

Illinois Emergency Management Agency



Damage Assessment Process
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September 7, 2016



Disaster Assistance Process

INCIDENT

RAPID NEEDS ASSESSMENT

DISASTER IMPACT ASSESSMENT

IA - INITIAL DAMAGE ASSESSMENT
(LOCAL)

PA - INITIAL DAMAGE ASSESSMENT
(LOCAL)

IA - PRELIMINARY DAMAGE ASSESSMENT
(FEMA, SBA, STATE, LOCAL)

PA - PRELIMINARY DAMAGE ASSESSMENT
(FEMA, STATE, LOCAL)

REQUEST FOR MAJOR DISASTER
DECLARATION

FEDERAL DECLARATION

IA PROGRAM IMPLEMENTATION

PA PROGRAM IMPLEMENTATION



Damage Assessment Basics

- Process of collecting, recording, analyzing and reporting the damages, costs and impacts of an event on a specific jurisdiction
- Includes:
 - Impact Assessment
 - Initial Damage Assessment (IDA)
 - Preliminary Damage Assessment (PDA)



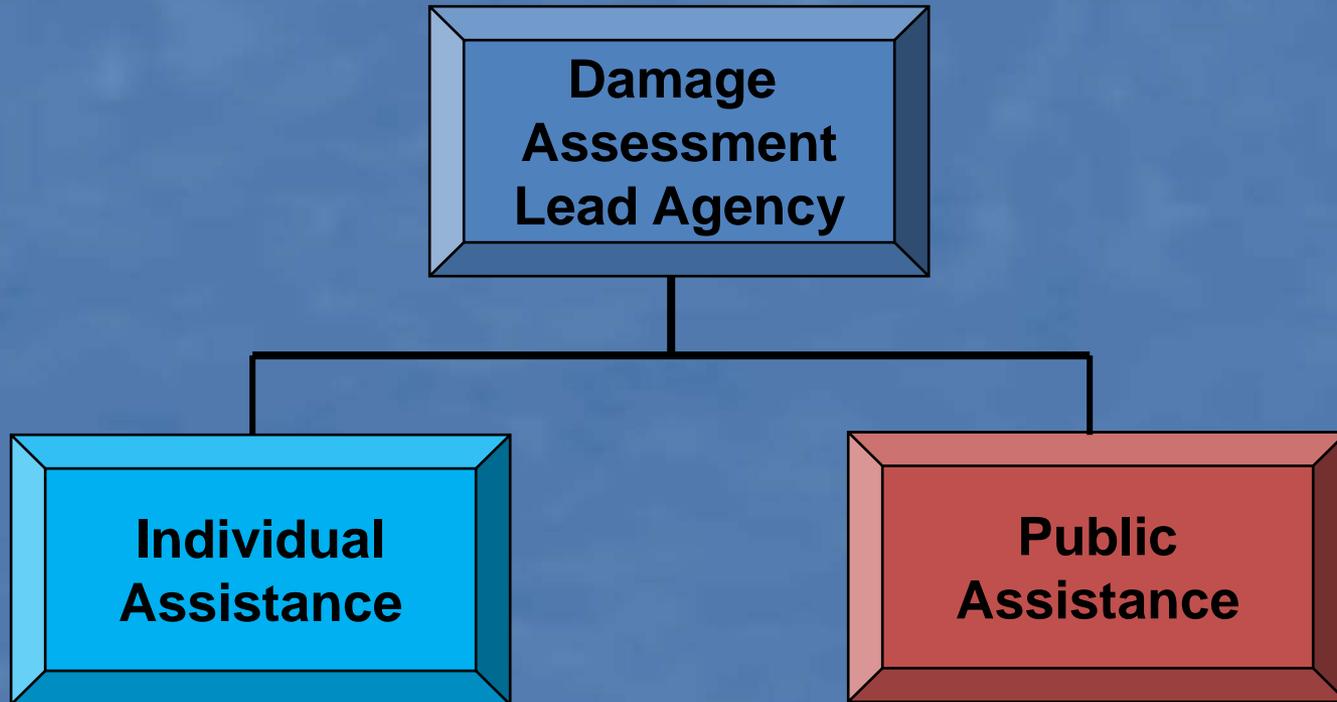
Damage Assessment Basics

Lead Agency

- Who is the lead agency in your jurisdiction?
- Where is this documented?
- Responsibilities include:
 - Identify and prioritize areas to be assessed
 - Determine personnel needs for the Initial Damage Assessment
 - Assign personnel to areas to be assessed



