

State of Wisconsin

**Guidelines
for
Assessing and Documenting
Disaster Damage**

**Part 2: Before a Federal
Disaster Request**

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DAMAGE ASSESSMENT

PURPOSE

Damage assessment is the process of determining the location, nature, and severity of damage sustained by the public and private sectors after a disaster. The typical damage assessment will estimate the losses, and the impact of those losses, on the affected individuals and communities. The damage assessment process is a responsibility shared by federal, state, county and local governments. Each level of government must be prepared to carry out its role to complement and support the others. This document focuses on the role of the county and local governmental units in the damage assessment process.

A strong damage assessment supported by accurate information will:

- ✚ identify the needs of individuals and communities affected by the disaster.
- ✚ determine if county and local resources are sufficient to address those needs or if they must be supplemented with state and federal resources.
- ✚ identify, allocate and prioritize the state and federal resources that are needed for the response and recovery efforts.
- ✚ document and substantiate requests for federal assistance.

PROCESS

Assessing the damage caused by a particular event is essentially a three-phased process. Each phase of the process serves a distinct purpose and will be explained further on subsequent pages.

Phase 1 begins immediately after the disaster, but in some cases may actually begin during the event. Its purpose is to be prepared to respond to any immediate requests for assistance, such as sandbags or protective measures.

Phase 2 is a more detailed look at the needs and usually occurs prior to a request for federal or state assistance so that the most accurate and timely information can be included in the Governor's request.

Phase 3 takes place after a federal or state declaration is received. Its purpose is to review and update the information previously gathered in order to prioritize the delivery of assistance.

ORGANIZATION

A disaster affects many different facets of a community, thus the collection of disaster information necessarily involves many sources. No single source or agency exists that can provide all of the information that is needed. The county emergency management director is responsible for developing contacts with all sources and agencies. This leads to strong countywide damage assessment capabilities and enables efficient coordination of the process within the county when it is needed.

Pre-Designated Damage Assessment Teams

In order to coordinate the disaster assessment process, the county emergency management director must

have a team of individuals identified and organized prior to an emergency. The county emergency management director must examine the county's organizational structure, personnel resources and other capabilities in order to determine the most appropriate composition of the teams. Team members should be given specific damage assessment assignments, either by geographic location or type of damage. This ensures that no areas are missed and that there is no duplication of effort. The efforts of this team should be guided by procedures that are set forth in the county emergency operations plan.

The county emergency management director is the damage assessment team leader and plays a key role in training and preparing the team for activation. S/he should develop procedures for activating the team and provide regular training to the team members. Each member needs to know what information they are responsible for gathering, the geographical area they are responsible for assessing, how to submit the information (via phone, two-way radio, etc.) and to whom, and when it should be done.

Upon receipt of the information submitted by team members, the county director must consolidate it into one comprehensive report about the county and disseminate it to key decision-makers within the county and to the State Division of Emergency Management.

Separate teams must be organized to assess the damages to the private sector (homes, personal property, private industry, businesses, and agricultural losses) and the public sector (bridges, roads, public facilities, costs incurred by local units of government for debris clearance, police and fire costs, etc.).

Private Sector Damage Assessment Team

The private sector team should be composed of individuals who have work experience in, or with, the private sector, including but not limited to: tax assessors, building inspectors, village and town clerks, real estate and insurance agents, representatives of volunteer agencies such as Red Cross, etc. Each municipality in the county and affected by the event should be represented on the team, preferably by a municipal official or an officially designated contact person. Contact should be established with the Farm Service Agency (FSA) as they must do their own assessment of agricultural losses for USDA purposes. Coordination must be maintained within the County and among the various teams at all times.

Public Sector Damage Assessment Team

The public sector damage assessment team will also need to draw upon a variety of expertise. This team should include highway commissioners, public works directors or engineers, sanitarians, parks and street department representatives and municipal clerks. Each municipality should also designate someone who is responsible for keeping track of the costs incurred in the response and recovery effort and for maintaining records of all disaster-related expenditures. This information will have to be supplied upon request to the county emergency management director for possible federal or state assistance.

