



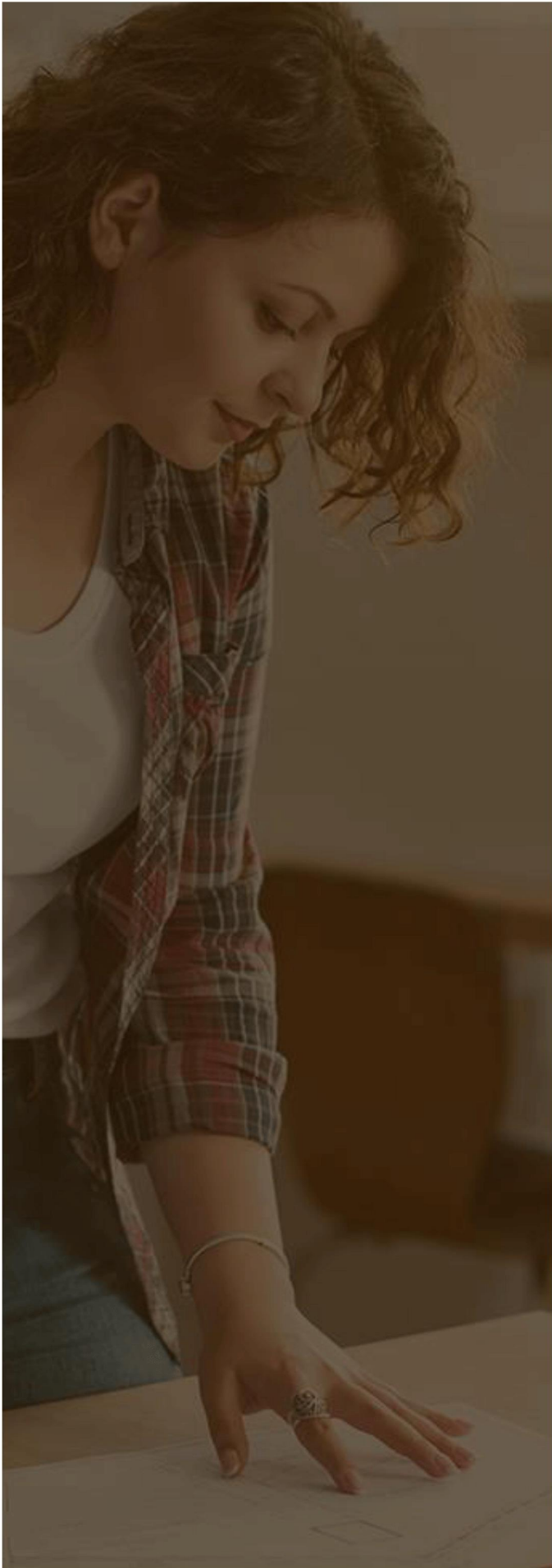
**Funding
guideline**

Reconstruction

North Rhine-Westphalia

**Step-by-step
updating**

*Reconstruction aid for private
households and companies in the
housing industry*



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Introduction

Dear Sir or Madam,

Applications to the 2021 reconstruction fund must generally be submitted at the online funding portal with the required documents enclosed.

- **You can find all the important information about the *Reconstruction aid for private households and companies in the housing industry* – including the documents you require – in the guideline we have compiled for you.**

https://www.mhkbd.nrw/sites/default/files/media/document/file/22-06-02_leitfaden_privathaushalte-update-3final.pdf



These step-by-step instructions will take you to the online application. You will find a number of information buttons in the online application that will help you complete the application fields. On some application fields you will see an asterisk *. These are mandatory fields you should complete so your application can be processed by the granting authority.

You need a valid email address. This can be your own email address or the email address of someone you trust, to which you have access for the purpose of submitting your application.

Please note You can only set up one online account with one email address. As in other online systems, it is not possible to have multiple online accounts under the same email address.

Please use the latest version of the browsers Google Chrome, Mozilla Firefox and Microsoft Edge, as otherwise there may be technical problems when registering and submitting your application.

These step-by-step instructions are divided into the following parts.

1. Check-list Documents
2. Your online account
3. Selecting a funding programme
4. Individual input fields
5. Advice

Ministry for Regional Identity, Local Government, Building and Digitalisation of the state of North Rhine-Westphalia



I. Check-list Documents

We have created a check-list for you here that you can use to see whether you have the documents you need for your application.

Required documents and information		
(1)	A valid email address that we can use to contact you during the application process and later on	<input type="checkbox"/>
(2)	<p>You have your identity card, passport or a similar document that can be used to identify you.</p> <p>If you do not have an identity document Please provide the provisional identity card or registration certificate of the municipality or a similar proof of identity as an attachment (document upload).</p>	<input type="checkbox"/>
(3)	<p>For natural persons Your tax ID number For companies in the housing industry Your VAT ID number</p> <p>>> NOTE << Your application cannot be completed without the tax ID number or VAT ID number. If you do not know your ID number, please contact your tax office.</p> <p>>> Important If you want to claim for damage to your household effects and other individuals were registered at your household at the time of the damaging event (such as your spouse or live-in partner, children), you also need the tax ID numbers of these people.</p>	<input type="checkbox"/>
(4)	<p>For owner occupiers, private landlords and companies in the housing industry Information about the property Land register delimitation, land register sheet, plot and plot number</p>	<input type="checkbox"/>
(5)	<p>For those not insured against natural hazards The damage report in accordance with number 4.3.3 of the <i>North Rhine-Westphalia Reconstruction</i> funding guideline (from a damage amount of €50,000 gross) Below this limit you require your own proof of the damage incurred and this must be presented credibly in the application process.</p> <p>For those insured against natural hazards Insurance documents along with damage documentation and claim settlement</p> <p>>> Note You will find an overview of possible experts to provide a damage assessment here:</p>	<input type="checkbox"/>



