



2023 SPRING REFRESHER RECOVERY BRIEF

hsem.dps.mn.gov



Reporting an Event

1. Report an event to your Regional Program Coordinator immediately.
2. Create a spot report in WebEOC
3. Start your contact outreach now for damage reports (See Fact Sheet “Receiving Damages”)

Reporting an event

Create a spot report

The screenshot shows the 'Incident Spot Report' web application. At the top, there is a navigation bar with 'Activity Log' and 'Incident Spot Report' tabs. Below this is the HSEM logo and the text 'Incident Spot Report MN Statewide Daily'. A secondary navigation bar includes 'Incident Spot Reports' and 'Guidance' tabs, along with '+ Create New', 'Map', and 'Help & Feedback' options. A search bar is located on the right side of this bar. The main content area displays a table of incident reports with the following columns: Incident Location, County, Incident Date/Time, Incident Description, Impacts, Reporter Name, and Reporter Position. One report is visible, detailing an evacuation at Cannon Falls.

Incident Location	County	Incident Date/Time	Incident Description	Impacts	Reporter Name	Reporter Position
City of Cannon Falls - 300 Dow Street	Goodhue County	03/02/2023 20:06:43	Evacuation of The Terrace At Cannon Falls	Assisted living facility evacuated. Initial request made through MN Duty Officer (Report # 211527) for transportation of Access and Functional Needs patients. 19 wheel chair bound and 6 ambulatory patients. Goodhue County Emergency Management and Health and Human Services (HHS) coordinated request locally. Hiawathaland Services (Regional) and First Student Transportation (Red Wing) provided transportation. Response coordinated directly with on-scene Unified Command. No additional Goodhue County assistance needed at 10:01 PM, response and transportation continues to be coordinated by on-scene command. Incident Commander Tim (507-298-7647), assisted by MN State Fire Marshal's Office. No additional local, county, regional, or state resources needed at this time (10:01	Josh Hanson	CO - Goodhue County EM Director



Conduct an Initial Damage Assessment

Eligible Public Assistance Applicants:

1. Native American Tribal Governments and Tribal Organizations
2. State
3. County
4. Cities/Towns/Villages/Townships
5. Other political subdivision of the State
6. Schools

Critical private non-profits:

7. Fire / Emergency Rescue
8. Medical Treatment
9. Power, Water, & Sewer Utilities
10. Communications Systems

Conduct an Initial Damage Assessment

Individual applicants can use this form to collect damages.

They should collect maps and photos.

INITIAL DAMAGE ASSESSMENT CALCULATION WORKSHEET

(Government Entity)

Facility Lat. Long	Damage Description	Scope of Work	Cost
<i>Example :City of Walnut</i>	<i>The city had 3 blocks that were completely blocked by down trees and debris from the wind storm.</i>	<i>Force account labor used 32 hours of overtime to saw, haul and dispose of the debris at the County landfill.</i>	<i>\$1321.00</i>

Conduct an Initial Damage Assessment

Jurisdiction totals should be reported on this form.

Public Assistance Damage Estimates									
Enter County/Tribal Community here									
CATEGORY OF COSTS AND DAMAGES									
JURISDICTION	EMERGENCY WORK		PERMANENT WORK				% Complete	Annual Budget	Total
	A	B	C	E	E	F			
									\$ -
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Conduct an Initial Damage Assessment

Eligible Individual Assistance Applicants

1. Home Owners
2. Renters
3. Some Businesses
4. Home Daycares
5. Home businesses

Conduct an Initial Damage Assessment

If submitting this form for Individual Assistance,
email directly to
mn.hsem.recovery.DPS@state.mn.us

City	Date Damage Occurred	Street Name	Address	Apt #	Damage Assessment (Destroyed, Major, Minor, Affected)	Owner (O)/Renter (R)	Type of dwelling (SF, MH, MF)	Low Income	Homeowners Insurance (Y)	Flood Insurance (Y)	Primary Residence (Y/N)	Inaccessible (Y when applicable)	Private Roads Out (Y when applicable)	Utilities Out (Y when applicable)	Basement	Living Area	Other (specify)



Conduct an Initial Damage Assessment

If your county uses Survey 1,2,3 please contact

Caleb.Sturgill@state.mn.us

Or

651-202-1949

hsem.dps.mn.gov



Reporting Damages

1. Access WebEOC and start communicating through that platform under an incident that has been created by HSEM. (See Fact Sheet “Reporting Damages”)
2. Assess your damages and report them to HSEM:
 - WebEOC Damage and Impact Assessment Report

At this point, HSEM will review to determine if state or federal assistance will be pursued.