PHASES OF DAMAGE ASSESSMENT

Phase 2: Prior to Request for Federal Assistance

The Preliminary Damage Assessment (PDA)

The PDA is a joint federal/state/local effort. Its purpose is to further refine and, if necessary, correct the information submitted from the original assessments and the UDSR's. It is done as quickly as possible (ideally 3 to 5 days) after the disaster so the Governor can decide whether or not to request federal disaster assistance. The figures that are obtained in the PDA are agreed upon by the federal, state and local governments and are then used to substantiate any requests for federal disaster assistance.

The PDA is done for both the private (Individual Assistance) and public sectors (Public Assistance) by teams consisting of a federal/state/local representatives. FEMA, in conjunction with WEM, will determine how many teams will do the assessment, depending on the severity of the damages and the size of the area to be covered. FEMA and WEM will conduct an organizational meeting prior to dispatching the teams to the field to set out ground rules. The teams will work so as to complete their survey as quickly as possible (in 2 to 3 days) and allow the Governor to expedite the request for assistance in a timely manner.

The FEMA representative on the team is the team leader. The State representative is responsible for ensuring that the best interests of the affected individuals and municipalities are being served. The local representative on the team is the guide, and as such plays a key role. It is their task to make sure that the FEMA representative sees all the damage attributed to the disaster and understands any extenuating circumstances that may exist. The local representative should be someone who understands the damages and will be able to speak knowledgeably on the best approach to the repairs.

It is the county emergency management director's responsibility to designate local representatives for the PDA teams. For this assignment the county director should call upon members of the pre-designated county damage assessment team whenever possible. Having already supplied information to the county director for the UDSRs, these individuals know where the damage is and are aware of its impacts.

The severity and magnitude of the disaster will determine how much of the damage the teams will be able to survey, with every effort being made to look at all of the damage. As indicated above, the objective of the PDA is to further refine the damage information already received and to identify the impacts resulting from that damage. It also provides for early identification of mitigation opportunities that could be implemented in the recovery phase to reduce or eliminate future disaster damages.

Preparation for the PDA

The local representatives, in conjunction with the county emergency management director, need to carefully prepare for the PDA. The following is a summary of the tasks that should be done prior to the PDA; a more detailed list is on pages 15-16.

- ✚ Develop routes of travel for the teams and have maps that show the damaged areas.
- ✚ Be prepared to show the federal and state officials the major damage sites and also damage sites that are typical of the type and severity of damage that occurred.
- ✚ The local representative should gather information and documentation on work that has already been completed as well.

- ✚ Have information available on the extent of insurance coverage and have a basic knowledge of the socio-economics of the area to be surveyed.
- ✚ Develop cost estimates for FEMA and the team. These can be based on past experience with similar repairs, local contractors' proposals, or costs developed from cost-estimating software.

Individual Assistance

The objective of the Individual Assistance (IA) teams in the PDA is to determine the number of homes and businesses that have been damaged and the extent of that damage. They will obtain a count of how many homes and businesses have been affected, how many of each sustained major and/or minor damage and how many have been destroyed. They will also determine if the home is single or multi-family and if the occupant is an owner or renter. The figures gathered by the IA teams will be tabulated and then used to determine which of the various Individual Assistance Programs will be requested in the Governor's letter to the President.

Public Assistance

The Public Sector damage teams consist of engineers from various federal and state agencies who will be matched with a local representative who has similar knowledge and expertise. For instance, FEMA engineers and an engineer from the State Division of Highways may be matched with the county highway commissioner or the city street superintendent to survey damage to roads, streets and bridges. Likewise, engineers from FEMA and the State Department of Natural Resources could be matched with the local public works director to look at damage to water utilities, wastewater treatment plants, storm and sanitary sewers.

