

Module Title: IDA AND PDA FOR PUBLIC INFRASTRUCTURE ASSISTANCE (PA)**Module Summary:**

This module provides a two-step process on how to conduct an Initial Damage Assessment (IDA) for Public Infrastructure Assistance (PA) and information required during the (PDA) Joint Preliminary Damage Assessment to warrant a Major Presidential Disaster Declaration designating Public Assistance for a County.

Classroom Hours:

60 minutes

Method of Instruction:

Lecture, instructor led discussion.

Terminal Learning Objective:

Participants will be able to explain how to conduct an IDA for PA and become familiar with the state IDA forms. Participants will be able to explain the criteria that warrant supplementary federal assistance under a Major Disaster Declaration.

Enabling Learning Objectives:

What is Public Assistance (PA)
Describe the seven categories of PA
Explain the importance of impacts
Identify the entities that would complete the IDA data forms
Identify costs or damages that can be included on the IDA data form
Describe the two step process and the importance of submitting the IDA form
Describe the criteria/factors that are evaluated during the Joint PDA
Explain how an entity can prepare for the Joint PDA

Scope:**IDA**

Description of seven PA categories (program criteria)
Who should be involved in data collection
Discussion of Categories of work and eligibility
Completed form examples of Category A and B listings
Permanent Work – Categories C-G
Completed form examples for Categories C-G
Infrastructure Public Assistance Data Collection Form

PDA

Criteria/Factors evaluated during the Joint PDA

The importance of severity and impacts

Cost limitation on the PDA

Local and State roles

Preparing for the PDA

Pre-declaration repairs

Preparing for future disasters

Methodology:

The instructors will provide a description of the IDA and PDA process and what is involved in conducting an IDA and PDA.

Instructors will introduce students to the “IDA Infrastructure (Public Assistance) Initial Damage Assessment Data Collection” form submitted to the County, and discuss its importance. The instructor will discuss criteria and factors evaluated in order to receive the Major Disaster Declaration designating Public Assistance supplementary financial assistance.

Instructional Resources Required:

Module 3 Power Point Slides

Instructor Guide

Computer

Plasma Projector

Chart packs and Felt pens

Forms: IDA and PDA documents

Practical Exercise Statement:

None completed.

Evaluation Strategy:

Observation of student participation during classroom discussion.



When a disaster or emergency occurs, it is the responsibility first of the local community and the State or Tribe to respond. However, at times their combined efforts are not sufficient to effectively address the direct results of the most serious events. These situations call for Federal assistance. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. §§5121 – 5207, authorizes the President to provide Federal assistance to supplement State, Tribal, and local efforts. The Federal Emergency Management Agency (FEMA), a component of the Department of Homeland Security, coordinates the delivery of assistance under the law and provides grants through the Public Assistance Program to help with the extraordinary costs for response and infrastructure recovery.¹

As part of this process to determine if federal assistance through the Public Assistance program is warranted, an Initial Damage Assessment (IDA) and Preliminary Damage Assessment (PDA) must occur to determine if the event is beyond the local and State capabilities. There are certain criteria established and evaluated to determine this through the IDA and PDA process.

¹ FEMA Public Assistance Handbook 323

Overview Major Declaration Process

Part I – Initial Damage Assessment for Public Infrastructure

- What is the purpose and process of the IDA?
- Who completes the forms and what should they capture?

Part II – Preliminary Damage Assessment for Public Infrastructure

- What is the purpose and process of the PDA?

One purpose of the Initial Damage Assessment (IDA) is to determine if federal assistance is warranted through a Major Presidential Disaster Declaration.

The assistance that could be made available would provide supplemental financial assistance to State, local, and tribal governments and certain private nonprofit organizations for response and recovery activities required as the result of a Major Presidential Disaster Declaration.

This is a cost share program. FEMA funds 75%, the applicant provides 25%.

There are certain thresholds and factors considered in order to determine if a Major Presidential Disaster Declaration is warranted, this will be covered under the Preliminary Damage Assessment section.

The information collected during the IDA is evaluated by the State (OEM) to determine if a request for a Preliminary Damage Assessment (PDA) is needed.

It's a two-step (IDA then PDA) process in determining if a Presidential Disaster declaration designating Public Assistance is needed.

The PDA is basically a validation of damages and gathering of impacts submitted during the IDA.

Initial Damage Assessments

- This is a two step process: 1st IDA and 2nd PDA by Joint State/FEMA teams to verify costs and validate damages
- Damage estimates are consolidated by County to determine if federally mandated thresholds (Public Infrastructure) by County has been reached (\$3.39)
- Additional statewide threshold must be met to be considered for federal financial assistance (\$1.35)
- ***Even if the damage costs do not meet the county threshold, the sum of the smaller damages will add to the state total (threshold).***

The IDA is the first step towards determining if supplemental Federal assistance is needed.

In order to prepare and evaluate for possible Federal supplementary assistance an understanding of the evaluation criteria for the Public Assistance (PA) program (44 CFR 206.48), is fundamental. Each program has its own criteria and these are based on the extent of damages and the State and local government's ability to respond – one component in the criteria is the per capita threshold, this is the estimated damages (in dollars) divided by the populations of the affected County and the state as a whole.

This is a major component used in determining whether to provide supplemental Federal disaster assistance under the Public Assistance program- -

- County threshold is currently \$3.39 per capita (FY12)
 - This indicator would designate the County for PA
- State threshold is currently \$1.35 per capita(FY12)
 - This indicator would designate the State for a Presidential Disaster Declaration.

Both thresholds should be met to meet the criteria to warrant Federal assistance. The only exception to this is in extreme cases, where the localized impact has an extraordinary concentration of damages (this is typically in the thousands per capita).

The other criteria will be discussed in the PDA module of this training.

The population is based on the 2010 Census.

The threshold changes every October 1 based upon the Consumer Price Index (CPI).

It's important that all damages are reported to the County EM. Even if the cost of damages does not meet the County threshold, the sum of smaller damages or non-threshold meeting counties will add to the State threshold total.

Also see handout, *Check list for IDA and PDA Process Public Assistance (Infrastructure)*

Public Assistance IDA

- **Infrastructure Data Collection Forms**
- **Who should collect and provide the information?**
 - Governmental Departments (Public Works, Parks, emergency service agencies, etc.)
 - Private nonprofits (utilities, hospitals, schools)
 - Special districts (Irrigation, school, utilities)
 - Local governments
 - Tribal governments

An accurate and timely Initial Damage Assessment (IDA) is critical for possible disaster reimbursement from FEMA.

It is the responsibility of the County EM to notify potential applicants within their jurisdiction and coordinate the IDA effort for their County.

The County Emergency Manager (EM) or designee will contact all potential applicants within its jurisdiction to complete the IDA. Each department within the jurisdiction should complete their own Data collections forms.

The State (OEM) will contact State agencies (including university system) and incorporate the State agencies IDA (damages or costs) submittal within each County. State agencies must have a set for each county where damaged facilities are located.

The State will also contact the tribes. Tribal governments will complete the data form and summary form and submit directly to the State (OEM).

Any potential applicant with facilities in more than one county must submit a set of IDA forms to each county in which they have damaged facilities or have incurred cost. The IDA data forms are completed on a county by county basis.

