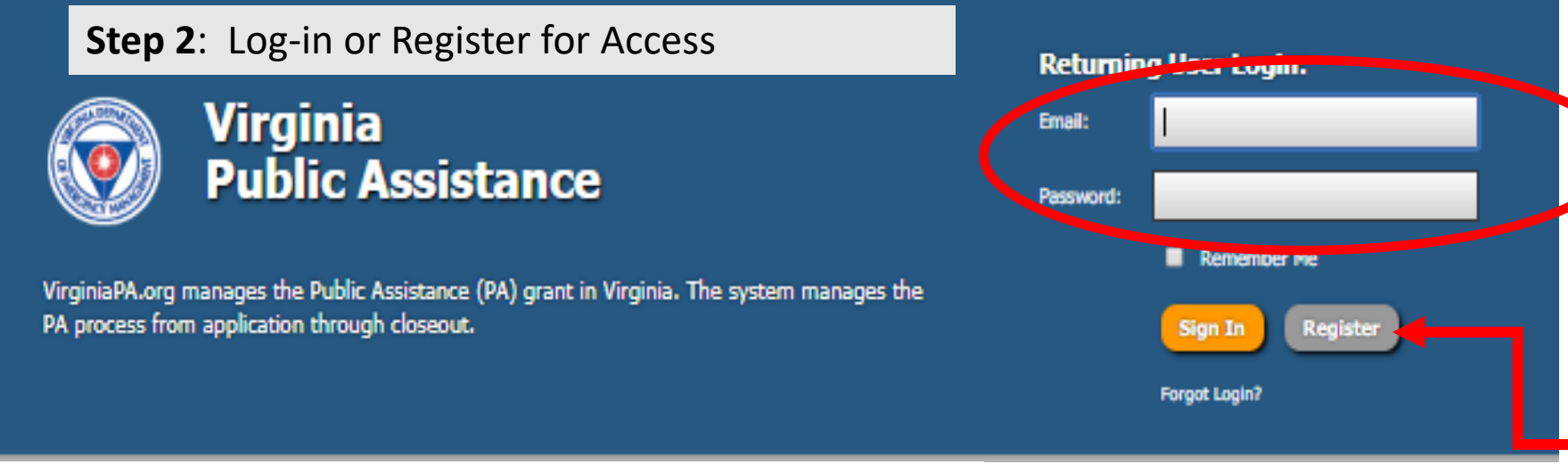
How to submit your damage assessment:

- Step 1: Contact the Recovery team by sending an email to Recovery@vdem.Virginia.gov regarding your intent to submit a damage assessment on behalf of your organization.
- 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

