

# Checklist of DAMAGE ASSESSMENT PROCESS FOR PUBLIC ASSISTANCE

AN ACCURATE AND TIMELY DAMAGE ASSESSMENT IS CRITICAL FOR POSSIBLE DISASTER REIMBURSEMENT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA). **BEFORE** THE DISASTER EVENT, THE **APPLICANT** SHOULD BE AWARE OF **FEMA ELIGIBILITY CRITERIA** FOR APPLICANTS, TO INCLUDE FACILITIES, INSURANCE ISSUES, STANDARDS, FORMS, ETC. TRAINING (**PRIOR TO THE DISASTER EVENT**) IS AVAILABLE THROUGH THE RESPONSE & RECOVERY DIVISION OF THE INDIANA DEPARTMENT OF HOMELAND SECURITY (IDHS).

Note: All factors, thresholds, and contacts are subject to change and should be updated annually.

## I. PREPARATION (COUNTY EMA DIRECTORS)

1. **Create and maintain a list of potential Public Assistance/Infrastructure applicants by county.** Include eligibility information. *See Public Assistance (PA) Applicant Checklist*
2. **Train Applicants in damage assessment procedures and forms.** Damage Assessment Classes are available upon request from the Response & Recovery Division. Training should focus on “training the trainers” (a focus group of elected officials, EMA directors, and flood plain managers), who can then train their own staff and colleagues in damage assessment. Contact Carmen Spencer or Rosemary Petersen for class information.
3. **Ensure all potential applicants have Indiana Grants Management System (iGMS) accounts and are trained** in entering information into iGMS Infrastructure Damage Assessment. Be sure that all officials within the county, including townships, cities, towns, and Private Non-Profits (PNPs) are included in preparation and training. *See iGMS Setup.*
4. **Exercise damage assessment procedures** at local, county, and state levels. Counties may use Damage Assessment exercises toward yearly exercise requirement.

## II. INITIAL DAMAGE ASSESSMENTS (APPLICANT/COUNTY)

5. **Disaster event occurs;** local response begins (evacuation, emergency notification, search and rescue, etc.). Local responders and EMA directors should begin recovery procedures by taking note of potential Public Assistance/Infrastructure damages. As initial damage assessments are taken, observations should be entered into WebEOC.
6. **Local Damage Assessment initiated** by county and potential applicants. All damages should be reported in iGMS and to the county Emergency Management Agency (EMA) Director. Even if the damage costs do not meet the county threshold, the sum of smaller damages will add to State totals.

7. **Applicants begin reporting damages, narratives, and impact statements on iGMS.** Applicants should communicate damages and impacts to EMA director. Applicants may need eligibility advice. *See Sample Narrative and Eligibility References.*
8. **IDHS Public Assistance/Infrastructure staff will request updated Damage Assessment information for each potential applicant through iGMS throughout the Damage Assessment process.**
  - a. Counties should enter information even if the county does not meet the threshold; these numbers will be included in state-wide numbers.
  - b. The county-level threshold is based on the Consumer Price Index (CPI) of the current federal fiscal year (FFY) and is subject to change. Federal fiscal years begin October 1. As of FFY 2010, the county-level CPI factor is \$3.23.
  - c. The county threshold is calculated by multiplying total county population by the CPI factor. *(Population x CPI factor) = County Disaster Threshold*
  - d. There is a 30 day window from the onset of the disaster for the Governor's Request for a Public Assistance Presidential Disaster Declaration to be sent to FEMA.

### III. DAMAGE ASSESSMENT (COUNTY/STATE)

9. **IDHS will collate damage for all counties, Rural Electric Membership Corporations (REMC), Indiana Municipal Power Associations (IMPA), and State agencies.**
  - a. View all iGMS entries per county and per statewide.
  - b. Look at damage totals for adjoining counties as well as applicant counties.
  - c. Be sure that there are not duplicate entries on a damage location within a county or agency.
  - d. Ask counties for updated Damage Assessment information.
10. **Governor will make a State Emergency Declaration if statewide damages meet state threshold.**
  - a. State damage thresholds are determined by multiplying the CPI of the current FFY by the total state population.
  - b. The state-level CPI for FFY 2010 is \$1.29.
  - c. Population is based on most recent census data.
  - d. FFY 2010 State threshold is \$7.8 million.
11. If statewide damages meet the FEMA statewide threshold, **IDHS will request a Joint Preliminary Damage Assessment (JPDA).** JPDA's are comprised of federal, state, and local representatives. A letter requesting a JPDA must be sent to FEMA Region V. The letter should include all counties meeting the county-level threshold.