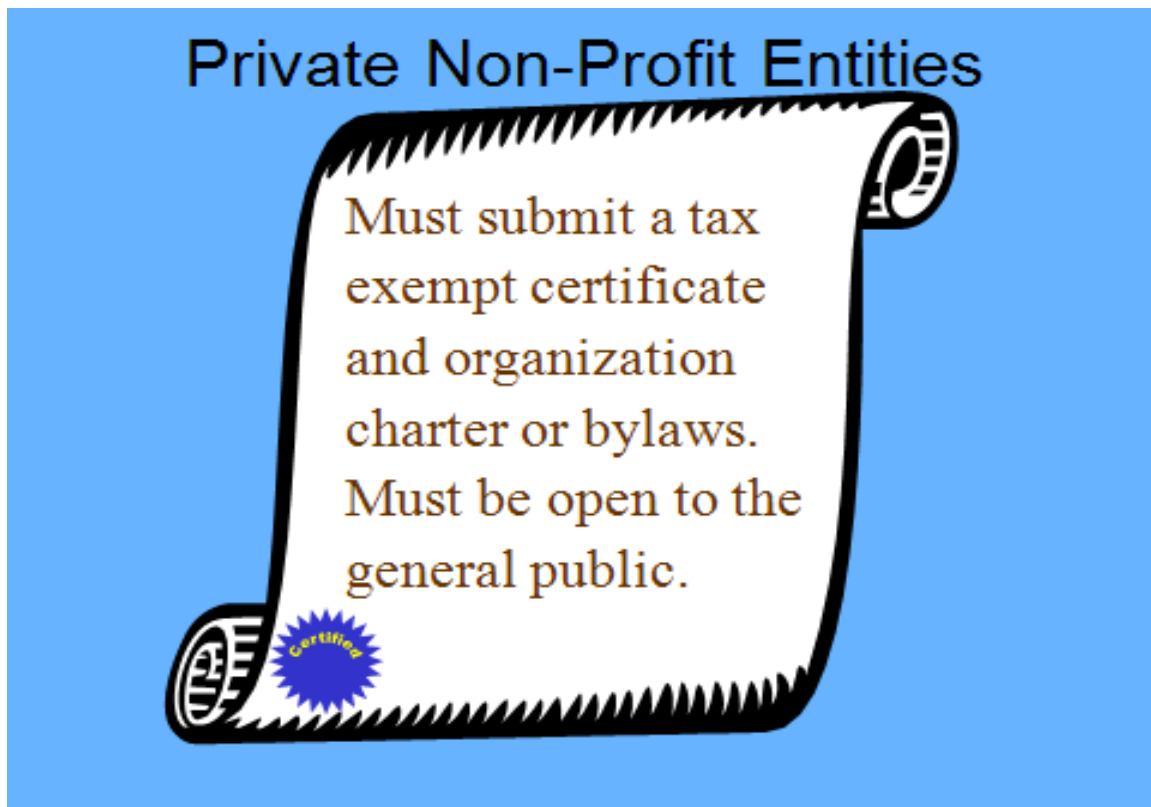
If you are located in Marion County but you also have a facility in Polk County you will complete a set of forms showing your damages in Marion County and send that to the Marion County EM. You will also complete forms for your Polk County damages and send those to the Polk County EM.

All public entities or Private Non Profits (PNPs) that have sustained damages or costs as a direct result of the event should complete their own data form for submittal to County EM (see next page for PNP guidance).

Remember these damages and cost identified on the data form must be:

- Legal responsibility of eligible applicant
- In active use at time of event
- Damaged as the result of event

It is important that all damages are reported to the County EM. Even if the cost of damages do not meet the County threshold, the sum of smaller damages or non threshold meeting counties will add to the State threshold total.



Definition of Private Non Profit (PNP): Any non-governmental agency or entity that currently has either an effective ruling letter from the U.S. Internal Revenue Service granting tax exemption or satisfactory evidence from the State that the non-revenue producing organization or entity is a nonprofit organized or operating under State law.

This documentation does not need to be provided during the IDA process when the IDA forms are being completed and submitted.

Proof of status or ruling will be required for Federal financial assistance under the Public Assistance program.

The facility must be open to the general public and provide an essential governmental type service.

PNPs facilities are also defined by “Critical” and “Essential” PNP facilities.

Critical PNPs provide “critical services” as defined in 44 CFR 206.226©(1), which include power, water [including water provided by an irrigation organization or facility in accordance with 206.221(e)(3)], sewer services, wastewater treatment, communications, education, emergency medical care, fire department services, emergency rescue, and nursing homes.

Essential PNP services include museums, animal control facilities, homeless shelters, etc. If in doubt on the eligibility, submit IDA anyway, this can be determined later.

For purposes of the IDA, the PNP's that fit within these guidelines should complete the IDA data form.

Also see Handout, *OEM-FEMA Public Assistance PNP Quick Reference* for program guidance on PNP's.

Note: If declared for Public Assistance (Major Disaster Declaration) both critical and non-critical PNPs should apply to FEMA for Public Assistance, however, Essential PNPs may be required to apply for an SBA loan if seeking assistance for permanent repair or restoration of damaged facilities.

Initial Damage Assessment (IDA) Public (Infrastructure) Assistance (PA)

Infrastructure Data Forms

- Public works
- Private nonprofits (utilities, hospitals, schools)
- Special districts (irrigation, school, utilities)
- State agencies
- Local governments
- Tribal governments

County Summary Form

- Local Emergency Manager or his/her designee
- Tribal governments

The IDA data collection forms are submitted to the County EM for roll-up of all assessments and impacts for that County.

Comments: should include **Impacts** – is there life, health, safety at risk? Also recommend to include the date of damage incurred or start of cost incurred.

The term **“impact”** is a brief interpretation of what the assessed damages mean to the community now and over the long term.

Inspector Name and Contact: Primary contact person for questions on IDA

The Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Form is available in Excel format at OEM's website:

http://egov.oregon.gov/OMD/OEM/fin_rec/section_b_form.shtml

Public Assistance IDA By Category

- **Category A** Debris Removal
- **Category B** Emergency Protective Measures
- **Cat A & B** **OT labor only if using own work force (Force Account)**
- **Category C** Roads and Bridges
- **Category D** Water Control Facilities
- **Category E** Buildings and Contents
- **Category F** Utilities
- **Category G** Parks and Other

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Categories A-B are considered Emergency Work: Measures taken to eliminate immediate threats to lives, public health, and safety, and to protect improved public and private property.

Category A: Debris Removal includes estimate for clearance, removal, and disposal of hazard causing debris. The platform for eligible debris is “when in the public interest, to eliminate an immediate threat to life, public health, and safety; or eliminate an immediate threat to significant damage to improved property; or to ensure the economic recovery of the affected community”.

The debris must be a result of the declared disaster and the removal and disposal of the debris must be the legal responsibility of an eligible applicant. Include estimate for debris removal activities that are necessary to address one of the following:

- Eliminate immediate threats to lives, public health and safety;
- Eliminate immediate threats of significant damage to improved public or private property; and
- Ensure economic recovery of the affected community to the benefit of the community-at-large

The threat of damage to improved private or public property or to lives, public health and safety as a result of an event that could reasonably occur within five years is called an **immediate threat**. For example, for a flood, the immediate threat would relate to the potential for damages resulting from a five-year flooding event; i.e. a flood that has a 20 percent chance of occurring in any given year.

Category B: Emergency Protective Measures consider this response work when estimating for the emergency work categories and using own work force to complete this work, report only the estimated overtime labor, plus fringe. However include all material and equipment usage in your estimate.

Categories C-G: Permanent Work Categories consider this recovery work repairing damaged facilities to pre-disaster condition.

Also see *Public Assistance Damage Assessment Guidelines* handout for category examples.

Note: The term Force Account means using your own work force to complete/estimate the work.

Category A – Debris Removal

- Estimate quantities by sampling
- Estimate cost based on force account or contract
- Use historical or local area unit cost
- Focus on debris on public property
- But, if warranted include potential debris brought to curb
- Private roads/gated communities may not be eligible
- Debris on FAS roads may not be eligible

During the IDA, the level of accuracy and precision is less than what would be required for federal reimbursement. The IDA is your best estimate. Ground measurements of debris can be taken to develop estimates, using visual observation, or by detailed data collection (equipment, measuring tapes, GPS units). Representative sampling can be used if appropriate.

