

361—7.7(29C) Procedures.

7.7(1) Action by the governor. After considering information furnished by the government subdivisions involved, the recommendation and findings of the administrator, disaster services division, the governor will decide whether a disaster is to be declared and make the necessary announcement.

7.7(2) Action to be initiated by governmental subdivisions.

a. Upon the declaration of a disaster by the governor of an area including a governmental subdivision which, in the opinion of appropriate authorities, constitutes or may constitute a disaster justifying supplemental state financial assistance, under the state disaster Act, a request for such assistance will be directed to the executive council through the administrator, disaster services division.

b. The initial request for a loan shall be in the form of a letter briefly describing the disaster, or impending disaster, including a statement of expenditures, over and above normal, by the governmental subdivision concerned, for meeting the disaster or for mitigating the impact of an impending disaster.

The provision of a part of the loan in the form of a grant will be at the discretion of the executive council and does not require an additional or separate application.

c. The letter request will be accompanied by Form SDA-1, "Certified True Copy of Resolution of Governing Body" which will constitute evidence of the authority of the requesting public official to represent the governmental subdivision concerned, Form SDA-2, "Certification of Requesting Public Official" and Form SDA-3, "Application for Supplemental State Disaster Aid".

d. Cooperation with and assistance to investigative officials. Governmental subdivision officials, and records, will be made available to the investigative official representing the administrator, disaster services division, for interview and examination.

7.7(3) Action by administrator, disaster services division.

a. The administrator, upon receipt of an initial request for assistance supported by Form SDA-1, Form SDA-2, and Form SDA-3, will advise the governor and the secretary of the executive council of such request and will furnish copies of all accompanying documents.

b. Following the declaration of a disaster area by the governor, the administrator will designate an investigative official who will be directed to proceed to the site of the disaster area and conduct interviews and investigation as provided in the administrator's instructions.

c. The administrator, following a report by the investigative official, will submit a recommendation to the executive council as to eligibility and entitlement of the requesting governmental subdivision on Form SDA-4.

7.7(4) Action by the executive council.

a. After the governor has declared a disaster area, the executive council will consider the information furnished by the governmental subdivisions requesting loans, the report and recommendation of the administrator, disaster services division, and decide which of the governmental subdivisions are eligible, and if so, the amount and terms reflecting approved eligibility.

b. The aggregate total of the loans and grants shall not exceed \$1 million during a fiscal year.

7.7(5) Actions by the department of management. Upon a determination of eligibility and entitlement, the department of management will be directed to make the necessary funds available to the requesting governmental subdivision for application in accordance with the provisions of the Act and other provisions of the law.

7.7(6) Actions by the state auditor. Upon granting of a loan and grant in accordance with the provisions of the Act, as implemented by this rule, the auditor of the state will be directed to review the manner of application of the proceeds of the loan and grant, in accordance with the provisions of the Act, and the manner of repayment of such loan in accordance with the provisions of the Act and other provisions of the law.