

Minnesota RECOVERS



Aug. 2012

THE MINNESOTA RECOVERS TASK FORCE STATE DISASTER ASSISTANCE PROCESS

The Minnesota Recovers Task Force was created to provide a “One Stop Shop” for local governments to seek recovery assistance following a disaster. A local community may learn that they are not eligible for federal assistance or that federal assistance has not become available for that particular disaster. If state funds become available, usually through legislative appropriations, impacted communities could apply to the Task Force. Their applications would be reviewed and submitted to the appropriate sub-committee who would then determine what recovery program would best apply to that application.

Several factors are considered when funding determinations are made:

- The benefit to the community versus the cost of the project
- The amount of appropriations which are available
- Sufficient information is provided in the application
- The timeliness of the application

Once the sub-committee has determined that an application is eligible for assistance, the application is forwarded to the appropriate program managers who make priority determinations based on some of the criteria listed above. The program managers will contact the applicant and together, assist them with a recovery solution.

Eligibility (Applicants)

Following a major disaster, state disaster relief funds MAY be allocated to assist local units of government and individuals in their disaster recovery. These funds are appropriated to address those needs which are not met by other disaster assistance programs. In a presidentially declared disaster, federal assistance can include grant assistance from the FEMA Public Assistance (PA) and Individual Assistance (IA) Programs, and loan assistance from the Small Business Administration (SBA).

State funds are typically allocated to the different state agencies, and their programs, to acquire and to better **publicly owned** land and buildings and for other public improvements of a capital nature.

For some disasters, federal and/or state funds may become available to assist local homeowners, businesses, and nonprofit organizations. In these cases, the impact on the community will be weighed when funding decisions are made. The local unit of government should apply on behalf of these individuals and groups when a significant impact exists.

Applicants must be local units of governments or local units of governments applying on behalf of individuals, businesses, or certain non-profits. In order for these applicants to be eligible for state assistance, they must meet the following criteria:

- The damages or costs must be a result of the disaster,
- Applicant is located in the declared disaster area,
- Applicants must have filed a claim with their insurance provider,
- Registered with FEMA (Presidentially declared disasters only),
- Registered with SBA, if their assistance is available,
- Applied to Farm Service Agency (Agriculture impacts only), and/or Natural Resources Conservation Service (Agriculture and watershed impacts), and
- Exhausted all other disaster assistance opportunities.

Application Process

Eligible applicants who wish to obtain assistance through the Minnesota Recovers Task Force must complete the **Request for Assistance** form and **Preliminary Questionnaire**. These forms will identify the applicant, applicant's primary contact information, a brief description of the assistance requested and a more in-depth form on how you plan to manage your recovery . All supporting documents (photos, receipts, invoices, etc.) should be attached to the request. Denial letters from FEMA and SBA may also be needed and should be included with the submitted documents. Below is the application process:

1. Request an application form from the Minnesota Recovers Task Force Chair, or online at www.minnesotarecovers.org or hsem.dps.mn.gov.
2. Complete the **Request for Assistance** form, **Preliminary Questionnaire** and attach all supporting documents to create your request packet.
3. Submit all your original documents to the Minnesota Recovers Task Force, Attn: John Moore, Chair, Minnesota Homeland Security and Emergency Management, 445 Minnesota Street, Suite 223, St. Paul, MN 55101
4. The MRTF Chair will acknowledge receipt of your request to the primary contact you listed on the form.
5. Eligible requests will be assigned to the appropriate task force sub-committee for review and recommendation to the full Task Force.
6. Applications will be ranked according to their community impact and priority of need.
7. Available funds will be committed to the request.
8. Applicants will be notified by the Task Force Chair of the disposition of the application.
9. Applications must be submitted within **60 days** of the date of the disaster declaration or disaster relief bill appropriation, whichever is later.

Things to Keep in Mind

The Task Force will make preliminary funding commitments to eligible applicants for recovery costs, and make funding awards for planning and technical assistance when funds are available for these activities. It is important that applicants have in place, or develop, detailed recovery plans, programs, budgets, an implementation work program and submit them with their application. This information will be used to identify opportunities to coordinate with appropriate state and federal agencies to best address particular community and regional needs. This will also assist the Task Force in prioritizing requests based on need and the applicant's ownership in their recovery.

Agencies will determine funding commitments based on completed recovery plans, priorities and availability of recovery funding.

When completing the supporting documents that you will submit with the Request for Assistance Form, use as many additional pages as necessary. Attach as much supplemental information as you have available, including damage assessments from FEMA and other sources, and the basis for those assessments.

REMEMBER: This is your opportunity to “make your case.”

Statutory Requirements

State assistance for disaster-related costs must be in accordance with the provisions of Minnesota Statutes, Chapter 12A, including:

Section 12A.03, Subdivision 2, **State assistance for disaster costs not eligible for federal assistance**,

“State assistance under this chapter may be made available for relief in a disaster area for costs that are not eligible for assistance through the FEMA Public Assistance Program or the FEMA Individual Assistance Program, and may not duplicate or replace assistance available from other federal government agencies, including the Small Business Administration, private insurance, or flood insurance.”

Section 12A.03, Subdivision 3, **Non-duplication of federal assistance**, which reads in part,

“State assistance may not duplicate or supplement eligible FEMA Public Assistance Program assistance. For eligible Public Assistance Program costs, any state matching money made available for that assistance must be disbursed by the Department of Public Safety to a state agency, local political subdivision, Indian tribe, or other applicant...”