For additional guidance see Debris Estimating Field Guide, FEMA 329/September 2010.

<http://www.fema.gov/government/grant/pa/policy.shtm>

Debris removal estimates should note types of debris and associated quantities, preferably in cubic yards (CY). Use historical rate per unit to determine total estimate. Be prepared to explain how you developed unit price and estimate.

Include debris to be removed or cleared from roads and highways, including the travel lanes and shoulders, roadside ditches and drainage structures, and maintained right-of-ways. Cost incurred/projected should be included in the IDA.

Do not include debris removal estimates from private property unless government forces would normally have a legal responsibility to do so.

Please see FEMA policies (9523) for details on debris removal from private property.

Identify on the IDA if the debris is being removed from a Federal Aid System (FAS) road. Your Public Works agency should know the functional classification of their road systems.

FAS – Federal Highway Administration (FHWA) assistance is available for debris removal on Federal-Aid-System roads. If the ER program is not activated then FEMA assistance may be available. Note: A Rural Major Collector and above is classified as a federal aid system (FAS) FHWA eligible. Classifications are available on ODOT website at:

<http://www.oregon.gov/ODOT/TD/TDATA/gis/CountyMaps.shtml>

Category B – Emergency Protective Measures

- **Examples of Emergency Work**
 - Protective Measures
 - Barricading
 - Sandbagging
 - Boarding Up Windows
 - Temporary Roof Coverings
 - Fire, Police Activities
 - Temporary Relocation
 - Mutual Aid
 - See FEMA Policy 9523.6

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Emergency work are measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

Emergency protective measures should describe the work undertaken, such as pumping, sandbagging, and search and rescue operations. Your estimate should include the response cost incurred before, during, and after a disaster to save lives and to protect improved public and private property.

Volunteer effort must be documented, but not included towards the per capita threshold.

Include costs incurred for mutual aid. (For guidance on mutual aid and federal reimbursement see policy# 9523.6).

<http://www.fema.gov/government/grant/pa/9500toc.shtm>

See Handout- *Public Assistance Damage Assessment Guidelines* for examples on categories.

Eligibility Reminders Category A & B

- Only disaster related work
- If costs unavailable, estimate labor/equipment
- Only overtime labor
- What materials used
- Contract costs for eligible work

Again, it is important to note that only overtime plus fringe is eligible for force account labor when estimating costs for emergency work (category A-B) and that overtime and regular time are both eligible for permanent work (category C-G).

Temp hires - include regular and OT (if hired as direct result of event)
Seasonal employees already in place – regular time not eligible

- OT policy - adopted and in place PRIOR to the event to be eligible, cannot be discretionary or contingent on federal assistance
- Overtime compensation is limited to normal practice per written and adopted agency policy
- OT policy must be in place prior to the disaster and must not be discretionary or pay out only for FEMA funded events.
- Discretionary – “Director may choose to authorize overtime”

CONTRACT TIME IS ELIGIBLE – SO LONG AS IT IS MEETING THE CONTRACTING REQUIREMENTS OF 44 CFR 13.36 *(applicants will use their own procurement procedures which reflect applicable State and Local laws and regulations, provided that the procurements conform to applicable Federal Law and standards identified in this section.)*

Counties and cities should make sure that they have proclaimed or declared an emergency. If emergency contracting is included in your proclamation, this will also allow you to initiate your emergency contracting processes.

Material costs and equipment time are eligible if used on disaster work.

Note: if declared for Federal assistance, force account equipment costs will be based on the FEMA rate or the local rate ***whichever is less.***

For purposes of the IDA, FEMA equipment rates are not necessary.

For reference FEMA equipment rates can be found at the following link:

<http://www.fema.gov/government/grant/pa/eqrates.shtm>

OREGON EMERGENCY MANAGEMENT INFRASTRUCTURE (PUBLIC ASSISTANCE) INITIAL DAMAGE ASSESSMENT FIELD DATA COLLECTION FORM				
NAME OF PUBLIC (GOVERNMENT) OR PRIVATE NONPROFIT: <u>City of Estacada</u>		COUNTY: <u>Clatsop County</u>		
<i>(List damage and emergency response costs for only one agency on each form. Use more than one form per agency if necessary. Only certain points and profits should be included on this form. Additional instructions for this form on reverse side.)</i>				
Category	Brief Description of Damage or Cost	Location	Estimated Cost	Comments (Impact)
A	DEBRIS REMOVAL FROM STORM DRAIN SYSTEM TO PREVENT OVERFLOW EVENTS / FUELED EMERGENCY GENERATORS AND PUMPS	ALL LIFT STATIONS / STORM DRAIN COLLECTION SYSTEM	\$360.63	EMPLOYEE HOURS
A	DEBRIS REMOVAL FROM STORM DRAIN SYSTEM AS WADE CREEK POND / DEBRIS REMOVAL FROM STORM DRAIN SYSTEM TO PREVENT OVERFLOW EVENTS / FUELED EMERGENCY GENERATORS AND PUMPS	WADE CREEK POND / ALL LIFT STATIONS / STORM DRAIN COLLECTION SYSTEM	\$2,043.71	EMPLOYEE HOURS
A	DEBRIS REMOVAL FROM STORM DRAIN SYSTEM	WADE CREEK POND	\$303.87	EMPLOYEE HOURS
A	DEBRIS REMOVAL FROM STORM DRAIN SYSTEM	WADE CREEK POND	\$1,343.27	EMPLOYEE HOURS
A	SLIDE CLEARANCE		\$102.00	
B	SAG FORMER		\$62.00	
F	WATER TREATMENT FACILITY UPSETS / WASTEWATER TREATMENT FACILITY UPSETS	WATER TREATMENT PLANT / WASTEWATER TREATMENT PLANT	\$1,756.83	EMPLOYEE HOURS
F	TRUCK RENTAL FOR WASTEWATER COLLECTION SYSTEM	CITY TRUNK LINE	\$2,317.50	
C	REPAIRING STREETS: POTHOLE PATCHING, AFTER EVENT	SE 4TH AVE / N 13TH AVE / 3RD AVE	\$60.00	
C	REPAIRING ROADWAY SHOULDERS: AFTER EVENT	THROUGHOUT TOWN	\$132.60	
F	SEWER CLEANING, OVERFLOW EVENT	2411 NW WADE STREET	\$2,500.00	
F	SEWER CLEANING, OVERFLOW EVENT	411 SW JUNIPER	\$1,000.00	
Inspector's Name		Contact Information	Date:	

Description (Category A):
High winds deposited estimated 10,000 CY of debris city wide. Force Account OT and equipment total for clearance, pick up and disposal est. \$120,000.

Comments (Category A):
Existing debris endangers residents, and impedes traffic public works is now clearing for emergency vehicles.

Example:

The **description** should be quantitative. For example, the description estimates the CY of debris and describes that they estimated using force account labor for the clearance, removal, and disposal of the debris.

Location is the area of debris activity; estimated cost is for the clearance, removal, and disposal of the debris.

Comments should describe the **impact** of the damage or describe life, health, and/or safety risks due to the described damage or cost incurred. For example, the disaster debris impeded the flow of traffic to the public and emergency response vehicles, requiring the use of alternate routes. This describes the effect the debris had during the disaster.

The term **“impact”** is a brief interpretation of what the assessed damages mean to the community now and over the long term.

As part of the evaluation conducted by the State it’s not only the damage dollars but also the impacts on how the disaster is affecting the local jurisdiction that is evaluated.

Permanent Work

- Category C: Road Systems
- Category D: Dams and Levees
- Category E: Buildings
- Category F: Utilities
- Category G: Parks and Other

For the purpose of the IDA, keep this in mind when completing the IDA data form:

- Must restore damaged facility to pre-disaster design and capacity
- The damage must be a direct result of the event

The damage must be a direct result of the event - If disaster occurred (incident period) between October 1st and 8th, don't include costs for damages that occurred on October 15th.