The local representative on the team should be prepared to supply the engineers with information on operating budgets and insurance coverage. If sites have already been repaired, the local representative should have those records available. It is recommended that photos be available which show how the site looked immediately after the damage occurred. Using a checklist is an invaluable tool when preparing for the PDA. The Joint Preliminary Damage Assessment (PDA) Checklist (pages 17-18) and the associated Categories of Work, Documentation and Red Flags (pages 19-26) will provide the local representative with the guidance they will need to gather the information needed; not only for the PDA but for future reimbursement claims. If federal assistance is not available, state assistance in the form of the Wisconsin Disaster Fund may be available and the same damage assessment information and associated costs will be used to document claims for WDF reimbursement.

Mitigation Team Member

Accompanying the individual and public assistance teams there may be federal and/or state mitigation specialists. They will be looking at damage sites to determine if in the process of repair/reconstruction there are feasible mitigation measures that could lessen or eliminate the impacts of future disasters. Such measures may be as simple as installing sewer back-flow valves, elevating furnaces or utility boxes, or landscaping to enhance drainage or more extensive mitigation measures such as acquisition and demolition of structures that have had repeated flood damages. The mitigation specialists will also be interested in obtaining information on local and state building codes and construction standards and their enforcement. There are two FEMA mitigation programs that could be utilized; the FEMA-PA 406 Mitigation Program and FEMA 404 – Hazard Mitigation Grant Program (HMGP).

406 Mitigation applies to mitigation projects that can be completed in conjunction with PA Project repairs, such as installing a larger diameter culvert in place of a smaller one that couldn't handle to excess water. The HMGP comes into play for larger projects and does not have to be tied to a specific event or project.

Final Disaster Figures

The figures of the private and public assessment teams are jointly reviewed and agreed upon by FEMA, the Division and the affected jurisdictions. A recommendation is made to the Governor concerning whether the total damages and their impacts justify a request for Presidential Disaster Assistance under PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Division develops the request letter and supporting documentation for the Governor's signature. If there is not sufficient documented damage to support a request for a Presidential Disaster Declaration, or if it is denied, the damage assessment information can still be used to request reimbursement from the state Wisconsin Disaster Fund. As such, the completion of complete and accurate damage assessment is critical to recovery from an event, no matter the size or scope.

QUICK REFERENCE GUIDE FOR INDIVIDUAL ASSISTANCE PRELIMINARY DAMAGE ASSESSMENT

Category of Damage	Definition	Flood Examples	Tornado Examples
Affected	Dwellings with minimal damage to structure and/or contents and the home is habitable without repairs.	Minimal damage to structure and home is habitable without repairs.	Minimal damage to structure and home is habitable without repairs.
Minor	The home is damaged and uninhabitable, but may be made habitable in a short period of time.	One foot or more of water/sewer backup in basement and furnace/water heater damaged. If no basement, one foot or less of water on first floor. <i>Note: If water has remained in structure for more than a day, more extensive damage may have occurred, check foundation.</i>	Windows or doors blown in, 1 wall damaged. Holes in the roof caused by the storm, but roofing components intact.
Major	The home has sustained structural or significant damages, is uninhabitable and requires extensive repairs.	One foot or more of water on the first floor of a home with a basement, with furnace and water heater in said basement. If no basement, 2 to 4 feet of water in the home, also dependent on the length of time the home was inundated.	Substantial failures of structural components of the house, (e.g., walls, floors, foundation, etc.)
Destroyed	The home is a total loss or damaged to such an extent that repairs are not economically feasible. Structure is permanently uninhabitable. An unaffected structure that will obviously require removal or demolition due to imminent damage from landslides, mudslides, sinkholes, etc.	Complete failure of major components of the structure; e.g., basement wall/foundation, walls, roof, etc. House pushed off foundation. <i>Note: Depth, velocity and duration of water in and around the structure may have a significant impact on degree of damage; e.g., mold formation</i>	Only foundation remains or two or more walls destroyed and roof substantially damaged or destroyed.

In all flood events, provide information regarding water levels and duration of flood.

