

Your county has declared a local disaster.
The Idaho Office of Emergency Management is prepared to help.

1 If you think your county might ask for a State Declaration, please keep the following in mind.

- Eligible costs must be tracked by the counties.
- Counties requesting help from the state must be experiencing extraordinary costs defined as non-budgeted cost items necessary to provide and to continue providing essential services for public safety.
- It is **not** necessary for counties to have expended all funds to ask for state help.

2 To ask for a state declaration, a county commissioner **must call** Deputy Chief Brad Richy, with IOEM and ask for a state declaration. Be prepared to answer the following questions:

- Have you exhausted your budget for this risk factor?
- What other budget lines have you exhausted?
- Have you exhausted your mutual aid opportunities?
- Is your jurisdiction's ability to perform essential services in the future going to be impacted if you do not receive the requested help?
- What kind of resources is your county in need of?

After your call with Brad Richy, submit a letter to IOEM noting who has spending authorization for your county and to what amount.

3 Once a state declaration has been declared for your county, you have numerous resources available to your county. Please use the Request for Assistance (RFA) process in WebEOC to make any requests for assistance you might need. Available resources can include:

- Financial assistance (50/50 cost share).
- Coordination of supplies, services or personnel to help manage the disaster.
- Personnel to help in your EOC.
- Public Information Officers to help coordinate communication efforts with media and citizens.
- Coordination of supplies, services or personnel.

4 IOEM treats every disaster as if it could become a federal disaster. IOEM will review each Request for Assistance to make sure the cost is eligible, reimbursable and reasonable. It is critical that you track your disaster costs day by day. Potentially reimbursable costs may include:

- Overtime costs (requires a copy of each taxing entities' overtime policy).
- Work related to event performed by contractors.
- Work performed by volunteers.
- Donated resources (equipment, supplies)
- Equipment leased or rented for event.
- Materials or supplies needed to respond to the event.
- Additional staff hired or reassigned from normal duties to the event.
- Emergency Operations Center costs.

Important Contact information

Idaho Office of Emergency Management * 208-422-3040 * 208-258-6500

Website: IOEM.Idaho.gov