Note: FEMA's definition of a facility is a building, works, system, or equipment (built or manufactured), or an improved and maintained natural feature. Improved and maintained natural features must have a maintenance schedule or be engineered.

In developing your estimates consider the following:

- If estimating by force account: Regular, Overtime, and Fringe Benefits are eligible under these categories for regular employees
- Overtime compensation is limited to normal practice per written and adopted agency policy

- Include contract work or derive estimates for repairs based upon recent contracts unit prices on pre-event construction projects.

Note: On contracts following a disaster declaration: Potential applicants must follow local, State or Federal procurement rules, whichever is the most restrictive. For further information see below link to 44 CFR 13.36.

<http://www.fema.gov/government/grant/pa/resources.shtm>

Include all actual and or estimated equipment usage and material costs to restore to pre-disaster conditions.

Note: If declared for Federal assistance force account, equipment costs will be based on the FEMA rate or the local rate ***whichever is less.***

For purposes of the IDA, FEMA equipment rates are not necessary.

For reference FEMA equipment rates can be found at the following link:

<http://www.fema.gov/government/grant/pa/eqrates.shtm>

Category C - G

For IDA work:

- Identify if facility is under another federal authority such as FHWA, USACE or NRCS
- These are NOT ELIGIBLE:
 - Increased operating cost
 - Lost revenue
 - Deferred maintenance
 - Natural features
 - Landscaping

If a building repair cost exceeds 50% of the estimated replacement costs use estimate to replace facility, if less than 50% use repair estimate.

Insurance Coverage: Insured facilities are duplication in benefit. If the facility is insured document the deductible amount. Any deductible amount can be included in the threshold.

Do not include upgrades! Only include costs to bring the facility to pre-disaster design and condition. If it was a single span single lane bridge that was washed away, calculate the costs for the same bridge, not a multilane bridge.

Do not pad costs and inflate figures

Do not include contingency in your estimates

Do not include deferred maintenance – include only disaster related damages

Category C-G

For IDA work:

- Estimate whether or not the facility is more than 50% damaged
 - If not estimate repair costs
 - If so, use estimated replacement costs
- Do not expend effort on investigating applicable codes and standards. There is insufficient time during an IDA
- Identify if facility is covered by insurance (note deductible amount)
- Repair to pre-disaster design, capacity, and function

Be sure this is understood in the briefing.

Examples of increased operating costs:

- Increased hospital patient care costs
- Increased cost of administrative operations of facilities (schools, nursing homes, etc.)
- Increased costs of telecommunications (e.g. additional cell phone instruments and fees)
- Food service (other than mass feeding as an emergency protective measure)

Examples of Loss of Revenue:

- When a hospital releases non-critical patients in order to make room for disaster victims
- When utility system is shut down as the result of the disaster
- When the State waives the normal fee for ferry service to encourage alternate transportation
- Natural landscaping and features: refer to FEMA's definition of a facility

OREGON EMERGENCY MANAGEMENT INFRASTRUCTURE (PUBLIC ASSISTANCE) INITIAL DAMAGE ASSESSMENT FIELD DATA COLLECTION FORM				
NAME OF PUBLIC (GOVERNMENT) OR PRIVATE NONPROFIT		CITY OF ESTACADA		
COUNTY		CLATSOP COUNTY		
<small>(List damage and emergency response costs for only one agency on each form. Use more than one form per agency if necessary. Only certain projects non-profit should be included on this form. Additional instructions for this form on reverse side.)</small>				
Category	Brief Description of Damage or Cost	Location	Estimated Cost	Comments (Impacts)
A	DEBRIS REMOVAL FROM STORM DRAIN SYSTEM TO PREVENT OVERFLOW EVENTS / FUELED EMERGENCY GENERATORS AND PUMPS	ALL LIFT STATIONS / STORM DRAIN COLLECTION SYSTEM	\$560.60	EMPLOYEE HOURS
A	DEBRIS REMOVAL FROM STORM DRAIN SYSTEM / WADE CREEK POND / DEBRIS REMOVAL FROM STORM DRAIN SYSTEM TO PREVENT OVERFLOW EVENTS / FUELED EMERGENCY GENERATORS AND PUMPS	WADE CREEK POND / ALL LIFT STATIONS / STORM DRAIN COLLECTION SYSTEM	\$2,043.71	EMPLOYEE HOURS
A	DEBRIS REMOVAL FROM STORM DRAIN SYSTEM	WADE CREEK POND	\$309.81	EMPLOYEE HOURS
A	DEBRIS REMOVAL FROM OVERFLOW PUMPS		\$1,343.27	EMPLOYEE HOURS
A	SLIDE CLEARANCE		\$102.00	Comments (Category A): Existing debris endangers residents, and impedes traffic public works is now clearing for emergency vehicles.
B	SAFETY		\$62.00	
F	WATER TREATMENT FACILITY UPSETS / WASTEWATER TREATMENT FACILITY UPSETS	WATER TREATMENT PLANT / WASTEWATER TREATMENT PLANT	\$1756.89	EMPLOYEE HOURS
F	TAG TRUCK RENTAL FOR WASTEWATER COLLECTION SYSTEM	CITY TRUCK		Comments (Category C): Road closure necessitates alternate routes in excess of 5 miles
C	REPAIRING STREETS / POLE PATCHING, AFTER EVENT	BEATHAVEN / 3RD AVE		
C		ESTACADA TOWN	\$132.60	
F		ESTACADA STREET	\$2,500.00	
F	SEWER CLEARANCE, OVERFLOW EVENT	ALL 21" / 20" PIPES	\$1,000.00	
Inspector's Name		Contact Information		Date:

Example of Permanent Work (Recovery Activities):

When describing damages and scope of work use simple phrase to describe damage followed by project dimensions.

All cost estimates should reflect, at a minimum, the work necessary to repair or replace the facility.

The State (OEM) reviews this information for eligible types of damage and costs that fit within FEMA’s criteria.

Comments should describe the impact of the damage or describe life, health, and safety risk due to the described damage or cost incurred. For example, the damage impeded the flow of traffic requiring the public and emergency service vehicles to take an alternate route.

Other impact examples:

- 100 families isolated
- Essential services interrupted
- Loss of tax base
- Loss of firefighting capability of community

As part of the evaluation conducted by the State it’s not only the number of facilities damaged or destroyed, but the severity of the event.

OEM's Public Infrastructure Summary

County	Jurisdiction	Category							Total	Pop	Per Capita Impact
		A	B	C	D	E	F	G			
Albany		\$ -	\$ 66,818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,818	295,368	\$ 2.26
Clatsop		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11,738	\$ -
Clatsop	COOT		\$ 890						\$ 890		
	City of Portland	\$ 77,000	\$ 88,500	\$ 20,000					\$ 185,500		
	City of Gresham		\$ 2,818						\$ 2,818		
	County PW	\$ 200,000		\$ 100,000					\$ 300,000		
	Portland Water Bureau	\$ 9,200	\$ 3,545						\$ 12,745		
									\$ 0		
									\$ 0		
		\$ 283,200	\$ 91,863	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 495,063	617,806	\$ 8.01
Franklin	City of Independence	\$ 950	\$ 1,270	\$ 500				\$ 2,300	\$ 2,300	97,074	\$ 0.02
	Monmouth Public Utilities			\$ 791					\$ 791		
	Pub. County PW	\$ 80,000	\$ 150,000	\$ 725,000					\$ 955,000		
									\$ 0		
		\$ 80,950	\$ 151,270	\$ 725,501	\$ -	\$ -	\$ -	\$ -	\$ 957,721	64,888	\$ 14.76
Washoe	City of Rufus	\$ 6,890							\$ 6,890		
	Sherman County	\$ 13,479	\$ 9,793						\$ 23,272		
	Sherman County			\$ 37,808					\$ 37,808		
	Deschutes State Park			\$ 19,000					\$ 19,000		
		\$ 20,369	\$ 9,793	\$ 46,808	\$ -	\$ -	\$ -	\$ -	\$ 76,970	3,368	\$ 22.86
Wallowa	Cape Island State Park					\$ 5,000			\$ 5,000		
	Tillamook City PW	\$ 45,970		\$ 410,000			\$ 20,000	\$ 7,500	\$ 483,470		
	Tillamook City Parks	\$ 10,000					\$ 20,000	\$ 20,000	\$ 50,000		
	North Water District	\$ 3,300						\$ 15,000	\$ 18,300		
	Port of Tillamook Bay	\$ 17,000	\$ 1,000	\$ 12,000				\$ 1,000	\$ 31,000		
	Tillamook Anglers Club	\$ 1,000	\$ 200	\$ 3,000	\$ 1,000	\$ 18,000	\$ 1,000	\$ 1,000	\$ 25,000		
									\$ 0		
									\$ 0		
	City of Marysville	\$ 22,279	\$ 1,244	\$ 425,144	\$ 1,044	\$ 64,044	\$ 46,344	\$ 34,342	\$ 594,341	24,344	\$ 24.41
									\$ 0		
	City of Echo			\$ 20,000					\$ 20,000		
									\$ 0		
		\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	20,144	\$ 0.99

