

How to submit your damage assessments

- Step 1: Contact your Chief Regional Coordinator (local and regional contacts) or Finance Division (state agencies) regarding intent to submit damage assessment
- Step 2: Log-in or Register for an account in <https://virginiaPA.org>
- Step 3: Create your damage assessment
- Step 4: Create your damage sites and upload documentation
- Step 5: Submit your damage assessment for VDEM review

Step 1: Contact VDEM

VDEM Region	Chief Regional Coordinator	Email
1	Donna Pletch	Donna.Pletch@vdem.Virginia.gov
2	Mark Stone	Mark.stone@vdem.Virginia.gov
3	Gene Stewart	Gene.stewart@vdem.Virginia.gov
4	Tim Estes	Tim.estes@vdem.Virginia.gov
5	Bruce Sterling	Bruce.sterling@vdem.Virginia.gov
6	Mike Guzo	Mike.Guzo@vdem.Virginia.gov
7	Andy John	Andy.john@vdem.Virginia.gov
Recovery	Recovery Section Chief	Recovery@vdem.Virginia.gov

Step 2: Log-in or Register for Access



Virginia Public Assistance

VirginiaPA.org manages the Public Assistance (PA) grant in Virginia. The system manages the PA process from application through closeout.

Returning User Login:

Email:

Password:

Remember me

Sign In

Register

[Forgot Login?](#)

Login

This is the login screen. Enter your email address and password here.

If you do not have an account, click the **Register for Access** link to register for the site.

Register for Access

This is the registration screen. **All boxes highlighted in red must be completed before submitting the form.**

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line: Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type:

Do you represent a local agency? No Yes

Applicant Organization:

Requested Permission Level:

Reason for Requested Access:

Virginia Public Assistance

VirginiaPA.org manages the Public Assistance (PA) grant in Virginia. The system manages the PA process from application through closure.

Returning User Login:

Email:

Password:

Remember Me

1. If you have an account, but cannot remember your password click **"Forgot Login?"**
2. That will take you to the **Retrieve Account Information** screen where you will input your email address and wait for the emailed instructions.

Retrieve Account Information

- Open Grants
- PA Applicant Resources
- PA Administrative Plan
- PA Program Information
- Training
- FEMA 5500 Series

Retrieve Account Information

Forgot your Password or Username? Enter your email address in the form below and your login details will be emailed to you. Please note, this action will lock your password.

EMAIL ADDRESS:

Home Accounts PROJECTS FINANCES Robert Coates logged in as VDEM Grants [Logout](#)

My Home

Quick Start Guides?

Welcome to VirginiaPA.org! To view training videos, reference user guides, or submit a support ticket, see the help icon located in the top-right corner of the screen.

Open Grants

Quick Search: 12 results

Grant #	Grant Name	Applicant Name	Proj Count
1655	Severe Storms, Tornadoe...	Virginia Department of Emergency Management	4
1661	Severe Storms and Flood...	Virginia Department of Emergency Management	7

Applicant You Represent

Virginia Department of Emergency Management

[New Request for Assistance](#)

