

# GRANT PROGRAM

## APPLICATION INSTRUCTIONS



**FEEEA**

FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND

[www.feea.org](http://www.feea.org)

#FEDSHELPINGFEDS

## Instructions for Applying for a Disaster Relief Grant From FEEA

Natural disasters strike each and every year all across the United States. Often close to 100 natural disasters are declared each year in response to floods, hurricanes, winter storms, wildfires, droughts, and tornadoes. FEEA offers disaster relief grants to eligible federal employees for major losses due to natural disasters. FEEA has given over 9,000 disaster relief grants, totaling \$4.5 million, to federal employees since 1986.

**Program Purpose:** To aid federal employees in getting back into their homes after major natural disasters.

**Eligible Disasters/Emergencies:** Declared Natural Disasters. Please check the Federal Emergency Management Agency website for the list of declared disasters:  
<https://www.fema.gov/disasters>.

**Maximum Grant Amount:** Generally, \$500 is the upper grant limit. The exact amount of the grant provided is determined by FEEA based on need and available funding.

**Individuals Eligible for Grants:** Full-time or part-time, permanent federal civilian or postal employees employed with the federal government for more than one year. The National Association of Active and Retired Federal Employees (NARFE) also provides disaster grant funds to members in good standing.

Priority will be given to applicants who have had significant damage to their homes and are suffering extreme financial hardship. Applications are reviewed on a rolling basis.

### **Eligible Grant Expenses:**

- Major home repairs (not covered by insurance or other disaster aid)
- Temporary lodging due to displacement
- Replacement beds (mattresses and box springs damaged in the natural disaster)

Please note our ability to give grants is subject to the availability of funding. FEEA relies on donations by concerned individuals and institutions to support its work.

FEEA does **not** offer grants for loss of food due to power outages, lost wages, automobiles, loss of personal effects or electronics, or other items not listed under eligible grant expenses.

Grants given for disasters may be taxable to the recipient. Please consult your personal tax advisor for more information.

## DETAILED APPLICATION INSTRUCTIONS

Applications must be completed online and the application is mobile-friendly. Unfortunately, due to our small staff size we are unable to accept applications by phone, fax, e-mail, or mail. If you do not have access to a computer with Internet or a smartphone, we recommend working with a family member or friend who can submit the application on your behalf or visiting a local library to complete your application.

Please read all instructions and gather all required documents (see Section 4 for details) before starting your disaster grant application. All documents must be saved in PDF format only. You must complete all sections of the application in full and attach all required supplemental documentation before clicking the "submit" button. FEEA does its best to review complete grant applications and process those approved as quickly as possible, generally within 10 business days.

### Section 1 – Personal, Employment, and Emergency Information

Please complete the Personal and Employment Information sections of the form. Items marked with a red \* on the form are required.

Next, complete the Disaster Information section as follows:

What is the reason for your grant request?	Please select the disaster type.
What expenses are you seeking payment for?	Please check the box(es) next to the type(s) of expenses you are asking us to help with. The listed expense categories are the only ones FEEA can assist with.
Please describe the circumstances leading you to seek a grant from FEEA.	Please be specific in describing your disaster loss situation. What repairs need to be made, how was the damage caused, when and how were you displaced (if seeking lodging reimbursement).

Then, click "next" to continue your application or "save" if you need to finish later.

**\*\*NARFE MEMBERS ONLY:** Please be sure to select "NARFE" in the "Association/Union Memberships" section and then provide your membership information in the questions that appear immediately below. If you are a retired NARFE member, please be sure to check the "retired" box. Also if you are retired, in the "Employment Information" section please choose the last federal agency you worked for under "Federal Agency."

## Section 2 – Personal Finances

Please complete all items in this section truthfully and accurately. For any income or expense item that doesn't apply to you, please enter a "0" in order to continue. Leaving any item blank will result in an error message and you will not be able to complete your application.

When finished, click "next" to continue your application or "save" if you need to finish later.

## Section 3 – Required Attachments and Verification Statements

Required Attachments: Please attach all required documentation, in PDF format only. There are a number of free or low-cost scanner applications for smartphones that can help you produce .pdf copies of these documents if you do not have access to a computer scanner. Required documents include:

Most recent SF-50 (Notification of Personnel Action)	The issue date on your SF-50 (or PS-50 for Postal employees). Check with your agency's HR office if you don't have a copy. (**not required for retired NARFE members)
Most Recent Leave and Earnings Statement	Submit a copy of your most recent leave and earnings statement. (**not required for retired NARFE members)
Evidence of Disaster and Insurance	Submit information that shows your disaster-related loss. For example, insurance claim report, FEMA application/award, and/or photos. If you are waiting for your insurance claim report, you may submit an application without it and we will hold your application until the insurance claim information becomes available.
Copy of bill(s) you are seeking assistance for	Copy of bill(s) for eligible expenses already paid by you and not covered by insurance or other disaster assistance funding. If the expenses have not yet been incurred, please include repair estimates. If you are awarded a grant for repairs based on an estimate, FEEA will write the check to the vendor/contractor making the repairs.
Copies of other approvals or denials for assistance from other organizations	If you applied for assistance from other organizations, please provide copies of the approval or denial information. Ex. copies of Red Cross or other non-profit letters, etc.
Proof of home ownership or residence (for renters)	Acceptable proof for home owners is any ONE of the following: mortgage bill, home

	<p>owners or flood insurance claim or policy with applicant's name and address listed, or copy of online deed record from county real estate assessment website.</p> <p>Acceptable proof for renters is any ONE of the following: copy of lease or other bill (ex. utility, cell phone, etc.) with applicant's name and rental address listed, copy of renters insurance policy or claim with applicant's name and address listed.</p>
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Please note: FEEA may request additional documentation in order to verify and adjudicate your disaster grant application.

Terms, Signatures and Verification: For each item, please check the box and type your full name. Your electronic signature will appear in the area below your typed name. Verification of all statements is required in order to be considered for a disaster grant.

Once you have completed all items, complete the security Captcha and then click "send" at the bottom of the page to submit your application. You will receive an automated email when your application is received. If we require additional information to process your application, we will be in touch via email. Grant processing can take up to 10 business days.