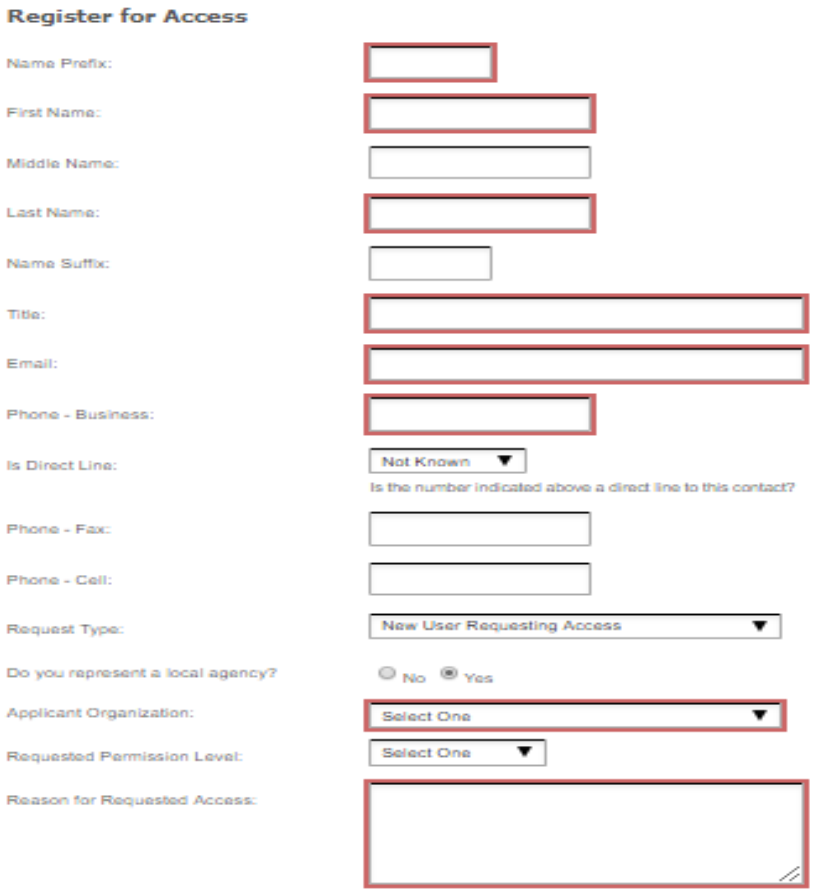
Step 2: Log-in or Register for Access



Login

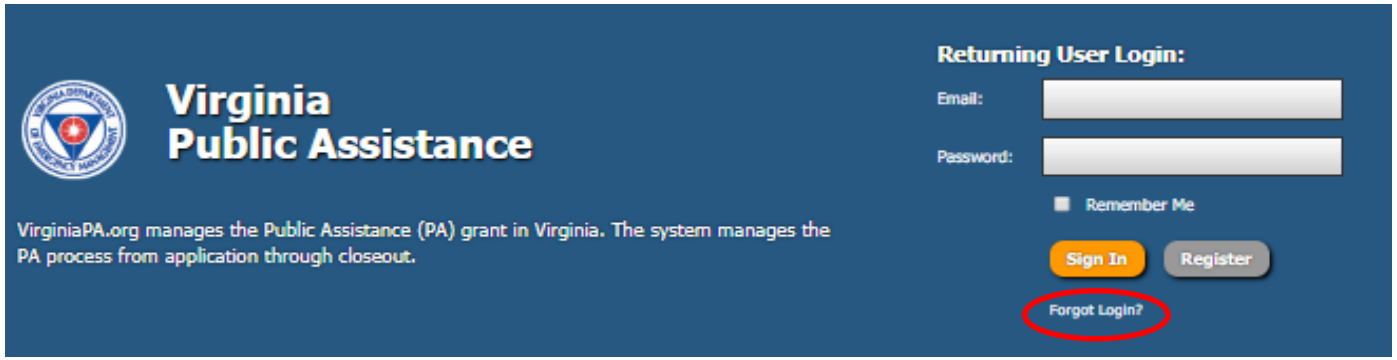
This is the login screen. Enter your email address and password here.

