

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

- 1** Now that a state declaration has been declared for your county, you have numerous resources available to assist you in responding. Those resources may 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.
 - Coordination of transportation resources.
 - Coordination of response and recovery functions.
 - Assistance with procurement of goods and services.
 - Assistance with providing necessary sheltering and medical care.
 - And many others. If there is a service or supply that you are in need of to respond and recover from your disaster, please let us know.

2 To request assistance from the State, please work with your county Emergency Manager and your IOEM Area Field Officer to make requests through the Request for Assistance (RFA) process in WebEOC.

Once an RFA is received, the IOEM Emergency Operations Center will work with your jurisdiction to meet the request in as timely a manner as possible.

RFA's must provide the following information:

- Who is requesting?
- What good or service is being requested?
- Why is it being requested?
- When is it needed?
- Where is it needed?
- Who is the point of contact in your jurisdiction?

- 3** IOEM will review each RFA to make sure the cost is eligible, reimbursable and reasonable. It is critical that you track your disaster costs and any donated goods and services 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.
 - 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.
 - For additional fiscal help, see attached Support Annex 1—Financial Management.

Goods and services that may count towards your local match include:

- Work performed by volunteers.
- Donated resources (equipment, supplies, materials)

4 IOEM treats every disaster as if it could become a federal disaster. Shortly after your state declaration, IOEM Recovery Personnel will reach out to your county to coordinate an Applicant Brief meeting to help your county organize your documentation and track your costs. Please refer to the Fiscal Workbook for assistance on what costs to track and how to track them.

IOEM understands that tracking costs in the middle of an emergency is challenging. Tracking need not be thought of as invasive. Quick notes on a daily log or post-it notes in a workbook noting the following will suffice for the short-term:

- What did you do?
- Where did you go?
- How long did it take?
- What supplies or equipment did you use?

Important Contact information

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

Website: IOEM.Idaho.gov