SAMPLE METHODOLOGY FOR CALCULATING RESIDENTIAL DAMAGE

Overall average method

1. *Damage Factors:*

Affected/Minor	1-30%	use 15% as median
Major	31-80%	use 55% as median
Destroyed	81-100%	use 100%

2. *For each Category (Affected/Minor, Major, Destroyed):*

Average Market Value of Home in Township/Municipality
x Number of Homes Damaged per Category
x Damage Factor
= Estimated Dollar Damages

3. *Sample Calculation:*

The Average Market Value of a single-family home in Badger County is \$100,000.

12 homes were judged to have minor damage, 2 had major damages and 1 was destroyed.

$\$100,000 \times 12 \times 0.15 = \$180,000$

$\$100,000 \times 2 \times 0.55 = \$110,000$

$\$100,000 \times 1 \times 1 = \$100,000$

Total Damages Estimated At \$390,000

Subgrantee (Applicant) Responsibilities

Submit a Request for Public Assistance (RPA) at the Applicants Briefing or within 30 days of the declaration to the State Public Assistance Officer, County Emergency Management Director or Disaster Field Office.

1. **It is vital to maintain accurate records.** You must be able to document all disaster-related expenditures to the satisfaction of the Federal Emergency Management Agency (FEMA). You should immediately begin to accumulate, in one place, all records and documents that support or relate to costs for which you will request reimbursement.
2. Prepare a list of work performed and facilities damaged as a direct result of the disaster. This list should segregate work and damages into those categories that are eligible. Include both work that has been completed and that which has not, and all related costs incurred.
3. If possible, take photographs of sites during the event but certainly before any work is started so that the full extent of the damage can be seen. This is especially important when the work is already completed.
4. All damage sites should be identified and relevant information gathered prior to the meeting with your Public Assistance Coordinator Crew Leader (PAC Crew Leader) at a Kickoff Meeting.
5. Ensure that the person designated to accompany FEMA during project formulation and validation is knowledgeable of completed work and locations of those sites where work remains to be completed.
6. Be prepared to provide a detailed cost breakdown of work performed by your own forces (**Force Account Work**). This includes costs for personnel, equipment and materials for all completed work. Documentation could include:
 - A. Copies of payroll records, time cards, etc. Include regular and overtime costs as well as fringe benefits. Specify who the personnel were, job classification, where work was done, and what they did.
 - B. Equipment logs. Describe the piece of equipment, hourly rate charged, dates and hours used, location where used and for what purpose. Use Wisconsin DOT or FEMA furnished equipment rates.
 - C. Materials from own stock, specify the category of work, location where and/or how the materials and supplies were used.
7. Be prepared to describe which projects will be repaired or reconstructed by **contract**. If a contractor's estimate has been received, have it available for the inspectors.
8. If damaged facilities are to be rebuilt to conform to new codes, specifications or standards, be prepared to provide copies of the specifications, local resolutions, ordinances, etc.

9. Have information available on insurance coverage such as copies of insurance policies and the amount of any insurance settlement received.
10. Maintain records to document **all** costs for disaster related work. For work which is contracted, copies of the following documents will be required: bid specifications, requests for bids, bid documents, contract when let, invoices from the contractor, checks issued for payment and any other pertinent documents.

Public Assistance Program

Joint Preliminary Damage Assessment (PDA) Checklist

As you prepare for meeting with the FEMA representatives, look at each category below, check the box next to the items that you know you have spent money on or will spend money on in the weeks and months ahead to respond and repair damages back to ***pre-disaster condition***. Collect all documentation available to support your claims. Examples of documentation can include: receipts, invoices, contracts, force account labor/equipment/material logs, proof of price paid for similar repairs in the past, photos of site before/after the event, maintenance or inspection reports from before the event (especially for bridges and buildings).