The State (OEM) summarizes the damages and impact for the entire State. If thresholds and impacts are met, the State will request a Joint Preliminary Damage Assessment (PDA). The PDA is the second step towards possibly receiving a Presidential Disaster Declaration.

The primary indicator to warrant a request for a Joint PDA is the per capita thresholds:

- County threshold is currently \$3.39 per capita
- State threshold is currently \$1.35 per capita
- The State threshold must also be met

The population is based on the 2010 Census.

These figures changes every October 1 based upon the Consumer Price Index. **The figures listed here are effective from 10/1/11-9/30/12.**

All damages should be reported to the County EM. Even if the cost of damages do not meet the County threshold, the sum of smaller damages will add to the State threshold total.

THE STATE HAS **30 DAYS FROM THE TIME THE EVENT ENDS** TO REQUEST A PRESIDENTIAL DISASTER DECLARATION.

The request must be to FEMA Region X before the end of the 30 day window. In this time frame the following **should** occur as well:

- Local assessment: 3-5 days
- FEMA/state joint assessment: 3-5 days
- Supplemental Justification (justification uses information obtained from the IDA impacts)
- Governor's request for Major Presidential Disaster Declaration



The Joint Preliminary Damage Assessment is the second step towards possibly receiving a Major Disaster Declaration designating a County for the Public Assistance program.

The Public Assistance (PA) is supplementary federal assistance provided under the Stafford Act to state and local governments, and eligible private non-profit (PNP) organizations.

Public Assistance does not provide assistance for the direct benefit of individuals, families, or businesses. Funding is provided for eligible work to remove debris, provide emergency protective measures, and restore eligible facilities to their pre-disaster design, function, and capacity.

PA is typically a cost share program. FEMA funds 75%, the applicant provides 25%.

This module will address the certain thresholds and factors considered by FEMA in order to determine if a Major Presidential Disaster Declaration is warranted. The law that establishes the process and types of assistance is the Robert T. Stafford ***Disaster Relief and Emergency Assistance Act***, 42 U.S.C. §§ 5121-5206. The rules are found in the 44 Code of Federal Regulations.

The State summarizes the damages and impact for the entire State. If thresholds and impacts are met, the State will request a Joint Preliminary Damage Assessment (PDA). The PDA is the second step towards possibly receiving a Presidential Disaster Declaration.

The primary indicator to warrant a request for a Joint PDA is the per capita thresholds:

- County threshold is currently \$3.39 per capita.
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The population is based on the 2010 Census.

These figures changes every October 1 based upon the Consumer Price Index. ***The figures listed here are effective from 10/1/11-9/30/12.***

All damages should be reported to the County EM. Even if the cost of damages do not meet the County threshold, the sum of smaller damages will add to the State threshold total.

Preliminary Damage Assessments

- A Preliminary Damage Assessment (PDA) identifies the initial cost estimate of damages for governmental agencies, private non-profits, and tribal governments.
- This is a two step process: 1st IDA by counties, 2nd PDA by Joint State/FEMA teams to verify costs
- Damage estimates are consolidated by county to determine if federally mandated thresholds by county has been reached (\$3.39)
- Additional statewide threshold must be met to be considered for disaster aid (\$1.35)

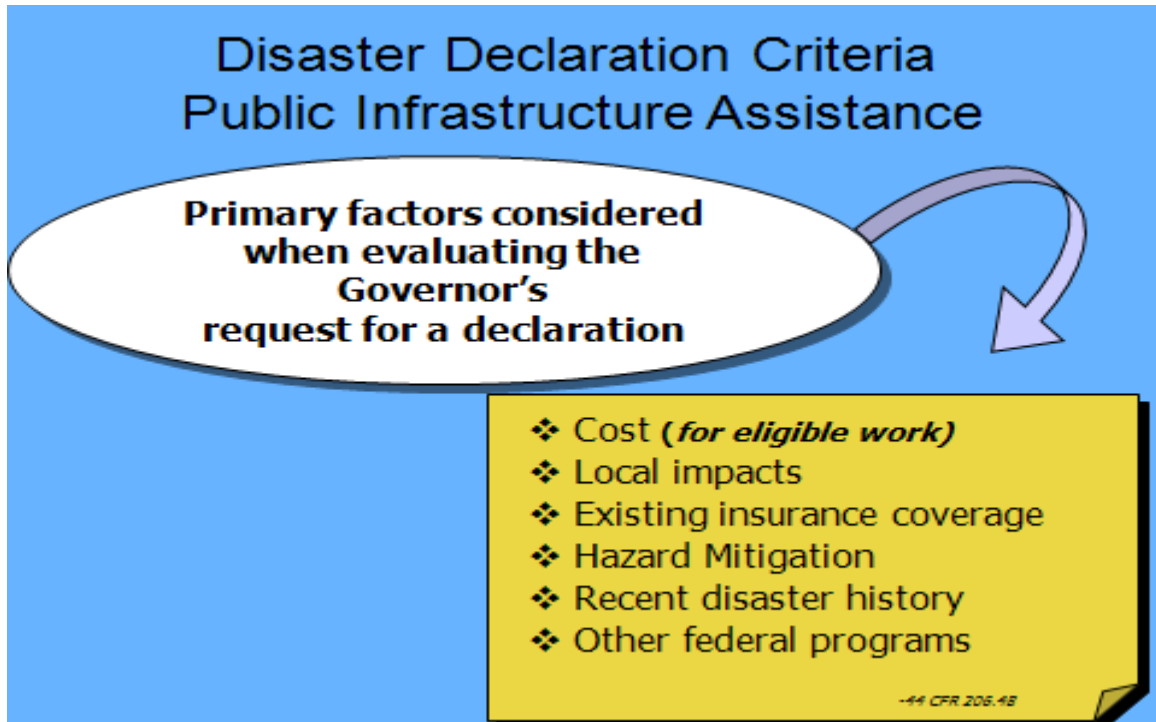
The primary purpose for conducting a Joint Federal State Preliminary damage assessment (PDA) is to identify and evaluate the **magnitude** and **severity** of a disaster and use the results to determine whether supplemental Federal and other assistance is necessary to recover.

Magnitude refers to what happened and where, type of infrastructure damaged, and the estimated repair or replacement cost.

Severity describes the impact of the disaster on the potential Public Assistance (PA) applicants.

The PDA serves as the foundation for conclusions and recommendations developed in the Regional Summary and the Region Analysis and Recommendation. FEMA Headquarters uses these documents to make recommendations to the President on whether Federal disaster assistance under the Stafford Act is warranted.

