

Debris Removal and Restoration Sub-Committee Agenda



Debris Removal and Restoration Sub-Committee

October 23, 2026 @ 8:00 am CST

This meeting will be in-person at the Cass County Highway Department Vector Control Training Room (1201 Main Avenue W, West Fargo, ND 58078).

1. Call to Order
 - a. Roll call of Members
2. Approve minutes from August 31, 2026
[Attachment 01.00] (Pg. 2)
3. Approve Order of Agenda
4. Review and Discussion of Draft Plan
5. Recommendation to Approve the Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands Plan
[Attachment 02.00] (Pg. 4)
6. Other Business
7. Next Meeting: To be determined.
8. Adjournment

MEDIA AND PUBLIC PARTICIPATION INFORMATION

This meeting will be in-person only at the Cass County Highway Department (1201 Main Avenue W, West Fargo, ND 58078)

Debris Removal & Restoration Sub-Committee Meeting Minutes

8:00 AM August 31, 2026

Vector Control Training Room – Cass County Highway Department.

The third meeting of the Metro Flood Diversion Authority Debris Removal & Restoration Sub-Committee was held on August 31, 2026. Members present: Jenny Mongeau, Clay County Commissioner; Nathan Boerboom, City of Fargo Assistant Engineer; Bob Zimmerman, City of Moorhead, Director of Engineering; Ken Lougheed, North Cass Water Resource District & Cass County Joint Water Resource District Manager; Jake Gust, Cass County Joint Water Resource District Manager; Craig Hertsgaard, Richland-Wilkin Producer; and Riley Miller, Richland-Wilkin Producer.

Others Present or on Microsoft Teams: Diversion Authority – Justin Fisher & Madeline Daudt; AE2S – Eric Dodds & Matt Mazourek; Ohnstad Twichell Law – John Shockley; Cass County Water Resource Districts - Melissa Hinkemeyer & Elizabeth Smith.

1. CALL TO ORDER

Mr. Lougheed called the meeting to order at 8:03 AM. Roll call was taken and there was a quorum of members present.

2. APPROVE OF MINUTES FROM JULY 23, 2026

Mr. Zimmerman moved to approve the minutes from July 23, 2026, and Mr. Gust seconded the motion. The motion carried unanimously. Ms. Mongeau Joined the meeting at this time.

3. APPROVE THE ORDER OF THE AGENDA

Mr. Boerboom moved to approve the order of the agenda as presented and Mr. Gust seconded the motion. The motion carried unanimously.

4. CONTINUED DISCUSSION ON PROGRAM DEVELOPMENT & REVIEW OF DRAFT PLAN

Eric Dodds, AE2S, reviewed the Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands and discussed and updates incorporated from feedback at the last meeting including:

- Are the proposed eligibility criteria clear and practical?
- Does the program balance flexibility with accountability?
- Are timeline expectations realistic for landowners and contractors?
- Are reimbursement and documentation requirements reasonable?
- What operational risks or gaps should be addressed before implementation?

Mr. Dodds stated he is looking for additional input and feedback from committee members who have experienced debris cleanup and related situations in the past.

Mr. Gust suggested meeting with additional individuals that have experience with post flooding debris cleanup for additional feedback. Ms. Mongeau stated the Plan provides a good process to follow after a flood event. Discussion was held on timing of town halls to be held pre-operation

as time will be limited during operation of the Metro Flood Diversion Project. The Sub-Committee also discussed the preferred method of obtaining point of contact information including information available through the Farm Service Agency and a letter to landowners requesting point of contact information.

The Sub-Committee also discussed eligibility for this debris removal program and if pasture lands and CRP lands are eligible. Mr. Dodds stated the intent of the program is to remove debris from tillable farmland to minimize disruption for producers. Mr. Dodds and Mr. Fisher will consider woody debris removal on CRP lands for eligibility as well. Additional discussion was held on fencing eligibility. Mr. Dodds referred to the Plan where it indicates special requests may be considered.

The Sub-Committee next discussed conflicts between landowners and the contractors removing material. Mr. Dodds indicated a dispute process would likely be included in the contractor's contract with the Metro Flood Diversion Authority. There will be a roster of contractors that could be utilized for debris removal work. Should there be a conflict, a secondary contractor could complete the work. Brief discussion was held on the eligibility of alfalfa fields. Hay is included in the program so alfalfa would fall under this category.

The Sub-Committee then discussed the Timeline for Program Process as detailed in the Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands. There were questions on whether producers will be able to meet during operation of the Metro Flood Diversion Project and if townships will have the capacity to hire contractors for debris removal work when they have their own properties to consider. A suggestion was made to send electronic notices of eligibility to producers as that would be a quicker form of communication. The Sub-Committee also discussed the timeline for debris removal and concluded debris should be removed within 30 days or an otherwise agreed upon timeframe. Discussion was held on identifying jurisdictional boundaries in regard to infrastructure such as culverts that would need to be cleaned out through this program. Mr. Miller indicated as a producer he would like to review proposed reimbursement rates for producers that remove debris themselves. The Sub-Committee suggested various mapping and database opportunities to make the process the most efficient.

Mr. Dodds discussed next steps including making updates to the Program as discussed, sending out the full Program document with appendices to the Sub-Committee for review and scheduling another meeting.

6. NEXT MEETING

The Sub-Committee discussed setting a proposed meeting date of October 23, 2026.

7. ADJOURNMENT

The meeting adjourned at 9:17 a.m.



Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

September 2026

1. BACKGROUND & INTRODUCTION

The Metro Flood Diversion Authority (MFDA) is implementing this Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands (the “Program”) to address clean-up and restoration needs on private properties located within the Upstream Mitigation Area (UMA) following operation of the Fargo-Moorhead Metropolitan Area Flood Risk Management Project (the Comprehensive Project). This document outlines the Program plan to fulfill the requirements of Article XIX of the Settlement Agreement dated February 1, 2021 (see Appendix A) and the Post-Operation Debris Clean-Up Plan described in the Property Rights Acquisition and Mitigation Plan (PRAM) dated June 1, 2020.

This Program supports private Landowners through either MFDA-contracted clean-up services or reimbursement for qualified, Landowner/Tenant-completed clean-up work. It ensures debris and non-structural damage from Comprehensive Project-induced flooding are addressed efficiently and fairly.

2. ROLES & RESPONSIBILITIES

****MFDA**:** Oversees the Program, provides notifications, verifies eligibility, retains and manages contractors, and processes reimbursement applications. MFDA will also distribute an annual newsletter with Program updates, notification procedures, deadlines, summaries of prior activity, and guidance on the reimbursement processes.

****Landowners**:** Notify MFDA of debris or damages resulting from Comprehensive Project Operation, provide access if applicable, perform or arrange clean-up, submit documentation for reimbursement, and authorize Tenant eligibility, if applicable.

****Tenants**:** Tenants will only be eligible for Program benefits or direct reimbursement if the Landowner identifies them as the Point of Contact.

****Contractors**:** Hired by the MFDA to assist in providing debris removal and repair of non-structural damage in the UMA resulting from Comprehensive Project operation.



3. ELIGIBILITY

Eligible:

- Private property within the UMA that is also within the Area of Eligibility, as defined by MFDA after each Comprehensive Project Operation event.
 - Tillable agricultural land used to grow and produce corn, beans, sugar beets, hay, or other crops.
 - Other agricultural lands used to produce perennial crops such as tree farms or fruits.
 - This program does not include removal of saturated soil or excess water in waterways and/or field drains.
- Removal of flood-related debris that was deposited on eligible private property due to Comprehensive Project Operation and which negatively impacts farming operations.
- Repair and restoration of flood-related non-structural property damage resulting from Comprehensive Project Operation, such as washed-out field approaches, culverts, or crossings.
- Removal of flood-related woody or other debris that impacts the ability to maintain Conservation Reserve Program (CRP) fields.

Ineligible:

- Non-tillable lands are not eligible for this program.
- Removal of non-flood-related debris such as:
 - Historic debris that existed before Comprehensive Project Operation
 - Non-flood-related debris
 - Non-floatable debris
- Other ineligible items:
 - Structural damage (e.g., damage to buildings).
 - Damage to personal property (e.g., items not affixed to the real estate, grain bins, mechanical equipment, fencing, vehicles, machinery, etc.).
 - Damage from non-project-related flooding.
 - Properties outside the Area of Eligibility.
 - Work or measures taken to remove water from farmland or other property, such as pumping water off fields, are not eligible under this program.
 - Work completed by the Authority's representatives.

If a Landowner or Tenant wishes to request eligibility for items or situations not explicitly designated as eligible under this program, the Landowner or Tenant shall contact the MFDA's Executive Director to request a site inspection and special review. The MFDA Executive Director and other staff will respond as quickly as possible to these requests but may not be able to make a determination within a set timeframe. The MFDA may direct Landowners or Tenants to the Alternative Dispute Resolution Board (ADR Board) ([Resolution-Establishing-the-Alternative-Dispute-Resolution-Board-1.pdf](#)) to address special requests.



4. SUMMARY OF PROGRAM PROCESS

A summary of the Program process is outlined below. Additional details for each step are included in the following sections of this plan.

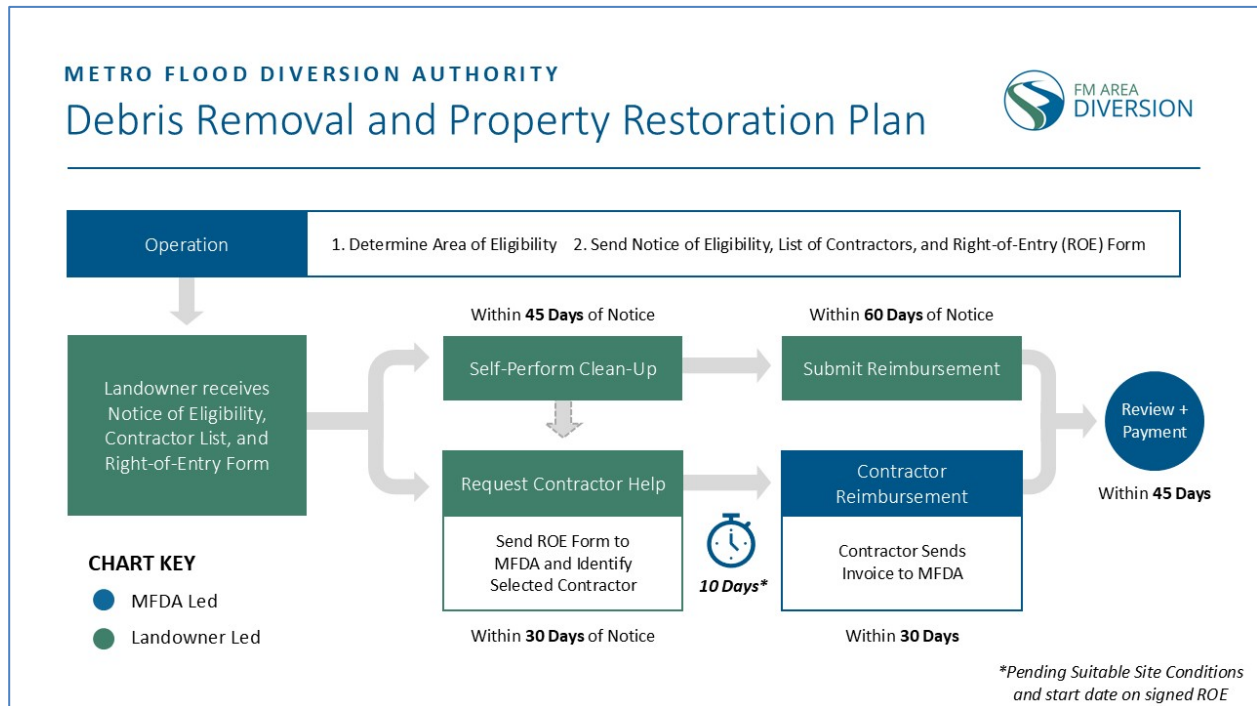
1. MFDA monitors flood forecasts in January of each year and determines if Comprehensive Project Operation is likely. If so, MFDA begins process of implementing this Program.
2. Pre-Operational Program activities
 - a. MFDA will utilize county tax databases to update property ownership records and make introductory contact with landowners and request Points of Contact.
 - i. Landowner indicates who will serve as the Point of Contact
 - ii. The identified Point of Contact shall be the eligible party for benefits under the Program.
 - b. MFDA will review and update the forms that will be used for this Program. MFDA will consider current technology solutions that may aid in administering this Program.
 - c. MFDA enters into contracts with debris removal Contractors for private lands.
 - d. MFDA assists LGUs (i.e., Townships) with retaining contractors to focus on removing debris from culverts to allow fields to drain faster.
 - e. MFDA hosts first town hall meeting to share information and instructions about the Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands.
3. Program activities after Comprehensive Project Operation occurs.
 - a. MFDA defines the Area of Eligibility based on the Comprehensive Project Operation boundary.
 - b. MFDA sends Notice of Eligibility and Right of Entry and Contractor Work Authorization Form to Points of Contact (Landowners or Tenants) within the Area of Eligibility.
 - c. MFDA sends Area of Eligibility map to Contractors.
 - d. MFDA hosts second town hall meeting to share information and instructions about the Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands.
4. Debris removal work is completed.
 - a. The Point of Contact (Landowner or Tenant) self-performs debris removal work and then submits reimbursement applications to the MFDA.
 - b. The Point of Contact (Landowner or Tenant) requests assistance from one or more of the MFDA Contractors and submits to the MFDA a Right of Entry and Contractor Work Authorization Form signed by the Point of Contact (Landowner or Tenant) and the MFDA Contractor and then submits reimbursement applications to the MFDA.
 - i. The Point of Contact (Landowner or Tenant) is able to both self-perform and utilize MFDA Contractor services to complete the debris removal work, provided there is no duplication of efforts or charges.