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



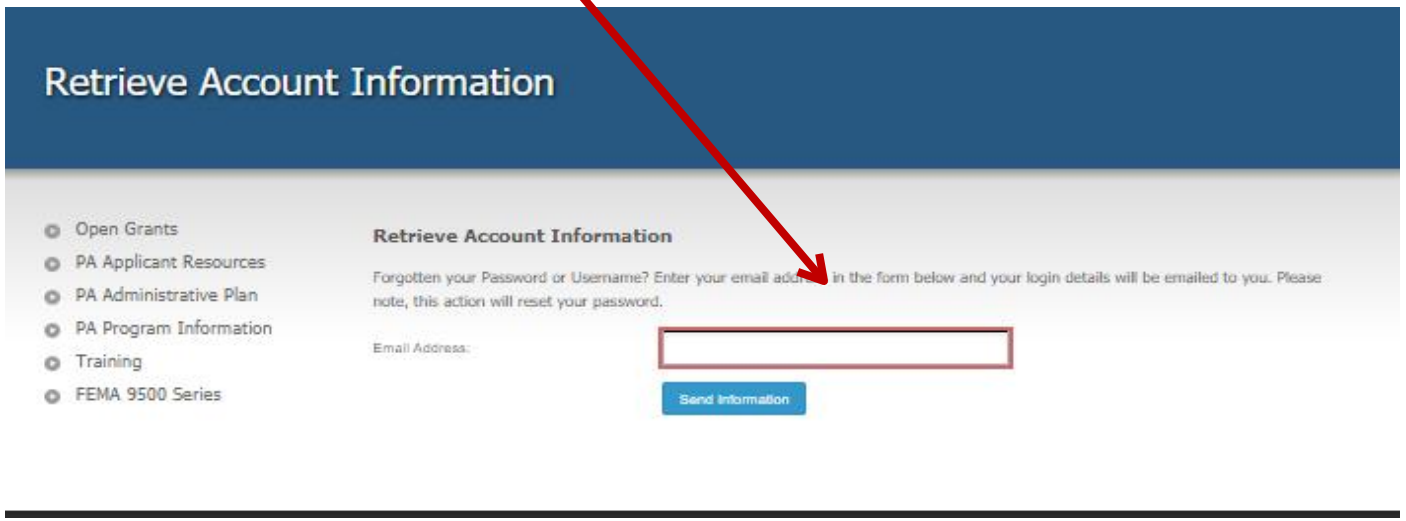
Register for Access

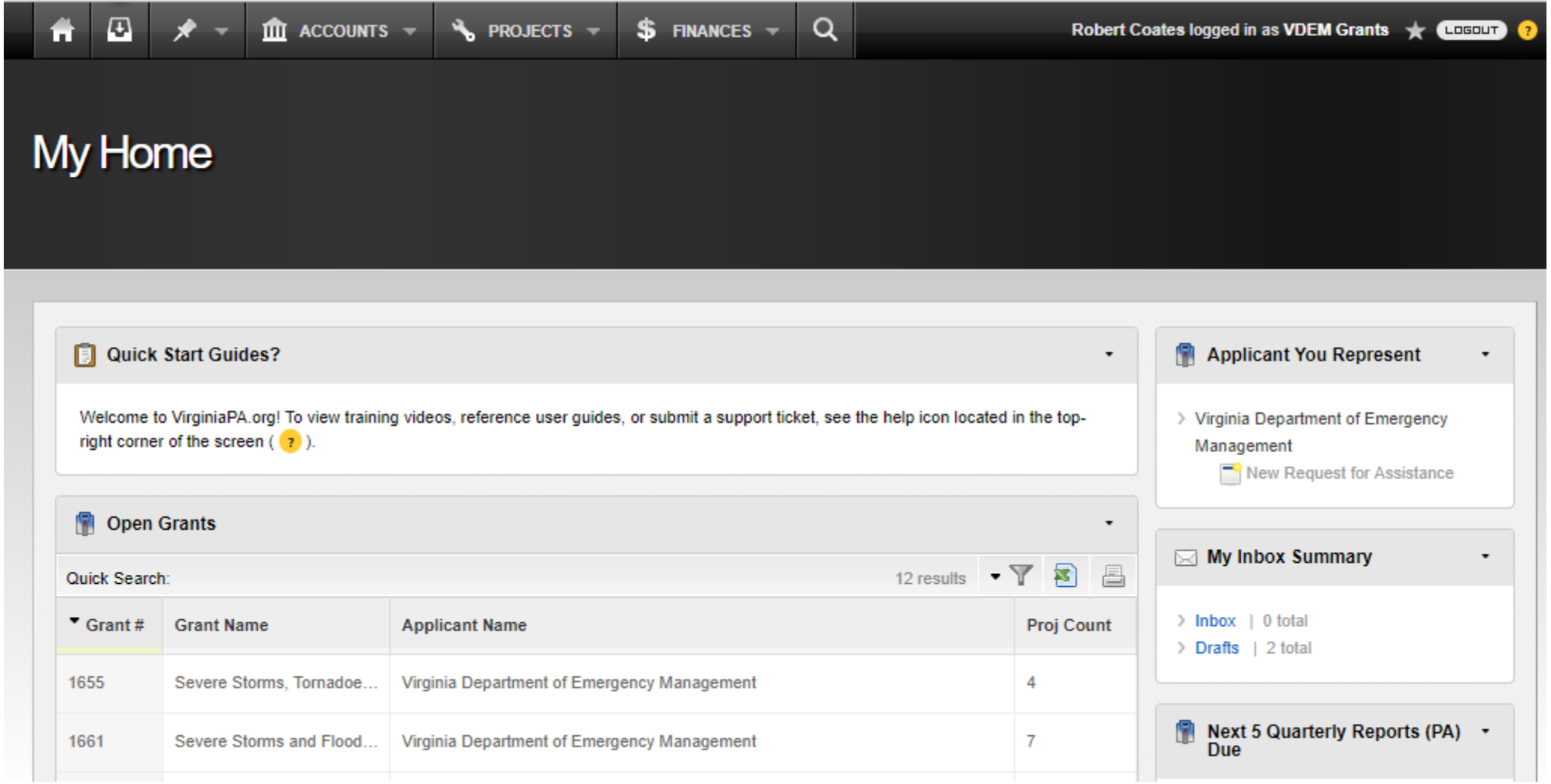
This is the registration screen. **All boxes highlighted in red must be completed before submitting the form.**



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.