<p>https://www.mhkbd.nrw/sites/default/files/media/document/file/2021%2009%2013%20MH KBG Schadensbegutach- ter.pdf</p> <p>>> Important</p> <p>The application can also be submitted without a damage report. The damage report must then be submitted within a period to be specified in the notice of benefits. Further information is available under 3. <i>Individual input fields</i>.</p>	
<p>(6) Notification of emergency aid received, bank statements with donations received, applications or certificates of other public funding programmes, which have also been applied for or approved</p>	<input type="checkbox"/>
<p>(7) Planning documents, cost estimates, list of previously issued invoices, (building) permits, in the case of listed buildings also a certificate of the lower monument authority</p>	<input type="checkbox"/>
<p>(8) If claiming for loss of income (loss of rent or reduction in rental income) The cost report as well as proof of the rented units at the time of the damage</p>	<input type="checkbox"/>
<p>(9) If representing someone else You are applying for a company in the housing industry or for someone else who is not you. In this case, proof of representation must be provided by uploading a power of attorney.</p>	<input type="checkbox"/>
<p>(10) Bank account details for a domestic account</p>	<input type="checkbox"/>
<p>(11) Rental agreement, if intending to apply for a lump sum for household effects in a rented home.</p>	<input type="checkbox"/>

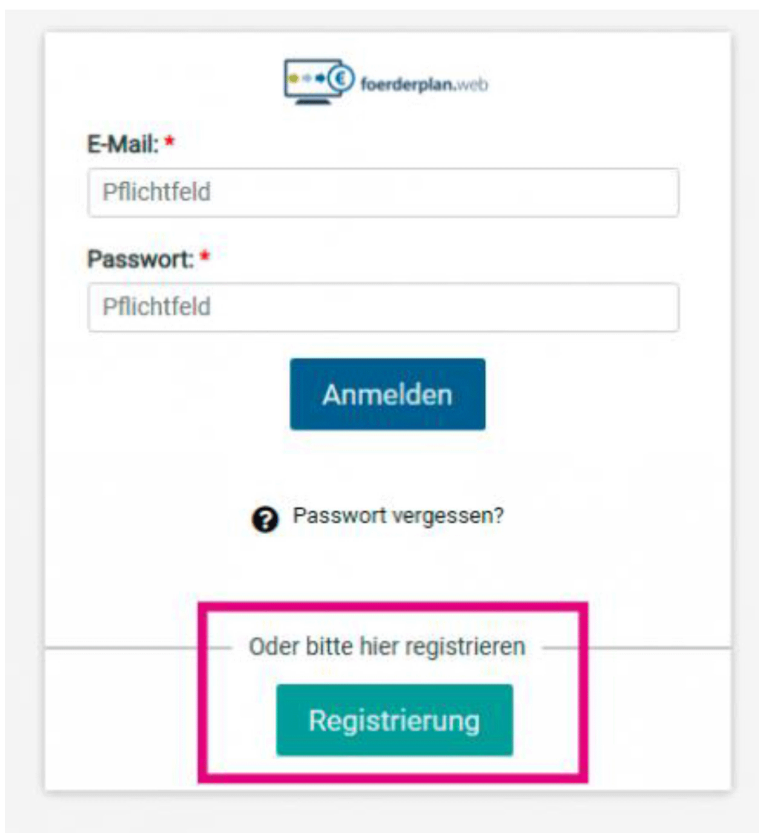
2. Your online account

You can apply for the reconstruction aid online using the online funding portal. The first thing you have to do is create an account. Creating an account is absolutely necessary so you can make changes to your applications after initially entering details or upload relevant documents later on.

- **Where do you find the link to the online funding portal?**

You will find the link to the online funding portal at
<https://www.wiederaufbau.nrw/onlineantrag#login>

Here's how you create your online account.



Click on the Registration button.



Vorname: *

Nachname: *

E-Mail: *

E-Mail (wiederholen): *

☐ Ich habe die Hinweise zum Datenschutz ([Link](#))
gelesen und zur Kenntnis genommen. *

Zurück zum Login **Registrieren**


A window will now open in which you can enter your first and last name as well as your email address.

All the fields that are marked with a * are mandatory fields. It is essential that you enter details in these fields so you can proceed with your registration.

You can find out more about why and how your data are used in the link below the input mask (*Information on data protection*)

When you have read this information and taken note of it, use your mouse to enter a tick in the corresponding confirmation box.

Once you have entered all the details, click on the Registration button at the bottom right to complete your input. The following message will appear, which you can close by clicking OK.

 Die Registrierung ist fast abgeschlossen. Eine E-Mail mit weiteren Instruktionen zum Bestätigen der Registrierung wurde an die angegebene E-Mail-Adresse versendet. Falls Sie keine E-Mail erhalten haben sollten, überprüfen Sie bitte auch Ihren Spam-Ordner.
Sie können diese Seite nun schließen.

OK



Sehr geehrter wiederaufbau.web-Nutzer, Sehr geehrte wiederaufbau.web-Nutzerin,

die Registrierung im wiederaufbau.web ist fast abgeschlossen.

Bitte klicken Sie auf den nachfolgenden Link, um die Registrierung zu bestätigen und ein Passwort für Ihren Zugang festzulegen:

Registrierung bestätigen

Der obige Link ist 24 Stunden gültig. Sollte dieser abgelaufen sein, können Sie hier einen neuen anfordern:

Neuen Link anfordern

Mit freundlichen Grüßen,

Ihr MHKBG NRW Ministerium für Heimat, Kommunales, Bau und Gleichstellung des
Landes Nordrhein-Westfalen

Diese E-Mail wurde automatisch durch wiederaufbau.web.web generiert. Bitte sehen Sie daher von einer Antwort an diese E-Mail-Adresse ab.