- ii. Reimbursement applications shall be signed by both the Point of Contact (Landowner or Tenant) and the Contractor.

5. Reviews, Reimbursements, and Records

- MFDA reviews reimbursement applications, invoices, and supporting documentation, and verifies work was completed and eligible.
- MFDA issues reimbursement to the Point of Contract and/or the MFDA Contractor.
- MFDA records and files Program documentation.



5. MONITOR FLOOD FORECASTS

The MFDA will monitor the early spring flood forecasts issued by the National Weather Service and other agencies to determine if Comprehensive Project Operation is likely. If Comprehensive Project Operation is deemed likely, the MFDA will initiate efforts to implement this Program. Each year, typically in mid-January, the National Weather Service releases its initial spring flood forecast.

6. PRE-OPERATIONAL ACTIVITIES

a. Introductory Contact with Landowners, Identification of Points of Contact

Upon determination that Comprehensive Project Operation is likely, the MFDA will make introductory contact with Landowners. The MFDA will use property ownership records from County tax databases to identify Landowners and initiate the determination of Points of Contact for farmlands in the UMA. See Appendix B for instructions on obtaining County parcel data, selecting impacted parcels, and creating a notification list.



The introductory communication will inform the Landowners of the likely Comprehensive Project Operation and about this Program. In addition, the MFDA will request from the Landowners who shall serve as the Point of Contact for this program. Due to the time-sensitivity of removing debris from farmland, it is important for the MFDA to communicate with the correct individuals responsible for farming on each parcel. The Point of Contact will be eligible for Program benefits and be responsible for submitting complete reimbursement forms to the MFDA.

1. Introductory letter to Landowners shall include an indication that Comprehensive Project Operation is likely, a summary of this Program and a map figure of all lands in the UMA.
2. Landowner shall respond via email to XXXXXX@fmdiversion.gov, identifying the Point of Contact is for their land(s).
 - a. If a Landowner does not return a Point of Contact response email, a second notification will be sent. If the Landowner does not return a Point of Contact response email after the second notification, the Landowner will be assumed to be the Point of Contact.
3. Point of Contact shall be the beneficiary of the Program and shall be responsible for submitting an Application for Reimbursement to MFDA.
4. Communications from the MFDA to the Points of Contact will be performed via electronic means (email or text message).

b. Review and Update Forms

Upon determination that Comprehensive Project Operation is likely, the MFDA will review and update the forms necessary for administering this Program. Current versions of the forms are located in Appendix C. Given that the Comprehensive Project will operate when flood levels exceed the 20-year flood event, there is a potential that Comprehensive Project Operation will be highly infrequent, and therefore utilization of this Program may also be highly infrequent. As part of reviewing and updating the forms, the MFDA will also consider the use of available technology solutions to assist with administering this Program. Technology solutions could aid in distributing information and instructions, submitting reimbursement applications, georeferencing photos, spatial record keeping, and more.

c. Selection of MFDA Contractors

The MFDA will retain a number of contractors to serve on a roster to assist with removal of flood-related debris and repair or restoration of flood-related non-structural property damage. The Post-Operation Clean-Up Assistance Services (POCAS) contracts will be issued for a one (1) year term, with the potential for up to two (2) additional one (1) year extensions. The POCAS roster will provide the MFDA and Points of Contact (Landowners or Tenants) a flexible approach to obtain assistance from contractors for performing the work under this Program.

In recognition that Comprehensive Project Operation will be intermittent and largely dependent on spring flooding conditions, the MFDA will monitor the early spring flood forecasts each year and be prepared to issue a request for proposals (RFP) by late January of each year to initiate the contractor selection process if the spring flood forecast indicates a likelihood of Comprehensive Project Operation. The RFP will outline the requirements for this Program and encourage



contractors to submit a Statement of Interest to participate in the Program. Responses to the RFP will generally be due by late February, which will allow the MFDA to review responses and make contract award recommendations to the MFDA board in early March, well in advance of historical flooding timelines.

The MFDA will utilize standard billing rates (see Appendix D) to compensate Landowners and contractors who perform work under this Program. The standard rate sheet will be updated annually, or as necessary to reflect any adjustments needed, such as rate changes, billing category changes, and other changes learned through the adaptive management aspect of this Program. The annually updated rate sheet will be shared with each contractor on the roster to confirm that the contractors are still interested and available to provide services if the Comprehensive Project operates.

The contracts will be developed and follow the MFDA's contracting policy for O&M activities.

d. Township Contractors

It is recognized that removing debris and unclogging culverts under township roads is a critical aspect of returning farmland to a productive status that must be completed as early as possible after flood events occur. It is also recognized that Township authorities own and maintain certain infrastructure, such as culverts throughout the UMA. And the Townships may not be readily prepared to clean-out culverts within the timeline desired by growers or within the timeline established in this Program. As such, the MFDA will assist Townships with soliciting and entering into contracts with Contractors who will be retained specifically to clean-out culverts in a timely fashion after Comprehensive Project Operation.

The assistance from MFDA to each Township will include:

- Providing a contractor solicitation template
- Providing a contract template
- Providing reimbursement rates

e. Town-Hall Meeting

Before Comprehensive Project Operation, the MFDA will host a Town-Hall style meeting to share information and instructions about this Program to Landowners, Points of Contact, and Contractors. Notices and communications regarding the town-hall meeting will be distributed electronically to the Points of Contact and Contractors. This meeting will also be helpful to gather additional Points of Contact information.



7. PROGRAM ACTIVITIES AFTER COMPREHENSIVE PROJECT OPERATION

a. Determination of Area of Eligibility

The MFDA will define the Area of Eligibility for this Program after each Comprehensive Project Operation event. The Area of Eligibility will be determined by the MFDA with the use of multiple tools and data sources including hydraulic modeling, streamflow measurements and records, aerial photography, field surveys, and field observations. The MFDA will utilize these tools and data sources to produce an outline of the boundary of the area within the UMA that was affected by Comprehensive Project Operation for the specific flood event.

MFDA staff will review the mapped area along with parcel boundaries and local roadway locations to potentially square-off the land/parcel area to include full fields and full stretches of local roadways. The MFDA may also elect to declare the entire UMA eligible for this Program.

The MFDA will publish the Area of Eligibility and display it on WebMap (online mapping application). The link to the WebMap application can be found on the MFDA website (www.fmdiversion.gov).

The MFDA will establish the Area of Eligibility as soon as practical after each Comprehensive Project Operation event, considering that the southern end of the UMA will most likely become free of floodwater sooner than the northern portions of the UMA.

Disputes related to the Area of Eligibility will be handled via the MFDA's ADR Board, which can be found on www.fmdiversion.gov.

b. Notifications

Upon Comprehensive Project Operation and after determination by the MFDA of the Area of Eligibility, the MFDA shall send a Notice of Eligibility along with supporting information to the Points of Contact within the Area of Eligibility. In addition, the MFDA will send the Area of Eligibility map to its Contractors.

Upon Comprehensive Project Operation, the MFDA shall utilize electronic communication methods to streamline the notification process to the appropriate individuals completing clean-up efforts and applying for reimbursement.

c. Town-Hall Meeting

After Comprehensive Project Operation but before debris removal work is completed, the MFDA will host a Town-Hall style meeting to share information and instructions about this Program to Landowners, Points of Contact, and Contractors. Notices and communications regarding the town-hall meeting will be distributed electronically to the Points of Contact and Contractors.

Upon Comprehensive Project Operation, the MFDA shall utilize electronic notification to all Points of Contact within the Area of Eligibility. The Points of Contact will have already been determined prior to Comprehensive Project Operation to streamline the notification process through electronic



notifications directly to the appropriate individuals completing clean-up efforts and applying for reimbursement.

8. DEBRIS REMOVAL WORK and PLAN OF OPERATION

The intent of this Program is to encourage the Points of Contact (Landowners or Tenants) to self-perform the debris removal and non-structural property repair or restoration work on their property, but also provide a simple contractual mechanism whereby the Points of Contact (Landowners or Tenants) can obtain assistance from MFDA Contractors to complete the debris removal and non-structural property repair or restoration work.

a. Self-Performed Debris Removal and Restoration Work

If a Point of Contact (Landowner or Tenant) self-performs the debris removal and/or non-structural property damage repair work, the following process will be utilized.

1. MFDA will send a Notice of Eligibility to the Points of Contact (Landowner or Tenant) for lands within the Area of Eligibility. The notice will include a map showing the Area of Eligibility, the location of Temporary Debris Staging Sites, and a list of available contractors. See the draft Notice of Eligibility letter in Appendix C.
2. MFDA will identify and maintain designated Temporary Debris Staging Sites in and around the UMA.
3. MFDA will pay the Points of Contact (Landowners or Tenants) using two methods:
 - (1) based on time and equipment use for removing debris from tillable lands or for restoration of non-structural property damage, as well as hauling the debris to the Temporary Debris Staging Sites, following the standard billing rate sheet, and
 - (2) based on actual expenses with receipts or invoices for restoration of non-structural property damage.
4. For on-site debris removal and non-structural property damage repair or restoration work, the MFDA will reimburse the Points of Contact (Landowners or Tenants) who submit an Application for Reimbursement (see Appendix C for forms) upon completion of work, along with logs and supporting documents of the debris removal and/or non-structural property damage repair or restoration work completed. Payment will be made following the standard billing rate sheet for the given flood year.
5. For actual expenses incurred in performing repair or restoration of non-structural property damage, the MFDA will provide payment based on receipts or invoices for services, equipment, or materials purchased for or used in completing the work.

b. MFDA Contractor Assisted Debris Removal and Restoration Work

The following procedure and details will be utilized for conducting debris removal and non-structural property damage repair or restoration when a Point of Contact (Landowner or Tenant) requests assistance from the MFDA.



