

Checklist of DAMAGE ASSESSMENT PROCESS FOR PUBLIC ASSISTANCE

AN ACCURATE & TIMELY DAMAGE ASSESSMENT IS CRITICAL FOR POSSIBLE DISASTER REIMBURSEMENT FROM FEMA. **BEFORE** THE DISASTER EVENT THE **APPLICANT** SHOULD BE AWARE OF **FEMA ELIGIBILITY CRITERIA** FOR APPLICANT, FACILITY, INSURANCE ISSUES, STANDARDS, FORMS, ETC. TRAINING (***BEFORE THE DISASTER EVENT***) IS AVAILABLE THROUGH PSTI AND MITIGATION & RECOVERY DIVISION OF THE STATE EMERGENCY MANAGEMENT AGENCY.

1. **Make a list** of potential Public Assistance/Infrastructure applicants for your county.
2. **Train Applicants** in damage assessment procedures and forms. Damage Assessment Class available upon request from Mitigation & Recovery Division. Call or e-mail Phil Brown or Rosemary Petersen.
3. Exercise damage assessment procedures
4. Disaster event occurs
5. Local emergency response
6. **Local Damage Assessment initiated** by county & possible applicants. (Can County resources handle emergency response, damage?)
7. Damage Assessment results forwarded to County Emergency Management (EMA) Director
8. County EMA Director forwards **Initial PDA reports** and Local Emergency Declaration if applicable to IDHS Operations (EOC)
9. If damage is significant, **Public Assistance/Infrastructure** will request applicant **Damage Assessment** on IDHS damage assessment forms for each potential applicant. See Damage Assessment Forms. (Please send forms even if the county does not meet their threshold. Your numbers could help meet the state threshold!!!) Your county threshold is your population multiplied by the FEMA factor \$3.28 for FFY 2009.
10. County EMA Director immediately forwards **Public Assistance PDA forms** to PA staff (Rosemary, Carmen or Phil). There is a 30 day window from the onset of the disaster for the Governors Request to be sent to FEMA.
11. IDHS will total damage for all Counties and prepare a detailed report to Governor & FEMA.
12. Governor will make a State Emergency Declaration if the State damages appear to be over \$8 million.

13. If damage statewide meets the FEMA designated threshold (state population multiplied by FEMA factor \$1.31) **IDHS will request a FEMA federal state and local PDA** (preliminary damage assessment).
14. FEMA will schedule a 3 day period to conduct the PDA in the qualifying counties (Counties meeting their threshold or close). Time is of the essence. **An applicant representative must be available to accompany the FEMA PDA team.** *Exact appointments will not be available.*
15. Applicants must have documentation of completed work available for FEMA. Estimated costs on work to be completed will be made by the PDA team comprising of FEMA, INDOT and local applicant.
16. If FEMA verifies that the State meets the threshold, the Governor will Request Disaster Assistance. If your county met its threshold after the FEMA PDA, you will be requested in the Governors Request.
17. FEMA Region V and then FEMA National must recommend the request before the President will make a disaster declaration for the State of Indiana. Funding will be obligated after the President signs the disaster declaration.
18. Affected County EMA Directors will be faxed or e-mailed the FEMA notice of the Presidential declaration including the designated counties.
19. EMA Directors of designated counties will receive notice of the Applicant Briefing Schedule. The County EMA Directors will then inform all applicants of the necessity of attending this meeting.
20. After the PA staff has made first/final payments to eligible applicants (after Disaster Field Office has closed) and had time to put together a spreadsheet, information of applicants and payment amounts will be sent to the designated County EMA Directors.