You will then receive an email at the email address you provided via the confirmation link. Click on Confirm Registration.

The user data input mask will now open.

The user name is the email address you have used. Please complete the other fields and specify a password.

Then click on Save.

The **password** must have at least eight characters. The password must include characters from three of the following four categories. Capital letters, lower-case letters, numbers, special characters (the following special characters are allowed: ! § \$() = ? * + - _ . , ; :)

For security reasons, please do not use any words that can be spoken (such as: your house, name or similar).



All done... You have created your online account.

You are now in the funding recipient cockpit. Please click on the Submit New Application button.

Willkommen,

Sie befinden sich im Online-Bereich für Antragsteller und Fördernehmer.

Neue Anträge können Sie über den Button [Neuen Antrag stellen](#), vorbereiten und freigeben. Bereits gespeicherte Vorgänge können über den Button [Meine Anträge](#) eingesehen werden. Im unteren Bereich dieser Startseite finden Sie zudem **Aktuelle Informationen** zur Antragstellung.



Antrag online ausfüllen und freigeben




auf Bewilligung warten




Mittel abrufen



Verwendung nachweisen

 [Neuen Antrag stellen](#)

 [Meine Anträge](#)



3. Selecting a funding programme

Once you have clicked the **Submit New Application** button, you will be taken to the **Select Funding Programme** menu.

Auswahl eines Förderprogramms

Hier können Sie auswählen, für welches Jahr und für welches Förderprogramm Sie einen Online-Antrag stellen möchten.
In das Antragsformular kommen Sie, wenn Sie rechts auf „Antrag stellen“ klicken.

▼	2021	Erstattung von Entsorgungskosten für Kommunen, kommunale Einrichtungen und Betriebe nach Nummer 6 der Förderrichtlinie Wiederaufbau 2021	Grundantrag nach Nummer 6 der Förderrichtlinie Wiederaufbau 2021	+ Neuen Antrag stellen
▼	2021	Privathaushalte und Unternehmen der Wohnungswirtschaft nach Nummer 4 der Förderrichtlinie Wiederaufbau 2021	Grundantrag nach Nummer 4 der Förderrichtlinie Wiederaufbau 2021	+ Neuen Antrag stellen

>> Please select the application for **Private households and companies in the housing industry** in accordance with number 4 of the 2021 *Reconstruction funding guideline* by clicking on the **Submit New Application** button on the right.

Note

In the **Select Funding Programme** menu, you will also find an application for reimbursement of disposal costs. This application form is directed to your local government authority. If you have paid your own disposal costs, you can also claim them using the *Private households and companies in the housing industry* application. More on this later.



4. Individual input fields

Section for Beneficiaries

Your personal data will be recorded in the *Beneficiary as applicant* input field. All fields with * are mandatory and must be completed for your application. You can only submit your application at the end if you have completed these fields.



The application contains certain information points. These will help you directly with suitable information as you complete the fields.

Applicant's legal form

- If you are applying to claim for damage to your own building – or as a tenant for your household effects - or for your family, please click on *Natural Person*.

Salutation

- In order to activate the other application fields as a natural person, please enter your form of address in the salutation field by clicking the arrow to select your form of address.

Street / number, postcode

- Please enter your registered address here.

Your tax ID number

- Please enter your tax ID number so we can identify you clearly and review your claim. An application cannot be submitted without a tax ID number.
- If the application is submitted for a company in the housing industry Please enter your VAT ID number here.

Identity card number

- Please enter your identity card number so we can identify you clearly and review your claim.



- **You don't have an identity card?** Please click on the field provided if you do not have an identity card when submitting your application. The obligation to provide your identity card number does not apply. >> In these cases, please upload your provisional identity card, the registration certificate of your municipality or similar proof as an attachment. The option to upload documents is described below.

Account details

- Please enter your bank account details. Please note: Payment is only made to a domestic account.

Type of beneficiary – updated (22 September 2021)

- **If you have clicked the natural person button in the applicant's legal form field, the field is automatically generated. No further change or entry in the type of beneficiary field is then required.**

>> If you have clicked on one of the other selections in the applicant's legal form field, please enter the form of your company in the type of beneficiary field by clicking the arrow to select it from the menu.

- The following note appears on the left side. "I do not earn my living predominantly from income derived from renting and leasing or this does not amount to more than €10,000 a year or the property affected by the damage is used exclusively by me or my family members for private residential purposes."

>> Please check whether the details provided here apply to you and click the appropriate statement on the right hand side.

Section for authorised representatives

You only need to complete these fields if you are submitting the application for another individual who has suffered damage or the company in question. >> Please provide proof of being authorised by uploading your **power of attorney** (document upload at the end of the application).

The authorised representative is the person to whom notification is to be given. This can be the legal representative or a person specified by the applicant.



Section for Contact persons

Please complete the fields if you wish to designate an individual to the granting authority who will be available for the authority to contact instead of yourself or who will handle the application procedure on your behalf.

Section for Details of measures

Maßnahmenangaben

Die/der Leistungsempfängende erklärt, dass über sein Vermögen *

☐ ein Insolvenzverfahren eröffnet worden ist oder wird, oder *

☐ ein Schutzschirmverfahren, ein Verfahren zur Sanierung in Eigenverwaltung oder ein bestät.