Reporting Damages

Damage and Impact Assessment Report County and Tribal Government Summary

New Record

Cancel Save

Submit initial report to HSEM within 48 hours. Provide as much information as possible.

Report Date	<input type="text"/>	Report Type	<input type="radio"/> Initial Report	<input type="radio"/> Follow-up Report	<input type="radio"/> Final Report	<input type="checkbox"/> State Verified
Incident Start Date	<input type="text"/>					
Submitted By:						
Agency	<input type="text"/>	County/Tribe	<input type="text" value="Aitkin County"/>	Region	<input type="text"/>	
Name	<input type="text"/>	Title	<input type="text"/>	E-mail	<input type="text"/>	
Phone	<input type="text"/>	Cell	<input type="text"/>			
24 Hour	<input type="text"/>	Fax	<input type="text"/>			



Reporting Damages

**ALL DAMAGE REPORTS
NEED TO BE MADE
THROUGH WEBEOC.**

hsem.dps.mn.gov



COUNTY DECLARATIONS

To receive certain disaster recovery assistance, a county chairperson or board needs to declare a state of emergency.

Requirements:

- Declared during the incident period
- Specifics the incident period and type of event
- After 3 days, full board must approve

COUNTY DECLARATIONS



Declarations

MN Statewide Daily

+ Add Declaration Actions ▾

Type	County/Tribe/City	Region	Declaration Number	Date/Time Declared	Declaration	Remarks	Posted By	
County/Tribe	St. Louis County	2		01/05/2023 11:44:02	signed board letter to Imerim Dir Reed.pdf		Dewey Johnson CO - St. Louis County EM Director	View Edit Delete
County/Tribe	St. Louis County	2		12/02/2022 16:49:04	22-e-mc.docx		Dewey Johnson CO - St. Louis County EM Director	View Edit Delete
County/Tribe	Wabasha County	1	2022-014	01/05/2022 11:27:54	2022-014-disaster res.pdf		Brenda Tomlinson CO - Wabasha County EM Director	View Edit Delete



Reporting Activities

- Request letters for a preliminary damage assessment
- Initial table for public assistance
- **If submitting information for Individual Assistance, email directly to mn.hsem.recovery.DPS@state.mn.us**
- If state only assistance, Governor disaster request letter after preliminary damage assessment
- Any disaster activities and photos

Reporting Activities

Initial County Damage and Impact A...
Activity Log

Activity Log

2022-07-23-* Statewide*- Severe Storms and Flooding

+ New Record
Actions ▾

Position/Section View All ▾
Region View All ▾

Q Search
Clear

Event Title: Renville County State Disaster Request [Details](#) [Edit](#)

Renville County's request to the Governor for State Disaster Assistance.
Mike Hennen as CO - Renville County EM Director on 08/16/2022 12:06:08

[SDA Renville 2022.pdf](#)

Record #	Date	Position	Statewide Shared Activities
8906	08/16/2022 12:01:45	CO - Renville County EM Director	Posted

Event Title: Governor disaster assistance request [Details](#) [Edit](#)

Governor disaster assistance request
Mark Olson as CO - Houston County EM Director on 08/12/2022 14:51:53

[signed_governor_request.pdf](#)

Record #	Date	Position	Statewide Shared Activities
8905	08/12/2022 14:50:32	CO - Houston County EM Director	Not Submitted

Event Title: Renville County storm damage [Details](#) [Edit](#)

Initial table of damages
Mike Hennen as CO - Renville County EM Director on 08/03/2022 07:30:19

[Initial table Renville July 23, 2022.xlsx](#)

Record #	Date	Position	Statewide Shared Activities
8876	08/03/2022 07:28:49	CO - Renville County EM Director	Posted

Event Title: Renville County storm damage [Details](#) [Edit](#)

Request for PDA
Mike Hennen as CO - Renville County EM Director on 08/03/2022 07:28:39

[PDA request.pdf](#)



Flood Response and Eligibility

Common Issues:

1. Purchase of Equipment

- Equipment Purchased for Disaster response is eligible for reimbursement for the initial purchase **and** hourly use. Any residual equipment value over \$5000 will be reduced from the reimbursement once the disaster use is complete.