My Inbox Summary

[Inbox](#) | 0 total

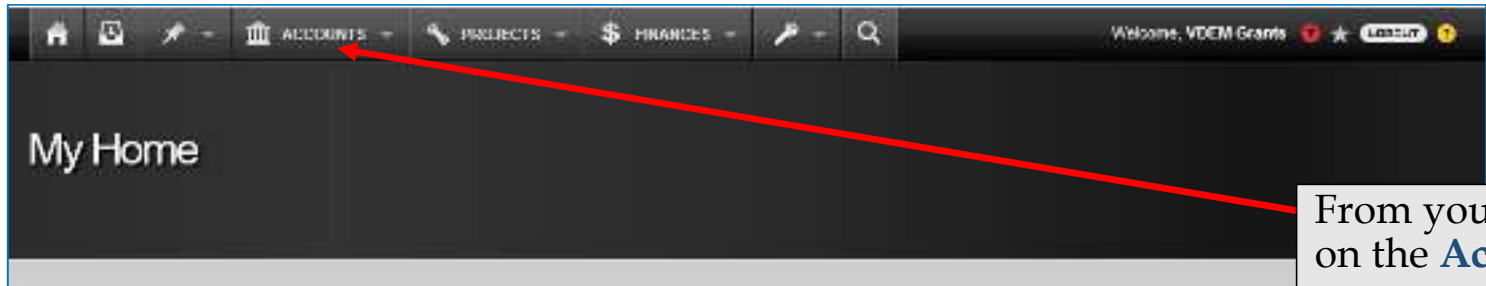
[Drafts](#) | 2 total

Next 5 Quarterly Reports (PA) Due

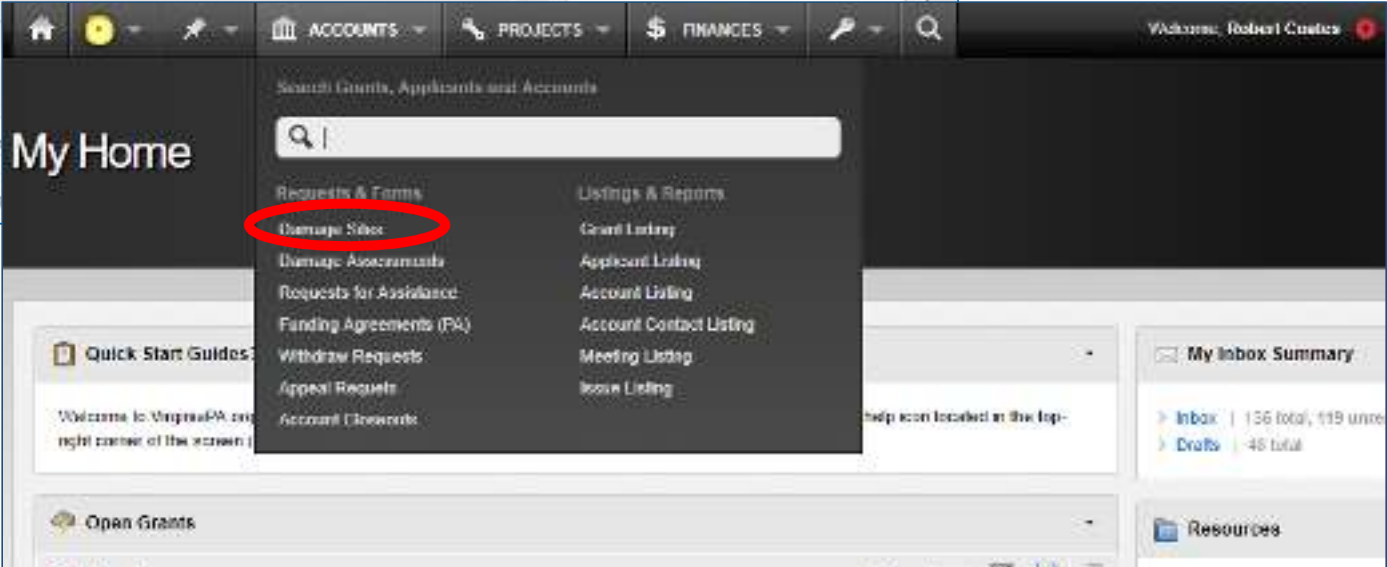
My Home

After logging in you will come to your **Homepage**. Your **Homepage** will feature all of the grants attached to you as an Applicant user.

Step 3: Create a Damage Assessment



From your **Homepage** click on the **Accounts** tab



From the accounts tab click on the **“Damage Assessments”**

Grant #	Grant Name	Applicant Name
1025	Severe Storms, Tropical...	Virginia Department of...
1661	Severe Storms and Flood...	Virginia Department of...

Request & Form	Listings & Reports
Damage Sites	Grant Listing
Damage Assessments	Applicant Listing
Requests for Assistance	Account Listing
Funding Agreements (PA)	Account Contact Listing
Withdraw Requests	Meeting Listing
Appeal Requests	Issue Listing
Account Downloads	

Damage Assessments

New Damage Assessment

Quick Search: 3 results

Grant #	Applicant	Sequence #	Assessment Date	Applicant Con...	State Contact	Workflow Step
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Organization: [Text Box]

Number: [Text Box]

Applicant: [Text Box]

Application History Number: [Text Box]

Full Name: [Text Box]

Phone: [Text Box]

Address: [Text Box]

Work Email: [Text Box]

Work Home Office: [Text Box]

State/DC/US: [Text Box]

Click on the **New Damage Assessment** Tab

For local governments, PDA Team Lead is your Chief Regional Coordinator.