#### IV. JOINT PRELIMINARY DAMAGE ASSESSMENT WITH FEMA

12. **FEMA will schedule a 3 day period to conduct the JPDA in qualifying counties** (counties close to or meeting threshold) as requested in JPDA Request letter. Time is of the essence.
  - a. **An applicant representative must be available to accompany the JPDA team.**
  - b. JPDA schedules are inexact. Therefore, appointment times will not be made available. Any given times are estimates and subject to change.
  - c. *See FEMA Requirements for Successful JPDA.*
  
13. **Applicants must have documentation of work collected and available for FEMA at the JPDA.** Applicants should have documents showing estimated cost of work to be completed, as well as any completed or emergency work. The JPDA team will review the estimated costs. Ensure applicants are aware of their responsibilities. *See Applicant Responsibilities.*
  - Examples of documentation required:
    - a. Damage prioritization per cost
    - b. Site map labeled with damage prioritization
    - c. Equipment use
    - d. Insurance
    - e. Time Sheets
    - f. Overtime
    - g. Materials invoices
    - h. Any other pertinent information
  
14. **If FEMA, through the JPDA, verifies that the State meets the threshold, the Governor will request Disaster Assistance.** If the county meets its threshold after the JPDA, it will be included in the Governor's Request to the President.
  
15. **FEMA Region V and FEMA Headquarters must recommend the request** before the President will make a disaster declaration for the State. Funding will be obligated once the President has signed the disaster declaration.
  
16. **Requesting and declared County EMA Directors will be phoned, faxed, or e-mailed the FEMA notice of the Presidential Declaration.** Collection of Damage Assessment information will continue as needed. If additional counties later meet threshold requirements, the counties may be requested as add-on counties in the Presidential Disaster Declaration.
  
17. **EMA Directors of designated counties will receive notice of the Applicant Briefing Schedule.** County EMA Directors will then inform all applicants of the necessity of attending this meeting. Meeting can be conducted at designated locations or as a webinar, as appropriate.

## Appendix

# Reference and Sample Materials for Damage Process Checklist

## Contents

1. Potential PA Applicant Checklist
2. iGMS Set up and Use Email Sample
3. Sample Narrative
4. FEMA Requirements for a Successful JPDA
5. Applicant Responsibilities

<sup>1</sup>PA Applicant Checklist

**POTENTIAL ELIGIBLE PA APPLICANT CHECKLIST**

**EMERGENCY WORK CAN INCLUDE EXCESS PUMPING AND IS OFTEN OVERLOOKED.**

**DEBRIS REMOVAL** on Public property is also eligible. Debris removal in streams is eligible only under bridges with FEMA funding. Maintained Ditches that are the responsibility of a governmental entity may be eligible (FEMA decision). Certain Non-Profit Agencies that perform an essential governmental service can also be eligible. (This does NOT include Boy Scouts or Little League, or for profit nursing homes.)

**Items to consider:** Costs for generator rental or operation of owned generators, debris removal, debris reduction, debris disposal costs, command and control, damage to government communications systems, equipment buildings, etc.

In the first box enter a check mark if you have talked to and received damage costs or place an X if there are no costs to report