2. Sandbagging

- If a sandbag wall is created, the flood waters must reach the sandbags in order for that emergency protective measure to be considered “used.”

Flood Response and Eligibility

Common Issues:

3. Dirt Levee

- If levee is used as an emergency protective measure, they must be removed after the event or they are considered a “permanent” structure and not considered a “temporary” emergency protective measure. The flood waters must also impact the levee to be considered “used.”

4. Damage caused by emergency protective measure

5. Only FEMA eligible damages can be calculated when reporting damages.

Flood Response and Eligibility

Common Issues:

6. Assessing Damages

- Do not stop assessing damages because you have reached your state indicator. If you do this it will impact the state funding and other counties and tribes.
- Assess and notify all your applicants.
- Initial damage assessments, state/federal damage assessments and disaster request need to be completed in 30 days statewide.

FLOOD RESPONSE AND ELIGIBILITY

Common Issues:

7. Procurement

- Provide full and open competition;
- Prepare and document cost or price analysis;
- Include ***required provisions*** in all contracts and subcontracts, to include those for remedies and termination, non-discriminatory compliance with labor laws and prohibitions of “kickbacks”;
- Take all necessary affirmative steps to ensure the use of small and minority firms, women’s business enterprises, and labor surplus area firms when possible;

Flood Response and Eligibility

Public Exigency

- There is a need to avoid, prevent or alleviate serious harm or injury, financial or otherwise, to the applicant, and use of competitive procurement proposals would prevent the urgent action required to address the situation.

Example

- **In June, a school is damaged by a tornado. The damages need to be repaired by September for the opening of the school year. The normal bidding process would take 90 days and the repair would require an additional 60 days. The school would not be ready for the first day of school if the normal procurement process was followed.**

Flood Response and Eligibility

Public Emergency

- There is a threat to life, public health or safety, or improved property which requires immediate action to alleviate the threat. (Short-lived)

Example

- **Severe weather impacts a city and causes widespread and catastrophic damage, including loss of life, widespread flooding, loss of power, damage to public and private structures, and millions of cubic yards of debris across the city, leaving almost the entire jurisdiction inaccessible. The city needs to begin debris removal activities immediately to restore access to the community, support search and rescue operations, power restoration, and address health and safety concerns. Under these circumstances, the city may find it necessary to award noncompetitive contracts to address threats to life, property and public health.**

Public Assistance

A	B	C	D	E	F	G
Debris Removal	Emergency Protective Measures	Roads & Bridges	Water Control Facilities	Buildings & Equipment	Utilities	Parks, Recreation, & Other
<p>Debris removal must be in the public interest and necessary to:</p> <ul style="list-style-type: none"> Eliminate immediate threats to lives, public health & safety; Eliminate immediate threats of significant damage to improved public or private property <p>Trees and Woody Debris Building Components Sand, Mud, Silt, & Gravel Removal of Temporary Levees</p>	<p>Search & Rescue Security Emergency Pumping Sandbagging Detour & Warning Signs EOC Activation Emergency & Temporary Repairs Overhead Power Lines Emergency Medical Facilities Emergency Evacuations Activities undertaken before, during and following a disaster to save lives, protect improved property</p>	<p>Roads</p> <ul style="list-style-type: none"> Surfaces Bases Shoulders Ditches Drainage Structures Low Water Crossings <p>Bridges</p> <ul style="list-style-type: none"> Decking & Pavement Piers Girders Abutments Slope Protection Approaches <p>Slope Failures</p>	<p>Dams and Reservoirs Levees Engineered drainage Channels Canals Aqueducts Sediment Basins Shore Protective Devices Irrigation Facilities Pumping Facilities</p>	<p>Buildings Structural Components Interior Systems</p> <ul style="list-style-type: none"> Electrical Mechanical Contents 	<p>Water Treatment Plants Power Generation & Distribution Facilities</p> <ul style="list-style-type: none"> Natural Gas Systems Wind Turbines Generators Substations Power Lines 	<p>Playground Equipment Swimming Pools Bath Houses Tennis courts Boat Docks Piers Picnic Tables Golf Courses Fish Hatcheries Mass Transit Facilities</p>

