



Hurricane Dorian Damage Assessment Information

The Virginia Department of Emergency Management (VDEM) is reaching out to you today to initiate the damage assessment process for the impacts from Hurricane Dorian. The VDEM Recovery Section is working with our Regional Support Branch, localities and all potential applicants, to submit damage assessments. The following information will be useful in submitting your damage assessment information to us online within the 72-hour deadline, which begins Monday 9 September 2019 and concludes Wednesday 11 September 2019.

Step 1: Notify your VDEM Point of Contact, in writing, of your intent

- Contact your VDEM Chief Regional Coordinator - [here](#)
 - For local, Tribal, and institutions of higher education
- Contact the VDEM Recovery Section at recovery@vdem.virginia.gov
 - For state agencies and private non-profits

Step 2: Register for an account in VirginiaPA.org (VDEM's grants portal) – <https://virginiaPA.org>

- If you are already registered, you can log-in or request your account information be emailed

Step 3: Create a damage assessment in VirginiaPA.org

- Instructions and screen shots provided

Step 4: Create damage sites in VirginiaPA.org, and upload supporting documentation

- Instructions and screen shots provided

Step 5: When all of your damage sites are entered, submit your damage assessment for VDEM review

- Instructions and screen shots provided

The Basics

To meet the major declaration requirement, Virginia must be able to document, through damage assessment, a total of \$12.1M or greater performing eligible work according to the FEMA Public Assistance Planning and Policy Guide. All work has to be directly related to impacts of the storm. For a locality to be eligible, the state has to meet the \$12.1M threshold, and they need to meet their local threshold of \$3.78 per capita. Eligible costs from localities that do not meet their local threshold, cannot count towards the overall state total. State agency and private-non profit costs/damages which happened within the locality can count towards the local threshold.

Example:

For Henry County (2010 Census Population 54,151) to be included in the major declaration, they would have to have costs/damages within their county that met or exceeded \$204,690 (54,151 X \$3.78). Localities may be added to a major disaster declaration within 30 days if their threshold is met.

Documentation Pointers:

There is no one-sized-fits-all approach to documenting damage, work, and costs, or to collecting supporting documentation. Damage assessment teams must weigh the benefit of increased accuracy against the timeline for delivering necessary assistance.

Labor (Force Account) Damage Assessment Tips:

For the purpose of damage assessments, potential applicants may choose to use average pay rates for groups of force account employees performing similar work, if calculating the actual cost for individual employees is time prohibitive. In either case, the rate claimed needs to be reasonable for the type of work performed.

The applicant should document:

- Number of employees performing a given task
- Type of employee (budgeted or unbudgeted)
- Type of work being performed
- Regular time and overtime hours worked
- Hourly rate claimed in the summary

Equipment (Force Account) Damage Assessment Tips:

Potential applicants may estimate the cost of force account equipment using [FEMA equipment rates](#), or Tribal, State, or local equipment rates that meet the criteria defined by FEMA.

The applicant should document:

- Type of equipment that was leased
- Type of work being performed
- Cost of the leased equipment in a summary
- Leased equipment would be similar to contracting requirements

Materials and Supplies Damage Assessment Tips:

The cost of supplies and materials should be based on invoices, potential applicant's established methods for pricing supplies and materials, historic prices for materials, or prices from area vendors

FEMA will consider the cost of supplies, including materials, if:

- The supplies or materials are or will be purchased and are justifiably needed to effectively respond to and/or recover from the incident; or
- The supplies are or will be taken from the potential applicant's stock and used for the incident

Contract Services Damage Assessment Tips:

FEMA will consider the cost of contract services based on the terms of the contract.

The applicant should document:

- All contract work and costs in a summary
- Description of the work performed under the contract
- The estimate, bid, or executed contract itself

Mutual Aid Agreements Damage Assessment Tips

When a potential applicant requests resources from another jurisdiction through a mutual aid agreement, FEMA will consider costs incurred by the potential applicant. The applicant should include:

- Labor costs (similar to Force Account Labor requirements listed above)
- Equipment costs (similar to equipment requirements listed above)
- Supply and/or materials costs (similar to the supply/material requirements listed above)

Debris Removal Damage Assessment Tips

The methodology for estimates.

- **Amount of Debris:** Type and estimated amount of debris that will need to be removed (cubic yards or tons). A rough estimate can be developed by first estimating the amount of debris that needs to be removed for an area or length of road that represents a typical or average amount of debris. The estimated quantity can then be divided by the area, or length of the road to yield an average unit estimate. This unit estimate can then be used to estimate the total amount of debris in the jurisdiction.
- **Unit Costs:** Costs for the pick-up, staging/transferring, separating, reducing, and disposing of debris should be taken into account. Potential applicants may also use cubic yard rates supplied by contracts or historic costs to estimate costs. The unit costs for debris removal can also be calculated by dividing the amount of debris removed by the cost of removal. Calculations should be provided to support the estimates.

For specific Recovery-related questions or concerns, please email Recovery@vdem.virginia.gov.