Damage Assessment Basics



Damage Assessment Basics

Conducted by
pre-designated
local personnel

- Familiar with jurisdiction
- Properly equipped
- Adequately trained



Damage Assessment Basics

Safety Toolbox

- Appropriate footwear
- Appropriate clothing - PPE
- Weather - related items



Disaster Impact Assessment

- Disaster Impact Assessment (DIA) form must be used to document the impact of the incident on the jurisdiction
 - DIA forms for townships and municipalities should be submitted to the county EMA office.
 - County EMA office will submit one summary DIA form to IEMA for the entire county.
 - Some parts of the DIA form can be completed before the disaster incident happens.



Disaster Impact Assessment

Sections:

- A General Information
- B Deaths & Serious Injuries
- C Voluntary Agency/NGO Activity
- D Local Disaster Declaration
- E Overall Community Impact
- F Response Actions
- G Disaster History
- H Demographic Information
- I Disaster Specific Challenges

Date Compiled _____

IEMA Disaster Impact Assessment Form
ILLINOIS EMERGENCY MANAGEMENT AGENCY

Detailed form instructions can be found at the end of this form.
Fill in all blanks. If not applicable, enter "NA".

A. GENERAL INFORMATION

1. County: _____ City/Town/Township: _____

2. Point(s) of Contact

Name: _____ Title: _____
Phone: _____ E-mail Address: _____
Name: _____ Title: _____
Phone: _____ E-mail Address: _____

3. Type of Incident : _____

4. Incident Date(s): _____ Start _____ to _____ End _____ Ongoing

5. General description of the geographical areas impacted and damages:

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Individual Assistance

Individual Assistance Damage Assessment



Disaster Assistance Process

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Individual Assistance Initial Damage Assessment

What is collected?

Information on
damage
to homes
and businesses



Individual Assistance Initial Damage Assessment

Collection and Recording

- Call Center
- Online
- Field Assessment
/ Verification



Individual Assistance Initial Damage Assessment

Call Center

- Predetermined site
- Predetermined contact number
- Standardized collection process

Online

- Pre-established website
- Standardized collection process



Individual Assistance Initial Damage Assessment

Potential IA Field Assessment Personnel

- EMA
- Building code inspectors
- Property Assessors
- Fire
- EMS
- Law Enforcement
- Volunteers
- Mutual Aid



Individual Assistance Initial Damage Assessment

Local Damage Assessment Field Personnel Responsibilities

- Ensure all assigned areas are assessed
- Record damage on IEMA forms



Individual Assistance Initial Damage Assessment

Flood Event Form

Header

- County/City
- Date of Event
- Type of Event

Footer

- Completed By
- Phone Number
- Page __ of __
- Date of Assessment Start __ End__



Individual Assistance Initial Damage Assessment

Flood Event Form

Columns
1 & 2

Address Number

Street Name/Apartment Number

- Use a separate line for each dwelling/street number



Individual Assistance Initial Damage Assessment

Flood Event Form

- SF = Single Family Home
- MF = Multi Family Structure
- MH = Mobile Home
- B = Business

**Column
3**



Individual Assistance Initial Damage Assessment

Flood Event Form

Column
4

Own/Rent

- O = Occupant owns the dwelling
- R = Occupant rents the dwelling

Unknown

- UNK = Unknown



Individual Assistance Initial Damage Assessment

Flood Event Form

Column
5

Depth of water in basement

- Record depth of water in inches
- 0 = No water
- NA = No basement



Individual Assistance Initial Damage Assessment

Flood Event Form

Column
6

Depth of water on 1st floor

- Record depth of water in inches
- 0 = No water
- NA = Apartment is in basement or an upper floor