The Governor of the affected state will use the results of the PDA and other information as the basis for requesting Federal disaster assistance.



These are the primary factors considered when the Governor's request for a declaration is evaluated, as set forth in 44 CFR 206.48.

Evaluations Factors:

- Cost
- Local impact
- Level of insurance coverage in place
- Hazard Mitigation
- Other Federal Agency assistance available

Process of Joint Infrastructure PDA
 BACKGROUND - FACTORS CONSIDERED (1 OF 2)

Estimated cost of *eligible* assistance

- ✓ Statewide per capita impact of \$1.39 (FFY 2012)
- ✓ Countywide per capita impact of \$3.35 (FFY 2012)
- ✓ Minimum of \$5 million statewide - 44 CFR 206.48 (a)(1)
 - Memorandum from Executive Associate Director, 9/30/12

Localized impacts

- ✓ Consider extraordinary concentration of damages
- ✓ Consider impact to critical facilities - 44 CFR 206.48 (a)(2)

Insurance coverage

- ✓ Consider amount in force (and should be in force with regards to flood insurance)
- ✓ Reduce damage cost by anticipated proceeds - 44 CFR 206.48 (a)(3)

Cost
 Local impacts
 Existing insurance coverage
 Hazard mitigation
 Recent disaster history
 Other federal programs
- 44 CFR 206.48

Cost:

Estimated cost of the FEMA-eligible damage on a statewide and county per capita basis.

The population is based on the 2010 Census.

The threshold calculation changes every October 1 based upon the Consumer Price Index.

Local Impact:

Evaluates the impact of the disaster at the county and local government level, as well as impacts at the American Indian and Alaskan Native Tribal Government levels, because at times there are extraordinary concentrations of damages that might warrant Federal assistance even if the statewide per capita is not met (the per county capita is usually in the thousands) – type of information collected and evaluated are:

- Critical facilities impacts that disrupt essential public services
- State and local capability to respond and recover
- Health and Safety impacts of the event

*Example of Critical facilities:
(Sec. 406 (B), Disaster Mitigation Act 2001)

- Hospitals and urgent care facilities
- Electric utilities, facilities, and systems
- Water/wastewater treatment facilities
- Fire and police stations
- Communication facilities
- Important government facilities

Insurance Coverage:

Level of insurance coverage in place (considered a duplication of benefit).
Deductible amounts are included towards the threshold.

Process of Joint IS PDA
BACKGROUND - FACTORS CONSIDERED (2 OF 2)

Cost
 Local impacts
 Existing insurance coverage
 Hazard mitigation
 Recent disaster history
 Other federal programs
- 44 CFR 206.48

Hazard mitigation
 ✓ Consider extent mitigation efforts reduced disaster damages
past PA mitigation efforts only
- 44 CFR 206.48 (a)(4)

Recent multiple disasters
 ✓ Consider past 12-month disaster history locally and statewide
 ✓ Stafford Act assistance and declarations by the Governor
- 44 CFR 206.48 (a)(5)

Other Federal programs
 ✓ Consider availability of other appropriate Federal assistance
- 44 CFR 206.48 (a)(6)

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Hazard Mitigation:

To recognize and encourage mitigation, FEMA considers the extent to which State and local government measures contributed to the reduction of disaster damages.

For example, if a State can demonstrate in the disaster request that a statewide building code or mitigation measure are likely to have reduced the total cost of disaster damages (threshold reduced), FEMA will take this into consideration in their regional analysis.

Recent multiple disasters within the last 12 months:

Disaster history within the last twelve month period is looked at to evaluate better the overall impact on the State or locality:

- Stafford Act Declarations
- Declarations by the Governor, including the extent to which the State has spent its own funds
- Local declarations

Other Federal Programs:

FEMA considers other Federal agency (OFA) participation and responsibilities under their own authorities; thus deducting OFA responsible facilities from the estimated costs along with insurance proceeds.

OFA could be such federal agencies such as Federal Highway Administration (FHWA), Natural Resource Conservation Service (NRCS), and the United States Army Corps of Engineers (USACE).

For instance, FEMA must identify the organization responsible for maintenance and identify potential Flood Control Works (FCW) that is the responsibility of other Federal agencies, i.e. USACE or NRCS. This would also apply to roads with a functional classification of Rural Major Collector and above is typically under the authority of FHWA.

Types of Information

Examples of Impacts

Q. How do you determine impacts?

A. Ask questions to determine severe impacts.

- ✓ "What life, health and safety threats exist?"
- ✓ "Are there isolated segments of the population?"
- ✓ "What local resources were committed?"
- ✓ "What are the effects on business and commerce?"
- ✓ "How will repairs be made? Scheduled? Paid for?"
- ✓ "What happens if no federal assistance is made available?"

Examples of impacts

- ✓ Existing debris endangers residents, and impedes traffic
- ✓ Emergency vehicles cannot pass
- ✓ Road closure necessitates alternate routes in excess of 5 miles
- ✓ No additional local and county resources exist
- ✓ Severe loss to tax base
- ✓ Limited water treatment capacity exists

These questions are important because severity is measured not only in terms of the numbers of facilities damaged or destroyed, but also whether or not these facilities are essential or critical components of the community.

Answers to the questions such as these noted will help describe the disaster's impact on the community:

- "What life, health, and safety threats exist?"
- "What damaged facilities have the most severe impact on the community?"
- "What essential /critical facilities or structures were damaged?"
- "Are there isolated segments of the population?"
- "What local resources were committed?"
- "What are the effects on business and commerce?"
- "How will repairs be made? Scheduled? Paid for?"
- "What happens if no federal assistance is made available?"

Other impacts to address:

- No additional local and county resources exist
- Severe loss to tax base
- Limited water treatment capacity exists

Handout

PRELIMINARY DAMAGE ASSESSMENT(PDA) SUMMARY FORM

- IMPACT
- SEVERITY
- MAGNITUDE

http://www.oregon.gov/OMD/OEM/fin_rec/financial_recovery2.shtml

Each potential applicant involved in the PDA will have their damages and impacts summarized. This information is used in the FEMA region analysis and recommendation for a Major Presidential Disaster Declaration. The information is also used in the Governors letter requesting a Presidential Disaster Declaration.

Generally speaking, there are at least five types of disaster information collected during the Public Assistance (PA) PDA. These include:

- Population
- Critical facilities
- Special considerations (environmental impacts)
- Site-specific evaluations (visually inspected), and
- Local impacts

The PA PDA Potential Subgrantee Summary Form is used by FEMA to summarize all assessed data on the basis of categories of damages, the number of sites inspected, and the respective and total estimated dollar damages incurred by the potential subgrantee. This summary sheet is formatted to highlight critical information essential to the Region Summary and Regional Analysis, and recommendation documents.

This form is recommended to be completed prior to FEMA's arrival and will be dispersed to those public entities involved in the PDA. The form will assist the potential applicant to prepare for FEMA's questions regarding budgets, population, questions on impacts of disaster and physical impacts. FEMA will also be required to conduct a site specific assessment to the most critical damages sustained by the potential applicant.