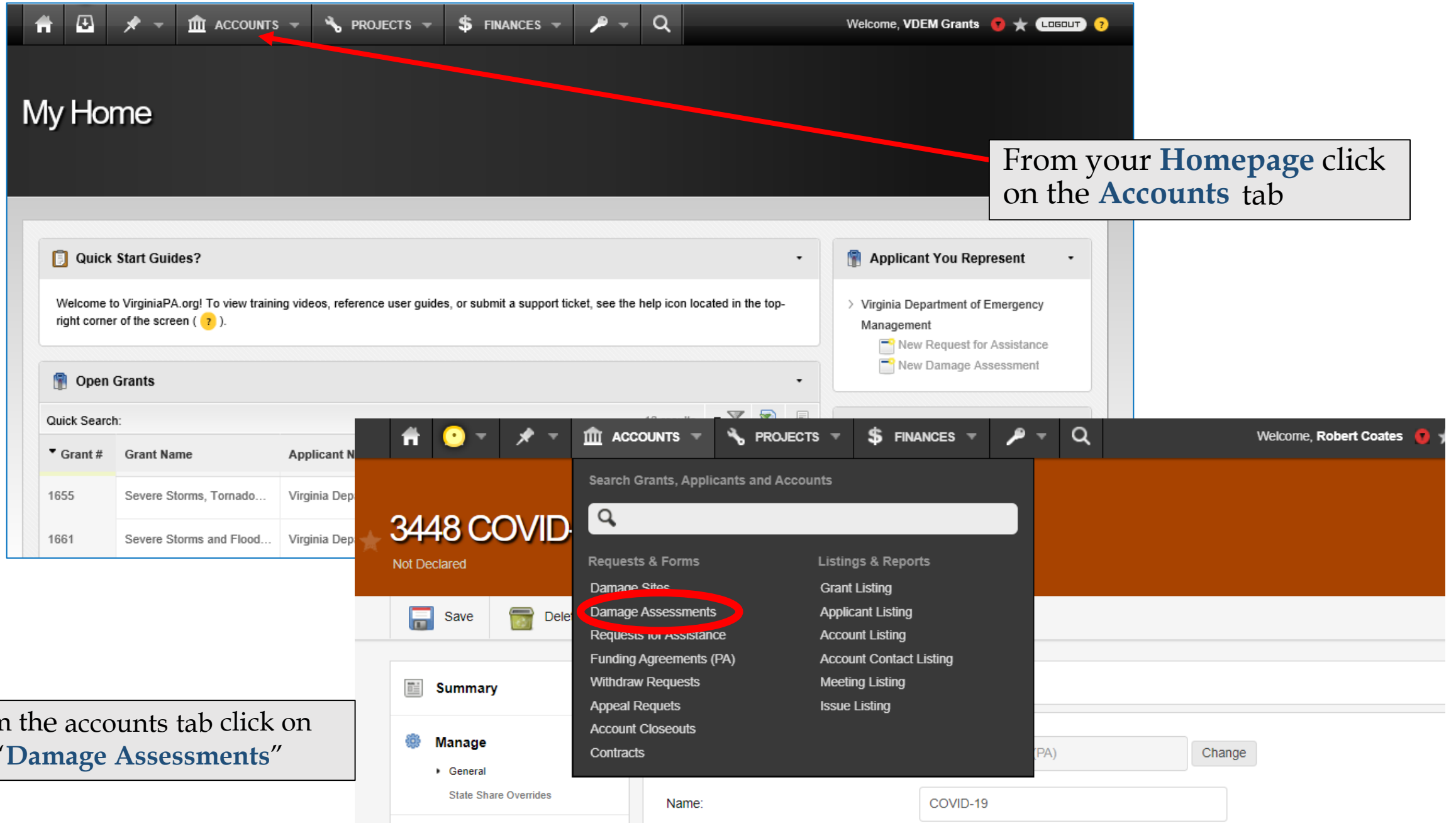




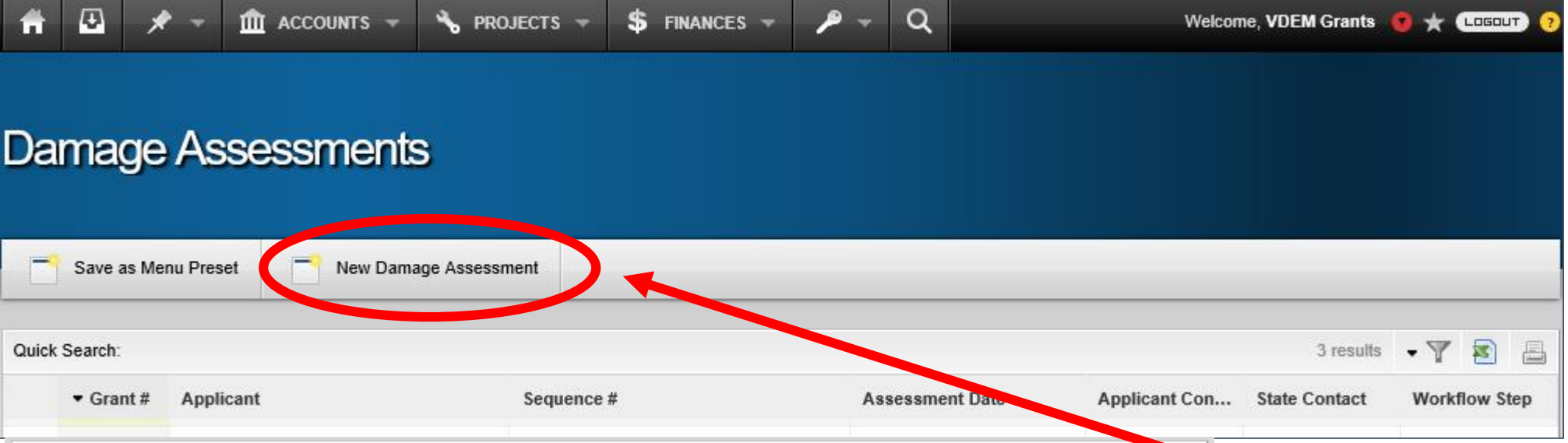
My Home

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 the accounts tab click on the "**Damage Assessments**"



Click on the **New Damage Assessment** Tab

Complete this Damage Assessment form, then click on the Save button in order to add individual Damage Sites prior to Advancing.

Assessment Date:

Disaster: Select One

Applicant: Select One

Applicant Primary Contact:

Full Name:

Email:

Phone:

PDA Team Lead: Type to Search

Total Annual Budget: $

Annual Maintenance Budget: $

PDA Team Lead is your assigned POC (last 3 slides)

All red boxes must be completed to the best of your ability. If you are not sure of your budget numbers, please insert "0" as an initial placeholder until that information can be accurately updated.

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?