☐ keins von den beiden vorher genannten erfolgte. *

Bezeichnung der Maßnahme *

Kurzbeschreibung (maximal 2.000 Zeichen)

Information on the existence of insolvency proceedings

In accordance with number 4.2.2 of the *North Rhine-Westphalia reconstruction* funding guideline, an equity benefit is excluded in the following cases.

- An insolvency before the occurrence of flooding does not exclude funding, unless an independent renovation procedure or a protective shield procedure are carried out or a confirmed insolvency plan is confirmed. This does not apply to damage to your own household items in accordance with number 4.4.4. and if the beneficiary retains ownership of his or her damaged residential building.
- The business operation in question has not been resumed or not in North Rhine-Westphalia after the approval of funds.

The equity benefit is not granted to individuals or companies that were already in insolvency proceedings before the flood event occurred. Information about this is therefore mandatory.

>> If, in contrast to this, the insolvency involves a protective shield procedure, restructuring in self-administration or a confirmed insolvency plan, you may still make use of the equity benefit. Please confirm this accordingly.



Designated measure

Please state as specifically as you can for which measure you are applying for the equity benefit (for example: House renovation, replacement building or similar).

Brief description

Please explain briefly in no more than 2,000 characters what happened and what damage is to be repaired. You will be able to describe the damage in more detail later on and upload the relevant documents. This brief description will help the granting authority to classify the extent of the damage and verify the claim you are submitting.

Branch of industry

If you are submitting the application as a **natural person**, the **field will be completed automatically**. >> Please do not make any changes.

Wirtschaftszweig (NACE) ⓘ * L 68.20 Vermietung, Verpachtung von eigenen oder geleasteten Grundstücken, Gebäuden und Wohnungen

If you are not submitting the application as a natural person, please enter in the branch of industry field your company's form by clicking the arrow and one of the options to make a selection.

Implementation period

Durchführungszeitraum von ⓘ *	14.09.2021
Durchführungszeitraum bis ⓘ *	31.10.2021



Please state from when you wish to start or have started repairing the damage you have incurred and until when you are likely to have completed the reconstruction.

>> Please use the calendar symbol when selecting the relevant date.

The *Implementation period* from may not be before the flood event. This information is required in order to plan and structure the distribution of money from the 2021 reconstruction fund for the state of North Rhine-Westphalia.

NOTE for applications for reimbursement of household items only.

>> If you are only applying for the reimbursement of the replacement of household items, please select 30 December 2022 as the *Implementation period until*.



Section for Property location

The application fields are to be completed as mandatory fields. This is required in order to determine whether and if so where the damage was incurred and how possible reconstruction should take place.

Type of construction and floor level details

The information on the type of construction and floor level are required to verify the plausibility of the damage you have specified. In the selection menu you will also find the *Other* option to select under *Type of construction*. This includes, for example, an owner-occupied home.

Location according to the land register

>> For owners of buildings

If you know this, please provide the exact information about your property from the land register. This information is required to review your claim as an owner of the property. If you have extracts from the land register, you can upload them later on using the document upload.

Tenancy, listed buildings, asserting claims for loss of rent, household effects

<input checked="" type="checkbox"/>	Nutzung im Rahmen eines Mietverhältnisses
<input checked="" type="checkbox"/>	Das Objekt unterliegt den Regelungen des Denkmalschutzes
<input checked="" type="checkbox"/>	Ich beantrage zusätzlich die Erstattung der Mietausfälle und Mietminderungen
<input checked="" type="checkbox"/>	Ich beantrage zusätzlich oder ausschließlich die Ersattung der Wiederbeschaffung von Hausrat/Vereinsinventar
<input type="checkbox"/>	Beschreibung des Schadens und der erforderlichen Maßnahmen*
<small>Beschreibung des Schadens und der zu treffenden Maßnahmen zur Beseitigung. Soweit ein Gutachten oder eine Versicherungsdokumentation vorliegt verweisen Sie bitte auf dieses und fügen es als Anlage bei. Sofern der hier gebotene Platz nicht ausreicht, laden Sie bitte eine Anlage hoch.</small>	

>> For tenants claiming for damages

If you are a tenant and wish to claim for damage incurred in the course of the heavy rain and flood disaster in July 2021, simply tick the box next to the *Use as part of a tenancy* field. >> Please upload your rental agreement using the document upload feature later on. If you no longer have the rental agreement, you need confirmation from your landlord.

>> Listed buildings – for owners

If your damaged or destroyed building is designated a listed building under state law, please tick the box next to *The property is designated a listed building*. Additional expenses for listed



buildings are taken into account to an amount of up to 100% when determining the level of benefit. As such, the additional expenses are shown separately in the damage report and the supporting document list.

Note

When placing an order, please make sure it is shown separately on the invoice. Please provide the confirmation of the lower monument authority for the required measures using the document upload. You can also submit this at a later time.

>> Loss of rent - for private landlords and companies in the housing industry

If you have incurred or will incur loss of rent as a result of the damaging event, please tick the box by clicking next to *I also apply for reimbursement of loss of rent and rent reduction*. To prove your loss of income, a cost report is required in accordance with number 3 of the *North Rhine-Westphalia reconstruction* funding guideline, which you can provide using the document upload.

>> Household effects – in the case of owner-occupiers and tenants

In accordance with number 4.4.4 of the *North Rhine-Westphalia Reconstruction* funding guideline, household effects include the furniture, appliances and other components of home furnishings required for managing a household and living, as long as they do not go beyond a reasonable level. If you wish to claim for household items, please click next to *I also* or *exclusively apply for reimbursement for replacement of household items*.

Description of the damage and the measures required

Here you can specify the damage event and the measures required for reconstruction in more detail. If you have an expert opinion or insurance documents, please refer to them and upload them later using the document upload. If the space available is not sufficient, you can also upload a separate attachment later on, which includes the description of the damage and the measures required.