PDA Summary of Damages

Jurisdiction	Categories of Work							Total	Pop ¹	Per Capita Impact
	A	B	C	D	E	F	G			
Franklin County										
Franklin County	\$ -	\$ -	\$ 3,888	\$ 1,154,300	\$ -	\$ -	\$ -	\$ -	\$ 1,158,188	
Union, City of	\$ 156,677	\$ 25,192	\$ 140,203	\$ -	\$ -	\$ 64,000	\$ 537,342	\$ 893,412		
Pacific, City of	\$ 1,435	\$ -	\$ -	\$ -	\$ -	\$ 28,977	\$ 15,800	\$ 46,212		
Washington, City of	\$ 16,790	\$ 14,294	\$ 65,000	\$ 50,000	\$ 52,074	\$ 24,710	\$ 320	\$ 263,238		
S. Clatsop, City of	\$ -	\$ -	\$ 110,950	\$ -	\$ -	\$ 155,200	\$ 22,545	\$ 288,745		
Gerard, City of	\$ 1,210	\$ -	\$ 3,590	\$ -	\$ -	\$ 22,000	\$ -	\$ 27,230		
Washington SPD	\$ -	\$ -	\$ 15,800	\$ -	\$ -	\$ -	\$ -	\$ 15,800		
Union SPD	\$ 1,000	\$ -	\$ 27,900	\$ -	\$ -	\$ -	\$ -	\$ 28,900		
Wales RPD	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000		
Pacific RPD	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000		
Washouqui Falls RPD	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000		
Union RPD	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000		
Washington Ambul. Dist.	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000		
S. Clatsop Ambul. Dist.	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000		
Wahamic Ambul. Dist.	\$ -	\$ 800	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 2,300		
Franklin County RNSD #1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,901	\$ -	\$ 24,901		
Franklin County RNSD #2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,950	\$ -	\$ 2,950		
Franklin County Total	\$ 207,212	\$ 65,876	\$ 1,523,043	\$ 50,000	\$ 60,574	\$ 330,889	\$ 579,108	\$ 2,357,498	50,603	\$ 46.58
Wheeler County										
Wheeler County	\$ -	\$ -	\$ 748,090	\$ -	\$ -	\$ -	\$ -	\$ 748,090		
Wheeler, City of	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,652	\$ -	\$ 2,652		
Wheeler, City of	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ 33,000		
High Ridge RPD	\$ -	\$ 2,542	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 5,542		
Wheeler Hill RPD	\$ -	\$ -	\$ -	\$ -	\$ 12,331	\$ -	\$ -	\$ 12,331		
Rock Community RPD	\$ -	\$ 7,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,920		
Rock Creek RPD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ 10,500		
Wt. County Park	\$ -	\$ -	\$ 2,080	\$ -	\$ -	\$ -	\$ -	\$ 2,080		
Wheeler County Total	\$ 3,000	\$ 15,462	\$ 748,090	\$ -	\$ 15,331	\$ 40,132	\$ -	\$ 816,915	14,009	\$ 58.31
Wasconade County										
Wasconade County	\$ 3,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100		
Wasconade County Total	\$ 3,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100		
3 Jurisdictions	\$ 214,312	\$ 81,338	\$ 2,271,133	\$ 50,000	\$ 75,905	\$ 430,921	\$ 579,108	\$ 3,185,088	64,612	\$ 49.29
State Totals	\$ 710	\$ 220	\$ 41,970	\$ 1,200	\$ 2,000	\$ 11,470	\$ 15,770	\$ 66,530	14,009	\$ 4.75
U.S. Census Bureau, Population Estimates, 1990										

For this example state per capita impact of \$0.73

Total estimated damages

Total state population

As the PDA information is communicated to the Public Assistance Damage Assessment County Coordinator and staff, it is entered into an Excel spreadsheet like this one (notice similarities to PA IDA summary). A template of this sheet should have been part of the information taken to the field. When the entities to be assessed are provided by the State, they are entered into the spreadsheet. County and State populations are also entered.

Damages of entities within counties are summated into total damages within a county. The data from the counties is summated into total damages within the state. The spreadsheet automatically calculates the per capita damage.

It is important that all damages are reported to the County EM from the very beginning and updated during this critical timeline. Even if the cost of damages does not meet the County threshold, the sum of smaller damages or non-threshold meeting counties will add to the State threshold total.

In the example above, County A has met the threshold, however; the Statewide threshold was not met, therefore not meeting a major factor or criteria for a request for a Major Disaster Declaration.

PDA Cost Limitations

- **Only** Damages Occurring within the *Identified Event Period*
- Cost to return back to pre-disaster *Condition, Function, and Capacity*

The Identified Event Period is the time during which the disaster-causing incident occurs.

- Determined by information provided by the National Weather Service (NWS), State, and Region
- Specified at the time of declaration

If disaster occurred between October 1st and 15th, don't include costs for damages that occurred on September 5th.

Do not include mitigation or upgrades on the damage estimate.

The purpose of the PDA is to determine the loss of what was there before the event "pre-disaster condition"

PDA Cost Limitations

- Cannot recognize potential mitigation (pre-disaster only)
- Negligence
- Inactive facility
- Contingencies
- Other Federal Authorities
- Insurance

No hazard mitigation included in PDA costs – these will be recognized if disaster declared.

REMEMBER – PRE DISASTER DESIGN AND CONDITION – IF YOU HAD AN 84 CIVIC WITH RUSTED FLOORBOARDS AND A BAD MUFFLER, FEMA COULD Reimburse for a 84 CIVIC IN SIMILAR CONDITION, NOT A 2009 H2 with a rise kit.

Negligence - contractor errors in construction, deferred maintenance.

Inactive Facility – vacant and not in budget for remodel.

No contingency costs – don't pad costs.

Other Federal Authorities – are deducted along with insurance proceeds.

Insurance Coverage - be able to identify what your insurance is and what your deductible is. If declared, FEMA will only reimburse you up to the amount of the deductible so only include that cost on your PDA form.

Local Representatives Role

- Provide knowledgeable person to accompany team
- Provide overview and specific disaster damage data
- Provide summary of disaster impacts
- Have cost documentation ready make copies of cost documentation (provide rationale for cost estimate)
- Provide additional relevant information

Local representatives identify and distinguish between disaster-related and non-disaster related sites and damages. Typically a validation of the IDA is conducted during the PDA. Local representative provide cost estimates and disaster impact data including impacts on the public entity's physical, economic, and financial assets. In preparation of the PDA complete the PDA Summary form.

The Local Responsibility:

- Provide knowledgeable person to accompany PDA team
- Identify damage locations
- Distinguish between previous and disaster related damage
- Provide rationale for cost estimates
- Provide additional information regarding budgets, population, community resources, etc.
- Provide information on the impacts of the disaster:
 - Physical impacts (utility service, bridge outages, homes damaged, severity, and breadth of impact)
 - Economic impacts (effect of road closing on farmers, impact on travel to major employer, impacts on schools, etc.)
 - Financial impact (impact on tax base, impact on county and city budgets, etc.)
- Identify mitigation measures
- Assist in identifying private non-profits facilities
- Coordinate needs assessment with State for Federal and State assistance

State's Role

- Collect Initial Damage Assessment data
- Identify need for Preliminary Damage Assessment (PDA) for public facilities
- Request and participate in Joint PDA with FEMA
- Coordinate PDA collection with counties, State agencies, and potential applicants
- Prepare Governor's letter of request to President for a Major Disaster Declaration

OEM has 30 days from date of disaster to request Major Presidential Declaration

State Responsibilities:

- Verify and Identify problems and needs
- Identify problems beyond local capability
- Declare Emergency and engage State emergency plan
- Request Joint PDA
- Coordinate and host Joint PDA
- Collect data for Governor's request
- Collect management data

Joint PDA Team Visit

- **Federal/State team(s) checks in with County Emergency Management Office**
- **Federal team typically consist of**
 - FEMA Project Officer
 - FEMA Environmental Officer
 - FEMA Mitigation Specialist
 - FEMA Technical Specialist (pending damage)
 - State Representative
 - Local Representative

State PDA team members and inspectors accompany the Federal PDA team members and work together to ensure an effective, accurate, and timely assessment of damages.

FEMA team members include programmatic and technical expertise in the public assistance, mitigation, and environmental program areas.

OEM will coordinate the PDA with County EM offices but they will not likely visit all jurisdictions – they will hit the high-dollar, heavy impact sites. The Joint FEMA/State team will be moving very quickly. They will meet the threshold and move to another county. IF the state threshold isn't met, they will come back and hit the lower-dollar damage sites.

