.**
  - **Be the Point of Contact between disaster administration and local emergency management office.**
  - **Ensure documentation and forms to disaster administration.**
  - **Transmit all forms to disaster administration.**

- **Disaster Administration is responsible to:**

  - **Review information and in coordination with field staff, determine if minimum criteria is met for Governor's request.**
  - **Prepare and process executive correspondence.**

There are three forms, with instructions, for each to use when requesting SBA assistance:

- **The SBA Physical Disaster Survey Form, is to be completed for each victim and coordinated by the local municipality.**
- **The Summary Form is used in conjunction with the Physical Disaster Survey Form to see "at a glance" the totality of the victims type and monetary loss. Not all information can be copied over from the first form. Some calculations summarization will be required of the counties or municipality.**
- **The Governor's Certification of Economically Injured Form is to be used for economic injury for small businesses only if criteria for a physical disaster are not met.**

SBA PHYSICAL DISASTER SURVEY FORM

The U. S. Small Business Administration (SBA) Physical Disaster Survey Form is used to standardize the assessment and reporting system for the SBA Physical Disaster Loan Program. The form shall be completed for each homeowner, renter, business owner or proprietor who experiences physical damage as a result of a natural disaster.

It is important that assessment information be collected as soon as possible after an event. The data collected on these forms by local officials will be utilized by SBA officials when conducting field verifications in support of a recommendation to the SBA Administrator to declare a disaster.

FORM INSTUCTIONS

1. NAME AND ADDRESS:

Name and address of the disaster victim and telephone number where the individual may be reached. This information is vital to ensure that contact can be made with victims during the SBA verification process.

2. DESCRIPTION OF LOSS:

<u>If Property Owner</u>: Describe the damage (i.e. "house flooded 5 ft deep floor, no flood insurance, lost contents, real estate damages total loss approximately $65,000.00"). Real estate is considered the house and all permanent attachments (garage, heating system, etc.).

<u>Pre-disaster fair market value of real estate</u>: enter amount at which the property was assessed. This information can be obtained from the local tax office.

<u>If Renter or Lessee</u>: describe the damage (i.e. for personal property—100% contents lost, no insurance, total loss approximately $8,000.00)

3. INSURANCE:

Enter information obtained from insurance agent or policy relative to the type of coverage and the extent to which reported damage may be covered.

4. RETURN FORM TO:

Completed survey forms should be returned to the

Rockland County Office of Fire & Emergency Services, ,
35 Firemen's Memorial Drive
Pomona, NY 10970
e-mail: RCFTC@co.rockland.ny.us

Assessment of Preliminary Damage Estimate
SUMMARY WORKSHEET

The purpose of this work sheet is to consolidate individual physical disaster survey forms and should be completed by the local emergency management office. The summary worksheet and individual surveys are forwarded by the County Emergency Management Office to the appropriate State Emergency Management Regional Office.

Columns

1. **Name, address and telephone number must be completed.**

2. **Fair market replacement value is the current market value of real estate or current replacement value of personal property.**

3. **Enter total amount of loss (estimate or actual).**

4. **Enter dollar amount of insurance coverage as reported by the victim or enter 0 if none.**

5. **Calculate and enter the amount of uninsured losses by subtracting the total loss from the amount of insurance coverage.**

6. **Divide the amount of the uninsured loss by the fair market replacement value and enter the result.**

   <u>Dollar Value Uninsured Loss</u> = percent of uninsured loss Fair Market Replacement Value

7. **RETURN FORM TO:**

   Completed forms should be returned to the State Emergency Management Regional Office for forward to SEMO HQ, Individual Assistance Section.

PHYSICAL DISASTER SURVEY FORM

NAME_____

ADDRESS_____

TELEPHONE_____

LOSS WAS INCURRED TO: Business_____ Home_____ Contents_____

DESCRIPTION OF LOSS

IF PROPERTY OWNER (Describe the monetary damage to Real Estate)

_____

_____

_____

_____

_____

PRE-DISATER FAIR MARKET VALUE OF REAL ESTATE $_____

IF RENTER OR LESSEE
(Describe the monetary damage to Personal Property, Machinery & Equipment, Inventory, etc.)

_____

_____

_____

_____

INSURANCE: NAME OF CARRIER _____

AMOUNT OF INSURANCE _____

RETURN FORM TO: Completed survey forms should be returned to the Completed survey forms should be returned to the Rockland County Office of Fire & Emergency Services, 35 Firemen's Memorial Drive, Pomona, NY 10970, e-mail: RCFTC@co.rockland.ny.us