1. MFDA will enter into post-operation assistance contracts with a number of Contractors. The contracts will be active in years when Comprehensive Project Operation is likely or anticipated.
2. MFDA will identify and maintain designated Temporary Debris Staging Sites in and around the UMA.
3. MFDA will send a Notice of Eligibility electronically (email) to the Points of Contact within the Area of Eligibility. The notice will also include a link to a Webmap showing the Area of Eligibility, the location of Temporary Debris Staging Sites, the Right of Entry and Contractor Work Authorization Form, and a list of available MFDA Contractors along with their contact information.
4. MFDA will send an electronic notice (email) to the Contractors with a link to the same Webmap showing the Area of Eligibility, the location of the Temporary Debris Staging Sites, and the current standard billing rate sheet.
5. The Points of Contact (Landowners or Tenants) who desire assistance will contact one or more of the MFDA Contractors to request assistance with debris removal and non-structural property damage repair or restoration. The Points of Contact (Landowners or Tenants) should coordinate with the MFDA Contractors on the type of equipment they will allow on their fields to limit the chance of damaging the fields due to clean-up operations. The Points of Contact (Landowners or Tenants) and MFDA Contractors should work together to meet the desired schedule for debris removal. Once a Point of Contact (Landowner or Tenant) and MFDA Contractor has come to an agreeance on the scope of work and the start date, the Point of Contact (Landowner or Tenant) and MFDA Contractor shall jointly complete, sign, and submit the Right of Entry and Contractor Work Authorization Form to the MFDA. The Right of Entry and Contractor Work Authorization Form shall identify the Point of Contact (Landowner or Tenant), MFDA Contractor, the scope of work for the MFDA Contractor, and start date.
6. MFDA shall promptly review the Right of Entry and Contractor Work Authorization Form and issue a Notice to Proceed to the MFDA Contractor if the scope of work meets the eligibility guidelines.
7. The POCAS contracts will enable MFDA Contractors to perform debris removal and non-structural property damage repair or restoration work within the Area of Eligibility as requested by the Points of Contact (Landowners or Tenants), within the limits of each contract.
8. The Points of Contact (Landowners or Tenants) will be required to sign the Completed Work Close-Out and Certification Form indicating that the MFDA Contractor work is complete and satisfactory.
9. MFDA will pay contractors using two methods:
 - (1) based on time and equipment use for removing debris from tillable lands or for restoration of non-structural property damage, as well as hauling the debris to the Temporary Debris Staging Sites, following the standard billing rate sheet, and
 - (2) based on actual expenses with receipts or invoices for restoration of non-structural property damage.



10. For on-site debris removal services, MFDA Contractors will submit invoices for payment upon completion of work, in accordance with the contract, which will require hours logs, before and after photo evidence of the debris removal and/or non-structural property damage repair or restoration work completed, and the Completed Work Close-Out and Certification Form signed by the Point of Contact (Landowner or Tenant). Payment will be made following the standard billing rate sheet.
11. For actual expenses incurred in performing repair or restoration of non-structural property damage, the MFDA will provide payment based on receipts or invoices for services, equipment, or materials purchased for or used in completing the work.

c. Township Assisted Public Culvert Clean-Out

The following procedure and details will be utilized for conducting debris removal from plugged culverts within the statutory right-of-way (does not include private approach culverts) when a Point of Contact (Landowner or Tenant) requests assistance from a Township.

1. MFDA will assist the townships in retaining contractors for on-call culvert clean-out services for plugged culverts within statutory right-of-way.
2. The MFDA will coordinate with the Townships about the potential need for contractor help after an operation event and the importance of unplugging culverts in a timely matter to drain private lands quickly. The MFDA will offer to prepare the contract templates for utilization by Townships to retain contractor services.
3. The Townships will receive requests from Points of Contact (Landowners or Tenants) to clean-out culverts, and the Townships then direct the Contractors to clean-out the plugged culverts within 24-hours.
4. Township Contractors will complete work upon direction from a Township and submit their reimbursement applications to the Township.
5. Townships will then submit reimbursement applications to the MFDA under the public-lands clean-up program. The reimbursement applications must identify the culverts that were cleaned along with records of the requests and directions.

d. Temporary Debris Staging Sites

The MFDA will retain ownership of at least two (2) sites in North Dakota and at least one (1) site in Minnesota for operational purposes for this Program and other purposes. The MFDA will utilize these Temporary Debris Staging Sites to receive and process flood-related debris from Landowners and contractors. Maps of the Temporary Debris Staging Sites are attached in Appendix E.

The MFDA will be responsible for handling and processing the debris at the Temporary Debris Staging Sites, and ultimate disposal of the debris. The MFDA will likely need two staff members at each Temporary Debris Staging Site – one member for sorting and another member to track hauled debris entering site via hauling tickets. The tickets can be used as a check against hours submitted by MFDA Contractors for reimbursement. The MFDA may retain a contractor to provide services necessary to sort and handle the debris, which may include sorting items that must be brought to the landfill, items that could be burned on site, items that could be brought to a compost facility,



and other materials. The MFDA may elect to issue a defined scope of work for handling and processing the debris at the Temporary Debris Staging Sites for contractors to bid on.

1. MFDA will staff the Temporary Debris Staging Sites during daylight hours to monitor the site and record debris hauling records. MFDA will staff the Temporary Debris Staging Sites for 45 days following the Notice of Eligibility being sent to Landowners. After the 45-day period, MFDA representatives will be available upon request to staff the Temporary Debris Staging Sites.
2. MFDA intends to utilize the Temporary Debris Staging Sites to temporarily store and sort the debris before ultimate disposal. Materials will be sorted and organized to meet size criteria for landfilling, sorted for burning, sorted for hauling to a landfill, sorted for composting, and other sorting classifications.
3. MFDA may obtain permits to burn select materials at the Temporary Debris Staging Sites.
4. MFDA intends to haul select materials to landfills (Fargo and Clay County) and to area compost sites. Note that the Fargo landfill does not accept wood debris larger than eight inches (8") in diameter or hazardous materials (asbestos, etc). The Gwinner landfill accepts hazardous materials. The Clay County landfill will accept flood related debris.
5. MFDA may retain a contractor to assist in sorting materials at the Temporary Debris Staging Sites and for hauling materials from the Temporary Debris Staging Sites to landfills. Since there will be more time to complete the debris sorting and final disposal work, the MFDA may solicit competitive bids from contractors for this work.

9. REVIEWS, REIMBURSEMENTS, AND RECORDS

a. Reimbursement Submittal and Review Process

The Application for Reimbursement submittal and review process is a critical component of this Program. The following forms and supporting documentation (found in Appendix C) must be submitted by the following representative(s) to receive reimbursement. Applications for Reimbursement shall be submitted electronically via email to XXXXXXXX@fmdiversion.gov. Incomplete submissions will be rejected.

- Representatives able to submit an Application for Reimbursement:
 - Point of Contact (Point of Contact receives reimbursement)
 - For self-performed work only
 - Point of Contact + MFDA Contractor Signature (Point of Contact receives reimbursement)
 - For Self-performed work + MFDA Contractor-assistance
 - MFDA Contractor + Point of Contact Signature (MFDA Contractor receives reimbursement)
 - For MFDA Contractor-performed work only or for MFDA Contractor-assisted work



- Forms/data to be submitted to receive reimbursement:
 - Application for Reimbursement
 - Debris Clean-Up Report
 - Photo Log
 - Receipts/Invoices Table

Upon receipt of an Application for Reimbursement from an eligible representative, the MFDA will review for completeness, making sure the forms are fully completed and all supporting documentation is provided. The MFDA will also review the forms and supporting documentation to confirm that the debris and work is eligible and was from the Area of Eligibility. If the Application for Reimbursement is complete and eligible, the MFDA staff will process the reimbursement and report the financial actions to the MFDA Board of Authority in accordance with payment and expenditure policies.

Payment to contractors will be made following the payment terms and conditions within each post-operation assistance contract.

b. Records Keeping

MFDA will maintain detailed records of reimbursements, verification steps, and correspondence for accountability and auditing purposes. Records that will be maintained include the Area of Eligibility, Notice of Eligibility, selected contractors, Right of Entry and Contractor Work Authorization Form, Applications for Reimbursement, payments made to Landowners, payments made to contractors, volume of debris collected, categorization of collected debris, and other pertinent information. The goal and purpose of record keeping is to track how the program is working, utilizing the data for making program adjustments, if needed.

10. ADAPTIVE MANAGEMENT

This plan will be reviewed periodically, including after each major flood event. MFDA may revise eligibility, processes, or documentation standards based on program performance and Landowner feedback.



11. TIMELINE FOR PROGRAM PROCESS

The MFDA understands that timing of debris removal is critical for agricultural activities in the UMA. The following timeline of actions will be adhered to for this Program.

Action	Responsible	Timeline (any given year)
Monitor flood forecasts to determine likelihood of Comprehensive Project Operation	MFDA	January
Introductory Landowner Notice and Determination of Points of Contact of UMA lands	MFDA and Landowner or Tenant	End of February
MFDA Contractor Solicitation	MFDA	Late January to Mid-February
Assist Townships with Contractor Solicitation	MFDA	Late January to Mid-February
Host Town-Hall meeting(s) to provide information and instructions to Points of Contact (Landowner or Tenant) and Contractors on Program	MFDA	During Comprehensive Project Operation (event specific)
Comprehensive Project Operation occurs	MFDA	Based on floodwaters and in accordance with the water control manual
Define Area of Eligibility	MFDA	Within seven (7) days after water recedes from UMA
Send Electronic Notice of Eligibility to Points of Contact	MFDA	Within 10 days after water recedes from UMA
Debris Removal Work – Self-Performed	Landowner or Tenant	Within 30 days after Notice of Eligibility date
Debris Removal Work performed with MFDA Contractor Services (Requires coordination of work, timeline, and signed Right of Entry and Contractor Work Authorization Form)	Landowner or Tenant and Contractor	Within 30 days after Notice of Eligibility date
For Contractor Supported Work, send Notice to Proceed to MFDA Contractors	MFDA	Within 2 days of receiving Right of Entry and Contractor Work Authorization Form from Point of Contact
Landowner or Tenant hauls flood debris to Temporary Debris Staging Sites	Landowner or Tenant	Within 30 days after Notice of Eligibility date
Contractors haul flood debris to Temporary Debris Staging Sites	Contractor	Within 10 days after receiving Notice to Proceed
Landowner or Tenant submits Application for Reimbursement	Landowner or Tenant	Must be submitted within 60 days after Notice of Eligibility date
Contractor submits Invoice	Contractor	Must be submitted within 30 days after completing work
MFDA review and approval of invoices and reimbursements	MFDA	Within 45 days after receiving complete application



12. FORMS

See Appendix C for a copy of the following forms.

- Introductory Contact Letter (Draft Template)
- Point of Contact Designation Form
- Notice of Eligibility Letter (Draft Template)
- Right of Entry and Contractor Work Authorization Form
- Notice to Proceed (Draft Template)
- Application for Reimbursement Form
 - Staff List & Hours Log
 - Equipment List & Hours Log
 - Equipment Photo Log
 - Actual Expenses Log
 - Receipt & Invoice Log
 - Before Photo Log
 - After Photo Log
 - MFDA Lists & Fees Sheet (For Logs)
- W-9 Tax Form Record of Transmittal
- Completed Work Close-Out and Certification Form

13. CONTRACTS AND STANDARD BILLING RATES

See Appendix D for a copy of the following documents.

- Post-Operation Clean-Up Assistance Services (POCAS) Contract (template)
 - MFDA will maintain a list of preapproved contractors available on the MFDA website or upon request.
- Standard Billing Rate Sheet – 2027 Debris Removal and Non-Structural Damage Repair



14. DEFINITIONS

****Area of Eligibility**:** The area determined by the MFDA where the Post-Operation Private Lands Repair and Clean-Up Program will apply after Comprehensive Project Operation.

****Comprehensive Project**:** The Fargo-Moorhead Metropolitan Area Flood Risk Management Project.

****Comprehensive Project Operation**:** Operation of the Red River Structure and/or Wild Rice River Structure, causing upstream water storage in the UMA.