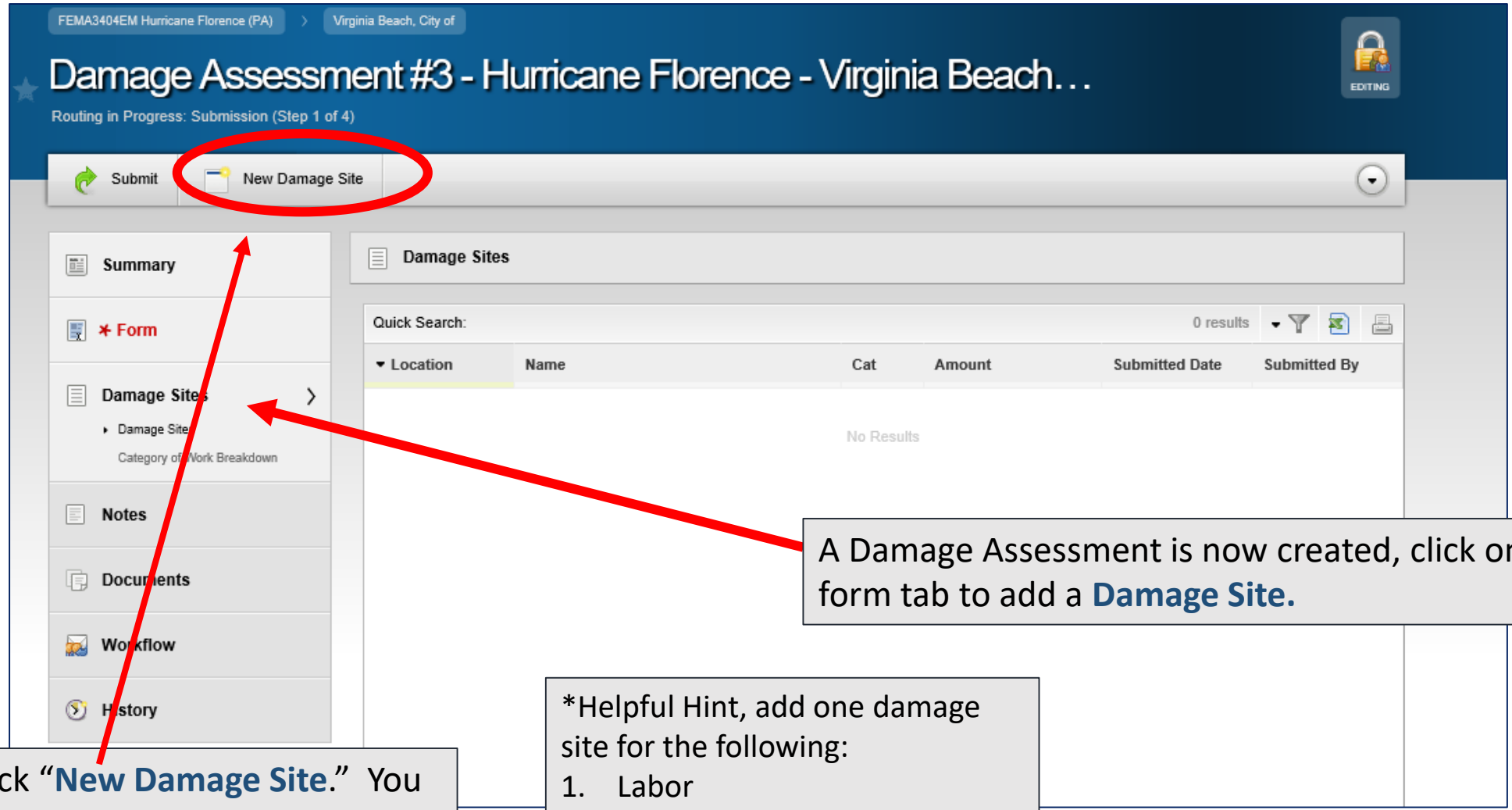
Can the potential sub-grantee respond and recover from the damages quickly and without a degradation of services?

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

While all fields are not required to continue to the next step, we request that they are filled out as accurately and completely as possible.