Optional section

Household effects financing plan

This section is only activated if you have activated an additional or exclusive application for household effects in the *Location of the property* section. To start with, please click the *Natural person* box.

For damage to your own household effects an equity benefit in the form of a lump sum is normally granted as follows.



- a) For single-person households: €13,000 and
- b) for multi-person households:
1. For the first person: €13,000
 2. For a further person: €8,500
 3. For any other person registered there: €3,500
- c) In the case of shared dwellings, the aforementioned lump sums apply accordingly.

Finanzierungsplan Hausrat

Geschädigter ist ein: * ☒ Natürliche Person *

Hinweis:
Bitte tragen Sie etwaige Eheleute oder zwei Personen in einer Lebenspartnerschaft in die Zeilen 1 und 2 ein.
Es muss aber mindestens eine Person eingetragen werden.

lfd. Nr.	Vorname	Nachname	Geburts-
Im betroffenen Haushalt/Wohngemeinschaft im Schadenzeitpunkt gemeldet			
Keine Einträge vorhanden			

Bei der an erster und zweiter Position genannten Person handelt es sich um Eheleute oder Personen in einer Lebenspartnerschaft. ☐

Alle Beteiligten haben im Rahmen einer Wohngemeinschaft gelebt ☐

Use the Add button to enter individuals who were registered in your household at the time the damage occurred (i.e. including yourself). You need the first and last name, the date of birth and the tax ID number for each of these people. The application cannot be submitted without >> the **tax ID number for these additional people**.

Please click to show clearly whether the persons entered in line 1 and 2 are your spouse or a registered live-in partner. Other lines can include children who are registered with you, for example.

If this household is a **shared home**, we request that you indicate this by adding a tick to *All those named were living in a shared home*.

In the *Amount of damage suffered* field (not shown here), please enter the total damage to your household effects.

>> If you are only applying for reimbursement of the replacement cost of household items, do not enter any donations you have received in the *Reimbursement by third parties* field. You should only specify insurance benefits here.



Under the emergency help item, please state if you have received emergency aid from the state of North Rhine-Westphalia and have used it to replace your household items. You can provide the notification of emergency aid later on using the document upload.

>> NOTE Reimbursement for the replacement of household items can also be approved if the funding applied for is less than €5,000.

Section for Building financing plan

Finanzierungsplan Gebäude

Ausgabengliederung

[+ Hinzufügen](#) [Löschen](#)

lfd. Nr.	Kategorie(n) *	Erläuterung *	Insgesamt € *	Bemessungsgrundlage nach 4.4.2 in € *
			0,00	0,00
1				
2				

Even though the illustration above shows the building financing plan as reduced for formatting reasons, we would like to draw your attention to the data required.

Important Are you entitled to deduct input tax?

If so, the amounts should only be included afterwards without VAT. If you wish to submit the application as a natural person and are not entitled to deduct input tax, please enter any possible amounts including VAT.

You can generate another input field under the Expenditure Breakdown by clicking the Add field. The serial number is entered automatically.

The Category field

The numbers 2.1 and 4.4.2 of the *North Rhine-Westphalia reconstruction* funding guideline allow for various categories of damage assessment.

>> For the entry in the Category field, please use the following keys.

Category	Description of the category content
1	The costs of repairing damage to residential buildings, other structures that are required for the proper functioning of the private residential buildings including garages and parking spaces, on brookside fortifications whose



	function serves no water management objective as well as measures to reconstruct or acquire similar residential buildings as a replacement for those destroyed by the damaging event or the demonstrably no longer usable residential building - including the structural support system - also elsewhere (replacement projects) as well as in subordinate commercial premises in buildings with a predominantly residential purpose
5	The costs of demolition and clearing work, insofar as they are directly connected
6	The costs of accompanying measures such as presentation, consulting, exchange of information and knowledge transfer
7	In justified cases also costs of modernisation measures, insofar as there is a legal obligation to do so or they are urgently required under the provisions of § 3 paragraph 2 Construction Aid Ordinance 2021
8	Loss of income by companies or private landlords
9	Other

Explanation of the keys

1 - Repair of damage to the building

This category is very extensive. Depending on the actual damage, you will have had an overview prepared of the work to be done or tradesmen as required with possible costs. You can use this overview to create the categories and therefore the totals required. We have created an example for you in the attachment. If you have a list of this kind, you can provide it later on using the document upload feature.

>> But: You can still proceed without such an overview. Please classify your expenses already connected to the damaging event and/or already available cost estimates based on the above categories and use the explanatory column to indicate in your application what the amount is being applied for.

Example ①

Assumption: You are not insured against natural hazards and the amount to be paid is less than €50,000 gross. In this case, you do not need a damage report but the amounts you are claiming using invoices and/or cost estimates must be presented credibly.

>> As a result of the heavy rain and flood disaster in July 2021, you have to have a new floor screed and a new floor covering laid.



In line 1 you enter the number 1 for the category and use the *Explanation* field to write “Renewal of screed and floor covering”. In the *Total* field you then enter the amount shown on the invoice or cost estimate. In the *Assessment basis* field you enter the same amount again.

Please note

If you can claim input tax, enter the amounts without VAT.

Note

If you have created an overview of the work to be done and categorised it, you can also write “See separate attachment” in the *Explanation* field and upload this later. Otherwise, upload the invoices and/or cost estimates. Please upload the invoices and/or cost estimates for each category entered in one document.

Example ②

Your property is so badly damaged due to the heavy rain and flood disaster of July 2021 that it has to be demolished. You have not yet decided whether to rebuild at the same location or somewhere else.