Public Assistance

Federal Declaration

Per capita multiplier (\$1.77) x State
Population =
\$10.1 Million Dollars (State Indicator)

Per capita multiplier (\$4.44) x County
Population = (County Indicator)

Project Threshold \$3,800

Public Assistance

State Declaration

Per capita multiplier (\$2.22) x County
Population = (County Indicator)

Project Threshold \$3,800

Individual Assistance

Conventionally Built Homes

Category of Damage	Definition	Flood Examples	Non-Flood Examples
Affected	Residences with minimal damage to the exterior and/or contents of the home.	<ul style="list-style-type: none"> Any water line in the crawl space or basement when essential living space or mechanical components are not damaged or submerged 	<ul style="list-style-type: none"> Partial missing shingles or siding. Cosmetic damage such as paint discoloration or loose siding. Broken screens. Gutter damage and debris. Damage to an attached structure such as a porch, carport, garage, or outbuilding not for commercial use. Damage to landscaping, retaining walls, or downed trees that do not affect access to the residence.
Minor	Encompasses a wide range of damage that does not affect the structural integrity of the residence.	<ul style="list-style-type: none"> Water line up to 18 inches in an essential living space. Damage to mechanical components (e.g. furnace, boiler, water heater, HVAC, etc.). 	<ul style="list-style-type: none"> Nonstructural damage to roof components over essential living space to include shingles e.g. roof covering, fascia board, soffit, flashing, and skylight. Non structural damage to the interior wall components to include drywall, insulation Non structural damage to exterior components Multiple small vertical cracks in the foundation. Damage to chimney to include, tilting, fallen, cracks, or separated from the residence. Damage to mechanical components (e.g. furnace, boiler, water heater, HVAC, etc.). Damage or disaster related contamination to a private well or septic system
Major	A residence may be categorized as having major damage when it has sustained significant structural damage and requires extensive repairs.	<ul style="list-style-type: none"> Essential living space (rooms required for occupancy of the home e.g., occupied bedroom when no vacant bedrooms are located on another floor, sole kitchen, sole living room, bathroom required for occupied bedroom): Water level 18 inches or greater and damage to mechanical components or electrical utilities such as main electrical panel; and failure or partial failure to structural walls, foundation, or support structures. Non-essential space (unfinished basements, storage space, recreational or common areas): Failure or partial failure to structural walls, foundation, or support structures; and severe damage to or complete failure of mechanical components or electrical utilities (such as main electrical panel) due to water level. 	<ul style="list-style-type: none"> Failure or partial failure to structural elements of the roof over required rooms to include rafters, ceiling joists, ridge boards, etc. Failure or partial failure to structural elements of the walls to include framing, sheathing, etc. Failure or partial failure to foundation to include crumbling, bulging, collapsing, horizontal cracks of more than two inches, and shifting of the residence on the foundation of more than six inches.
Destroyed	The residence is a total loss, or damaged to such an extent that repair is not feasible.	<ul style="list-style-type: none"> Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof). 	<ul style="list-style-type: none"> Only foundation remains. A residence that will require immediate demolition or removal because of disaster-related damage or confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).

Individual Assistance

Manufactured Homes

Degree of Damage	Definition	For Flood Damage	For Damage Other Than Flood (e.g., Wind Driven Rain, Earthquake)
Affected	This category includes residences with cosmetic damage only. It also applies to residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.	<ul style="list-style-type: none"> No damage affecting habitability; cosmetic damage only. 	The dwelling's frame is not bent, twisted, or otherwise compromised. <u>No structural components of the dwelling have been damaged</u> (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook up).
Minor	The residence is damaged and requires minimal repairs.	<ul style="list-style-type: none"> Water line is below the floor system. Skirting or HVAC is impacted. There is no structural damage to the residence and it has not been displaced from the foundation. 	<ul style="list-style-type: none"> There is no structural damage to the residence and it has not been displaced from the foundation. Nonstructural components have sustained damage - e.g. windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook up. Skirting or HVAC is impacted.
Major	The residence has sustained structural or significant damage that require extensive repairs.	<ul style="list-style-type: none"> Water has come into contact with the floor system. The residence has been displaced from the foundation, block or piers and other structural components have been damaged. 	The residence has been displaced from the foundation, block or piers and other structural components have been damaged.
Destroyed	The residence is a total loss.	<ul style="list-style-type: none"> The residence's frame is bent, twisted, or otherwise compromised Complete failure of two or more major structural components. 	<ul style="list-style-type: none"> The residence's frame is bent, twisted, or otherwise compromised. The residence is missing the roof covering or the structural ribbing has collapsed for the majority of the roof system.

