



STATE PUBLIC ASSISTANCE PROGRAM

This document summarizes the process and requirements needed to be considered for state public assistance following a disaster or emergency where a county or the state does not qualify for federal assistance. **(Please be aware that these steps must occur in the order that they are listed below. For example, a Request for State Assistance cannot come BEFORE a State PDA is conducted.)**

1. The county or state must declare an emergency during the incident period.
2. The county must submit a **complete** HSEM Initial Damage and Impact Assessment report.
3. HSEM will review the county Initial Damage and Impact Assessment Report to verify that the reported costs and damages are eligible under the program requirements.
4. HSEM will determine if a federal or state Preliminary Damage Assessment (PDA) should be conducted.
5. If the damages fall below what is required to be considered for a federal disaster declaration, HSEM will advise the impacted county(ies) that the county emergency manager will need to submit an email to the HSEM Director requesting a state PDA. (Sample Letter Attached)
6. HSEM, in conjunction with local officials, will conduct a state PDA to determine the official level of damages at that point.
7. If the PDA reveals eligible costs and damages which meet or exceed 50% of the assessed county's federal damage indicator, HSEM will direct the county to submit a letter to the Governor requesting state disaster assistance as provided in Minnesota Statutes Chapter 12B.30. This letter should be submitted by the county board chair, or designee, to the HSEM Director
8. HSEM will compile the documents received from the impacted county(ies) and submit them to the Governor for consideration.
9. If the Governor determines that state disaster assistance is warranted, HSEM will meet with the impacted county(ies) and their impacted communities to conduct a state Applicant Briefing to begin the reimbursement process.



SAMPLE STATE PDA REQUEST LETTER

July 15, 2015

Mr. Joseph Kelly, Director
Minnesota Department of Public Safety
Division of Homeland Security and Emergency Management
445 Minnesota Street, Suite 223
St. Paul, MN 55101

Dear Mr. Kelly:

Beginning (Incident Period) communities in County experienced extensive damage from (Identify the event) across a large section of the county.

Our ***Initial Damage and Impact Assessment Report*** revealed damages which met or exceeded 50% of our county federal damage indicator.

At this time, we are requesting your assistance to conduct a Preliminary Damage Assessment (PDA) for the State Public Assistance Program beginning the week of (Identify when you are ready for the PDA).

I would like to directly coordinate the logistics for the PDA with your staff if that is acceptable to you.

Thank you for your consideration and please let me know if you require additional information at 651-201-7404.

Respectfully,

County Emergency Manager

cc:

J Drive/Recovery-Mitigation Branch/Resource Library/State Disaster Assistance Program/Forms



*****SAMPLE*****

Governor Mark Dayton
116 Veterans Service Building
20 W. 12th Street
St. Paul, MN 55155

July 18, 2016

Dear Governor Dayton:

Beginning on June 17, 2016, Nicollet County was impacted by severe storms and flooding across a large section of the county. These severe storms caused extensive damages to the public infrastructure within Nicollet County.

On June 18, 2016, Nicollet County declared a local emergency in response to this disaster.

Nicollet County submitted a Damage and Impact Assessment Report to the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) which indicated storm related damages in excess of \$200,000. As a result of our initial damage estimates Nicollet County requested HSEM to conduct a State Preliminary Damage Assessment (PDA), which was conducted on July 6, 2016.

The PDA revealed storm related costs and damages to our public infrastructure which exceeded 50% of Nicollet County's federal damage indicator.

Nicollet County is requesting state disaster assistance in accordance with Minnesota Statute 12B.30. Nicollet County understands that this is a 75% reimbursement program.

James Stenson
Chairman
Nicollet County Board of Commissioners

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