In line 1 you enter the number 1 for the category and use the *Explanation* field to write “Total destruction; damage report available” or “Total destruction; damage report will be sent later”. In the *Total* field you then enter the amount shown on the invoice or cost estimate. In the *Assessment basis* field you enter the same amount again.

5 - The demolition and clearing work, insofar as it is directly connected with the damage,

>> Requirement: You as the injured party have placed the order yourself.

The following repair costs or disposal costs are eligible for funding via the *North Rhine-Westphalia reconstruction* funding guideline for eligible claimants from the *Reconstruction aid for private households and companies in the housing industry*, if he or she has issued the order. Classification of waste based on technical, physical and chemical properties, required examinations of soil and/or waste, replacement of contaminated soils, recording, collection, transport and disposal of slurry, oil and water mixtures, contaminated soils and other hazardous waste as well as the implementation of all other activities required for disposal such as the operation of interim storage facilities as well as the removal from interim storage facilities to approved waste disposal facilities and landfills).

6 - Accompanying measures such as presentation, consulting, exchange of information and knowledge transfer

If you have made use of the services mentioned in connection with the work involved and have received an invoice for it, you can claim this as part of the application process.

7 - Modernisation measures

In relation to the restoration of damaged infrastructure, modernisation measures may also be



claimed as part of the application process, as long as these are based on a legal obligation and are required to avoid future damage.

>> The *North Rhine-Westphalia Reconstruction* funding guideline includes, for example, **technical systems for supplying energy and heating** that are installed in the context of damage repair either in a flood-proof location or implemented in such a way that the system or the system parts that are especially at risk of damage in a future flood can be removed and then reinstalled and are capable of functioning within a short time (number 7.5 of the funding guideline).

Furthermore, **structural measures** in accordance with number 7.6 of the funding guideline are to be carried out in such a way that damage in a repeat flood is reduced or avoided. If it is likely that a future flood will again cause considerable damage, reconstruction measures will also be funded elsewhere without the beneficiary being placed in a materially better situation than was the case before the damaging event occurred. In this case, the funding will be calculated based on the damage actually incurred.

8 - Loss of income due to loss of rent or reduction in rental income

Only for private landlords and companies in the housing industry If you suffer loss of rent or a reduction in rental income as a result of the damaging event, these are included in category number 8. Companies require an expert opinion in this case. Please state in the *Explanations* field whether you already have the required report or will submit it later.

Note

The loss of income is calculated based on the financial data of the company in question (earnings before interest and taxes [EBIT], depreciation and labour costs exclusively in relation to the premises affected by the damaging event), in that the financial data for the six months immediately after the damaging event are compared with the average of three years selected from the five years before the event (while excluding the year with the best and the year with the worst financial result). The loss of income is calculated for the same six month period of the year.

In addition, for landlords who are not obliged to prepare an annual financial statement and have not prepared it voluntarily either, the calculation of losses is carried out based on the net rent agreed without utilities up until the damaging event plus advance payments on the remaining running costs in accordance with § 2 of the Operating Costs Ordinance of 25.November 2003 (BGBl. I p.2346, 2347) in the currently amended version plus any electricity costs paid in advance by the landlord as part of the rental agreement as required. The loss of income is calculated for the period of loss of rent, but no longer than for six months after the damage occurred.

9 - Other



This also includes, **for example**, the facts in accordance with number 2.1 letter a of the funding guideline. Also eligible for funding are costs for measures that were taken immediately before or during the period of the damaging event, as long as their purpose was to directly prevent flood-related danger and limit flood-related damage. Cost of eliminating the measures in accordance with clause 1 are also eligible for funding. Or number 2.1 letter b: **Direct damage caused by relief workers and emergency vehicles as well as private assistants will also be taken into account.** Or number 2.1 letter c: In urgent cases, the costs for **absolutely required temporary measures** will be refunded.

>> Furthermore, you can also record work and/or projects here that you cannot assign to any of the other categories. Please use the *Explanations* field for any other information.

In conclusion

If you have already familiarised yourself somewhat with the *North Rhine-Westphalia reconstruction* funding guideline, you may have noticed that for the building financing plan there were no requests for category numbers 2 *Recognised measures for listed buildings* and 3 *Costs for the preparation of expert opinions and planning documents*.

>> You should record these expenses you may have incurred separately in the further course of the application process, as they are 100% eligible for reimbursement.

Section for Income (third party benefits, insurance compensation)

Income/ third party benefits, insurance compensation

Please state which donations and other third-party benefits you have received and/or expect in connection with the damaging event. You should also enter any possible sale of your damaged property here.

Use the *Add* button to open up further lines. In the *To be credited* column (not shown here) the identical amount must be entered again.

Einnahmen/Leistungen Dritter, Versicherungsentschädigungen			
lfd. Nr.	Kategorie(n) *	Erläuterung *	Insgesamt € *
			50.000,00
1	Versicherung	Zahlung Elementar	50.000,00 €

If your natural hazard insurance has paid you or will do so soon, you should also indicate this.



The payments of your natural hazard insurance and the payments of donations are automatically credited to your own contribution of 20% of the total damage and only then deducted from the equity benefit.

>> Based on this procedure, injured parties who have natural hazard insurance cover have the option of receiving a higher reimbursement in terms of total benefits than uninsured people.

Public funding applied for or approved

Funding from other funding bodies outside of this guideline and any emergency aid must be declared here. This may include, for example, BEG funding, KfW or others.

Emergency aid received

If you have received emergency aid from the state of North Rhine-Westphalia and used it to repair building damage that you wish to claim in this application, you should declare the emergency aid here.