The local representative identify damages, often provide independent cost estimates based on their own knowledge and expertise (be prepared to discuss estimate with the team).

In preparation for these visits, you will need to have a representative familiar with the sites, a map of the sites, and transportation to anything requiring 4 wheel drive. Let us know if there are particularly difficult sites.

Neither OEM nor FEMA project officers need to be snowmobiling to a site. In those situations, generally photographic proof is sufficient.

Conducting the PDA

- When possible, use same local inspectors as those used in the IDA
- The team may need transportation to sites
- One group of teams will assess dwellings and businesses
- Other teams will assess infrastructure and emergency response costs (PA, FHWA)

By using the same local representatives in the same areas, you will provide a person who has already seen the area, knows where the areas with the greatest damage and impacts are; will be able to determine to some extent what has changed/been repaired since the event, etc.

Oftentimes, transportation will be most appropriate in high clearance vehicles due to damage that has occurred to the road system, and State and Federal officials will often arrive in cars not suited to the conditions.

There are other reasons that local officials providing the transportation may be beneficial: it frees State and Federal hands for writing notes and entering data into handheld devices, local officials are familiar with the areas affected by the event and its road system, and to some extent, it allows local officials to “set the agenda” and assure that if the joint PDA is limited by time available, at least the worst-hit areas will have been covered.

Be aware that other teams will be assessing other types of damages.

Conducting the PDA

- Make the Inspection Team aware of any known sensitive environmental issues when a project is being written
- Don't hesitate to call the responsible agency for clarification or information (USACE, DSL)
- Make all environmental information available
- Consider mitigation (Part 406)
- Keep good records (maintain all correspondence with regulatory agencies)

Other than Public Assistance program eligibility, environmental and historical considerations can or will result in loss of FEMA funding of the project if there is findings of noncompliance.

Communicating with the PDA inspection team on sensitive environmental issues.

Consider 406 mitigation also make the team aware if Public Assistance mitigation has been applied on the damaged facility in the prior disasters.

Conducting the PDA

- Make the Inspection Team aware of any known sensitive environmental issues when a project is being written
- Don't hesitate to call the responsible agency for clarification or information (USACE, DSL)
- Make all environmental information available
- Consider mitigation (Part 406)
- Keep good records (maintain all correspondence with regulatory agencies)

Make sure the date stamp function on Camera is correct or off.

Take photos before you start repairs!

Track costs by project numbers, including admin time.

No timesheet – use a spreadsheet.

Need to Make Repairs before FEMA arrives?

Document by:

- **Take pictures** – photos, videos, digital
- Crews need to **document damages and actions taken** in daily logs
- Track labor costs by person by project
- Track equipment and material costs by site

Other than Public Assistance program eligibility, environmental and historical considerations can or will result in loss of FEMA funding if there is findings of noncompliance.

During the PDA make the PDA aware of any environmental sensitive issues.

Date your notes from phone calls with regulatory agencies. **Follow up conversations with emails.**

Who, what, when, where, why, which project.

Be especially diligent documenting emergency authorizations.

Also See Emergency Procedures for Water Resources for guidance.

Need to Make Repairs?

Environmental /Historic precautions

- Document emergency contacts with USACE, DSL and SHPO...
(Who, what, where, when, and why) Follow up with letter or email.
- Document! Document! Document!
- Understand Federal Contracting procedures

Be very careful!

Be extremely diligent in photo documentation, use specific & detailed damage descriptions including specific locations of damage, content, and prior condition. Only stabilize, make it safe & secure.

Archeological – IN accordance to Programmatic agreement for FEMA grants – prior to any ground disturbance, a qualified FEMA archaeologist will consult with FEMA – prior declaration – potential applicant should contact SHPO office for review of site.

Need to Make Repairs?

- Historic Properties (45 years or older?)
 - Don't demolish
 - Only do bare minimum
- Immediately repair only what is needed to preserve health and safety – take pictures before repairs
- Archeological – Call (SHPO) before you dig (alters a previously undisturbed area, or preparing debris staging sites)

The gathering, assessing and reporting of public damages can be a manageable task if sufficient planning and preparation is done. The training of staff, competent gathering of information, and detailed record keeping and budget information are important to receiving federal assistance.

Do:

- Maintain and track labor equipment, and material costs from the outset of the disaster. This will ensure that if federal assistance is provided, all eligible costs will be considered
- Establish a system to develop repair/restoration cost estimates
- Create a list of potential applicants within your jurisdiction
- Contact your local emergency manager if you have question on the IDA

FEMA does not reimburse PDA costs.

Prepare for Future Disasters

- Establish disaster accounting system
 - Track damage repair by sites
 - Keep event cost separate from normal activities
- Create list of agencies/departments/sites that need to be contacted for IDAs – identify points of contacts
- Pre-identify who will be responsible for collecting and collating IDA information for your jurisdiction

The gathering, assessing, and reporting of public damages can be a manageable task if sufficient planning and preparation is done. The training of staff, competent gathering of information, and detailed record keeping and budget information are important to receiving federal assistance.

Do:

- Maintain and track labor equipment, and material costs from the outset of the disaster. This will ensure that if Federal assistance is provided, all eligible costs will be considered
- Establish a system to develop repair/restoration cost estimates.
- Create a list of potential applicants within your jurisdiction.
- Contact your local emergency manager if you have question on the IDA

FEMA does not reimburse PDA costs.

Prepare for Future Disasters

- Pre-identify the major components of your infrastructure that need to be checked for damage after event:
 - Water
 - Sewer
 - Electrical
 - Parks
 - Solid Waste
 - Buildings
 - Surface Water Drainage
 - Roads
 - Natural Gas
 - Telecommunications
 - River Revetments
 - Fairgrounds

Check on facilities closed for the winter.

Prepare a list of facilities in every department ahead of time.

It is important to remember, as discussed in previous slides, the window for requesting a Presidential Disaster declaration is 30 days.

Prepare for Future Disasters

- **Donated Resources (often not documented)**
 - Labor, Equipment, Materials
 - CERT; Search and Rescue; Sandbagging
 - **Document:** Who, What, Where, When, and Why.
(time in/out)

Even though volunteer effort is documented at zero cost in the PDA, if declared for Federal assistance donated resources **may be eligible** to offset the Federal cost share on category A & B emergency work. It's important to document the task as much as documenting regular work in order to receive this credit.

You must be able to capture the items below to receive credit toward the non-federal share **in case of a Presidential Disaster declaration for FEMA's Public Assistance.**

Documentation of donated resources must include the applicable items below:

- Name of volunteers (sign-in sheets)
- Dates and hours each volunteer worked
- Location and description of work conducted (debris removal from public right-of-way at Elm Street, sandbagging operation at Third Street, etc.)
- Description, quantity, and value of donated materials
- Description of equipment, date & time of use, location & description of work being accomplished

The value of volunteer labor, donated equipment, and donated materials may be used to offset the non-Federal portion of the cost for emergency work of the entity (eligible applicant) that is receiving the volunteer resources. The amount of the credit is capped at the non-Federal share so that the Federal share does not exceed the applicant's out of pocket costs.

To receive credit, the donated resources must apply to emergency work that is otherwise eligible under the Public Assistance program (Category A & B work)

Volunteer labor will be valued at the same hourly rate as someone in the applicant's organization performing similar work for such labor activities. The value of donated equipment is determined by using the applicable FEMA equipment rates. Donated materials are valued at the commercial rate.

Volunteer credit can only be applied to the potential applicant receiving the donated resources. For more information on Donated resources in regards to donated credit see FEMA policy 9525.2

<http://www.fema.gov/government/grant/pa/9500toc.shtm>

Note: Use sign in sheets that include a description of the activities.

Think about badges or armbands.....how will you identify who should be on scene? Plan this out ahead of time.



Questions?