✓ or ✕	ELIGIBLE APPLICANTS:	NAME AND CONTACT INFO	ESTIMATED COSTS
	CITY LIBRARY		
	CITY POLICE		
	CITY VOLUNTEER FIRE DEPARTMENT		
	CITY WELLS, WATER SUPPLIES		
	CITY/TOWN STREET DEPT.		
	COLLEGES		
	COUNTY HIGHWAY		
	COUNTY LIBRARY		
	COUNTY SHERIFF DEPARTMENT		
	COUNTY SURVEYORS		
	FIRE DEPARTMENTS		
	COUNTY WELLS, WATER SUPPLIES		
	COUNTY/CITY WASTE MANAGEMENT		
	DITCH DISTRICTS		
	LEVEE DISTRICTS		
	MEDICAL FACILITIES AND HOSPITALS		
	MUNICIPAL UTILITY ELECTRIC (REMC & IMPA)		
	PUBLIC BUILDINGS		
	SCHOOL (includes Parochial and PNP)		
	SOLID WASTE MANAGEMENT DISTRICTS		
	STORM SEWER SYSTEMS		
	TOWNSHIP ASSESSORS		
	WASTEWATER TREATMENT PLANTS		
	WATER TREATMENT PLANTS		

## <sup>2</sup>iGMS Setup and Use

For those who have yet to work with the online program the following information will be very helpful. In an effort to help you collect and report damages after a disaster, for the Public Assistance program, we have created an **online Infrastructure Damage Reporting form** (iGMS).

The iGMS is being provided as a tool to assist you and your entities in collecting and reporting these damages and/or response costs.

Many of you have already set up your account from a past disaster. The PIN# you received is still active for this storm and any in the future. If you do not remember your PIN# there is a button to click on requesting your PIN# to be sent to you again via your email address.

***\*\*REMC and municipal owned power utilities, debris removal and other damage/costs eligible under the Public Assistance program is to be reported as quickly as possible.\*\****

We did not want this opened to the public so it has been setup with you as the gatekeeper. When you login to iGMS you will see a new link called "Infrastructure Damage Reporting". You may follow these same instructions to create your own account to monitor who in your county has reported and their details. When you click on that link you will be able to do two things.

### **1. Creating an account**

Type in the email address of the jurisdiction/applicant (county highway, sheriff, city fire, school, street or park dept., etc. person who is going to do the reporting for that agency/department) that you want to be able to go online and report their damage and click create an account. This will send an email to the created account with their login (pin #) information. You must create an account for each entity in your county that has damage to report. ***\*\*Remember to click the Save button after entering or editing any entries.\*\****

The system will give you one of two responses:

- A. The account has been successfully created
- B. Unable to create an account (email already exists in the system)

### **2. Browse reports**

Here you will see all jurisdictions that have reported in your county in a line item report.

As stated above this program was created to help you collect public assistance program information after a disaster has occurred. This will also alleviate repeat faxes due to either fax machine malfunctions or non receipt of faxed copies. I have also attached an informational sheet for editing and checking entries.

### **3. Editing and Adding Reports**

Login with the link (<https://oas.in.gov/hs/dev/flood/cost/main.jsp>) used for creating your account.

Email: accounts email

Password: the pre-assigned account pin number

Once logged in, click the “View” link in the jurisdiction column... this means you’re viewing this document and can do whatever you want, edit and delete.

You can add and edit all the entries you’ve made.

If it requests a new pin number, try the old one.

**\*\*It is very important to remind your applicants to fill out the applicant’s information, especially the county whom they are reporting for. When a county is not entered the program will not be able to use that applicant’s totals toward the county’s threshold. \*\*\***

<sup>3</sup>Sample Narrative

Sent: Friday, September 04, 2009 10:56 AM  
To: Brown, Phil  
Cc: Petersen, Rosemary; Spencer, Carmen (DHS)  
Subject: RE: Narrative of JPDA

Jennings County:

Mostly a rural population. The main industry is farming. This county did have some small industry, but were forced to close those small plants due to the current recession. And the two main contractors that were used in the towns of N Vernon and Vernon, had folded too. The average unemployment rate is 7%, but is currently at 14%. Many of those that commuted to Cummins Engine Plant, NTN, Right Way Fastener, Enkei, and CCG in Columbus were laid-off with the manpower recession and closings too. Those employed have average earnings of \$35,000 – 45,000.

The storm cell that hit this county on August 4th occurred early in the morning with heavy wind, rain and hail, let up for a couple of hours, then hit again in the afternoon with heavy wind, rain and hail. This was on top of saturated land from previous rains from the last week. After getting hit hard twice in one day, it continued to rain for the next 5 days. This caused an accumulation of vegetative debris at Sand Creek which overflowed into the Muscatatuck River and other tributaries in the area which caused the major flooding.