Individual Assistance Initial Damage Assessment

Flood Event Form

Column
7

Basement Living Areas

- If possible, determine if basement is an essential living area
 - Record “Y”, “N”, “UNK” or “NA” as appropriate
- What is “essential”
 - Basement/Garden Apartment? **Yes**
 - Family Rooms? **No**
 - Finished Basements? **Not Necessary**



Individual Assistance Initial Damage Assessment

Flood Event Form

Insurance

- H = Home Owners
- R = Renters
- F = Flood Insurance
- N = No Insurance
- UNK = Unknown

Column
8



Individual Assistance Initial Damage Assessment

Flood Event Form

Structural Damage

- Y = Structural damage
 - Briefly describe damage under comment section
- N = No obvious/visible structural damage
- UNK = Unknown

Column
9



Individual Assistance Initial Damage Assessment

Flood Event Form

Comments for households

Structural damage brief description

A = No one living in dwelling at time of flood

B = Dwelling was not a primary residence

C = Water in crawl space only

D = Damage caused by sewer back up only

E = No one home during damage assessment,
cannot determine damage

F = No one home during damage assessment,
information obtained by observation

Column
10



Individual Assistance Initial Damage Assessment

Flood Event Form

Comments for businesses

- If closed, for how long?
- Projected date to reopen?
- How many employees are affected?
- How long without power?
- Projected impact on local jurisdiction
- Projected dollar loss
- Projected insured/uninsured losses

Column
10



Individual Assistance Initial Damage Assessment

Non-Flood Event Form

Header

- County/City
- Date of Event
- Type of Event

Footer

- Completed By
- Phone Number
- Page __ of __
- Date of Assessment Start __ End__



Individual Assistance Initial Damage Assessment

Non-Flood Event Form

Columns
1 & 2

Address Number

Street Name/Apartment Number

- Use a separate line for each dwelling/street number



Individual Assistance Initial Damage Assessment

Non-Flood Event Form

- SF = Single Family Home
- MF = Multi Family Structure
- MH = Mobile Home
- B = Business

Column
3



Individual Assistance Initial Damage Assessment

Non-Flood Event Form

Own/Rent

- O = Occupant owns the dwelling
- R = Occupant rents the dwelling

Unknown

- UNK = Unknown

Column
4



Individual Assistance Initial Damage Assessment

Non-Flood Event Form

Column
9

Insurance

- H = Home Owners
- R = Renters
- N = No Insurance
- UNK = Unknown



Individual Assistance Initial Damage Assessment

Non-Flood Event IA Forms

Column
10

Comments for households

- Structural damage brief description
- A = No one living in dwelling at time of event
- B = Dwelling was not a primary residence
- C = Roof/Wall covered with tarp or plywood
- D = No one home during damage assessment, cannot determine damage
- E = No one home during damage assessment, information obtained by observation



Individual Assistance Initial Damage Assessment

Non-Flood Event IA Forms

Column
10

Comments for Businesses

- If closed, for how long?
- Projected date to reopen?
- How many employees are affected?
- How long without power?
- Projected impact on local jurisdiction
- Projected dollar loss
- Projected insured/uninsured losses



Individual Assistance Initial Damage Assessment

Local Jurisdiction Wrap-up

- Collect completed forms from assessment personnel
- Review/analyze forms
- Submit completed forms through the County EMA office to IEMA Regional office



Individual Assistance Initial Damage Assessment

IEMA Analysis

- IEMA reviews completed IEMA forms submitted by the local jurisdiction, including the Disaster Impact Assessment form
- IEMA determines the need to conduct further damage assessments
- If warranted, IEMA submits a request to FEMA for a Preliminary Damage Assessment(PDA)



Individual Assistance Preliminary Damage Assessment

PDA Teams

- The PDA team mission is to verify information collected during the Initial Damage Assessment
- PDA teams include representatives from:
 - The local jurisdiction
 - Illinois Emergency Management Agency (IEMA)
 - Federal Emergency Management Agency (FEMA)
 - homes only
 - Small Business Administration (SBA)
 - homes and businesses



