Greetings state, local, Tribal, and private non-profit partners.

The Virginia Department of Emergency Management (VDEM) is reaching out to you today to initiate the damage assessment process for the impacts from the February 2020 Region 4 Flooding. To expedite the process VDEM has created a hybrid process to include combine the initial damage assessment (IDA) and preliminary damage assessment (PDA) process. VDEM is requesting that the following steps happen by February 21st to determine if your locality, tribe, agency, or private non profit meet the eligibility requirements to be included in this declaration.

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

- Contact your VDEM Chief Regional Coordinator - https://www.vdem.virginia.gov/regions/
  - For local, Tribal, and institutions of higher education
- Contact VDEM Response and Recovery Division - 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, state must be able to document, through preliminary damage assessment, a total of $12.89M 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 $12.89M threshold, and they need to meet their local threshold of $3.84 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 $207,720 (54,151 X $3.84). Localities may be added to a major disaster declaration within 30 days if their threshold is met.

Documentation Pointers:

There is no one-size-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