These questions help provide context to your application by describing disaster-related impacts, which is needed when justifying the request for assistance to FEMA.

Step 4: Create Damage Sites*



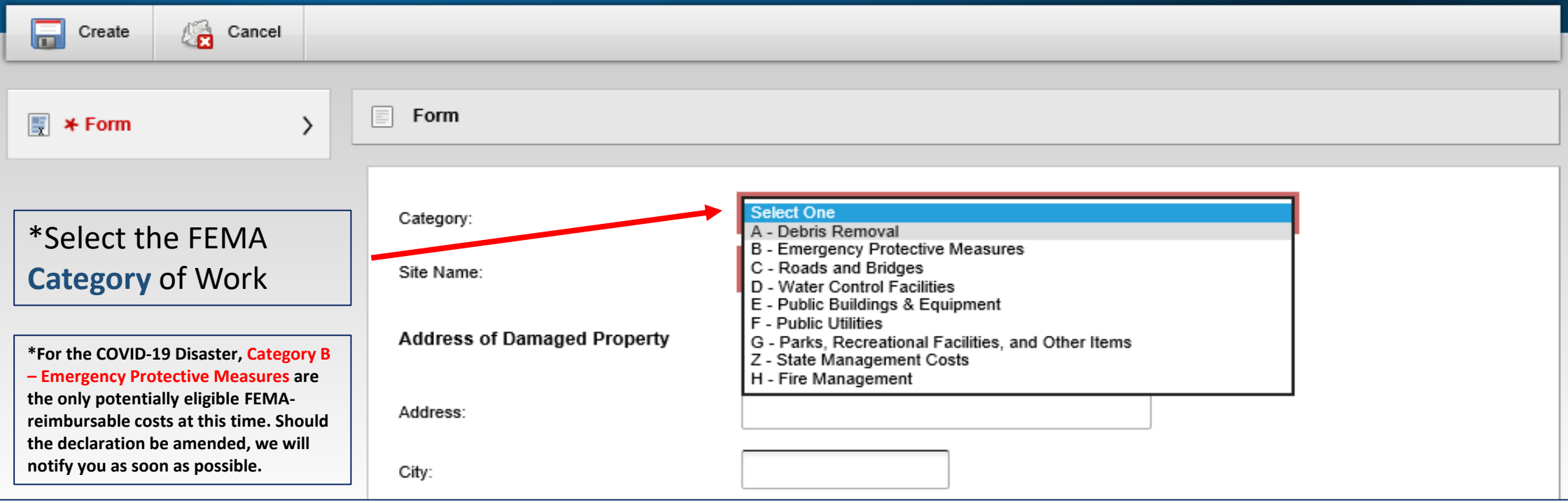
A Damage Assessment is now created, click on the form tab to add a **Damage Site.**

