

## APPLICANT RESPONSIBILITIES DURING A PRELIMINARY DAMAGE ASSESSMENT (PDA) FOR FEMA PUBLIC ASSISTANCE

The Preliminary Damage Assessment (PDA) is a joint effort to verify damages after a disaster, identify the adverse impact to essential facilities and services, and estimate the amount of supplemental assistance needed. This effort is conducted by PDA teams; each composed of a representative from federal (Federal Emergency Management Agency), state (Pennsylvania Emergency Management Agency, Pennsylvania Department of Transportation, Department of Environmental Protection), county and local (city, borough, township, etc.) governments. After this assessment is complete, the Governor may request federal assistance. No federal funding assistance can be provided until a Presidential Declaration is received.

**An accurate PDA is important** in that: 1) it determines if a Presidential Declaration may be requested and 2) if public assistance is authorized by a Presidential Declaration, the data becomes the foundation for creating the project worksheet (PW), a document used to define the scope of work to be performed and eligible costs to restore the disaster damaged facilities. *In preparation for the arrival of the Federal-State PDA team, applicants should take the following actions in order to expedite the process and help produce accurate estimates.*

1. As soon as any resources are used in any disaster response, **document** the labor, equipment and materials used including location and type of work performed. This information is vital to recover costs if the disaster is federally declared.
2. **Prepare a list of locations damaged** as a direct result of the disaster using the PEMA-DAP-19 Form (Local Damage Assessment). This list should include a brief description of the damage (i.e. debris cleanup, road washout, bridge damaged etc.), an estimate of the cost to repair to the pre-disaster condition, and an indication of any special considerations that could be present at the site. If work has already been done at a site, a detailed cost breakdown of personnel, equipment, materials, contract costs and photographs of damage prior to starting work in progress or completed are needed to produce an accurate estimate.
3. Identify and describe the **adverse impact** of the damages **on essential facilities and services**. Particular emphasis should be focused on hospitals, schools, access for emergency services, utilities, and other public health and safety concerns.
4. **Mark the location** of each damage site on a map and develop a route of travel to each. All damage sites should be identified by the applicant before the inspectors arrive. If possible, the sites with the greatest damages should be inspected first. Give a copy of this map to the inspection team.
5. Have **photographs**, site sketches, and/or drawings of each damaged site available for the team. Sketches or drawings should include dimensions; photographs should include a visual size reference (i.e. a person, a surveyor's rod, etc.)
6. Be sure that the **applicant's representative** designated to **accompany the survey team** has **knowledge** of repairs already done and those that need to be done, as well as the location of all damage sites.
7. Accumulate needed additional information particularly **population, budget, budget balance** and **impact of disaster event** .