

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY**  
**HOMELAND SECURITY AND EMERGENCY MANAGEMENT**

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**PUBLIC ASSISTANCE PROGRAM**

**REQUEST FOR AN IMPROVED PROJECT**

*If a sub-grantee decides to repair/rebuild a damaged facility beyond the scope of the project worksheet, but still restore the pre-disaster function of that facility, the applicant may request approval for an improved project. The improved project can be either a large or small project; however, it can only be for permanent work.*

*All PWs for **Improved Projects** must be reviewed for compliance with the National Environmental Policy Act (NEPA) and all other environmental laws and statutes.*

***Note: No work can begin until FEMA approval is received.***

To insure that your application is processed in a timely manner, the following information is required:

Applicant Name \_\_\_\_\_

Disaster #    FEMA-\_\_\_\_-DR            PW #(s) \_\_\_\_\_

Sub-grantee Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

### Improved Project Location

Section \_\_\_\_\_

Township: \_\_\_\_\_

Range: \_\_\_\_\_

County: \_\_\_\_\_

Enclose site map and area map with location of project site(s).

Enclose FIRM map with location of project site(s).

Scope of Work on Original PW:

Original PW Approved Amount: \$ \_\_\_\_\_ Federal Share \$ \_\_\_\_\_

Improved Project Cost: \$ \_\_\_\_\_ Federal Share \$ \_\_\_\_\_

Source of Funding over FEMA Grant: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_

Governor's Authorized Representative/ State Coordinating Officer:

Date: \_\_\_\_\_

Approved Amount: \$ \_\_\_\_\_ Federal Share \$ \_\_\_\_\_

### Proposed Improved Project

Improved Project Description (enclose a plan or diagram and give a detailed description of the scope of work for the project):

### Extraordinary Circumstances & Executive Orders

Will your project involved or affect:	YES	NO	MAYBE
Public controversy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing poor environmental conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Threatened or endangered species or their habitat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials or waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any body of water, floodplain, wetland, or special status area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistency with other laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minority or low income peoples?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic or archaeological resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explain each "Yes" or "Maybe" answer (use a separate sheet, if necessary)

**No Construction or Construction Limited To Existing Footprint  
or Established Rights of Way**  
(Please check any that apply)

\_\_\_\_\_ The project involves no construction activity.

\_\_\_\_\_ The project involves construction activity; however, all construction will take place indoors or within the footprint of the existing structure.

\_\_\_\_\_ The project involves the replacement of any facility that substantially conforms to pre-existing design, function, and location.

\_\_\_\_\_ The project involves acquisition, installation, or operations of utility and communication systems that use existing distribution systems of facilities, or currently used infrastructure rights-of-way.

\_\_\_\_\_ The project involves acquisitions, elevations, or relocation of structure.\*\*

\_\_\_\_\_ The entire project will take place in a previously disturbed right-of-way.

If so, explain type of right-of-way (usage, fee simple, easement, etc.)

\_\_\_\_\_

**\*\*Provide:**

- 1) name & address of property owner;
- 2) type of property (i.e. residential, commercial);
- 3) original date of construction;
- 4) if the structure is over 50 years old, color photos (all sides) of each construction.

**Construction Projects Outside of Existing Location or Established Rights-of-Way**  
(Please check any that apply)

\_\_\_\_\_ The project will improve an existing facility.

\_\_\_\_\_ The project site is in an existing developed area with substantially completed infrastructure.

\_\_\_\_\_ The entire project area will take place in a previously disturbed area.

**Construction Projects in Existing Locations or Established Rights-of-Way**

(Please check any that apply)

\_\_\_\_\_ The project involves repair, reconstruction, restoration, elevation, retrofitting, upgrading to current codes and standards.

\_\_\_\_\_ The project involves the replacement of any facility that substantially conforms to pre-existing design, function, and location.

\_\_\_\_\_ The project involves acquisition, installation, or operations of utility and communication systems that use existing distribution systems of facilities, or currently used infrastructure rights-of-way.

\_\_\_\_\_ The project involves acquisitions, elevations, or relocation of structure.\*\*

\_\_\_\_\_ The entire project will take place in a previously disturbed right-of-way.

If so, explain type of right-of-way (usage, fee simple, easement, etc.)

\_\_\_\_\_  
\*\*Provide:

- 5) name & address of property owner;
- 6) type of property (i.e. residential, commercial);
- 7) original date of construction;
- 8) if the structure is over 50 years old, color photos (all sides) of each construction.

**Construction Projects Outside of Existing Location or Established Rights-of-Way**

(Please check any that apply)

\_\_\_\_\_ The project will improve an existing facility.

\_\_\_\_\_ The project site is in an existing developed area with substantially completed infrastructure.

\_\_\_\_\_ The immediate project area has already been disturbed.

\_\_\_\_\_ The project alters basic functions.

\_\_\_\_\_ The project exceeds the capacity of other system components.

\_\_\_\_\_ The project modifies intended land use.

\_\_\_\_\_ The project modifies existing zoning. If yes, specify: \_\_\_\_\_

## ***Environmental Issues***

The National Environmental Policy Act (NEPA) established a national environmental policy. It provides a legal framework for federal agencies to consider the effects of their proposed actions on a variety of environmental resources.

**All projects must be reviewed to ensure that there are no environmental issues.**

Emergency work is excluded, as is clearance of roads and construction of temporary bridges, demolition of unsafe structures, and reduction of immediate threats to the public.

## ***Important Actions to Remember***

**When FEMA funds are involved in restoring a facility to its original condition (including mitigation measures), doing improvements, or doing an alternate project:**

- ⚡ **Do not start any project** without obtaining the proper permits. Complete the Minnesota Local/ State/Federal Application Forms for Water/Wetland Projects (commonly known as the Joint Application Form). This application covers Minnesota Wetlands Conservation Act, MN DNR permit to work in public waters, PCA Clean Water Act Section 401 Certification, and Department of the Army Permit (33 CFR 325). This is especially important if the projects are in or adjacent to waterways and/or will involve digging in undisturbed ground.
- ⚡ **Provide a copy** of the appropriate permit or letter indicating a permit is not required as soon as obtained. In some cases these permits must be provided to FEMA before your project will be approved.
- ⚡ All state environmental requirements must also be met. By completing the Minnesota Local/State/Federal Application Forms for Water/Wetland Projects, you will be fulfilling state environmental requirements.
- ⚡ Do not assume that if a similar project in another disaster was approved without providing a permit, that you will **not** have to complete the Joint Application Form. It is **VERY IMPORTANT** that the Joint Application Form be completed or the proper contacts made and letters received indicating that a permit is not required.
- ⚡ Any questions or concerns should be directed to the State Public Assistance Team.