A few important reminders:

- ✓ Keep original documents and photos!! Only give copies to FEMA.
- ✓ Do not include dollar figures for any damages that are likely covered by insurance.
- ✓ Do not include dollar figures related to mitigating future damage.
- ✓ Debris on private property is normally covered by homeowners insurance and should not be reported during the PDA

Category A - Debris Removal (on public property only)

- Overtime labor costs for debris removal operations (no regular time labor costs)
- Equipment (force account or rented) costs for debris removal operations (regular and overtime costs; use IDOT or FEMA rates)
- Contract costs for debris removal (contract must be in writing)

Category B - Emergency Protective Measures

- Overtime labor costs for sandbagging, emergency pumping, security, search and rescue, mass care, etc. (no regular time labor costs)
- Equipment (force account or rented) costs for emergency protective measures (e.g. hauling/placing sandbags, emergency pumping, police/fire vehicles; regular and overtime costs; use IDOT or FEMA rates).
- Material costs (sandbags, sand, plastic, gravel, food for workers, misc. supplies).
- Contract costs for emergency protective measures (contract must be in writing).

Category C - Road and Bridge Systems - Only road systems not on the Federal Aid System (FAS) are eligible for permanent repairs. Permanent repairs on FAS road systems are under the authority of the Federal Highway Administration.

- Regular and overtime labor costs for the permanent restoration of roads, bridges, culverts, etc. (force account)
- Equipment (force account or rented) costs for the permanent restoration of roads, bridges, culverts, etc. (regular and overtime costs; use IDOT or FEMA rates)
- Material costs for the permanent restoration of roads, bridges, culverts, etc.
- Contract (must be in writing) costs for the permanent repair of roads, bridges, culverts, etc.

Category D - Water Control Facilities (only facilities built specifically for flood control)

- Regular and overtime labor costs for the permanent restoration of channel or reservoir capacity (force account).
- Equipment (force account or rented) costs for the permanent restoration of channel or reservoir capacity (regular and overtime costs; use IDOT or FEMA rates).
- Material costs for the permanent restoration of channel or reservoir capacity.
- Contract costs for the permanent restoration of channel or reservoir capacity. (contract must be in writing).
- Coordinate planned restoration with WIDNR, USACE and NRCS.

Category E - Buildings and Equipment - Insurance proceeds must be deducted from costs.

- Regular and overtime labor costs for the permanent restoration of buildings and equipment (force account).
- Equipment (force account or rented) costs for the permanent restoration of buildings and equipment (regular and overtime costs; use IDOT or FEMA rates).
- Material costs for the permanent restoration of buildings and equipment.
- Contract costs for the permanent restoration of buildings and equipment (contract must be in writing).

Category F – Utility Systems - Insurance proceeds must be deducted from costs.

- Regular and overtime labor costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems (force account).
- Equipment (force account or rented) costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems (regular and overtime costs; use IDOT or FEMA rates).
- Material costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems.
- Contract costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems (contract must be in writing).

Category G - Parks, Recreational and Other - Insurance proceeds must be deducted from costs.

- Regular and overtime labor costs for the permanent restoration of parks, recreational areas and other types of facilities (force account).
- Equipment (force account or rented) costs for the permanent restoration of parks, recreational areas and other types of facilities (regular and overtime costs; use IDOT or FEMA rates).
- Material costs for the permanent restoration of parks, recreational areas and other types of facilities.
- Contract costs for the permanent restoration of parks, recreational areas and other types of facilities (contract must be in writing).

Public Assistance Program

Categories of Work, Documentation & Red Flags

FEMA separates project worksheets (PWs) into emergency work and permanent work. Emergency work includes Category A and Category B. Permanent work includes Categories C through G. Below is a description of each of the categories, documentation recommendations, and questions you should be prepared to answer for a FEMA representative.

- Look for the red flags items that could impact your ability to be reimbursed through the FEMA Public Assistance Program.

A very important reminder: Keep original documents and photos!! Only give copies to FEMA.

Category A - Debris Removal

- Was force account equipment/labor used?
- Did you use any rental equipment?
- Was any volunteer labor, equipment, or materials used?
- Was any of the debris removal done through a contract? How was the contract procured?
- Be sure to follow all local, State, and Federal procurement policies when entering into a contract
- Did you stage the debris? If so, where?
- Staging debris in the floodplain could jeopardize funding
- How did you dispose of the debris? Certified landfill? Chop & drop? Burn?
- Get any necessary debris disposal or burning permits.
- How many total cubic yards of debris did you remove and how much remaining?
- Was debris woody/vegetative? Were there any hazardous materials or white goods (Refrigerator, washer/dryer)
- Do you have any insurance for debris removal?