****Eligible Debris**:** Flood-deposited debris, including crop residue, brush, sticks, branches, silt, fencing, plastics, and non-structural materials not present pre-operation.

****Tenant**:** The individual or entity responsible for farming property within the UMA. The Tenant may be eligible for benefits under this Program, if authorized by the Landowner as the Point of Contact.

****Project Operation Boundary**:** The area within the UMA where actual water storage occurred due to a flood event that resulted in Comprehensive Project Operation.

****Point of Contact**:** The individual (or entity) designated by the Landowner who will be the beneficiary of benefits under this Program.

****Landowner**:** The individual or entity owning property within the UMA eligible for participation and benefits under this Program.

****MFDA Contractor**:** The contractor(s) retained by the MFDA to provide debris clean-up and non-structural property damage restoration services.

****Non-Structural Property Damage**:** Non-structural property damage is limited to damage caused to culverts, field approaches, or crossings by floodwaters resulting from Comprehensive Project Operation.

****Right-of-Entry**:** Voluntary authorization by a Landowner or Tenant granting an MFDA Contractor access to private property for clean-up.

****Temporary Debris Staging Sites**:** The properties owned and managed by the MFDA which will be utilized for temporary storage, sorting, and management of flood related debris.

****Township Contractor**:** The contractor(s) retained by Townships to focus on clean-out of blocked culverts within statutory rights-of-way along Township roadways.

****UMA (Upstream Mitigation Area)**:** The area where MFDA must obtain flowage rights to store floodwater.



Appendix A – Settlement Agreement, ARTICLE XIX.

POST-OPERATION DEBRIS REMOVAL AND PROPERTY DAMAGE RESTORATION AND CLEAN-UP PLAN

Section 19.01 POST-OPERATION DEBRIS REMOVAL AND RESTORATION.

The Diversion Authority will implement and fund a Debris Removal and Property Damage Restoration and Clean-up Plan to provide for the clean-up of debris and restoration of property arising out of the operation of the Comprehensive Project. The Debris Removal and Property Damage Clean-up Plan shall provide that debris shall be removed by the Diversion Authority, and non-structural property damage shall be repaired, remedied, and restored at its cost, within ten (10) days of the Completion of Comprehensive Project Operation, upon notification by property owners that floodwaters have receded from affected properties and permission from property owners to the Diversion Authority to enter their land, as long as local conditions permit such removal. If debris or non-structural property damage is not removed or repaired/remedied and restored within ten (10) days of notification that floodwaters have receded, the landowner or tenant may arrange for such removal to the side of a township or county road/highway and submit the costs of removal to the Diversion Authority for reimbursement. The Diversion Authority will make available a list of pre-qualified contractors who are available to perform the work. The Post Operation Debris Clean-up and Restoration Plan will include a provision that allows landowners and/or tenants to repair/remedy/restore damaged non- structural property and/or remove the debris and receive reasonable compensation for such activities before or after said ten (10) day period. The Parties recognize that the amount of debris that will need to be removed will depend upon specific conditions, including prior years' crops, size, and duration of operations in the Staging Area and other factors. As such, the Parties recognize that, over time, having an adaptive program for debris removal will be beneficial to landowners and the Parties.

Section 19.02 POST-OPERATION DEBRIS REMOVAL AND RESTORATION SUB-COMMITTEE.

The Diversion Authority will create and support a Debris Removal and Restoration Sub-Committee to adaptively manage debris clean up and non-structural property damage repair, remediation, and/or restoration. The RWJPA agrees to secure two (2) full-time Agricultural Producers from the Staging Area to be voting members of a Debris Removal and Property Damage Sub-Committee to assist in further clarifying and refining the Debris Removal and Restoration Program over time. The Diversion Authority shall provide an update regarding the status of the Post-Operation Debris Clean-up and Restoration Plan to the Parties every six (6) months commencing on the Effective Date of this Settlement Agreement until termination of the Comprehensive Project.



Appendix B: Landowner Identification SOP

Background

This document provides the workflow to prepare a mailing list for notifying all landowners within the “Area of Eligibility” in the event of the FM Area Diversion Comprehensive Project Operation. Each county with project impacts maintains tax parcels in GIS file format (ESRI shapefile or file geodatabase). These files are readily shared online and/or by request. The taxpayer name and address fields within the data can be used for official notification purposes.

Obtain Parcel Data

Cass County, ND

<https://cass-county-hub-casscountynd.hub.arcgis.com/search?collection=dataset>

- Scroll to the “Tax Parcels” dataset. Click the link. An error will appear: “Too Many Records”.
- Choose the “Download” icon on the left side of the screen. Choose “File Geodatabase>Download”. This will download the Tax_Parcels.gdb to your downloads folder.
- Mailing Address Fields: MailName, MailAddr, MailAddr2, MailCity, MailState, MailZip
- Parcel ID Field: DASHPIN

Richland County, ND

<https://www.co.richland.nd.us/ftp>

- Using WinSCP or FileZilla (AE2S accepts WinSCP application) navigate to the following FTPS site and use the credentials below:
 - <https://gis.co.richland.nd.us>
 - user: richlandcounty
 - pwd: GISdata2024!
 - Port: 22
- Download the parcel shapefile Richland_County_ND_Parcels.shp
- Mailing Address Fields: Name, Address1, Address2, City
 - City field includes City, State, and Zip
- Parcel ID Field: PIN_TXT

Clay County, MN

- [GIS Data | Clay County, MN - Official Website](#) or <https://claycountymn.gov/658/GIS-Data>
- Click the link “Tax Parcels”. This will automatically download ClayParcels.zip to your downloads folder. Unzip the file to find the ESRI Shapefile “Tax_Parcels_with_Tax_Parcel_Data_in_State_Standard.shp”
- Alternatively, use the map service to add Clay County Parcel layer to ArcGIS Pro project by choosing “Add Data from Path” and use the path:

https://gis23.claycountymn.gov/arcgis/rest/services/OpenData/Tax_Parcels_with_Tax_Data_in_State_Standard/MapServer/0

- Mailing Address Fields: TAX_NAME, TAX_ADD_L1, TAX_ADD_L2, TAX_ADD_L3, TAX_ADD_L4
- Parcel ID Field: COUNTY_PIN

Wilkin County, MN

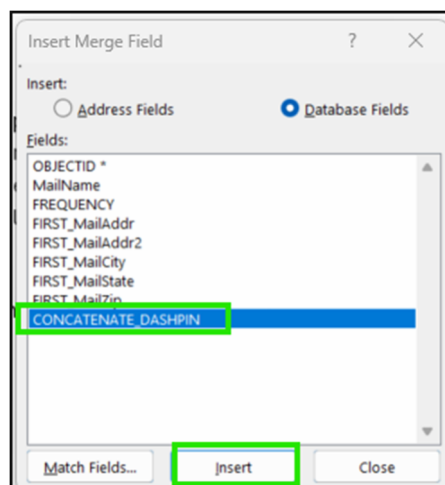
- [Tax Parcels | Share Open Data](#) or <https://share-open-data-wilkinco.hub.arcgis.com/datasets/wilkinco::tax-parcels/explore?location=46.326200%2C-96.530600%2C10>
- Click the “Download” button
- Choose “File Geodatabase” This will automatically download Tax_Parcels.zip to your downloads folder. Unzip the file to find the ESRI Feature dataset containing Wilkin County Parcel data.
- Alternatively, use the map service to add Clay County Parcel layer to ArcGIS Pro project by choosing “Add Data from Path” and use the path:
https://gisweb.co.wilkin.mn.us/arcgis/rest/services/Assessor/TaxParcels_public/MapServer/1
- Mailing Address Fields: TAXPAYER_N, TAXPAYER_A, TAXPAYER_1, TAXPAYER_2, TAXPAYER_3
 - TAXPAYER_2 OR TAXPAYER_3 will contain City, State, and Zip
- Parcel ID Field: PARCELID

Select Parcels for use in mailing notifications for O&M

Below is a summary of steps taken to select impacted properties in the event of the FM Area Diversion operation necessitating notification of owners for the purpose of clean up assistance.

- **Step 1:** Create ArcGIS Pro project with all previously mentioned shape files and feature classes added, along with FM Area Diversion current alignment and Area of Eligibility (an outline of the extent or boundary of the area within the UMA that was affected by Comprehensive Project Operation for the specific flood event) produced by the MFDA.
 - (AE2S Project created here: W:\F\FMDA\10841-2020-001\GIS\012 Lands Program\Property Management\Overall Property Management\Operations_Mtce\Operations_Mtce.aprx Flowage Easement Parcels Map)
- **Step 2:** Configure parcel data to include fewer fields:
 - Parcel ID
 - Taxpayer Name/Address fields as stated above per county
 - PLSS data if available
 - Property address if available
- **Step 3:** Select impacted properties by location
 - Choose Select by Location
 - Input Features: Parcel Shapefiles from each county – may do this in one step
 - Relationship: Intersect

- Selecting Features: Area of Eligibility
- Accept default search distance
- Selection Type: New Selection
- Review the parcels selected. Remove any that may have been inadvertently selected along the work limits boundaries.
- **Step 4:** Summarize data to reduce duplicate notifications.
 - Open each county's parcel attribute table.
 - Right-click the "Name" field.
 - Choose "Summarize".
 - Input Table: Parcels
 - Use Selected Records
 - Output Table: browse to mailing list location – for mail merge
 - Statistics fields:
 - Choose Address fields, First as statistic type
 - Choose Parcel ID field, Concatenate as statistic type, ", " as separator
 - Open each "Summary" table.
 - Select all records and Copy/Paste to Excel *or* use the tool "Table to Excel" to create a mailing list for each of the four counties.
- **Step 5:** Prepare notification letter in Microsoft Word
 - Prepare a letter in Microsoft Word, including appropriate letterhead.
 - In Microsoft Word, choose Mailings from the top menu, then Start Mail Merge from the Ribbon.
 - Use the Step-by-step Mail Merge Wizard to add data from Microsoft Excel mailing lists.
 - Select starting document: Use the current document
 - Select recipients: Use an existing list>Browse to Excel file
 - Write your letter: Update letter text if needed
 - Address Block: Match Fields, choose all fields for address block
 - Parcels Impacted: choose More Items>Insert Merge Field>Choose the Parcel ID field and select "Insert"



- Preview your letters: This will merge the first record into the document so you can preview the letter. Adjust any formatting needed.
- Complete the merge: Edit individual letters>All
- Review the letters before printing. May save as .pdf to retain for reference.

Suggestions for efficiency

Separate letters per County

Preparing separate letters for each of the 4 counties would be beneficial, as the fields of data are different in each case, and there may be some other differences in contact information, etc. per county.

Within each letter, include a statement such as, 'This letter serves as notification for your property in XXX county, XX state...'. An owner might receive separate letters for each county, but as stated above there could be different instructions or contacts in each county.

Use Data as-is from each County

Time can be saved by utilizing the existing county dataset as it is provided. This includes leaving names as LASTNAME, FIRSTNAME and in some instances pulling the City/State/Zip code from a single field.

Each of these fields could be manipulated within Excel, but that would take extra time and for the purposes of a general notification is likely unnecessary.

Plan ahead

Early planning is key.

Parcel data changes very frequently. Parcel ID numbers in Cass County change with new ownership AND when property is split or subdivided. Planning ahead and discussing this information with key players at local government levels would save time and effort. The topic should be discussed with key players (auditor/treasurer, assessor, GIS staff) so the best data date is known.



