

COMMUNITY DISASTER LOAN REVIEW PROCESS CHECKLIST

APRIL 2017

Documentation Required to Begin Community Disaster Loan (CDL) Review Process

- _____ Annual Independently Audited Financial Statements (Balance Sheet, Income Statement and Notes to Financials) OR Financial Reports for the FY of the disaster and the three previous FYs.
- _____ Original Operating Budget for the FY of the disaster and the Projected Operating Budget for the subsequent FY.

Criteria For CDL Eligibility

- _____ State law must not prohibit your municipality from incurring the indebtedness from a federal loan.
- _____ The disaster has caused a revenue loss greater than 5% of total revenues estimated for the fiscal year of the disaster or the following fiscal year.
- _____ The loss of revenue or the increase in disaster-related unreimbursed disaster expenses has adversely affected the level and/or the categories of essential municipal services provided prior to the disaster.
- _____ There are insufficient funds to meet current fiscal year operating requirements.
- _____ Cash or liquid assets are not available from the previous fiscal year(s).
- _____ The disaster displaced (due to property destruction) revenue producing businesses.
- _____ The disaster has forced a reduction or elimination of essential municipal services.
- _____ The disaster has put you in danger of municipal insolvency.

Based on FEMA's initial analysis, additional information may be requested of the applicant. If applicants have any questions regarding the documentation requirements or criteria please direct them to Martha Polanco, CDL Program Manager at Martha.Polanco.2@fema.dhs.gov (202) 701-4023.