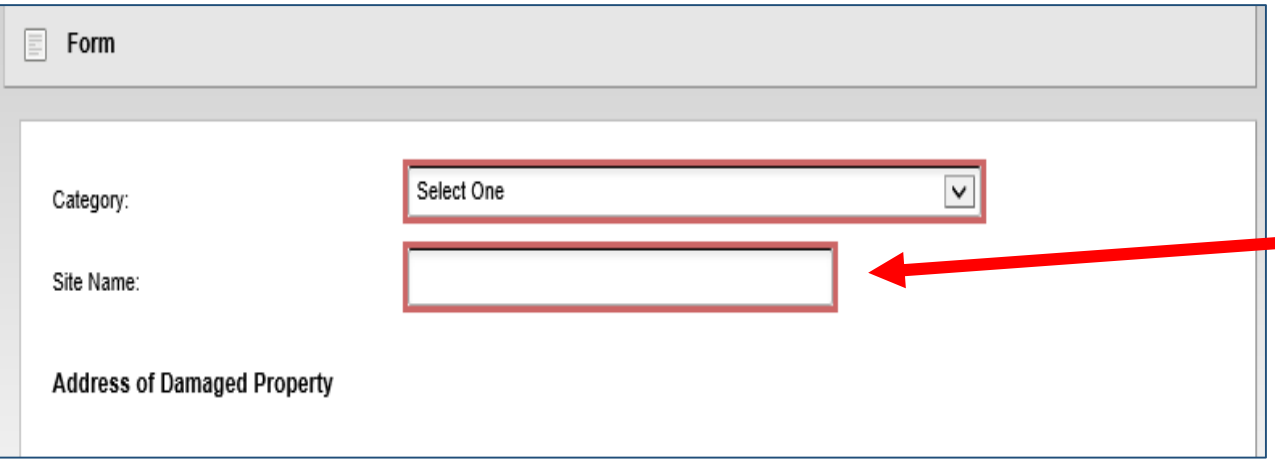
Click "**New Damage Site**." You may create as many damage sites as you like under each Damage Assessment.*

*Helpful Hint, add one damage site for the following:

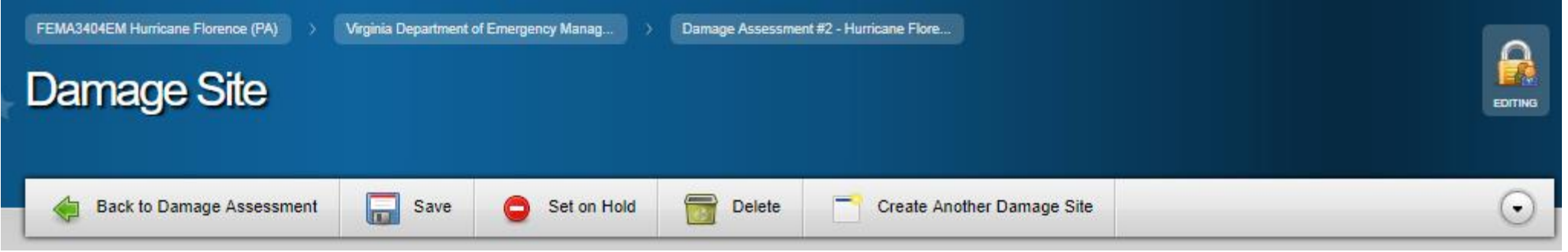
1. Labor
2. Contracts (or MOUs)
3. Materials and Supplies
4. Equipment

