



## **Minot Housing Rehabilitation and Reconstruction Program Appeals Procedure**

### **Who Can Appeal**

Anyone who applied to the City of Minot Housing Rehabilitation and Reconstruction Program and was found to be ineligible or believes that an error was made in their award amount may appeal their determination.

### **What Can BeAppealed**

#### **Ineligibility of the Program**

- Not in City of Minot: All damaged property is required to be within the City of Minot
- Ownership/Occupancy: All applicants must be able to produce documentation that proves they owned the damaged property at the time of the flood and that it was their primary address.
- Structure Type: A damaged structure must be a single-family or single owner condominium.
- Property Type: A damaged structure may not be rental or commercial property.
- Manufactured Home for Rehabilitation: A mobile home is not eligible.
- Housing Unit Without Land: All housing units to be assisted must be located on property that is owned by the applicant.

#### **Award Determination**

- Minot 2011 Assessed Value: Establishes pre-flood value of home.
- Duplication of Benefits Amount: Amounts received from insurance, FEMA, or Small Business Association (SBA).
- Work Write-Up: An on-site inspection to determine an estimated cost of repair.

### **Requesting an Appeal**

After having worked with your case manager to resolve your issues, if you still believe the program's determination of your funding award calculation or your eligibility status is





incorrect, you can request an appeal in writing to the City of Minot's Disaster Recovery Program. You must appeal any issues with your award within 10 days of the determination as set out in the determination letter. After 10 days, the status is considered final and can no longer be reviewed.

## Where to Mail Your Appeal

*Minot Disaster Recovery Services  
1600 2<sup>nd</sup> Avenue SW, Suite 27  
Minot, ND 58701*

## Instructions for Requesting an Appeal

If you choose to formally appeal, you must submit your appeal in writing to the Disaster Recovery Program within 10 days from the date of the determination letter. The homeowner will have an additional 15 calendar days to provide documentation to support the appeal request. A formal appeal related to your application or award can include more than one issue for consideration or review but must be submitted as one appeal. Only communication that is submitted in writing to the Disaster Recovery Program will be accepted. A determination on the appeal will be made within 30 days after additional documentation is submitted or within 45 days of initial receipt of the Appeal Request.

Please use the attached Request for Appeals form.

## Appeals Process

1. Your appeal request will be received by the City of Minot's Disaster Recovery Program. The appeal will be logged on date of receipt.
2. The Program will then review your file and fill out a check sheet for items reviewed.
3. During the review, the applicant may or may not be contacted for further information.
4. The appeal and supporting documentation will be provided to an Appeal Committee that includes City of Minot staff and Disaster Recovery Program staff.





5. A determination will be made by the Appeal Committee and the applicant will be sent a letter with the appeal determination within 45 days of initial receipt of the Appeal Request.

## **Tracking Your Progress**

You may contact your Case Manager at any time during this process to get an update on the status of your appeal and answer any questions you may have.