Another cause of the flash flooding was because of environmental concerns of DNR, the local farmers had not been excavating or dredging the river which caused the water to rise faster than it would have. Also this county does not have any legal drains, so outside of road right of way is private property. There are many ditches in the county that need cleaned, but are not the county's jurisdiction.

The water was so high in this flood it came up more than 9 foot into houses and buildings. Agriculture was also destroyed as many of the corn fields were totally flattened and lost. (Their main income)

In the last 13 months this county has had damages from 4 Federal Declared Disasters. There has not been enough time for this county to recuperate from financial and social hardships of those previous disasters.

The main applicant is the County Highway Department. A loss of \$160,000.00 is very substantial to this county and the community because this last year they were forced to cut their 6 million dollar budget by 2 million dollars which was already affecting road and bridge work with loss of materials, equipment and manpower.

This \$160,000.00 damage included approx. 40 sites of damaged roads and bridges. These included many main roads that were used for employment routes and school bus routes. The damages to homes caused by this flood were also extremely high.

Many of the trees and vegetation from this flood have been stripped down to bare root systems. If this is not returned to pre-disaster conditions or if mitigation is not done, this will cause an even greater problem in the future with less accumulation and flooding in this county. This will pose an even greater threat of an increase of damages to the infrastructure, agriculture and individual homes and property.



#### <sup>4</sup>FEMA Requirements for a Successful PDA

In order to conduct a more efficient DA, FEMA and the State needs to be better prepared. Emphasis needs to be placed on a quality program delivery. A normal PDA operation should take no more than two (2) days but we need to spend all the time it takes to deliver a quality end product.

The State should be prepared by:

1. Furnishing FEMA R-V copies of initial County/State PDA figures;
2. List of counties being requested;
3. Number of teams requested;
4. Advise of PDA meeting site, date, and time;
5. List of available hotels close by;
6. Allow at least 2-3 hours for inspectors briefing meeting, team assignments, and initial phone contacts. It would help to schedule the Inspectors Briefing between 8 and 8:30 AM. Do not schedule it to begin on a Thursday or Friday unless the potential applicants will be available on the weekend;
7. Contact the local representative prior to the PDA actually taking place and inform them of the approximate date and time that the teams will be in the field to meet with them. Advise them of what to have ready for the team.

**Have a folder assembled for each county involved, containing the following:**

- (a) Directions to County EOC (or other meeting facility) where PDA is to take place;
- (b) State & County maps;
- (c) Synopsis of event, county by county. Include pictures if available;
- (d) County & local contacts with addresses and phone numbers (office, home, work, cellular, and pager). Include alternate contact also;
- (e) Local PDA figures broken down as far as possible, i.e.: county, city, town, village, departments, category, and site;
- (f) Site map designating each claimed damage site
- (g) Arrange to have a local person who is knowledgeable of the damaged sites and costs to repair available to accompany the teams.

FEMA will attempt to supply personnel with the most PDA experience as well as a trainee. This will help in expanding our available personnel for future and/or multiple PDA requirements.

**<sup>5</sup>APPLICANT'S RESPONSIBILITIES**  
**FEMA ASSISTED PDA**

In preparation for the Federal-State inspection team applicants should take the following actions in order to expedite the preparation of project worksheets and to help produce more accurate estimates.

1. Identify all damage sites before the inspectors arrive and mark the damage site locations on a map.
2. Actual documented costs for all work completed must be provided to the inspection team when they arrive. The documented costs for completed work must be broken down by location and by type of work. The documentation must show force account labor, equipment and materials and/or contract costs.
3. The local representative must be prepared to show damage sites to the team and must provide the documentation for actual costs of completed work.
4. The local representative must assist with developing estimates for work to be completed based on past experience and local prices.
5. The FEMA equipment schedule will be used for all force equipment use unless an established local schedule is less or unless a State schedule is normally used by the applicant.
6. Provide information on insurance that may cover any damaged facilities.
7. Provide copies of codes or standards if any upgrades are proposed to conform to codes or standards.
8. Maintain records to document costs for disaster recovery work. Cost must be documented for each project worksheet.