Documentation for Category A can include, but is not limited to:

- Photographs
- Timesheets for force account labor
- Pay policy stating in what cases force account employees receive overtime and at what rate
- Equipment inventory lists and log book or other tracking system of hours used
- All contractor invoices
- Documentation on how any contracts were procured (pre-existing contract before the event, bidding, emergency waiver for procurement, etc.)
- Receipts for rental equipment or other materials purchased
- Record of any volunteer labor, equipment, and materials (sign-in/sign-out sheets with names and dates are sufficient, listing of donated materials). These items may not be reimbursable, but a dollar value can be assigned and it may be used as a “credit” towards your cost share on other projects.
- Insurance policy

Category B - Emergency Protective Measures

Was the work necessary to eliminate or reduce an immediate threat to life, public health, safety, and/or improved property?

Did you perform any search and rescue?

Were there any evacuations or emergency shelters for humans or animals?

Were any roads temporarily closed due to hazardous conditions?

Did you perform emergency pumping or emergency repairs for roads, utilities or buildings?

Did you purchase any materials such as sand or sandbags?

Was force account equipment/labor used?

Did you use any rental equipment?

Was any work performed through a contract? How was the contract procured?

- Be sure to follow all local, State, and Federal procurement policies when entering into a contract

Did you provide or receive mutual aid from another locality? Was there a written mutual aid agreement in place prior to the event?

- In most cases, mutual aid is not reimbursable. Written and signed mutual aid agreements can be put in place prior to an event stipulating under what circumstances localities will bill each other for services. The agreement cannot state that billing is contingent on a Federal declaration, however it can be contingent on a State declaration (a state of emergency)

Was any volunteer labor, equipment, or materials used?

Do you have any insurance for any of the emergency protective measures taken?

Documentation for Category B can include, but is not limited to:

- Photographs
- Timesheets for force account labor
- Pay policy stating in what cases force account employees receive overtime and at what rate
- Equipment inventory lists and log book or other tracking system of hours used
- All contractor invoices
- Documentation on how any contracts were procured (pre-existing contract before the event, bidding, emergency waiver for procurement, etc.)
- Receipts for rental equipment or other materials purchased
- Record of any volunteer labor, equipment, and materials (sign-in/sign-out sheets with names and dates are sufficient, listing of donated materials). These items may not be reimbursable, but a dollar value can be assigned and it may be used as a “credit” towards your cost share on other projects.
- Insurance policy

Category C - Road and Bridge Systems

Are the roads your legal responsibility to repair and/or maintain?

Are any of the damaged roads a part of a Federal-Aid route? Typically only debris removal is allowed on these roads. Permanent repairs are normally not reimbursable through the FEMA Public Assistance program.

Was force account equipment/labor used?

Did you use any rental equipment?

- Was any work performed through a contract? How was the contract procured?
- Be sure to follow all local, State, and Federal procurement policies when entering into a contract
- Did you provide or receive mutual aid from another locality? Was there a written mutual aid agreement in place prior to the event?
- What materials and how much of each was used? Were materials from stock or purchased new for disaster repairs?
- For all work completed, labor/equipment hours, materials, GPS coordinates, photos, and dimensions of the damage area will be needed for each site. Having these elements organized prior to meeting with your FEMA representative will save time.
- Were any drainage structures, such as culverts, damaged?
- Do you have maintenance records for the roads prior to the event? Bridge inspection reports?
- If roads or bridges were poorly maintained prior to the event, or if no maintenance records are available, reimbursement may be limited.
- Have your or will you repair the damages above and beyond their pre-disaster condition? This is considered hazard mitigation and some items can be funded. See FEMA mitigation policy 9526.1 for details.
- Were any of the damages insured?