Appendix C – Forms

1. Introductory Contact Letter (Draft Template)
2. Point of Contact Designation Form
3. Notice of Eligibility Letter (Draft Template)
4. Right of Entry and Contractor Work Authorization Form
5. Notice to Proceed (Draft Template)
6. Application for Reimbursement Form
 - a. Staff List & Hours Log
 - b. Equipment List & Hours Log
 - c. Equipment Photo Log
 - d. Actual Expenses Log
 - e. Receipt & Invoice Log
 - f. Before Photo Log
 - g. After Photo Log
 - h. MFDA Lists & Fees Sheet (For Logs)
7. W-9 Tax Form Record of Transmittal
8. Completed Work Close-Out and Certification Form



INTRODUCTORY CONTACT LETTER (DRAFT TEMPLATE)

[Date]

[Landowner Name]

[Mailing Address]

[City, State ZIP]

Re: Likelihood of Comprehensive Project Operation and Request for Point of Contact Information

Dear**[Landowner Name]**,

The Metro Flood Diversion Authority (MFDA) is writing to inform you that current flood forecasts indicate that operation of the Fargo-Moorhead Metropolitan Area Flood Risk Management Project (Comprehensive Project) may be necessary during the upcoming spring flood season. As part of its operational planning efforts, the MFDA is implementing the Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands (the "Program"). [\[insert web link here\]](#)

Below is the list of parcels that you own based on county record. You can visit our WebMap to look up your lands as displayed below:

[\[insert list here\]](#)

The Program was developed to assist eligible private landowners and agricultural producers within the Upstream Mitigation Area (UMA) following Comprehensive Project Operation. If the Project is operated and your property or properties fall within the future Area of Eligibility, the Program may provide assistance for:

- Removal of eligible flood-related debris deposited on agricultural lands.
- Repair and restoration of eligible non-structural property damage resulting from Comprehensive Project Operation.
- Reimbursement for approved self-performed clean-up work.
- Assistance from MFDA-contracted clean-up contractors, if requested.

Action Requested: Designate a Point of Contact

To ensure timely communication and efficient delivery of Program benefits, the MFDA is requesting that each landowner identify the individual who should serve as the Point of Contact for lands they own within the UMA. The Point of Contact may be:

- The Landowner,
- A Tenant farming the property,
- A Farm Manager, or
- Another authorized representative designated by the Landowner.

The Point of Contact will be the individual eligible to receive Program communications, notices, and benefits and will be responsible for coordinating any reimbursement requests submitted under the Program.

Please return response email stating who the Point of Contact is for your land(s) or who the Points of Contact are for the individual parcels of lands you own.

Return Instructions

Please email the following information to XXXX@fmdiversion.gov:

- Email Title:
 - MFDA Debris Clean-Up Program POC – [Your Name]
- Email Body (Choose one of the options):
 - Option 1: Landowners wanting to be the Point of Contact

I, _____ (your name), the landowner will serve as the Point of Contact for the lands I own.

Phone Number: _____

Email: _____

- Option 2: Landowners wanting a Tenant, Farm Manager, or other authorized representative to serve as their Point of Contact

I, _____ (your name), would like have _____ (representatives name) to serve as the Point of Contact for the lands I own.

Representative's Title: _____ (Tenant, Farm Manager, or other authorized representative)

Representative's Phone Number: _____

Email: _____

- Option 3: Landowners wanting multiple Points of Contacts for different lands

I, _____ (your name), would like have _____ (representatives name) to serve as the Point of Contact for _____ (land parcel number(s) from the list stated in the body of the letter).

Representative's Title: _____ (Tenant, Farm Manager, or other authorized representative)

Representative's Phone Number: _____

Email: _____

(Copy the above paragraph and repeat for the other Points of Contacts and the lands you want them to serve as the Point of Contact for)

After sending the email, the MFDA will respond to confirming your email was received. If a Point of Contact email is not received, the MFDA will send a second notification. If no response is received after the second notification, the Landowner will automatically be designated as the Point of Contact for Program purposes.



Future Communications

If Comprehensive Project Operation ultimately occurs, the MFDA will use the Point of Contact information provided to distribute:

- Notices of Eligibility;
- Program instructions;
- Area of Eligibility maps;
- Contractor information;
- Deadlines and reimbursement requirements; and
- Town hall meeting announcements.

The MFDA intends to communicate primarily through electronic means, including email and text messaging, to ensure timely delivery of important information.

Questions?

If you have questions regarding this Program or this request, please contact:

Metro Flood Diversion Authority

Email: [XXXXXX@fmdiversion.gov]

Phone: [Program Phone Number]

Website: www.fmdiversion.gov

Thank you for your assistance in helping the MFDA prepare for potential Comprehensive Project Operation and ensuring that Program benefits can be delivered efficiently if they become necessary.

Sincerely,

Metro Flood Diversion Authority

Enclosures

- Upstream Mitigation Area (UMA) Overview Map
- Program Summary Sheet



NOTICE OF ELIGIBILITY EMAIL (DRAFT TEMPLATE)

Re: MFDA Debris Clean-Up Program POC: Notice of Eligibility

Dear**[Point of Contact Name]**:

The Metro Flood Diversion Authority (MFDA) is providing this Notice of Eligibility to inform you that the property or properties for which you are the designated Point of Contact have been determined to be within the Area of Eligibility following the recent operation of the Fargo-Moorhead Metropolitan Area Flood Risk Management Project (Comprehensive Project).

Based on the evaluation completed by the MFDA, eligible lands associated with your property qualifies for assistance under the Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands (the "Program"). The Program was established to support cleanup and restoration activities resulting from Comprehensive Project Operation and is implemented in accordance with Article XIX of the Settlement Agreement and the Property Rights Acquisition and Mitigation Plan (PRAM).

Your Role as Point of Contact

As the designated Point of Contact, you are authorized to:

- Receive Program notifications and communications.
- Coordinate cleanup and restoration activities.
- Request assistance from MFDA contractors.
- Submit reimbursement applications for eligible work.
- Receive Program benefits and reimbursements, if applicable.

Enclosed and Available Information

The following information is attached to this Notice or is available electronically through the MFDA:

- Area of Eligibility Map
- List of MFDA Contractors and contact information
- Application for Reimbursement and supporting logs
 - An electronic editable excel version can be found on our website. (Recommended)
- W-9 Tax Form Record of Transmittal
- Right of Entry and Contractor Work Authorization Form
- Completed Work Close-Out Form
- Program guidance materials and instructions.
- Temporary Debris Staging Site Map(s)

Eligible Activities

The Program may provide reimbursement or assistance for:

Debris Removal

Removal of eligible flood-related debris deposited on eligible agricultural lands as a result of Comprehensive Project Operation, including debris that negatively impacts farming activities.

Non-Structural Property Damage Restoration

Repair and restoration of eligible non-structural property damage resulting from Comprehensive Project Operation, including:

- Washed-out field approaches
- Culverts
- Farm crossings and similar agricultural access features.

Activities Not Eligible

The following are examples of activities that are not eligible under the Program:

- Removal of excess water from fields
 - Pumping operations
 - Damage from non-project-related flooding
 - Structural damage to buildings
 - Damage to vehicles, machinery, equipment, fencing, or personal property
 - Work completed outside the Area of Eligibility.
-

Option 1: Self-Performed Cleanup and Restoration

You may perform eligible cleanup and restoration work yourself, using your own labor, equipment, employees, or authorized contractors.

Upon completion of the work, you may submit an Application for Reimbursement with supporting documentation including:

1. Hours & Equipment Log
2. Photo Log
3. W-9 Tax Form Record of Transmittal.

Reimbursement will be based upon the current Standard Billing Rate Sheet and applicable Program requirements.

Option 2: MFDA Contractor Assistance

If you would like assistance from an MFDA contractor:

4. Review the enclosed contractor list.
5. Contact one or more contractors directly.
6. Coordinate the scope of work and anticipated schedule.
7. Complete and submit the Right of Entry and Contractor Work Authorization Form jointly with the selected contractor.
8. Await MFDA review and confirmation that the proposed work is eligible.

Once a Notice to Proceed is supplied to the contractor, the contractor may proceed with the work in accordance with Program requirements.

Temporary Debris Staging Sites

The MFDA has established Temporary Debris Staging Sites for disposal and processing of eligible flood-related debris.

Maps showing the locations of Temporary Debris Staging Sites are enclosed with this Notice. Eligible debris may be transported to these sites in accordance with Program requirements.

Program Timeline and Deadlines

Action	Deadline
Complete debris removal and restoration activities	Within 30 days of this Notice
Request contractor assistance and submit Right of Entry and Contractor Work Authorization Form	As soon as practical
Haul eligible debris to Temporary Debris Staging Sites	Within Program operating period
Submit Application for Reimbursement	Within 60 days of this Notice
Submit contractor invoices	Within 30 days after completion of work

These deadlines are intended to support timely cleanup and reimbursement activities following Comprehensive Project Operation.



Special Eligibility Requests

If you believe debris, damage, or circumstances affecting your property should qualify for Program assistance but are not specifically identified within Program eligibility criteria, you may request a site review by contacting the MFDA Executive Director. Special eligibility requests may be reviewed on a case-by-case basis.

Questions

For assistance regarding eligibility, contractor coordination, reimbursement requirements, or documentation requirements, please contact:

Metro Flood Diversion Authority

Email: **[Program Email Address]**

Phone: **[Program Phone Number]**

Website: **[FM Diversion Authority Website]**

Thank you for your cooperation and partnership as we work to address the impacts associated with Comprehensive Project Operation.

Sincerely,

Metro Flood Diversion Authority

[Name]

[Title]

Attachments

1. Area of Eligibility Map
2. List of MFDA Contractors
3. Application for Reimbursement and Associated Logs
4. W-9 Tax Form Record of Transmittal
5. Right-of-Entry and Contractor Work Authorization Form
6. Completed Work Close-Out Form
7. Temporary Debris Staging Site Map(s)



RIGHT-OF-ENTRY AND CONTRACTOR WORK AUTHORIZATION FORM

Landowner or Point of Contact Name (Printed): _____

Date: _____

1. Purpose of Form

This Right-of-Entry and Contractor Work Authorization Form is used when a designated Point of Contact requests assistance from an MFDA Contractor for eligible debris removal or eligible non-structural property damage repair or restoration under the Metro Flood Diversion Authority's Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands. The Program allows Points of Contact to request assistance from MFDA Contractors, coordinate scope and schedule directly with the contractor, and submit a Right of Entry and Contractor Work Authorization Form before MFDA issues a Notice to Proceed.

By signing this form, the undersigned authorizes temporary access to the property identified below for the limited purpose of completing eligible Program work approved by MFDA.

2. Property Information

Property Location or Locations:

Property ID#	Township Section Range or Latitude/Longitude	Adjacent Roadway(s)

Is this property located within the Area of Eligibility?

☐ Yes

☐ No

☐ To be confirmed by MFDA

3. MFDA Contractor Information

Contractor Company Name: _____

Contractor Representative: _____

Phone: _____



Email: _____

Contractor Address: _____

4. Requested Contractor Assistance

The Point of Contact requests assistance from the MFDA Contractor for the following eligible work:

- ☐ Removal of eligible flood-related debris deposited as a result of Comprehensive Project Operation.
- ☐ Hauling eligible flood-related debris to a Temporary Debris Staging Site.
- ☐ Repair or restoration of eligible non-structural property damage resulting from Comprehensive Project Operation.
- ☐ Other requested work for MFDA review:

Note: The Program identifies eligible activities to include removal of flood-related debris deposited on eligible private property due to Comprehensive Project Operation and repair or restoration of flood-related non-structural property damage, such as washed-out field approaches, culverts, or crossings.

5. Description of Proposed Work

Provide a brief description of the proposed work, including the general location on the property, type of debris or damage, anticipated equipment, and any site-specific considerations.

Approximate Start Date: _____

Estimated Completion Date: _____

Temporary Debris Staging Site, if known: _____



6. Site Access and Conditions

The Point of Contact shall identify reasonable access routes and communicate known site conditions to the Contractor before work begins.

Access Route / Field Entrance Location:

Known site conditions, limitations, or restrictions:

Equipment restrictions requested by Point of Contact, if any:

Note: The Program states that Points of Contact and MFDA Contractors should coordinate on the type of equipment allowed on fields to limit the chance of field damage due to clean-up operations.

