



Applicant PDA Guidance

The Preliminary Damage Assessment (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:

- Exact dates when the incident impacted the applicant.
- Photographs of damages prior to repair (in order to document damages for work completed).
- Annual maintenance budget for the applicant (annual aggregate expenditures).
- Population and budget data
- Annotated maps of damaged areas
- List of damaged sites
 - Critical facilities:

<ul style="list-style-type: none"> ● Hospitals, urgent care ● Water treatment and wastewater treatment ● Fire and police 	<ul style="list-style-type: none"> ● Electric utilities, facilities, and systems ● Communications ● Schools
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- Summary of impacts

<ul style="list-style-type: none"> ● Number of families affected ● Emergency vehicles cannot access victims or health care facilities ● Lengthy detours (e.g. EMT detour for 35 minutes / 10 mile detour) ● Significant loss of administrative space with no alternative facilities 	<ul style="list-style-type: none"> ● Essential services interrupted ● Loss of tax base ● Significant loss of administrative space with no alternative facilities ● Recreational loss
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Prioritize Damages: Prioritize PDA site visits from the most severely damaged/costly areas to the least damaged/costly areas. Damaged areas with the most severe impact on the community and critical infrastructure should also be a priority for PDA's.

Documents to provide to FEMA for EACH Category of work (A - G):

- Summary of work and cost estimates
- Location (specific location address and GPS/USNG location or jurisdiction wide)
- Maps, photographs, drawings, reports
- Maintenance records / inspection reports (bridge inspection reports)
- Insurance information – Amount of coverage and deductible for PDA's (however a copy of the entire policy should be provided as soon as possible if a major declaration is approved)
- Identify and make FEMA aware of any Special Considerations (i.e. Environmental/Historical designations, Floodplain/Wetland location, Hazardous materials, potential 406 Mitigation).
- How work was/will be accomplished (Force Account / Contract / Combination).
- Force Account costs (Labor / Equipment / Supplies)
- Contract Costs
- Material costs (actual or estimate)



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Documents to provide to FEMA for Specific Categories of Work:

Category A (Debris Removal)

- Classification of debris by type:
- Location of debris (roads, ROW, private property, waterways, parks, etc.).
- Quantity of each type of debris being removed.
- Unit Costs (\$/ton or CY) with explanation of calculations
- Percent of debris removal completed at the time of assessment.
- Location of debris operations facilities (reduction sites, disposal sites, etc.).
- Unique removal requirements (special equipment, long hauls, staging, etc.).
- Recycling or reusing any of the debris (yes or no)

Category B (Emergency Protective Measures)

- Emergency protective measures required
- Mutual aid costs
- Percent of emergency protective measures completed at the time of assessment.

Category C (Roads and Bridges)

- Federal Aid Road or BIA road (Yes / No / Unsure)
- Repair / replacement required (in-kind) (damage elements / dimensions)

Category D (Water Control Facilities)

- Facility type
- Are repairs to these facilities the responsibility of USACE or NRCS (Yes / No / Unsure)
- Repair / replacement required (in-kind) (damage elements / dimensions)

Category E (Buildings and Equipment)

- Facility type
- Repair / replacement required (in-kind) (damage elements / dimensions / equipment type / building contents)
- Value of equipment (blue book value) if replacement is required

Category F (Utilities)

- Facility type
- Summary of SAIFI, SAIDI and/or CAIDI outages reports
- Repair / replacement required (in-kind) (damage elements / dimensions)
- Will reconductoring be required (Yes / No / Unsure)

Category G (Parks, Recreation, Other Facilities)

- Facility type
- Repair / replacement required (in-kind) (damage elements / dimensions)

References