Documentation for Category C can include, but is not limited to:

- Photographs of damage and any repairs made
- Timesheets for force account labor
- Pay policy stating in what cases force account employees receive overtime and at what rate
- Equipment inventory lists and log book or other tracking system of hours used
- All contractor invoices
- Documentation on how any contracts were procured (pre-existing contract before the event, bidding, emergency waiver for procurement, etc.)
- Receipts for rental equipment or materials purchased
- Stock pricing for any materials used from stock
- Maintenance records/bridge inspection reports
- Drawings, sketches, or engineering plans
- Insurance policy

Category D - Water Control Facilities (dam, levee, reservoir, engineered drainage channel, irrigation facility, pumping facility, etc.)

- Are the damaged facilities your legal responsibility to repair and/or maintain?
- Was force account equipment/labor used?
- Did you use any rental equipment?
- Was any work performed through a contract? How was the contract procured?
- Be sure to follow all local, State, and Federal procurement policies when entering into a contract.
- Did you provide or receive mutual aid from another locality? Was there a written mutual aid agreement in place prior to the event?

What materials and how much of each was used? Were materials from stock or purchased new for disaster repairs?

For all work completed, labor/equipment hours, materials, GPS coordinates, photos, and dimensions of the damage area will be needed for each site. Having these elements organized prior to meeting with your FEMA representative will save time.

Do you have maintenance records from prior to the event?

■ If facilities were poorly maintained prior to the event, or if no maintenance records are available, reimbursement may be limited.

■ Have your or will you repair the damages above and beyond their pre-disaster condition? This is considered hazard mitigation and some items can be funded. See FEMA mitigation policy 9526.1 for details.

Are any of the damaged facilities insured?

Documentation for Category D can include, but is not limited to:

- Photographs of damage and any repairs made
- Timesheets for force account labor
- Pay policy stating in what cases force account employees receive overtime and at what rate
- Equipment inventory lists and log book or other tracking system of hours used
- All contractor invoices
- Documentation on how any contracts were procured (pre-existing contract before the event, bidding, emergency waiver for procurement, etc.)
- Receipts for rental equipment or materials purchased
- Stock pricing for any materials used from stock
- Maintenance records/bridge inspection reports
- Drawings, sketches, or engineering plans
- Insurance policy

Category E - Buildings and Equipment

Are the damaged facilities your legal responsibility to repair and/or maintain?

What was the impact of the damage? Was the building closed? Were/are temporary facilities necessary?

Were any contents damaged?

Was the building in active use or was it vacant?

Was force account equipment/labor used?

Did you use any rental equipment?

Was any work performed through a contract? How was the contract procured?

■ Be sure to follow all local, State, and Federal procurement policies when entering into a contract

Did you provide or receive mutual aid from another locality? Was there a written mutual aid agreement in place prior to the event?

What materials and how much of each was used? Were materials from stock or purchased new for disaster repairs?

For all work completed, labor/equipment hours, materials, GPS coordinates, photos, and dimensions of the damage area will be needed for each site. Having these elements organized prior to meeting with your FEMA representative will save time.

- Do you have maintenance records from prior to the event?
 - If facilities were poorly maintained prior to the event, or if no maintenance records are available, reimbursement may be limited.
 - Have you or will you repair the damages above and beyond their pre-disaster condition? This is considered hazard mitigation and some items can be funded. See FEMA mitigation policy 9526.1 for details.
 - Are you interested in an improved or alternate project? Speak to the State and FEMA representatives before construction begins.
- Are any of the damaged facilities insured? Have you filed a claim with your insurance company?

Documentation for Category E can include, but is not limited to:

- Photographs of damage and any repairs made
- Timesheets for force account labor
- Pay policy stating in what cases force account employees receive overtime and at what rate
- Equipment inventory lists and log book or other tracking system of hours used
- All contractor invoices
- Documentation on how any contracts were procured (pre-existing contract before the event, bidding, emergency waiver for procurement, etc.)
- Receipts for rental equipment or materials purchased
- Stock pricing for any materials used from stock
- Maintenance records/bridge inspection reports
- Drawings, sketches, or engineering plans
- Insurance policy
- Any lease agreements

Category F – Utility Systems (water treatment plants, power generation and distribution, communications, etc.)