7. Right-of-Entry Authorization

I, the undersigned Landowner or authorized Point of Contact, hereby grant the Metro Flood Diversion Authority, its authorized representatives, and the MFDA Contractor identified in this form temporary permission to enter the property identified above for the limited purpose of performing eligible post-operation debris removal, eligible hauling, and/or eligible non-structural property damage repair or restoration work under the Program.

This authorization applies only to work reviewed by MFDA and authorized through a Notice to Proceed or other written MFDA approval.

This authorization does not authorize work outside the approved scope, work outside the Area of Eligibility, or work that is otherwise ineligible under the Program.

8. Acknowledgements

By signing this form, the undersigned acknowledges and agrees that:

- Granting right-of-entry is voluntary.
 - This form does not guarantee that all requested work will be determined eligible for reimbursement or payment.
 - MFDA will review the proposed work for eligibility before issuing a Notice to Proceed to the Contractor.
 - Work may not begin under this authorization until MFDA issues a Notice to Proceed or other written authorization.
 - The Point of Contact and Contractor are responsible for coordinating access, schedule, equipment needs, and site-specific work details.
 - The Contractor must document eligible work in accordance with Program requirements, including invoices, hour logs, equipment logs, hauling records, photographs, and other required documentation.
 - A Completed Work Close-Out Form signed by the Point of Contact may be required before contractor payment is processed. The Completed Work Close-Out Form indicates the contractor work is complete and satisfactory.
 - MFDA may deny payment or reimbursement for work that is incomplete, unsupported, outside the approved scope, outside the Area of Eligibility, or otherwise ineligible under the Program.
-

9. Property Damage and Field Conditions

The undersigned acknowledges that entry onto agricultural land and use of equipment may result in rutting, compaction, crop residue disturbance, or other temporary field impacts.

The Contractor shall use reasonable care when accessing the property and performing the authorized work. The Point of Contact and Contractor should coordinate access routes, field conditions, and equipment use before work begins.

10. Term of Authorization

This Right-of-Entry authorization begins on the date signed by the Landowner or authorized Point of Contact and expires on the earlier of:

- ☐ Completion of the authorized work;
- ☐ Date specified below; or
- ☐ Written withdrawal of authorization by the Landowner, provided withdrawal does not affect work already completed or costs already incurred.

Expiration Date, if applicable: _____

11.Required Attachments

The following items should be submitted with this form, if available:

- ☐ Parcel List (if all parcels cannot fit on the allocated lines on this form)
 - ☐ Contractor's Proposed Work Description (if description cannot fit on the allocated lines on this form)
 - ☐ Other: _____
-

12.Submission Instructions

Completed forms shall be submitted to MFDA before contractor work begins.

Submit by email to: [Program Email Address]

Questions: [Program Phone Number]

Website: [MFDA Website]

13.Signatures

Landowner or Point of Contact Signature

I certify that I am the designated Point of Contact for the property identified in this form and request MFDA review and authorization of the Contractor-assisted work described above.

Landowner Name: _____

Point of Contact Name: _____

Signature (Landowner or Point of Contact): _____

Date: _____

Contractor Signature

I certify that I have reviewed the requested work with the Landowner or Point of Contact and understand that work may not begin until MFDA issues a Notice to Proceed or other written authorization.

Contractor Representative: _____

Company: _____

Signature: _____

Date: _____



14. MFDA Review

MFDA Use Only

Received By: _____

Date Received: _____

Area of Eligibility Confirmed:

- ☐ Yes
- ☐ No
- ☐ Partial
- ☐ Pending

Requested Work Eligibility:

- ☐ Approved
- ☐ Approved with conditions
- ☐ Not approved
- ☐ Additional information required

Conditions / Notes:

Notice to Proceed Issued:

- ☐ Yes
- ☐ No

NTP Number: _____

MFDA Reviewer: _____

MFDA Signature: _____

Date: _____

END OF RIGHT OF ENTRY AND CONTRACTOR WORK AUTHORIZATION FORM.



NOTICE TO PROCEED (Draft Template)

Date: _____

Contractor: _____

Email: _____

Address: _____

Declaration

The Metro Flood Diversion Authority (MFDA) hereby issues this Notice to Proceed (NTP) authorizing the work described herein under the Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands. This authorization is issued following review of a completed Right-of-Entry and Contractor Work Authorization Form submitted by the designated Point of Contact and confirmation that the proposed work is eligible under the Program.

This Notice to Proceed is issued pursuant to your Post-Operation Clean-Up Assistance Services (POCAS) Contract with the MFDA and authorizes work only as described below.

Property Information

Point of Contact: _____

Landowner: _____

Property Location or Locations:

Property ID#	Township Section Range or Latitude/Longitude	Adjacent Roadway(s)

Authorized Work

The following activities have been reviewed by the MFDA and determined to be eligible for reimbursement under the Program:

- ☐ Removal of eligible flood-related debris
- ☐ Hauling eligible debris to Temporary Debris Staging Sites
- ☐ Restoration or repair of eligible non-structural property damage



☐ Other approved activity:

Work Description:

Authorization Period

This Notice to Proceed is effective upon issuance.

Authorized Start Date: _____

Expected Completion Date: _____

Contractor shall coordinate all work directly with the Point of Contact and complete the work as soon as practicable following issuance of this Notice.

Program Requirements

The Contractor shall perform the work in accordance with:

- The executed POCAS Contract.
- The MFDA Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program.
- The current MFDA Standard Billing Rate Sheet.
- Applicable federal, state, and local laws and regulations.

The Contractor shall coordinate directly with the Point of Contact regarding:

- Field access;
- Equipment restrictions or preferences;
- Scheduling;

- Site-specific cleanup approaches;
- Application for Reimbursement; and
- Work completion verification.

Documentation Requirements

To receive payment, the Contractor must submit documentation sufficient to demonstrate that eligible work was completed. Documentation shall include, as applicable:

- Hours & Equipment Log and supporting documents
 - Supporting documents:
 - Contractor invoice
 - Hauling documentation
 - Receipts or invoices for approved materials or subcontracting costs
- Photos Log and supporting documents
 - Supporting Documents:
 - Before, during, and after photographs
- Completed Work Close-Out Form signed by the Point of Contact.

Incomplete documentation may delay reimbursement.

Payment

Payment for authorized work shall be made in accordance with the rates and reimbursement procedures established by the MFDA and set forth within the applicable contract documents and Standard Billing Rate Sheet.

The issuance of this Notice to Proceed does not guarantee payment for work determined to be outside the approved scope or otherwise ineligible under the Program.

Special Conditions (If Applicable)



MFDA Contact Information

For questions regarding eligibility, documentation requirements, program procedures, or reimbursement:

Metro Flood Diversion Authority

Contact: _____

Email: _____

Phone: _____

Authorization

The Metro Flood Diversion Authority hereby authorizes the Contractor identified above to proceed with the work described in this Notice.

Authorized MFDA Representative: _____

Title: _____

Signature: _____

Date: _____

END OF RIGHT OF NOTICE TO PROCEED FORM.

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

APPLICATION FOR REIMBURSEMENT

Applicant Information:

Name:

Address:

City:

State:

ZIP:

Phone Number:

Email:

Point of Contact Type (Check the Boxes that Apply):

☐ Landowner

☐ Farm Manager

☐ Tenant

☐ Other Authorized Representative:

Application Type (Check the Boxes that Apply):

☐ Self-performed work by Point of Contact

☐ Self-performed work by Point of Contact + MFDA Contractor Assistance

(Requires separate application by both parties and signatures by both parties.)

☐ Work Performed Only By MFDA Contractor (Requires Point of Contact Signature)

Parcel or Parcels This Application for Reimbursement is Requesting Funds for:

Instructions: The parcels below need to be described as a township/section/range legal description.

Parcel 1:

Parcel 2:

Parcel 3:

Parcel 4:

Parcel 5:

Parcel 6:

Parcel 7:

Parcel 8:

Parcel 9:

Parcel 10:

Parcel 11:

Parcel 12:

Parcel 13:

Parcel 14:

Parcel 15:

Parcel 16:

Parcel 17:

Parcel 18:

Parcel 19:

Parcel 20:

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

APPLICATION FOR REIMBURSEMENT

MFDA Contractor Information:

(Complete if Contractor is not the Applicant and if the work was self-performed by Point of Contact + Contractor Assistance)

Manager: _____

Company: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone Number: _____

Email: _____

Type of Work Completed: (See Fees & Lists Sheet for Hand Prepared Applications)

Point of Contact: _____

MFDA Contractor: _____

Point of Contact Reimbursement Fee:

Total Labor Fee: _____ (See Staff List & Hours Log for Detailed Line Items)

Total Equipment Fee: _____ (See Equipment List & Hours Log for Detailed Line Items)

Total Actual Expenses Fee: _____ (See Actual Expenses Log for Detailed Line Items)

Total Requested Reimbursement Fee: \$ _____ -

Applicant Attachments List: (Check all that apply. If any logs are checked, supporting photos or receipts/invoices are required.)

☐ Staff List & Labor Hours Log

☐ Equipment List & Log and Equipment Photo Log

☐ Actual Expenses Log and Receipts & Invoices Log

☐ Before Photo Log and After Photo Log

☐ Supporting Photos for Photo Logs

☐ Supporting Receipts & Invoices for Receipts & Invoices Log

☐ W-9 Tax Form Record of Transmittal

☐ Completed Work Close-Out Form

(To be supplied by Contractor if contractor work was performed)

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

APPLICATION FOR REIMBURSEMENT**Applicant Certification:**

I certify that the information provided in this Application and the attached documentation is true and accurate to the best of my knowledge. I further certify that the work described in this Application was performed for eligible post-operation debris removal and/or eligible non-structural property damage repair or restoration under the MFDA Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands.

I understand that reimbursement may be denied or reduced for work that is incomplete, unsupported, outside the Area of Eligibility, outside the approved scope of work, duplicative, or otherwise ineligible under the Program.

Applicant Name (printed): _____

Applicant Signature: _____

Date: _____

Point of Contact Certification: (Complete if Applicant is not the Point of Contact)

I certify that I am the Point of Contact of the property identified in this Application and authorize the Applicant identified above to submit this Application and receive Program benefits or reimbursement for eligible work associated with the property. I certify the Applicant is not requesting for reimbursement of duplicate work completed by, me, the Point of Contact.

Point of Contact Name (printed): _____

Point of Contact Signature: _____

Date: _____

MFDA Contractor Certification: (Complete if Applicant is not the Contractor and if the Contractor completed work in assistance to the Applicant)

I certify that I am the MFDA Contractor that assisted work to the Applicant for the property identified in this Application. I certify the Applicant is not requesting for reimbursement of duplicate work completed by, me, the MFDA Contractor.

MFDA Contractor Name (printed): _____

MFDA Contractor Signature: _____

Date: _____

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

APPLICATION FOR REIMBURSEMENT

MFDA Review:

Date Received: _____

Is the property or properties within the Area of Eligibility? YES NO

If "NO", application is rejected and no further review is necessary. ☐ ☐

Are all the required supporting documents accompanied with the Application for Reimbursement? YES NO

If "NO", list missing supporting documents and reject application. ☐ ☐

- ☐ Staff List & Labor Hours Log
- ☐ Equipment List & Log and Equipment Photo Log
- ☐ Actual Expenses Log and Receipts & Invoices Log
- ☐ Before Photo Log and After Photo Log
- ☐ Supporting Photos for Photo Logs
- ☐ Supporting Receipts & Invoices for Receipts & Invoices Log
- ☐ W-9 Tax Form Record of Transmittal
- ☐ Completed Work Close-Out Form
- (To be supplied by Contractor if contractor work was performed)

Do the requested fees for Actual Expenses add up to the correct amount when compared to the supporting receipts and invoices? YES NO

☐ ☐

If "NO", list errors and the correct fee total:

APPLICATION FOR REIMBURSEMENT

NO

☐[illegible]

METRO FLOOD DIVERSION AUTHORITY
Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands
APPLICATION FOR REIMBURSEMENT

Application Status:

- ☐ Accepted
- ☐ Partially Accepted and Revised Reimbursement Fee
(Applicant can submit a new application for non-accepted reimbursement fees with the required missing supporting information, if the non-accepted fees are associated to eligible work.)
- ☐ Rejected

Total Requested Reimbursement Fee:

Deducts to Labor Fee:

Deducts to Equipment Fee:

Deducts to Hauling Fee:

Deducts to Actual Expenses Fee:

Approved Reimbursement Fee Total:

MFDA Review Notes/Comments:

MFDA Reviewer Name (printed):

MFDA Reviewer Signature:

Date:

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

STAFF LIST

Applicant Name: _____

Instructions: See Fees & Lists Sheet for Hand Prepared Applications. Fees & Lists sheet display the correct Laborer Categories and Laborer Fees.

