

Public Assistance

**Preliminary Damage Assessment (PDA) Documentation Checklist**

The FEMA Public Assistance Program (PA) provides assistance to State, Tribal governments, Local governments and certain private nonprofit organizations (PNP) to remove debris, provide emergency protective measures, and restore equipment, buildings, and other public infrastructure damaged by a disaster.

If the incident is so severe and magnitude so great that resources are exceeded to exceed local and State or Tribal government capability, the State may request a Joint PDA to validate damages and evaluate impacts. A joint PDA is comprised of FEMA, State, and Local government representatives.

Capturing Costs – Actual costs incurred to date and estimated costs to complete work. Actual costs and estimated costs can be determined using the following tools:

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| GENERAL DOCUMENTATION REQUIREMENTS | |
|  | List of Damages – Include location, damage description, and initial estimates |
|  | Photos showing damage to roads and facilities and debris operations |
|  | Map of damaged sites |
|  | Insurance policy in force at time of event and any settlement documents |
|  | Proof of legal Responsibility for facility (lease, proof of ownership) |
|  | Maintenance records |
|  | Budget Impact Statement |
|  | Any special considerations (i.e. historical, environmental, mitigation) |
| FORCE ACCOUNT LABOR | |
|  | Time sheets for each employee |
|  | Hours Worked (Regular and Overtime) – For emergency work, only overtime labor costs of regular employees are eligible for reimbursement. However, you must show regular hours worked on the disaster so that force account equipment time – both regular and overtime can be reimbursed. |
|  | Benefits calculation for each employee – Provide the fringe benefit costs related to regular time and overtime work. NOTE: Aside from social security and Medicare (FICA), the eligible items for overtime are contingent upon the terms of individual labor contracts. |
|  | Pay policy or labor agreements |
|  | Description of work being performed by personnel not attached to equipment |
| FORCE ACCOUNT EQUIPMENT | |
|  | Inventory List – make, model, horse power, capacity required |
|  | List of operators associated with each listed piece of equipment |
|  | Time period equipment was in operation – equipment time cannot exceed labor time. |
|  | Mileage logs for each vehicle and names of operators |
|  | Location of equipment being used |
|  | Description of Equipment Used – Use FEMA’s Schedule of Equipment Rates for cost codes <https://www.fema.gov/media-library/assets/documents/136901> |
| MATERIALS – FORCE ACCOUNT | |
|  | Items taken from stock or purchased |
|  | Date used, description of item, quantity, and unit cost |
|  | Receipts and/or invoices for purchases |
| MATERIALS – EMERGENCY PROTECTIVE MEASURES | |
|  | Meal policy |
|  | Cost of meals and receipts |
|  | Sign-in sheets |
|  | Generators |
| RENTAL EQUIPMENT | |
|  | Executed contract or agreement |
|  | Invoices and/or receipts |
|  | List of equipment hours in use |
| CONTRACTING DOCUMENTATION | |
|  | List of utilized contractors |
|  | Invoices and/or receipts |
|  | Basis of billing rate |
|  | Procurement policy |
|  | Executed contract or agreement |
|  | Documentation of bid |