

Region VII PA PDAs

Minimum Required Documentation by Category of Work

Last Updated: November 16, 2022

ALL CATEGORIES OF WORK

1. Cost Summary (Describe costing or estimating methodology)
2. Specific Date of damages (Date ranges may be applicable depending on type of event)
3. Impact Statement
4. Cause of Damage (Not applicable to CAT B Emergency Protecting Measures)

CATEGORY A: DEBRIS REMOVAL

Required Information

1. Debris Type – Vegetative, Construction, White Goods, etc.
2. Quantity of Debris – Best estimate in Tons or Cubic Yards (CY)
3. Debris Location – Private Property Debris Removal (PPDR) Yes/ No
*If PPDR is being considered or active during the time of PDAs, please ensure FEMA PDA Coordinator is notified.

Supporting Documentation (if Available)

1. Contract – Contract Estimate/ Invoices
2. Force Account Labor – Summary of Hours/ Costs
**Historic work order can be used to estimate costs or time sheet samples*
3. Force Account Equipment – Summary of Utilized Hours/ Costs/ Estimate of Usage/Cost remaining
** <https://www.fema.gov/assistance/public/schedule-equipment-rates>
Historic work order can be used to estimate costs
4. Landfill Fees
5. Final Disposition – Landfill Name or Detailed Address
6. Photos – Sampling of photos is debris is located in numerous areas

*A respective sampling of photos depicting dangerous limbs and hangers may be presented in lieu of every location for JPDA purposes. Impacted Entity should be made aware of Documentation requirements for Hazardous Limbs, Trees and Stumps (PAPPG V4. Pg. 101 and 103) for declaration purposes and future grant requests.

** https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf*

7. GPS Coordinates

CATEGORY B: EMERGENCY PROTECTIVE MEASURES

Required Information

1. Description of work performed/ being performed (Narrative should separate activities)

such as sandbagging, Police/Fire/EMS response, temporary facilities and emergency pumping)

**example: Placing a tarpaulin on a damaged roof of municipal owned building (in active use) to reduce or eliminate threat of additional damages prior to permanent repairs.*

NOTE: Please separate costs of temporary measures and document permanent repairs as CAT E.

2. Detailed address of facility if specific measures were taken.
**Municipal office address can be used if emergency protective measures were city-wide.*
3. Is Insurance applicable – Yes/ No/ Unsure

Supporting Documentation (if Available)

1. Contract – Contract Estimate/ Invoices
2. Force Account Labor – Summary of Hours/ Costs
** Historic work order can be used to estimate costs or time sheet samples*
3. Force Account Equipment – Summary of Utilized Hours/ Costs/ Estimate of Usage/Cost remaining
** <https://www.fema.gov/assistance/public/schedule-equipment-rates>
Historic work order can be used to estimate costs
4. Materials – Purchase Order, Invoices or Summary Sheet specific to CAT B Operations
5. GPS Coordinates

CATEGORY C: ROADS AND BRIDGES

Required Information

1. Facility Damages – Identify roads, culverts, low water crossing and bridges
**Identify facility elements of construction including aggregate, concrete, asphalt and bridge material.*
2. Does facility have considerations of Other Federal Agency (OFA) involvement – Yes/ No
3. Facility Location – Address or intersection of damages
4. Map with annotated damage
**If roadway is still submerged, identify this facility with identifying marking.
Damage assessments cannot be completed if facility damages are unknown.*

Supporting Documentation (if Available)

1. Contract – Contract estimate/ Final Bill
2. Force Account Labor – Summary of Hours/ Costs
** Historic work order can be used to estimate costs or time sheet samples*
3. Force Account Equipment – Summary of Utilized Hours/ Costs/ Estimate of Usage/Cost remaining
** <https://www.fema.gov/assistance/public/schedule-equipment-rates>
Historic work order can be used to estimate costs
4. Materials – Purchase Order, Invoices or Summary Sheet specific to CAT C Operations
**Impacted Entity may provide materials In-Place cost of materials to include labor and equipment.*
5. Photos – Sampling of worst damages may be provided if numerous facilities are damaged.
**Upon PDA Coordinator review of eligibility, requests for maintenance records and pre-event photos may be requested for determination of damage cost inclusion in PDAs*

6. GPS Coordinates

CATEGORY D: WATER CONTROL FACILITIES | DAM, LEVEE AND ENGINEERED WATER CONTROL FACILITIES

(NOT INCLUDED: DITCHES, WATER/SEWER LINES, STORM SEWER LINES – SEE CAT F UTILITIES)

Required Information

1. Facility Damages – Identify known damages
2. Does facility have considerations of Other Federal Agency (OFA) involvement – Yes/ No
3. Facility description – What it is used for and was it in active use?
4. Facility Location – Detailed Address

Supporting Documentation (if Available)

1. Contract – Contract estimate/ Final Bill
2. Force Account Labor – Summary of Hours/ Costs
** Historic work order can be used to estimate costs or time sheet samples*
3. Force Account Equipment – Summary of Utilized Hours/ Costs/ Estimate of Usage/Cost remaining
** <https://www.fema.gov/assistance/public/schedule-equipment-rates>
Historic work order can be used to estimate costs
4. Materials – Purchase Order, Invoices or Summary Sheet specific to CAT D Operations
5. Was facility in active use – Yes/ No/ Unsure?
6. Photos
**Upon PDA Coordinator review of eligibility, requests for maintenance records and pre-event photos may be requested for determination of damage cost inclusion in PDAs*
6. GPS Coordinates

