



Department of Public Safety
Division of Homeland Security and Emergency Management
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 improved 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.