In the *Funding provider* column, please enter the state of North Rhine-Westphalia. For the total, please specify the emergency aid you have received since the damaging event. In the *To be credited* column, you should enter the identical amount again, as the emergency aid will be credited in full to the equity benefit as long as it was granted for the same damage.

Section for

Expenditure for expert opinions and additional expenses for listed buildings

>> In the case of uninsured people and damage of more than €50,000.

Please enter the cost of the damage report if you authorised a third party to prepare a report. If your damage is less than €50,000, leave this field blank. If you have an expert opinion anyway, you should enter the cost here.

>> Planning documents

If you have to apply for a building permit or any other permit, because you have to partly or completely rebuild your house, for example, you can enter the costs for preparing all the planning documents including the costs of the permit here as well.

>> Additional expenses for listed buildings

If you incur costs because your house is a listed building, you should also declare them here. You will need confirmation from the lower monument authority, which you should upload at the end of the online application. If you only have a preliminary cost estimate, you can upload



this instead.

Section for Financing plan

Bezeichnung	Gesamt
Gesamtausgaben	0,00
Ausgaben Gutachten und denkmalpflegerischer Mehraufwand	0,00
Förderfähige Ausgaben	0,00
Eigenanteil ohne Anrechnung ⓘ	0,00
Anrechnung ⓘ	
Einnahmen/Leistungen Dritter, Versicherungsentschädigungen	0,00
Bewilligte/beantragte öffentliche Förderungen	0,00
Verbleibender Eigenanteil	0,00

Hinweis: Ohne eine Verteilung der einzelnen Summen im Finanzierungsplan kann Ihr Projekt nicht bewilligt werden. Maßgeblich für die Zuordnung der anteiligen Beträge zu den jeweiligen Jahren ist die voraussichtliche Fälligkeit.

Automatische Verteilung ⓘ

>> Note After making entries in the *Household effects financing plan* and/or the *Building financing plan*, you should always click the button .

Background

Without a calculated distribution of the funds applied for, your application cannot be saved. After approval, funds can also be accessed notwithstanding the period that are indicated by the calculated distribution.

Section for Explanations

Before you complete your application, we need a number of declarations from you. These are required as the equity benefits are funded from tax revenues and they therefore involve certain obligations vis-a-vis taxpayers at the same time.

You can see an extract from the declarations that we explain below.



Erklärungen

Die / der Antragstellende erklärt, dass

☐ mit der Maßnahme nicht vor dem Zeitpunkt begonnen wurde, zu dem das Schadensereignis (Starkregen und das Hochwasser) Lieferungs- oder Leistungsvertrages zu werten. *

☐ er/sie die Finanz- und Bewilligungsbehörden von der Verpflichtung zur Wahrung des Steuergeheimnisses gegenüber Bewilligung dortigen Verfahren im Zusammenhang mit der Gewährung von Billigkeitsleistungen des Landes Nordrhein-Westfalen zur Bewältigung der Hochwasserkatastrophe im Juli 2021 von Bedeutung sind oder waren (§ 30 Abs. 4 Nr. 3 Abgabenordnung). *

☐ er/sie der Weitergabe von Daten durch die Bewilligungsstellen an die Finanzbehörden zustimmt, soweit diese Daten für die Besteuerung der B

sie/er zum Vorsteuerabzug *

☐ nicht berechtigt ist *

☐ berechtigt ist und dies bei der Berechnung der Gesamtausgaben berücksichtigt hat (Preise ohne abzugsfähige Umsatzsteuer)

☐ der mit diesem Antrag geltend gemachte Schaden kausal / ursächlich auf das Starkregenereignis zurück zu führen und die A

☐ kein Ausschluss nach 4.4.5 der Richtlinie vorliegt, das heißt,

a) das Gebäude zum Schadenszeitpunkt nicht nutzbar war, ausgenommen es befand sich noch im Bau oder in der Wiederherstellung;

b) das Gebäude zum Schadenszeitpunkt zum Rückbau vorgesehen war;

c) der Schaden an und in Gärten von privat genutzten Wohngebäuden einschließlich baulicher Anlagen entstand oder

d) der Schaden zumutbare Eigenleistung beseitigt werden konnte. *

☐ mit diesem Antrag keine Ausgaben geltend gemacht werden, die Gegenstand eines weiteren Antrags auf Aufbauhilfe nach d

>> Start of measures

Please confirm by adding a tick that you have not started this measure before the damage occurred. Only measures can be applied for (see also the *Implementation period* in the details of measures section) that were begun after the damaging event.

>> Tax and fund granting authorities

The full text reads:

The applicant declares that he/she exempts the tax and fund granting authorities from the obligation to maintain tax secrecy vis-a-vis granting and law enforcement authorities, insofar as the applicant's data are to be verified, which are or have been of significance for the procedures there in connection with the granting of equity benefits by the state of North Rhine-Westphalia to repair the damage to public and private infrastructure as well as reconstruction on the occasion of the heavy rain and flood disaster in July 2021 (§ 30 paragraph 4 number 3 of the Tax Code).

Furthermore

The applicant declares that he or she agrees to have data forwarded to the tax offices by the granting authorities, provided the data are relevant for tax purposes (§ 93 Tax Code).

The background to these declarations is that in justified suspicious cases reconciliation with the tax and law enforcement authorities may occur. This is required in order to ensure taxpayers' money is used thriftily.

>> Input tax deduction

Please state whether you are entitled to deduct input tax. In case you are entitled to deduct input tax, you should state the damage you are claiming for without VAT.



>> Confirmation of the causal connection

The damage and loss of income incurred by the individual beneficiary must have a direct causal connection with the damaging event. You should confirm this by adding a tick.

>> No exclusion of benefits applies

In accordance with number 4.4.5 of the *North Rhine-Westphalia reconstruction* funding guideline, the following damage is not considered eligible for benefits.