CATEGORY E: BUILDINGS AND EQUIPMENT (EQUIPMENT DAMAGED AS A DIRECT RESULT OF THE EVENT)

Required Information

1. Facility Damages – Identify known damages to building, equipment and contents
2. Facility description – What it is used for and is legal responsibility of impacted entity (verbal)
3. Facility Location – Detailed Address
**Ensure temporary measures are separate from permanent repairs.*
4. Equipment Damage – Year, Make, Model and description preferred to assist in costing considerations if insurance documents are not provided. Information builds ability to research similar costs on media sites if actuals are not presented.

Supporting Documentation (if Available)

1. Insurance Documents – Statement of Loss, Settlement Documents and Insurance Deductible
**If Insurance has not been claimed or adjuster has not visited site, Impacted Entity may provide damage details, cost and VERBAL deductible amount. FEMA*

staff may assist State personnel and Impacted Entities for costing purposes if needed.

***For building damage, an internal component and interior damage description. Schedule of loss can be provided for additional detail (Impacted Entity must claim damages to Insurance as first line of reimbursement)*

2. Contract – Contract estimate/ Final Bill
3. Force Account Labor – Summary of Hours/ Costs
** Historic work order can be used to estimate costs or time sheet samples*
4. Force Account Equipment – Summary of Utilized Hours/ Costs/ Estimate of Usage/Cost remaining
** <https://www.fema.gov/assistance/public/schedule-equipment-rates>
Historic work order can be used to estimate costs
5. Materials – Purchase Order, Invoices or Summary Sheet specific to CAT E Operations
6. Was facility/ equipment in active use – Yes/ No/ Unsure?
7. Photos – Respective sampling may be included if damages are present to numerous facilities.
**Upon PDA Coordinator review of eligibility, requests for maintenance records and pre-event photos may be requested for determination of damage cost inclusion in PDAs*
7. GPS Coordinates

CATEGORY F: UTILITIES

Required Information

1. Facilities Damaged – Identify known damages to utility systems
2. Facility description – What it is used for and is legal responsibility of impacted entity (verbal)
3. Facility Location – Detailed Address
4. Any work completed outside existing footprint or areas of previous disturbance - Yes/ No/ Unsure?
5. Any Codes, Standards or requirements taking place at site during repairs - Yes/ No/ Unsure?

Supporting Documentation (if Available)

1. Insurance Documents– Statement of Loss, Settlement Documents and Insurance Deductible
**If Insurance has not been claimed or adjuster has not visited site, Impacted Entity may provide damage details, cost and VERBAL deductible amount. FEMA staff may assist State personnel and Impacted Entities for costing purposes if needed. Also note, sub-surface components are generally not insured.*
2. Contract – Contract estimate/ Final Bill
3. Force Account Labor – Summary of Hours/ Costs (Time Sheet Samples)
** Historic work order can be used to estimate costs*
4. Force Account Equipment – Summary of Utilized Hours/ Costs/ Estimate of Usage/Cost remaining
** <https://www.fema.gov/assistance/public/schedule-equipment-rates>
Historic work order can be used to estimate costs
5. Materials – Purchase Order, Invoices or Summary Sheet specific to CAT F Operations
6. Photos - Respective sampling may be included if damages are present to numerous facilities.
**Upon PDA Coordinator review of eligibility, requests for maintenance records*

and pre-event photos may be requested for determination of damage cost inclusion in PDAs.

7. GPS Coordinates

CATEGORY G: PARKS, RECREATION AND OTHER

Required Information

1. Facilities Damaged – Identify known damages to parks, recreational areas and items that are not listed in other categories of work.
2. Facility description – What it is used for
**Ensure that damages, for example a roadway leading through the park open to the public, be categorized as CAT C. As it is more appropriate category. CAT G items are defined as Parks, recreation and other that do not fit into previous categories.*
3. Facility Location – Detailed Address

Supporting Documentation (if Available)

1. Insurance Documents) – Statement of Loss, Settlement Documents and Insurance Deductible
**If Insurance has not been claimed or adjuster has not visited site, Impacted Entity may provide damage details, cost, and VERBAL deductible amount. FEMA staff may assist State personnel and Impacted Entities for costing purposes if needed.*
2. Contract – Contract estimate/ Final Bill
3. Force Account Labor – Summary of Hours/ Costs
** Historic work order can be used to estimate costs or time sheet samples*
4. Force Account Equipment – Summary of Utilized Hours/ Costs/ Estimate of Usage/Cost remaining
** <https://www.fema.gov/assistance/public/schedule-equipment-rates>
Historic work order can be used to estimate costs
5. Materials – Purchase Order, Invoices or Summary Sheet specific to CAT G Operations
6. Photos - Respective sampling may be included if damages are present to numerous facilities.
**Upon PDA Coordinator review of eligibility, requests for maintenance records and pre-event photos may be requested for determination of damage cost inclusion in PDAs.*
7. GPS Coordinates