All red boxes must be completed.

Create New Damage Assessment

When the form is completed, click the **Create** tab.



Describe damages that constitute a health and safety hazard to the general public?

Describe the different populations adversely affected either directly or indirectly by the loss of public facilities or damages?

Describe the economic impact?

Did previous state or local hazard mitigation measures reduce otherwise eligible costs?

Can the potential sub-grantee respond and recover from the damages quickly and without a degradation of services?

What is the impact on Public Services if a declaration is not granted?

These fields, while not required, we request that they are filled out as they provide context to the impacts which is needed when justifying the request to FEMA.

Step 4: Create Damage Sites

Damage Assessment #3 - Hurricane Florence - Virginia Beach...

Routing In Progress: Submission (Step 1 of 4)

Submit New Damage Site

Summary

Form

Damage Sites

Notes

Documents

Workflow

History

Damage Sites

Quick Search

Location	Name	Cost	Amount	Submitted Date	Submitted By
No Results					

A Damage Assessment is now created, click on the form tab to add a **Damage Site**.


Click "**New Damage Site.**" You may create as many damage sites as you like under each Damage Assessment.

Create New Damage Site

Create Cancel

* Form >

Form

Category: 

Site Name:

Address of Damaged Property

Address:

City:

Select the FEMA Category of Work

Form

Category:

Site Name:

Address of Damaged Property

The Site Name should be a naming convention that makes it easy for you and VDEM to track.

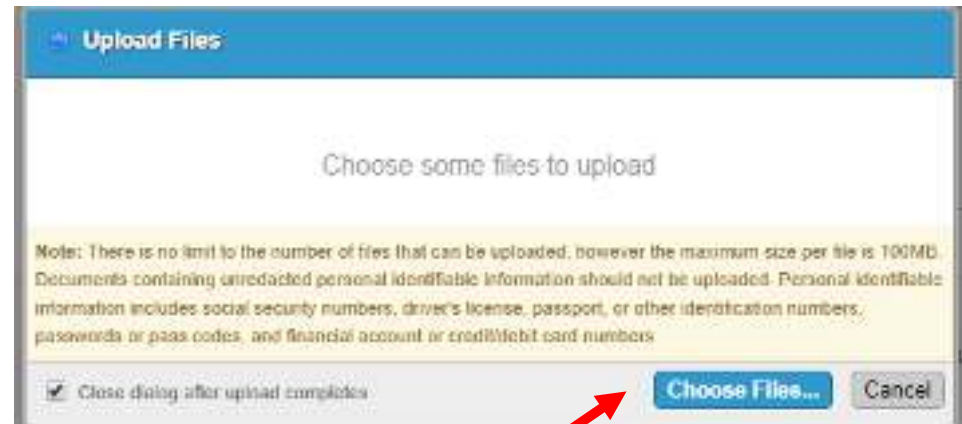
Generator Use	EOC Staff Time
Shelter Operations	Swift Water Rescue Team
Travel and Lodging	Debris Removal Contracts
Contract Staff Support	High Mobility Vehicle

Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text" value="1000000"/>
Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text" value="100"/>
Estimated	\$	<input type="text" value="1000000"/>
Estimated	\$	<input type="text" value="1000000"/>

Estimates in these fields **must** be able to match up with the supporting documentation that is uploaded.
Estimates without supporting documentation will not be accepted.