- a) In relation to buildings that were not usable at the time of the damaging event, except for buildings that were still under construction or being restored when the damaging event occurred,
- b) Buildings that were intended to be demolished when the damage occurred,
- c) On and in gardens of privately used residential buildings including structures with the exception of self-operated drinking water supply systems, or
- d) which can normally be eliminated by making a reasonable personal effort.

By ticking the box, you confirm that none of the reasons for exclusion cited above apply to you in the context of submitting your application.

>> No double claims for damage

By ticking the box, you confirm that in submitting this application you are not claiming any expenses that are or will be the subject of another application for reconstruction aid based on the funding guideline at the same time.

>> § 264 Criminal Code - Subsidy fraud



Hinweis auf § 264 Strafgesetzbuch (StGB)

mir bekannt ist, dass

- ☐ sämtliche in diesem Förderantrag gemachten Angaben sowie die in den beigefügten Anlagen/Vordrucke gemachten Angaben subventionserhebliche Tatsachen
- ☐ sämtliche während und nach dem Ende der Maßnahme gemachten Angaben (postalisch oder elektronisch) und eingereichten Unterlagen (postalisch oder elektronisch) Verwendungsnachweis ebenfalls subventionserhebliche Tatsachen im Sinne des § 264 Abs. 8 StGB sind. *
- ☐ ich mich gemäß § 264 Abs. 1 StGB strafbar mache, wenn ich
- einer für die Bewilligung einer Subvention zuständigen Behörde oder einer anderen in das Subventionsverfahren eingeschalteten Stelle oder Person (Subvention) unvollständige Angaben mache, die für mich oder den anderen vorteilhaft sind,
 - einen Gegenstand oder eine Geldleistung, deren Verwendung durch Rechtsvorschriften oder durch den Subventionsgeber im Hinblick auf eine Subvention
 - den Subventionsgeber entgegen den Rechtsvorschriften über die Subventionsvergabe über subventionserhebliche Tatsachen in Unkenntnis lasse oder
 - in einem Subventionsverfahren eine durch unrichtige oder unvollständige Angaben erlangte Bescheinigung über eine Subventionsberechtigung oder über
- * ☐ es für eine Strafbarkeit nach § 264 StGB nicht erforderlich ist, dass die Förderung für mich selbst beantragt wird oder dass die beantragte Förderung tatsächlich

Facts relevant to the funding and criminal liability

In order to process your application, we require your declaration that all the information provided in the application as well as in the enclosed attachments / forms are facts relevant to the funding within the meaning of § 264 paragraph 8 StGB. This also includes interim evidence provided as well as the proof of usage at the end of the measure.

With the third tick, you confirm your acknowledgement and awareness of § 264 paragraph 1 StGB. § 264 StGB also provides that it is not required for criminal liability that the funding is applied for on your behalf or that the funding is actually granted.

Section for Document upload

Here you can upload all the documents you have to or wish to attach in the application process. It is advisable to combine invoices and/or cost estimates in one document. You can enclose with your application up to 15 documents with a data volume of up to 10 MB.

Section for Data protection

You're almost done... All that's missing is your data protection declaration. If you move your cursor over the term *Data protection declaration*, you can click on it as a link. You can then confirm you have acknowledged it by ticking the box.



Hinweis zum Datenschutz

Datenschutzerklärung

☐ Ich habe die Hinweise zum Datenschutz zur Kenntnis genommen. *

Section for Sending the application

One more click At the end of the application, you can either save it in an intermediate state and work on it again later or confirm the final application.

Freigabe des Antrags

Mit Klick auf den mittigen Button „Zwischenstand speichern“ gehen Ihre Eingaben nach dem Logout nicht verloren und Sie können den Antrag zu einem späteren Zeitpunkt weiter bearbeiten. Der Antrag ist nur für Sie sichtbar.

Mit Klick auf den rechten Button „Antrag final freigeben“ wird der Antrag an die zugeordnete Bewilligungsbehörde übermittelt. Bitte beachten Sie, dass Sie den Antrag nach der Freigabe nicht mehr der Freigabe für die zugeordnete Bewilligungsbehörde freigeschaltet, sodass die Daten für diese unmittelbar einsehbar sind.

⌫ Abbrechen und zurück

💾 Zwischenstand speichern

✅ Antrag final freigeben

After confirming your application, it is automatically sent to the approval authority responsible for you for further processing. >> You can no longer edit it after that point. Once your application has been submitted and received, confirmation will be sent to your email address.



5. Advice

Do you have any questions about the application for the *Reconstruction aid for private households and companies in the housing industry*?

- **Phone service of the state government of North Rhine-Westphalia**

The state government of North Rhine-Westphalia has also set up a *North Rhine-Westphalia Reconstruction* hotline for individuals and companies that have suffered damage.

From 14 September 2021, the hotline staff will answer general questions about the procedure when applying for reconstruction aid.

The *North Rhine-Westphalia Reconstruction* service line is available Monday to Friday between the hours of 8.00 am and 6.00 pm.

☎ 0211/4684-4994

- **Local advice in the districts and towns affected by the heavy rain and flood disaster in July 2021**

Numerous districts and urban municipalities provide local advice on the application process as part of the *Reconstruction aid for private households and companies in the housing industry*. >> **You can find more detailed information on the website of your district or city, which will be regularly updated.**

It is advisable to set up an account on the online funding portal in advance. Please have your login details ready (user name and password) for your consultation.

If you don't have your own email address and cannot get access to an email account via a person you trust or if you are unable to log in to the system for any other reasons, please let us know so we can provide the appropriate support.



Legal notices

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