Staff #:	Laborer Name:	Laborer Category:	Laborer Fee:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

STAFF LABOR HOURS LOG

Applicant Name: #REF!

Staff #: 1

Staff #: 2

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: 0		Laborer Fee: 0		Total Hours: 0		Laborer Fee: 0	
		Reimbursement: \$ -				Reimbursement: \$ -	

Staff #: 3

Staff #: 4

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: 0		Labor Fee: 0		Total Hours: 0		Labor Fee: 0	
		Reimbursement: \$ -				Reimbursement: \$ -	

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

STAFF LABOR HOURS LOG

Applicant Name: _____

Staff #: 5

Staff #: 6

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: <u>0</u>		Laborer Fee: <u>0</u>		Total Hours: <u>0</u>		Laborer Fee: <u>0</u>	
Reimbursement: \$		-		Reimbursement: \$		-	

Staff #: 7

Staff #: 8

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: <u>0</u>		Labor Fee: <u>0</u>		Total Hours: <u>0</u>		Labor Fee: <u>0</u>	
Reimbursement: \$		-		Reimbursement: \$		-	

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

STAFF LABOR HOURS LOG

Applicant Name:

Staff #:
9

Staff #:
10

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours:	0	Laborer Fee:	0	Total Hours:	0	Laborer Fee:	0
		Reimbursement:	\$ -			Reimbursement:	\$ -

Staff #:
11

Staff #:
12

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours:	0	Labor Fee:	0	Total Hours:	0	Labor Fee:	0
		Reimbursement:	\$ -			Reimbursement:	\$ -

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

EQUIPMENT LIST

Applicant Name: _____

Equipment #:	Equipment Category:	Equipment Fee:	Instructions:
1			A supporting Equipment Photo Log is required. A photo of each piece of equipment on this list shall be included in the photo log.
2			
3			If there are two pieces of equipment that are the same, include photos of the VIN numbers in the Equipment Photo Log.
4			
5			A supporting Equipment Hours Log shall be provided for each piece of equipment on this list to receive reimbursement for the piece of equipment.
6			
7			See Fees & Lists Sheet for Hand Prepared Applications. Fees & Lists sheet display the correct Equipment Categories and associated Equipment Fees.
8			
9			
10			
11			
12			

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

EQUIPMENT HOURS LOG

Applicant Name: #REF!

Equipment #: 1

Equipment #: 2

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: 0		Equipment Fee: 0		Total Hours: 0		Equipment Fee: 0	
Reimbursement: \$		-		Reimbursement: \$		-	

Equipment #: 3

Equipment #: 4

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: 0		Equipment Fee: 0		Total Hours: 0		Equipment Fee: 0	
Reimbursement: \$		-		Reimbursement: \$		-	

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

EQUIPMENT HOURS LOG

Applicant Name: _____

Equipment #: 5

Equipment #: 6

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: 0		Equipment Fee: 0		Total Hours: 0		Equipment Fee: 0	
		Reimbursement: \$ -				Reimbursement: \$ -	

Equipment #: 7

Equipment #: 8

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: 0		Equipment Fee: 0		Total Hours: 0		Equipment Fee: 0	
		Reimbursement: \$ -				Reimbursement: \$ -	

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

EQUIPMENT HOURS LOG

Applicant Name: _____

Equipment #: 9

Equipment #: 10

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: 0		Equipment Fee: 0		Total Hours: 0		Equipment Fee: 0	
		Reimbursement: \$ -				Reimbursement: \$ -	

Equipment #: 11

Equipment #: 12

Date	Hours	Date	Hours	Date	Hours	Date	Hours
Total Hours: 0		Equipment Fee: 0		Total Hours: 0		Equipment Fee: 0	
		Reimbursement: \$ -				Reimbursement: \$ -	

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

EQUIPMENT PHOTO LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photo file are submitting. The description shall either be the description of the equipment or equipment the corresponding Photo#+VIN# for VIN# photos.

Photo #	Photo File Name	Photo Description
E1		
E2		
E3		
E4		
E5		
E6		
E7		
E8		
E9		
E10		
E11		
E12		

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

EQUIPMENT PHOTO LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photo file are submitting. The description shall either be the description of the equipment or equipment the corresponding Photo#+VIN# for VIN# photos.

Photo #	Photo File Name	Photo Description
E13		
E14		
E15		
E16		
E17		
E18		
E19		
E20		
E21		
E22		
E23		
E24		

METRO FLOOD DIVERSION AUTHORITY
Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

ACTUAL EXPENSES LOG

Applicant Name: _____

Instructions: A receipt & Invoice Log is required. A photo copy of all receipts or invoices are required.

Date	Expense Amount	Expense Type	Photo Log # of Receipt or Invoice	Date	Expense Amount	Expense Type	Photo Log # of Receipt or Invoice

Expense Reimbursement: \$ _____ -

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

RECEIPT & INVOICE LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photocopy file you are submitting. The description shall describe what the receipt or invoice is for.

Expense #	Receipt/Invoice File Name	Receipt/Invoice Description
RI1		
RI2		
RI3		
RI4		
RI5		
RI6		
RI7		
RI8		
RI9		
RI10		
RI11		
RI12		
RI13		

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

RECEIPT & INVOICE LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photocopy file you are submitting. The description shall describe what the receipt or invoice is for.

Expense #	Receipt/Invoice File Name	Receipt/Invoice Description
RI14		
RI15		
RI16		
RI17		
RI18		
RI19		
RI20		
RI21		
RI22		
RI23		
RI24		
RI25		
RI26		

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

BEFORE PHOTO LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photo file you are submitting. The description shall describe the type of eligible work.

Photo #	Photo File Name	Photo Description
B1		
B2		
B3		
B4		
B5		
B6		
B7		
B8		
B9		
B10		
B11		
B12		
B13		

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

BEFORE PHOTO LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photo file you are submitting. The description shall describe the type of eligible work.

Photo #	Photo File Name	Photo Description
B14		
B15		
B16		
B17		
B18		
B19		
B20		
B21		
B22		
B23		
B24		
B25		
B26		

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

BEFORE PHOTO LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photo file you are submitting. The description shall describe the type of eligible work.

Photo #	Photo File Name	Photo Description
B27		
B28		
B29		
B30		
B31		
B32		
B33		
B34		
B35		
B36		
B37		
B38		
B39		

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

AFTER PHOTO LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photo file you are submitting. The Photo # shall correspond to Before Photo #. The description shall describe the type of eligible work completed.

Photo #	Photo File Name	Photo Description
A1		
A2		
A3		
A4		
A5		
A6		
A7		
A8		
A9		
A10		
A11		
A12		
A13		

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

AFTER PHOTO LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photo file you are submitting. The Photo # shall correspond to Before Photo #. The description shall describe the type of eligible work completed.

Photo #	Photo File Name	Photo Description
A14		
A15		
A16		
A17		
A18		
A19		
A20		
A21		
A22		
A23		
A24		
A25		
A26		

METRO FLOOD DIVERSION AUTHORITY

Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands

AFTER PHOTO LOG

Applicant Name: _____

Instructions: The file name shall match the name of the photo file you are submitting. The Photo # shall correspond to Before Photo #. The description shall describe the type of eligible work completed.

Photo #	Photo File Name	Photo Description
A27		
A28		
A29		
A30		
A31		
A32		
A33		
A34		
A35		
A36		
A37		
A38		
A39		



W-9 TAX FORM RECORD OF TRANSMITTAL

FORM W-9 REQUIREMENT

Applicant Name or Company (Printed): _____

Application Date: _____

Notice of Eligibility Date (For Landowner / Point of Contact Applications): _____

Notice to Proceed Date (For Contractor Applications): _____

Purpose

A completed IRS Form W-9 is required before MFDA can issue payment to a Landowner, Point of Contact, Contractor, or other approved payment recipient under the Program. The draft Program states that a W-9 Tax Form is needed to receive payment from MFDA and that the form is used to request a taxpayer identification number for reporting amounts paid.

Instructions to Applicant / Payee

Please complete and submit the current IRS **Form W-9, Request for Taxpayer Identification Number and Certification**, with your Application for Reimbursement unless MFDA already has a current W-9 on file for the payee.

The IRS Form W-9 page states that the current revision of Form W-9 is available as a PDF and provides instructions for the requester of Form W-9. [irs.gov]

Official IRS Form W-9: Download Form W-9 from the IRS

IRS Form W-9 information page: About Form W-9 [irs.gov] [irs.gov]

W-9 Submission Checklist

- ☐ Legal name or entity name completed
- ☐ Business name completed, if applicable
- ☐ Federal tax classification selected
- ☐ Address completed
- ☐ Taxpayer Identification Number completed
- ☐ Certification signed and dated
- ☐ Submitted with Application for Reimbursement
- ☐ Previously submitted and on file with MFDA

Important Note

Do **not** send your Form W-9 directly to the IRS for this Program. The IRS Form W-9 itself states that the completed form should be given to the requester and not sent to the IRS.



MFDA Review

MFDA Use Only

W-9 received?

- ☐ Yes
- ☐ No
- ☐ Already on file

Received by: _____

Date received: _____

Notes:

END OF W-9 TAX FORM RECORD OF TRANSMITTAL.



COMPLETED WORK CLOSE-OUT & CERTIFICATION FORM

Applicant Name or Company (Printed): _____

Application Date: _____

Notice of Eligibility Date (For Landowner / Point of Contact Applications): _____

Notice to Proceed Date (For Contractor Applications): _____

1. Purpose of Form

This Completed Work Close-Out Form is used to document that contractor-performed or contractor-assisted work under the Metro Flood Diversion Authority's Post-Operation Debris Removal and Property Damage Restoration and Clean-Up Program for Private Lands has been completed. The Program contemplates that Points of Contact will sign a Completed Work Close-Out Form indicating that MFDA Contractor work is complete and satisfactory before contractor payment is processed.

This form should be submitted with the contractor's Application for Reimbursement and supporting documentation required by the Program, including photographs, hours and equipment logs, hauling records, and other required records. The Program requires contractors to submit invoices with hour logs, before-and-after photo evidence, and the Completed Work Close-Out Form signed by the Point of Contact.

2. Property Information

Landowner Name: _____

Designated Point of Contact: _____

Point of Contact Relationship to Property:

☐ Landowner

☐ Tenant

☐ Farm Manager

☐ Other Authorized Representative: _____

Property Location or Locations:

Property ID#	Township Section Range or Latitude/Longitude	Adjacent Roadway(s)



3. Contractor Information

Company Name: _____

Contractor Representative: _____

Phone: _____

Email: _____

Contractor Address: _____

4. Work Authorized by MFDA

Check all work types authorized under the applicable Notice to Proceed or written MFDA authorization:

- ☐ Removal of eligible flood-related debris
 - ☐ Hauling eligible debris to an Temporary Debris Staging Site
 - ☐ Repair or restoration of eligible non-structural property damage
 - ☐ Other MFDA-approved work: _____
-

5. Description of Completed Work

Briefly describe the work completed by the contractor, including the location of work, type of debris removed, hauling performed, non-structural repairs completed, and any important site-specific notes.