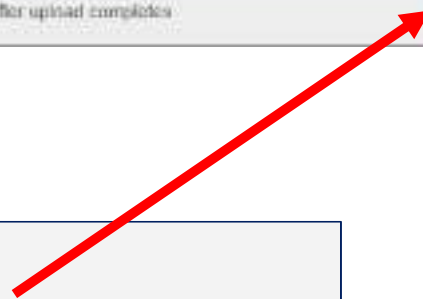
Estimated	Estimated	Estimated
Estimated	Estimated	Estimated

An add document function is available at the bottom of each damage site to upload your supporting documentation



No Uploaded Documents

Add Document



Michigan Public Assistance
PDA Summary of Damages for Potential Sub-Grantees

Category	Inspected		Projected		Total	
	# of Sites	Cost	# of Sites	Cost	# of Sites	Cost
A - Debris Removal	0	\$0.00	0	\$0.00	0	\$0.00
B - Emer. Prot. Meas.	0	\$0.00	3	\$300,000.00	3	\$300,000.00
Emergency Work Sub-Total						\$300,000.00
C - Roads & Bridges	0	\$0.00	0	\$0.00	0	\$0.00
D - Water Control Facilities	0	\$0.00	0	\$0.00	0	\$0.00
E - Buildings and Equipment	0	\$0.00	0	\$0.00	0	\$0.00
F - Utilities	0	\$0.00	0	\$0.00	0	\$0.00
G - Parks; Other	0	\$0.00	0	\$0.00	0	\$0.00
Permanent Work Sub-Total						\$0.00
Cumulative Emergency/Permanent Work Total:						\$300,000.00

Damage Sites are rolled up into PDA report.

FEMA3404EM Hurricane Florence (PA)



Open

Show Expanded Report

Summary

Manage

Accounts

- Accounts
- Damage Assessment Summary
- Damage Sites
- Request for Assistance
- Funding Agreements (FA)
- Withdraw Requests
- Appeal Requests
- Account Contacts

Projects

Payments

Notes

Accounts >> Damage Assessment Summary

Display By: County

Per Capita State Threshold: \$1.46

Per Capita County Threshold: \$3.88

Quick Search:

0 results

County Name	# of Sites	Total Cost	Population	Per Capita Impact
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No Results

A state level summary will show localities that have met their threshold and if the state has met the threshold.

Damage Assessment Summary by Account

Print

Per Capita State Threshold: \$1.46

Per Capita County Threshold: \$3.88

Agency	Account	# of Sites	Total Cost	Population	Per Capita Impact
		0	\$0.00	0	\$0.00

Step 5: Submit your Damage Assessment once all of your damage sites are submitted by clicking the “**Advance**” tab.

The screenshot displays a web application interface for a Damage Assessment #2 - Hurricane Florence - Virginia Department of Emergency Management. The interface includes a navigation menu on the left, a top toolbar with buttons for 'Advance', 'Return', 'Set on Hold', 'Deny', and 'Delete', and a main content area with sections for 'Damage Assessment Details', 'Workflow Summary', 'Grant', and 'Applicant'.

Damage Assessment Details

This form allows reporting Preliminary Damage Assessment information.

Total Amount:	\$300,000.00
Damage Site Count:	3

Workflow Summary

Current Step:	2) State PDA Lead Review
Description:	Lead Review
Last Advanced:	Sep 18, 2018 at 6:11 AM by VDEM Grants 0 days ago
Submission:	Sep 17, 2018 at 10:11 PM by Robert Coates 1 day ago

Grant

FEMA3404EM Hurricane Florence
Public Assistance
Declared: September 11, 2018

Applicant

Virginia Department of Emergency Management
State Agency Location
FIPS #: 000-U7YXQ-00
FEIN #: 54-6002296
Vendor #: DUNS #: 806740020
Type: State Agency (PeopleSoft) (Agency)
Physical/Mailing: 10501 Trade Court
North Chesterfield, VA, 23236

Henry County Example

Henry County Population (2010 Census)	Consumer Price Index Cost Per Capita	Local cost threshold to be eligible for FEMA Public Assistance Grants	State Threshold of \$11.6M met?
54,151	\$3.78	\$199,275	Yes

Henry Co. Costs During Incident Period	
EOC Staffing	\$5,000
Response calls	\$2,000
Rented equipment	\$1,500
EOC Meals	\$1,500
Total	\$10,000

Other Costs Incurred*	
Virginia Dept of Transportation	\$150,000
Patrick Henry Community College	\$20,000
Appalachian Power	\$20,000
National Guard	\$10,000
Total	\$200,000

*Costs incurred by other eligible state agencies and private non-profits **within the jurisdictional boundary.**