Individual Assistance Preliminary Damage Assessment

IEMA will contact the local jurisdiction to coordinate:

- Point-of-Contact information
- Team meeting dates & times
- Team meeting locations



Individual Assistance Preliminary Damage Assessment

Local PDA Responsibilities

Organize damages identified during initial damage assessment

- By address and on maps
- By most to least severe damage - **PRIORITIZE!**

Provide personnel to serve on PDA team

- Escort team to damaged areas during the PDA
- Ensure the PDA team assessed all damages to homes and businesses related to the event



Individual Assistance Preliminary Damage Assessment

PDA Information

- The PDA information is compiled by FEMA/SBA and provided to IEMA
- IEMA will use the PDA information to determine if a request for Federal assistance is warranted
- If the request is warranted, the PDA information will be used in the Governor's Request for a Major Disaster Declaration

30
days



Public Assistance

Public Assistance Damage Assessment



Disaster Assistance Process

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Eligibility



Public Assistance Initial Damage Assessment

Eligible Organizations

- State Government
 - Departments, agencies, boards, commissions, authorities, universities
- Local Government
 - Counties, townships, cities, villages, school districts and special districts
- Certain Private Non-Profit Organizations
 - Must have a facility that provides essential services of a governmental nature
 - Utility cooperatives, parochial schools, hospitals/emergency medical
- Native American Tribes/Tribal Organizations



Public Assistance Initial Damage Assessment

Eligible Facility

- A facility must:
 - Be the legal responsibility of an eligible applicant
 - Be located within the designated area
 - Not be under the authority of another federal agency
 - Be in active use at the time of the disaster



Public Assistance Initial Damage Assessment

Eligible Work

- Work must be:
 - Required as a direct result of the declared event
 - Located within the designated area
 - The legal responsibility of an eligible applicant at the time of the declared event



Public Assistance Initial Damage Assessment

Eligible Costs

- Costs must:
 - Be reasonable and necessary to accomplish eligible work
 - Comply with federal, state and local laws and regulations
 - Not include insurance proceeds, salvage value or other credits (no duplication of benefits)



Public Assistance Initial Damage Assessment

Eligible Direct Costs

- Salaries, wages and fringe benefits
 - Regular time costs for permanent employees are not eligible for emergency work (Categories A and B)
- Purchase of materials
- Use of applicant owned or rented equipment
- Contracting



Public Assistance Initial Damage Assessment

Other Costs

- Professional Services
 - Architectural
 - Engineering
 - Environmental
 - Historic Preservation
 - Project Management
- Work completed under cooperative agreements
 - Agreements must be in writing



Public Assistance Initial Damage Assessment

Categories of Work

Type	Category of Work
Emergency Work	A Debris Removal
	B Emergency Protective Measures
Permanent Work	C Roads and Bridges
	D Water Control Facilities
	E Buildings and Equipment
	F Utilities
	G Parks, Recreational and Other



Public Assistance Initial Damage Assessment

Emergency Work

- **Category A:**
Debris Removal
- **Category B:**
Emergency
Protective
Measures



Public Assistance Initial Damage Assessment

Category A: Debris Removal

Eligibility Criteria

- Eliminate immediate threats to lives, public health and safety
- Eliminate immediate threats of significant damage to improved public or private property when measures are cost effective
- Ensure economic recovery of the affected community to the benefit of the community-at-large



Public Assistance Initial Damage Assessment

Category A: Debris Removal

Private Property

- Debris from private property is generally not eligible because it is the responsibility of the individual property owner
- If property owners move debris to a public right-of-way, the local government may be reimbursed for curbside pickup and disposal for a limited period of time



Public Assistance Initial Damage Assessment

Category B: Emergency Protective Measures

Eligibility Criteria

- Eliminate or reduce an immediate threat to life, public health or safety
- Eliminate or reduce an immediate threat of significant damage to improved public or private property through cost-effective measures



Public Assistance Initial Damage Assessment

Category B: Emergency Protective Measures

Potentially eligible measures:

