# Acceptable Documentation for Damage Assessment

<table>
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<th>Category of Work</th>
<th>Acceptable Documentation</th>
<th>Special Considerations</th>
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| A - Debris Removal       | □ Description and estimated total cost of debris along with the measurements and type.  
□ Photo of debris site or pile is acceptable, preferably with someone in the photo for additional reference of the amount/size of debris.  
□ If force account labor is used, timesheets are not required at this stage. A spreadsheet listing each employee name, what they did, rate of pay and date(s)/time(s) worked with total is sufficient. If a declaration is warranted, timesheets and payroll policy will be requested.  
□ If a contract is used for debris removal, provide a copy of the contract with a quote or cost estimate. | □ Only debris removed from public property is eligible  
□ All force account labor time counts                                                                                                                                                                                                                                                                 |
| B – Emergency Protective Measures | □ If force account labor is used, timesheets are not required at this stage. A spreadsheet listing each employee name, description of what they did, rate of pay and date(s)/time(s) worked with total is sufficient. If a federal declaration is warranted, timesheets and payroll policy will be requested.  
□ Equipment, a breakdown of equipment used and the personnel who operated the vehicle/apparatus along with the amount of time the machinery was in use. The verifiable cost will reflect the current FEMA Equipment Rates available at that time  
□ If an EOC or shelter was necessary, costs associated with the opening of the center like food, supplies etc. can be submitted on a detailed spreadsheet if receipts are not readily available at the time of the IDA. If a contract was used, provide a copy of the contract with a quote or cost estimate. | □ For full time employees: Overtime only  
□ For part-time employees: All time eligible  
□ Costs must have occurred within the incident period                                                                                                                                                                                                                                       |
| C – G Permanent Work     | □ A detailed damage description and dimensions for each site, to include general information such as type, year built, GPS, shape and materials is needed for each site.  
□ For IDA/PDA purposes, historical data for similar type of damage can be submitted as a reference if contracts and/or bid estimates are not available at the time of submission.  
□ Insurance policy to include deductible (if estimates are above deductible, then only deductible counts). | □ Federal Aid Routes are not eligible and cannot be included  
□ Must be able to demonstrate that infrastructure such as culverts have been maintained.                                                                                                                                                                                                 |

For technical assistance please contact VDEM Recovery Section at recovery@vdem.virginia.gov