

## How to get reimbursed for an Emergency Relief Event (Local Agency)

- Emergency Restoration (NEPA is signed DDIR)
  - Work done by County forces:
    - Provide DSAE with documentation and summary of actual costs of the work.
    - Documentation can be timesheets, invoices, or anything that shows the cost of the work.
  - Work done by a contractor:
    - Provide DSAE with documentation and summary of actual costs of the work.
    - Documentation can be whatever shows the cost of the work.
  
- Permanent Work Concurrent with Emergency Restoration Must be within 180 days of event.
  - NEPA
    - Documentation of contact with MnDOT Cultural Resources Group, Endangered Species clearance and clearance from Army Corps of Engineers if a permit was needed prior to work being started.
    - Competed SA1-ER with attachments to DSAE.
  - Work done by County forces:
    - Provide DSAE with documentation and summary of actual costs of the work.
    - Documentation can be timesheets, invoices, or anything that shows the cost of the work.
  - Work done by a contractor:
    - Provide DSAE with documentation and summary of actual costs of the work.
    - Documentation can be whatever shows the cost of the work.
  
- Preliminary Engineering
  - NEPA
    - Non-Infrastructure Project Memo to DSAE
  - Work done by County forces:
    - Provide DSAE with documentation and summary of actual costs of the work.
    - Documentation can be timesheets, invoices, or anything that shows the cost of the work.
  - Work done by a consultant:
    - Provide DSAE with documentation and summary of actual costs of the work.
    - Documentation is billing from consultant with timesheets.
    - Copy of contract with consultant.
  
- Permanent Construction Costs
  - NEPA
    - Competed SA1-ER with attachments to DSAE or Regular Project Memo (see SALT website) depending on impacts of the larger construction project.

- Work done by a contractor
  - Follow normal DCP process (see SALT website).
- Construction Engineering Costs
  - NEPA
    - Documented and estimated in the Permanent Construction Cost NEPA document.
  - Work to be done by County forces:
    - Public Interest Finding (PIF) to justify why it is more economical to have the county forces do the work.
    - Provide DSAE with documentation and summary of actual costs of the work.
    - Documentation can be timesheets, invoices, or anything that shows the cost of the work.
  - Work done by a consultant:
    - Provide DSAE with documentation and summary of actual costs of the work.
    - Documentation is billing from consultant with timesheets.
    - Copy of contract with consultant.
- Right of way Costs
  - NEPA
    - Documented and estimated in the Permanent Construction Cost NEPA document.
  - Provide ROW plan to DSAE showing necessary ROW and estimated costs prior to authorization.
  - Following purchase of ROW
    - Documentation of costs and summary to DSAE
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