- Warning of risks and hazards
- Search and rescue
- Temporary medical facilities
- Emergency Evacuation or Shelters
- Security
- Temporary generators
- Pumping of trapped floodwaters
- Sandbagging/Emergency Pumping



Public Assistance Initial Damage Assessment

PA Donated Resources

- Donated Resources should be documented during response and recovery
- Donated Resources may not be reported as part of the damage assessment
- Applicants may claim donated resources to offset the non-Federal cost share for emergency work (Categories A & B) when Project Worksheets (PWs) are prepared



Public Assistance Initial Damage Assessment

Permanent Work

Restoration of Permanent Facilities

- Category C: Road and Bridge Systems
- Category D: Water Control Facilities
- Category E: Buildings & Equipment
- Category F: Public Utilities
- Category G: Park, Recreation & Other



Public Assistance Preliminary Damage Assessment

Insurance Requirements

- Insurance proceeds must be deducted from any eligible costs
- For Project Worksheets (PW) with over \$5,000 in eligible damage costs, the applicant must obtain and maintain insurance in the amounts and types as are required to protect against future loss from the type of hazard which caused the damage to the facility



Public Assistance Preliminary Damage Assessment

National Flood Insurance Program (NFIP)

- Insurable facility located in a special flood hazard area
- Eligible costs are reduced by the maximum amount of flood insurance proceeds the applicant would have received had the facility and its contents been fully covered by flood insurance
 - Does not matter whether facility has flood insurance



Public Assistance Preliminary Damage Assessment

- Federal Procurement (2 CFR, Part 200)
 - Micro-purchases
 - < \$3,500
 - Small purchase procedures
 - \$3,500 - \$150,000
 - Sealed bids
 - > \$150,000
 - Competitive proposals
 - Non-competitive proposals
- State of Illinois Procurement
 - Counties (55 ILCS 5/5-1022)
 - Townships (60 ILCS 1/85-30)
 - Municipalities (65 ILCS 5/8-9-2)
 - Local Government Professional Services Selection Act (50 ILCS 510/1)



Public Assistance Preliminary Damage Assessment

Documentation Requirements

- All costs reported must be supported by:
 - Maps of damage location
 - Photos of damage
 - Bills, invoices, receipts, payroll records, equipment records for work completed
 - Detailed estimates for work to be completed
 - Insurance documents (for insurable facilities)
 - Maintenance records, if requested



Public Assistance Initial Damage Assessment

Public Assistance Initial Damage Assessment Cost Tabulation Form

- County
- Organization
- Page Numbers
- Type of Event
- Date(s) of Event
- Contact Name
- Contact Phone Number
- Email Address



Public Assistance Initial Damage Assessment

Illinois Emergency Management Agency Public Assistance (PA) Program

Initial Damage Assessment Checklist

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

- 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 costs for the permanent restoration of roads, bridges, culverts, etc. (contract must be in writing).

Note: 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.

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).

Note: The USACE and NRCS have statutory authority for the repair of flood control

works (levees, floodwalls, flood control channels, dams) and shore protective devices. Permanent repairs to these facilities are not eligible under PA.

Category E - Buildings and Equipment

- 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).

Note: Insurance proceeds must be deducted from total damage costs.

Category F - Utility Systems

- 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).

Note: Insurance proceeds must be deducted from total damage costs.

Category G - Parks, Recreational and Other

- 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).

Note: Insurance proceeds must be deducted from total damage costs.



Public Assistance Preliminary Damage Assessment

Local PDA Responsibilities

- Identify damages, costs and impacts
- Compile supporting documentation
- Provide personnel to review costs and show damages to PDA team



Public Assistance Preliminary Damage Assessment

IEMA PDA Responsibilities

- Make request for PDA
- Provide personnel for PDA teams
- Notify local government organizations when PDA will occur
- Visit local government organizations and collect damage, cost and impact information
- Collect information on state costs



Public Assistance Preliminary Damage Assessment

FEMA PDA Responsibilities

- Provide personnel for PDA teams
- Visit damage locations
- Estimate costs
- Compile damage, cost and impact information
- Prepare PDA report and spreadsheet



