



FEMA

**Region VII
Public Assistance Branch**



Grantee & Applicant Guidance – PDA 001

Preparing for PDAs

Overview

In general, the Grantee in coordination with local representatives identify and distinguish between disaster and non-disaster-related damage as they guide and accompany the Public Assistance (PA) Preliminary Damage Assessment (PDA) field team members throughout the disaster damaged area. Grantee representatives working with local representatives provide cost estimates and disaster impact data, including impacts on the jurisdiction's physical, economic, and financial assets, to FEMA.

Pre-Assessment by Grantee

It is not anticipated that all occurrences will result in the requirement for Federal assistance; therefore, the State/Tribe will be expected to verify their initial information, in some manner, before requesting Federal support (44 CFR 206.33(a)).

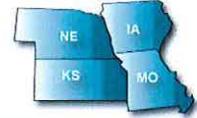
What to consider when determining if Federal assistance should be requested:

- Magnitude and Severity
 - What happened and where?
 - What type of infrastructure was damaged?
 - What is the estimated repair or replacement cost?
 - What is the impact of the disaster on the State/Tribe/County/Local Jurisdictions?
- Information to Document
 - Population and budget data
 - Special Considerations
 - Site-specific evaluations
 - Local impacts
 - Photographs
 - Labor, equipment, and materials utilized
 - Volunteer labor hours
- Prioritize Damaged Areas and Critical Facilities Most Severely Damaged
 - Where are the most severely impacted areas?



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- Where is the most costly damage?
- Which damaged facilities have the most severe impact on local communities?
- What essential/critical facilities were damaged?

- Local Impacts
 - What health and safety threats exist?
 - Are segments of the population isolated?
 - What local resources were committed?
 - Have essential services been interrupted?
 - What are the effects on business and commerce?
 - How will the repairs be made?
 - What if no Federal assistance is provided?

- Special Considerations
 - What Flood and general insurance is in effect?
 - Are there environmentally sensitive areas (wetlands, floodplains, etc.)?
 - Are there any socioeconomic factors?
 - What critical habitat areas or endangered species are effected?
 - What historic or potentially historic properties are effected?
 - Are there any past mitigation practices in effect that helped minimize damages?

Preliminary Damage Assessment

The PDA is a mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of the State/Tribe and County/Local Jurisdictions. The information gathered during the PDA process will be used to determine whether Federal assistance should be requested by the State/Tribe and forms the basis for the disaster declaration.

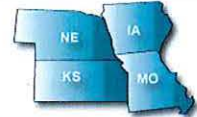
What to have ready before asking for Joint PDAs:

- Population and budget data
- Annotated maps of damaged areas
- List of damaged sites



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Critical facilities:

- Hospitals, urgent care
- Electric utilities, facilities, and systems
- Water treatment and wastewater treatment
- Communications
- Fire and police
- Schools

Other facilities Categories A – G (below)

Prioritize Damages:

- Most severely damaged areas
- Most costly damages
- Damaged areas with the most severe impact on the community
- Damaged essential or critical facilities
- Summary of impacts
 - (Examples)
 - Number of families affected
 - Essential services interrupted
 - Emergency vehicles cannot access victims or health care facilities
 - Loss of tax base
 - Lengthy detours (35 minutes / 5 mile detour)
 - Loss of firefighting capability for community
 - Significant loss of administrative space with no alternative facilities
 - Recreational loss
 - Vulnerability to additional damage
 - No adverse impacts

Preliminary PDA Schedule:

The Grantee should have a preliminary schedule for meetings with state, tribal, county and local jurisdictions. This preliminary schedule should be provided in advance of the FEMA PDA field team members deploying to the Grantee's location. Additionally the Grantee should coordinate with FEMA Region VII to determine staffing requirements, meeting schedule timelines and the projected date of completion for Joint PDA field team



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inspections. FEMA and the Grantee will work together to determine a reasonable schedule to complete quality PDAs.

Finalized PDA Schedule:

The Grantee will work closely with FEMA field team leads to finalize PDA meeting schedules. Final PDA schedules will be provided to the Regional PDA Coordinator as early as practicable.

Documents to provide to FEMA:

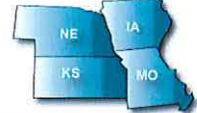
Generally:

- Summary of work and cost estimates
- Sketches of damages and repairs
- Photographs, drawings, reports
- Copies of contracts (debris and other)
- Maintenance records / inspection reports (bridge inspection reports)
- Codes and standards information
- Insurance information
 - Insurance policy deductible amounts
 - Location maps of damaged insurable facilities
 - Copies of insurance policies, including declarations pages and exclusion components
 - List of damaged facilities that have received past Public Assistance funding and verification of coverage (obtain and maintain)
- Local ordinances
- Summary of mitigation measures to be considered and estimated cost
- Identify and make FEMA aware of any Special Considerations
 - Floodplain and wetlands
 - Historical
 - Hazardous materials
 - Other environmental or controversial issues



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Categorically:

Category A (Debris Removal)

- Location maps of debris-affected areas
- Summary of related scope and cost estimate
- Estimated amount of debris
- Concentrated location of debris
- Types of debris
- Types of hazardous debris, hazardous materials, environmental/industrial waste
- Debris management plan
- Location of debris on private property
- Location of debris drop off areas
- Means of transporting debris to storage
- Debris reduction method (chipping, grinding, burning)
- Debris monitoring methods (force account labor, contract, or other means)
- Type of contract and/or pre-disaster contract in place

Category B (Emergency Protective Measures)

- Summary of emergency response efforts
- Location maps of effected areas
- Summary of related scope and cost estimate
- List of essential services that were affected
- If evacuations were necessary
- Determination if police, fire, and ambulance required overtime
- Estimated amount of volunteer hours
- Temporary facilities opened for emergency medical care
- Utilization of sandbagging, flood controls, and/or pumping water
- Traffic controls, road barricades, other vector controls required
- Constructed emergency protective measures taken (building bracing, slope stabilization, boarding windows)

Category C – G (Permanent Work)

- Locations of damaged facilities
- Summary of impacts and photographs
- Estimated cost of repair or replacement
- Historic cost information



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- Safety inspection reports

Category C (Roads and Bridges)

- Scope of damaged elements and cost estimate
- List of critical facilities that were affected by damaged roads/bridges/low water crossings/culverts
- Alternate routes constructed to bypass damages
- Identify roadways funded by other Federal agencies

Category D (Water Control Facilities)

- Scope of damaged elements and cost estimate
- Determination if elements are responsibility of other Federal agencies

Category E (Buildings and Equipment)

- List of structures that incurred damages, scope of damages and cost estimate
- Critical care facilities damaged
- Safety inspections
- List of buildings that require immediate bracing or other protective measures

Category F (Utilities)

- Scope of damaged elements and cost estimate
- List of treatment plants or other physical plants that incurred damage
- Power lines and poles

Category G (Parks, Recreation, Other Facilities)

- Scope of damaged elements and cost estimate

References

Stafford Act – Section 401(a)(b), Public Law 93-288, as amended
44 CFR 206.33 Preliminary Damage Assessments
PA Preliminary Damage Assessment Manual, FEMA 326, September 2003
Preliminary Damage Assessment (PDA) – Field Team Checklist
Preliminary Damage Assessment (PDA) – Overview & Training