Are the damaged facilities your legal responsibility to repair and/or maintain?

Did you incur any increased operating expenses?

Have surveys been conducted for known and unknown damages?

Was the facility shut down? Were temporary services/facilities established?

Was force account equipment/labor used?

Did you use any rental equipment?

Was any work performed through a contract? How was the contract procured?

- Be sure to follow all local, State, and Federal procurement policies when entering into a contract

Did you provide or receive mutual aid from another locality? Was there a written mutual aid agreement in place prior to the event?

What materials and how much of each was used? Were materials from stock or purchased new for disaster repairs?

For all work completed, labor/equipment hours, materials, GPS coordinates, photos, and dimensions of the damage area will be needed for each site. Having these elements organized prior to meeting with your FEMA representative will save time.

Do you have maintenance records from prior to the event?

- If facilities were poorly maintained prior to the event, or if no maintenance records are available, reimbursement may be limited.
 - Have your or will you repair the damages above and beyond their pre-disaster condition? This is considered hazard mitigation and some items can be funded. See FEMA mitigation policy 9526.1 for details.
 - Are you interested in an improved or alternate project? Speak to the State and FEMA representatives before construction begins.
- Are any of the damaged facilities insured? Have you filed a claim with your insurance company?

Documentation for Category F can include, but is not limited to:

- Photographs of damage and any repairs made
- Damage survey reports
- Timesheets for force account labor
- Pay policy stating in what cases force account employees receive overtime and at what rate
- Equipment inventory lists and log book or other tracking system of hours used
- All contractor invoices
- Documentation on how any contracts were procured (pre-existing contract before the event, bidding, emergency waiver for procurement, etc.)
- Receipts for rental equipment or materials purchased
- Stock pricing for any materials used from stock
- Maintenance records/bridge inspection reports
- Drawings, sketches, or engineering plans
- Insurance policy

Category G - Parks, Recreational and Other

Are the damaged facilities your legal responsibility to repair and/or maintain?

Did you incur any increased operating expenses?

Have surveys been conducted for known and unknown damages?

Was the facility shut down? Were temporary services/facilities established?

Was force account equipment/labor used?

Did you use any rental equipment?

Was any work performed through a contract? How was the contract procured?

- Be sure to follow all local, State, and Federal procurement policies when entering into a contract

Did you provide or receive mutual aid from another locality? Was there a written mutual aid agreement in place prior to the event?

What materials and how much of each was used? Were materials from stock or purchased new for disaster repairs?

For all work completed, labor/equipment hours, materials, GPS coordinates, photos, and dimensions of the damage area will be needed for each site. Having these elements organized prior to meeting with your FEMA representative will save time.

Do you have maintenance records from prior to the event?

- If facilities were poorly maintained prior to the event, or if no maintenance records are available, reimbursement may be limited.

- Have your or will you repair the damages above and beyond their pre-disaster condition?
This is considered hazard mitigation and some items can be funded. See FEMA mitigation policy 9526.1 for details.
- Are you interested in an improved or alternate project? Speak to the State and FEMA representatives before construction begins.
Are any of the damaged facilities insured? Have you filed a claim with your insurance company?

Documentation for Category G can include, but is not limited to:

- Photographs of damage and any repairs made
- Damage survey reports
- Timesheets for force account labor
- Pay policy stating in what cases force account employees receive overtime and at what rate
- Equipment inventory lists and log book or other tracking system of hours used
- All contractor invoices
- Documentation on how any contracts were procured (pre-existing contract before the event, bidding, emergency waiver for procurement, etc.)
- Receipts for rental equipment or materials purchased
- Stock pricing for any materials used from stock
- Maintenance records/bridge inspection reports
- Drawings, sketches, or engineering plans
- Insurance policy