Individual Assistance

Small Business Administration

SBA 25/40 Rule

- 25 Homes/Apts/Businesses with 40% or greater uninsured losses (in 1 County)

or

- 3 Businesses w/40% or greater uninsured losses AND 25% unemployment for 90 days or more

Reporting an event

Remember by federal and state statute, you only have 30 days from the incident period to report your damages, conduct an initial damage assessment, conduct a state damage assessment and request a disaster.

HSEM Disaster Recovery Team Contacts

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FHWA Emergency Relief Program Overview

Chris Nobach | Assistant Project Development Engineer | MnDOT State Aid

Erin Meier | Planner | MnDOT Emergency Management <https://www.dot.state.mn.us/stateaid/relief.html>

Basic Program Requirements

- Total event damage of \$700,000 (Federal Share) or more, Statewide.
 - Needs to be FHWA ER Eligible damage, not combined with any other programs (like FEMA)
- Damaged roadway needs to be classified as a Major Collector or above.
 - Does not matter who owns the road (State, local, federal, etc.). What matters is the classification of the road.
 - Anything classified as minor collector, or lower may be eligible for FEMA related reimbursements or other programs administered through DPS/HSEM.
- Individual site damage of at least \$5,000. Sites combine to meet threshold of \$700,000 (federal).
- Disaster declaration from the President or a Governor's Declaration with FHWA concurrence.
 - Can use a FEMA (Federal Declaration) to help our program.

Required Documentation

- Before we have a declared event, we need to know:
 - Type of Damage (roadways, bridges, debris, etc.)
 - Specific Location(s)
 - Cost Estimate -> each project needs to have a minimum of \$5,000 of damage.
 - Sites with smaller scope can be combined if located within ½ a mile of each other with similar damage.
 - Event total needs to add up to at least \$700,000.
 - Pictures
 - Debris disposal (FEMA eligibility)

Classifying Repair Work for FHWA ER

Three Types of Repair Work:

- Emergency Restoration - reopening roadway to essential traffic, mitigating spread of existing damage and future damage.
 - 100% reimbursable, complete within 270 days of incident.
- Permanent Repairs Concurrent with Emergency Restoration (PRCER)
 - Emergency repairs are 100% reimbursable
 - Permanent Repairs are split 80%/20% between the FHWA and the locals.
 - Fewer environmental restrictions.
 - Has to be less than \$150k in damage at this site and damage has to be within existing Right of Way.
 - Must complete within 180 days of incident.
- Permanent Repairs
 - Work to restore roadway to normal traffic.
 - Requires NEPA clearance prior to Authorization.
 - Reimbursed at an 80%/20% rate.

Work Ineligible for FHWA Reimbursement

- Sites with less than \$5,000 of total cost
- Work already reimbursed by FEMA
- Heavy maintenance or repairs of pre-existing conditions
- Damage to sites that have already been programmed in the State Transportation Improvement Program (STIP)

- Talk to your County Engineers. Coordinate reimbursement issues and ensure roadways are eligible.
- Talk to your MnDOT District staff to make them aware of your damage and program eligibility.
- Sites with damage over \$150,000 or unique damage require a site visit from FHWA -> See website for request form and other resources.
- Do not hesitate to reach out to our unit.

- Website
 - Trunk Highway/Emergency Management - <http://ihub/admin/emergency-management/emergency-relief.html>
 - State Aid - <https://www.dot.state.mn.us/stateaid/relief.html>
- FHWA Emergency Relief Video Training
 - https://www.youtube.com/playlist?list=PL0rmHaSsN3sdvrULGYrgHnat_EHJJIqJ

Contacts

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MnDOT Trunk Highway