Work Commencement Date: _____

Work Completion Date: _____

Was eligible debris hauled to an Temporary Debris Staging Site?

- ☐ Yes
- ☐ No
- ☐ Not applicable

If yes, identify the Temporary Debris Staging Site: _____



6. Point of Contact Review

The designated Point of Contact should complete this section after reviewing the completed work.

- ☐ I have reviewed the contractor-performed work described above.
- ☐ The work appears to be complete and satisfactory.
- ☐ The work appears to be complete, but I have noted comments or concerns below.
- ☐ The work does not appear to be complete. Comments are provided below.
- ☐ I am unable to verify all work and have provided comments below.

Comments / Concerns / Exceptions:

7. Documentation Checklist

The following documentation should be submitted with this form, as applicable:

- ☐ Contractor invoice
- ☐ Hours & Equipment Log
- ☐ Photos Log
- ☐ W-9 Tax Form Record of Transmittal
- ☐ Copy of Right of Entry and Contractor Work Authorization Form
- ☐ Copy of Notice to Proceed (for contractors)
- ☐ Other: _____

8. Payment Acknowledgement

The undersigned understands that this form confirms completion status from the Point of Contact's perspective but does not, by itself, guarantee payment. MFDA will review the invoice and supporting documentation for completeness, eligibility, and consistency with the Program, the applicable Notice to Proceed, and the Standard Billing Rate Sheet before payment is approved. The Program states that MFDA



reviews reimbursement applications, invoices, and supporting documentation, verifies that work was completed and eligible, and then processes reimbursement or contractor payment.

9. Landowner or Point of Contact Certification

I certify that I am the designated Point of Contact for the property identified in this form. I further certify that I have reviewed the contractor-performed work described above and have indicated whether the work is complete and satisfactory, complete with comments, incomplete, or unable to be fully verified.

Landowner Name: _____

Point of Contact Name: _____

Signature: _____

Date: _____

Phone: _____

Email: _____

10. Contractor Certification

I certify that the work described in this form has been completed in accordance with the applicable Notice to Proceed, Program requirements, and the documentation submitted with the contractor invoice.

Contractor Company: _____

Contractor Representative: _____

Title: _____

Signature: _____

Date: _____

11. MFDA Review

MFDA Use Only

Date received: _____

Received by: _____

Invoice received?

☐ Yes



- ☐ No
- ☐ Not applicable

Supporting documentation complete?

- ☐ Yes
- ☐ No
- ☐ Additional information required

Completed Work Close-Out Form signed by Point of Contact?

- ☐ Yes
- ☐ No
- ☐ Not applicable

Work consistent with NTP / approved scope?

- ☐ Yes
- ☐ No
- ☐ Partial
- ☐ Additional review required

Work eligible for payment?

- ☐ Yes
- ☐ No
- ☐ Partial
- ☐ Additional review required

Approved payment amount: \$_____

Comments / Conditions / Adjustments:

MFDA Reviewer: _____

Signature: _____

Date: _____

12.Submission Instructions

Submit the completed form and supporting documentation to:



Metro Flood Diversion Authority

Email: [Program Email Address]

Phone: [Program Phone Number]

Website: [MFDA Website]

END OF COMPLETED WORK CLOSE-OUT & CERTIFICATION FORM.



Appendix D – Contracts and Standard Billing Rates

1. Post-Operation Clean-Up Assistance Services (POCAS) Contract (template)
2. Standard Billing Rate Sheet – 2027 Debris Removal and Non-Structural Damage Repair



Post-Operation Clean-Up Assistance Services (POCAS) Contract (template)



Standard Billing Rate Sheet – 2027 Debris Removal and Non-Structural Damage Repair

Category	Unit	Rate	Comments
Labor Rates ^{(1), (2)}			
Laborer	Per Hour	\$60	Requires an hours log for each person
Landowner/Farmer/Operator	Per Hour	\$75	Requires an hours log for each person
Truck Driver	Per Hour	\$95	Requires an hours log for each person
Equipment ⁽³⁾			
Owned	Per Hour	FEMA Rate + 5%	Requires an hours log for each piece of equipment
Rented/Leased	Per Hour	FEMA Rate + 30%	Requires an hours log for each piece of equipment
Materials ⁽⁴⁾	Per Invoice	Invoice cost + 15%	Requires a submitted receipt or invoice for each material
Subcontracting ⁽⁵⁾	Per Invoice	Invoice cost + 10%	Requires a submitted invoice for each subcontractor used

Notes:

⁽¹⁾ There will be no additional labor rate reimbursement payment for overtime work. Overtime work is any number of hours exceeding eight (8) hours per day or any number of hours exceeding forty (40) hours per week.

⁽²⁾ The labor rates were established using data from the following sources:

- Davis-Bacon Wage Determinations ([Davis-Bacon Wage Determinations | U.S. Department of Labor](#)) procured here ([SAM.gov | Search](#)).
 - A “wage determination” is the listing of wage rates and fringe benefit rates for each classification of laborers and mechanics which the WHD Administrator has determined to be prevailing in a given area (usually a county) for a particular type of construction.
 - Wage determinations for laborers, operators, and truck drivers are based on comparison and averages for Cass County, Richland County, and others in ND as well as Clay County, Wilkin County, and others within MN.
- DOT Force Account Provisions
 - The NDDOT and MNDOT Force Account Provisions were reviewed and compared to create an average percent (%) markup to the Davis-Bacon Wage Rates to be used for this program.



(3) The equipment rates were established using data from the following sources:

- FEMA Schedule of Equipment Rates ([Schedule of Equipment Rates | FEMA.gov](#))
 - The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.
 - Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. Labor costs of the operator are not included in the rates and should be approved separately from equipment costs.
- Information regarding the use of the Schedule is contained in 44 CFR § 206.228 *Allowable Costs*. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 *Appeals*.
- DOT Force Account Provisions
 - The NDDOT and MNDOT Force Account Provisions were reviewed and compared to create an average percent (%) markup to the FEMA Rates to be used for this project.

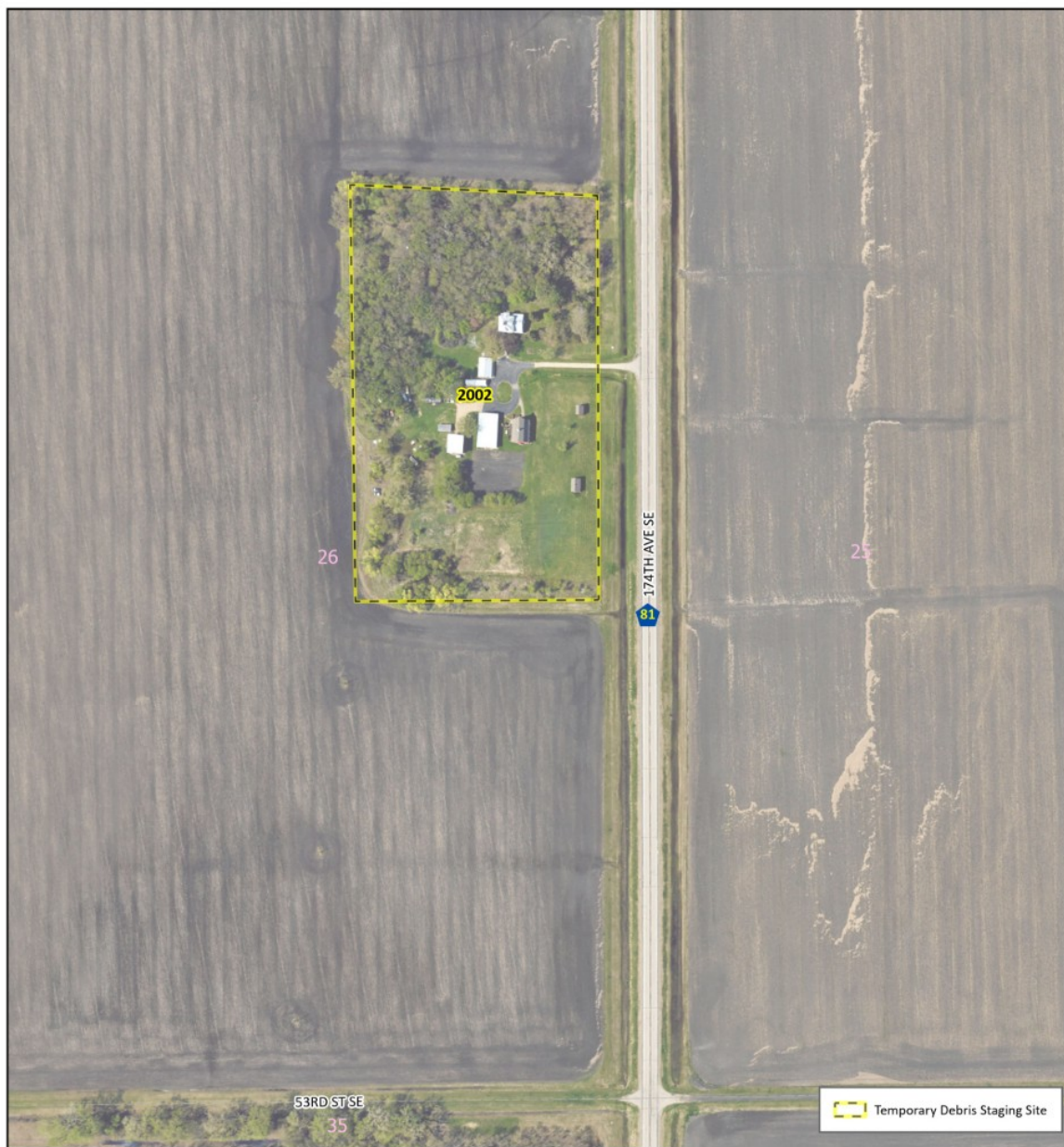
(4) The materials and subcontracting rates were established using data from the following sources:

- DOT Force Account Provisions
 - The NDDOT and MNDOT Force Account Provisions were reviewed and compared to create an average percent (%) markup to the FEMA Rates to be used for this project.

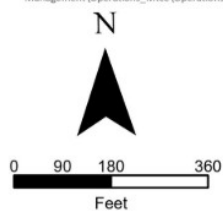


Appendix E – Temporary Debris Staging Sites Maps

- North Dakota Sites
 - OIN 2002
 - OIN 8919Y
- Minnesota Site
 - OIN 1840Y



Information depicted may include data unverified by AE2S. Any reliance upon such data is at the user's own risk. AE2S does not warrant this map or its features are either spatially or temporally accurate.
 Coordinate System: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet | Edited by: cwickenheiser, AE2S, LLC | C:\Data\Projects\GIS Projects\FM Area Diversion\012 Lands Program\Property Management\Overall Property Management\Operations_Mtce\Operations_Mtce.aprx | Temporary Debris Staging_Individual



Locator Map Not to Scale

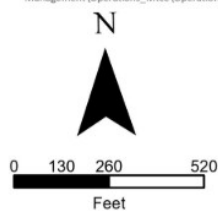
Appendix D:
Temporary Debris Staging Site OIN 2002
Post-Operation Debris Clean-up Program

FM AREA DIVERSION
 Date: 2/27/2026





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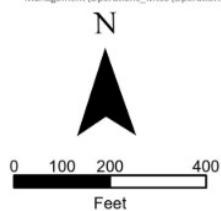
Appendix D: **Temporary Debris Staging Site OIN 8919Y** **Post-Operation Debris Clean-up Program**

FM AREA DIVERSION
 Date: 2/27/2026





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 Coordinate System: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet | Edited by: cwickenheiser, AEZS, LLC | C:\Data\Projects\GIS Projects\FM Area Diversion\012 Lands Program\Property Management\Overall Property Management\Operations_Mtce\Operations_Mtce.aprx | Temporary Debris Staging_Individual



Locator Map Not to Scale

Appendix D:
Temporary Debris Staging Site OIN 1840Y
Post-Operation Debris Clean-up Program

FM AREA DIVERSION
 Date: 2/27/2026