John Moore, Chair
Minnesota Recovers Task Force
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Homeland Security and Emergency Management
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**MINNESOTA RECOVERS TASK FORCE
Request for Assistance**

DR-4069

The purpose of this form is to request assistance from the Minnesota Recovers Task Force when all other means of assistance have been exhausted. Assistance from the Task Force is dependent on legislative allocations and funding may not be available for every disaster, whether it results in a federal disaster declaration or not. Once your application is received by the Task Force Chair, it will be routed to the appropriate sub-committee(s) for review. The sub-committee(s) will make their recommendation to the full Task Force, who will then act on the application. Approved applications will be ranked according to priority of need and available funds will be committed to the request.

APPLICATIONS SHOULD BE SENT TO: John Moore, john.moore@state.mn.us, by October 24, 2012

Minnesota Homeland Security and Emergency Mgt., 445 Minnesota St., Ste. 223, St. Paul, MN 55101 or Fax 651-296-0459

APPLICANT (Eligible township, city, county)

DATE REQUESTED

COUNTY

APPLICANT PRIMARY CONTACT INFORMATION

NAME

STREET ADDRESS

TITLE

CITY

OFFICE PHONE

FAX

ZIP CODE

CELL PHONE

ADDITIONAL CONTACT INFORMATION

EMAIL ADDRESS

REASON FOR REQUEST:

SPECIFIC TYPE(S) OF ASSISTANCE REQUESTED:

ESTIMATED DOLLAR AMOUNT OF ASSISTANCE REQUESTED:

FOR COMMITTEE USE ONLY

DATE RECEIVED

RECEIVED BY:

DATE ROUTED TO SUB-COMMITTEE

SUB-COMMITTEE ROUTING

HIGH PRIORITY

NORMAL PROCESSING

Public Infrastructure

Housing

Business & Community Recovery

Health & Human Services

Natural Resources

Agriculture

MINNESOTA RECOVERS TASK FORCE
Preliminary Applicant Questionnaire

DR-4069

This questionnaire is to assist you with communicating your recovery plans and needs to the Task Force. Complete all applicable questions. Please use additional pages if needed. Attach as much supplemental information as you have available. Include damage assessments from FEMA and other sources, including the basis for those assessments. Include any assistance denial letters which you have received.

1. Provide a brief description of any additional recovery needs which were not addressed in your Request for Assistance. Include amounts expended or incurred for internal costs, consultants, etc., and the extent, if known, that these costs will be reimbursed by FEMA or other sources.

2. Do you have needs for additional technical and/or planning assistance to complete or implement plans?
If Yes, what type of assistance is required?

2A. Have you identified potential consultants?
If Yes, who are they?

2B. What are your estimated costs for consulting?

3. What organizations are your primary delivery partners? (Community action organizations, housing authorities, economic development authorities, etc.)

3A. What recovery efforts will these partners assist you with?

3B. Provide primary contact information for the above listed organizations.

4. Are there areas of your community that you believe should not be rebuilt or rebuilt only with conditions? (e.g., elevated foundations, secured propane tanks, etc.) If Yes, list those areas and identify the concern.

4A. Are there areas you have identified for any potential new construction? If Yes, how many?

5. Do you wish to pursue the acquisition of any homes or businesses from the hazard areas? If Yes, provide an overall map showing the location(s) of the requested properties and a list of the addresses for each location?

6. Are there any immediate short-term needs for which funding could be made available to assist in the recovery process? If yes, identify those immediate needs.

7. Have you identified any obstacles which need to be addressed immediately to facilitate the long-term recovery process? If Yes, what are those obstacles and how do you think they can be overcome?

8. Are there communities with whom you can develop and implement joint plans and projects in one or more areas? If Yes, what are they?

9. Are there ways in which state assistance could provide incentives to facilitate and support such planning/projects? If Yes, what are they?

10. If you are requesting a property acquisition project, what are your funding capabilities for any local match responsibilities?

11. IS THIS PROJECT REQUEST, IN WHOLE OR IN PART, ELIGIBLE FOR FEMA OR OTHER FEDERAL FUNDING? If Yes, please provide a detailed description of those eligible parts and which federal program they are eligible for funding.

Applicant Worksheet

ESTIMATE OF PROJECT COSTS FOR THIS REQUEST

1. Acquisition of Real Property \$	16. Technical Assistance/Planning \$
2. Debris Removal/Demolition \$	17. Architectural/Engineering Services \$
3. Flood proofing/Elevation \$	18. School Rehabilitation/Construction \$
4. Relocation \$	19. Medical Facilities Rehabilitation/Construction \$
5. Drinking Water Facilities \$	20. Public Building Rehabilitation/Construction \$
6. Wastewater Facilities \$	21. Special Need Facilities (Rehab./Const.) \$
7. Septic Systems \$	22. Social Service Facilities \$
8. Storm Sewer \$	23. Levee/Floodwall Construction \$
9. Roads/Streets/Bridges \$	24. Sedimentation/Soil Erosion/Water Quality \$
10. Public Services \$	25. Hazardous Materials Cleanup \$
11. Owner-Occupied Housing (Rehabilitation/Construction) \$	26. Parks/Trails/Recreational \$
12. Rental Housing (Rehabilitation/Construction) \$	27. Other (Describe) \$
13. Commercial Rehabilitation/Construction \$	28. Agricultural Assistance \$
14. Assistance to For-Profit Business (es) \$	29. Other Assistance (Describe) \$
15. Assistance to Non-Profit Organization(s) \$	Total Assistance Requested \$