Public Assistance Preliminary Damage Assessment

PDA Information

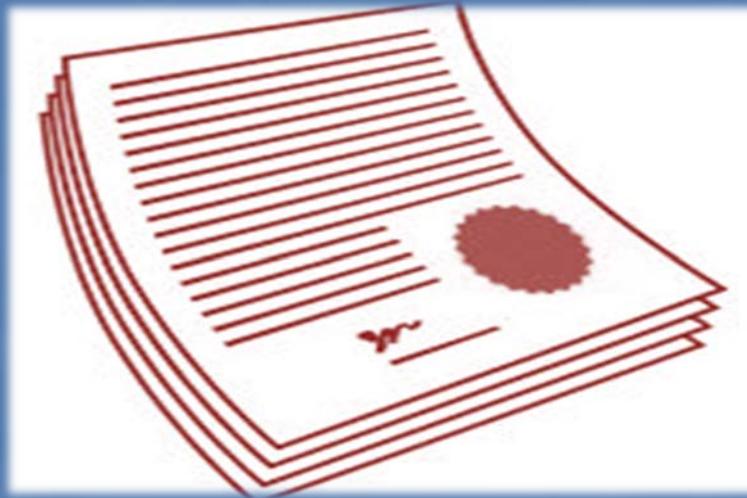
- The PDA information is compiled by FEMA and provided to IEMA
- IEMA will use the PDA information to determine if a request for Federal assistance is warranted
- If the request is warranted, the PDA information will be used in the Governor's Request for a Major Disaster Declaration

30
days



Disaster Declaration Process

Declaration Process



Disaster Assistance Process

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Declaration Process

Factors Considered

- Amount and type of damages
- Impact of damages
- Available resources of state/local governments and disaster relief organizations
- Extent and type of insurance
- Assistance available from other sources including Federal programs
- Imminent threats to public health and safety
- Recent disaster history
- Hazard mitigation measures



Declaration Process

Individual Assistance Specific Factors

- Concentration of damages
- Trauma
- Special populations
- Voluntary agency assistance
- Insurance
- Average amount of Individual Assistance by state



Declaration Process

Public Assistance Specific Factors

- Estimated cost of the assistance
- Localized impacts
- Insurance coverage in force
- Hazard mitigation
- Recent multiple disasters
- Programs of other Federal assistance



Declaration Process

Public Assistance Specific Factors

FEMA uses costs as the primary criterion to determine if a declaration is warranted, including costs for:

- Debris removal
- Emergency protective measures
- Permanent restoration of public infrastructure and facilities



Declaration Process

Public Assistance Per Capita Impact Indicators

Adjusted annually to reflect changes in the Consumer Price Index

State Per Capita Impact Indicator

- Used to determine if declaration is warranted
- FY 2016 - \$1.41 per capita
- \$18,091,191.12 in eligible costs

County Per Capita Impact Indicator

- Used to determine if a county should be included in the declaration
- FY 2016 - \$3.57 per capita



Declaration Process

30
days



IEMA prepares
**Governor's
Request Letter**
and sends
to FEMA

FEMA prepares the
**Regional
Validation and
Recommendation**
memorandum



FEMA
Regional Office
forwards the
**Request and
Recommendation**
to FEMA HQ



Declaration Process



FEMA
HQ
determines if
Request
is consistent with
IA and PA
factors

FEMA HQ
forwards to the
President
for
**Presidential
Determination**



Declaration Process

- Timeline for the Federal Declaration decision depends on the incident
- Governor can appeal the determination
- Counties can be added after the declaration is approved

30
days

30
days



Declaration Process

Declaration / Assistance Types

Major Disaster Declaration

- Individual Assistance
- Public Assistance (all categories)
- Hazard Mitigation Grant Program (HMGP)

Emergency Declaration

- Public Assistance Categories A & B

Small Business Administration Only



Contact Information

- Public Assistance - Curtis Caldwell
(217) 782-8719
PA.Grants@illinois.gov
- Individual Assistance - Jason Williams
(217) 785-9925
Jason.b.williams@illinois.gov

www.ready.illinois.gov