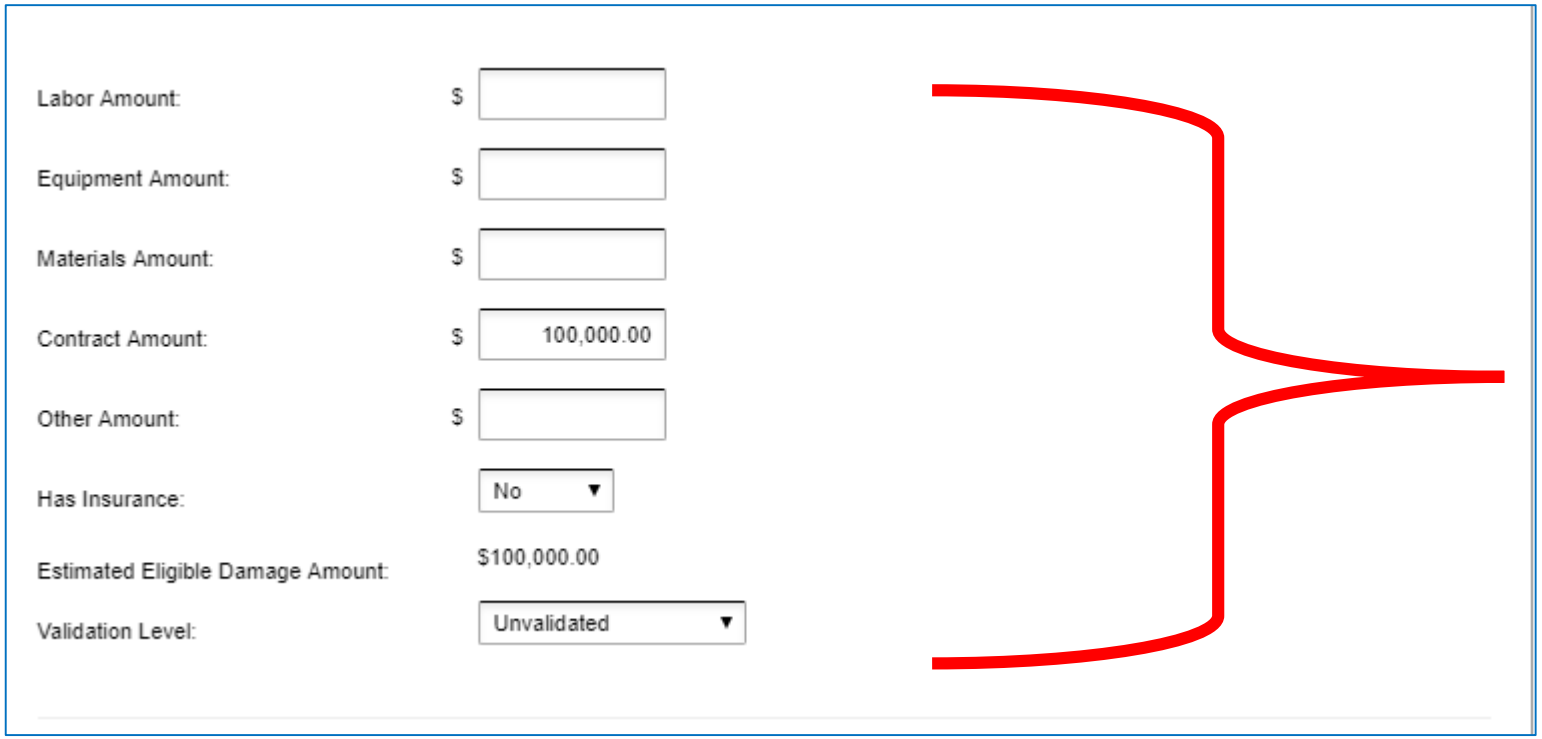
Create New Damage Site



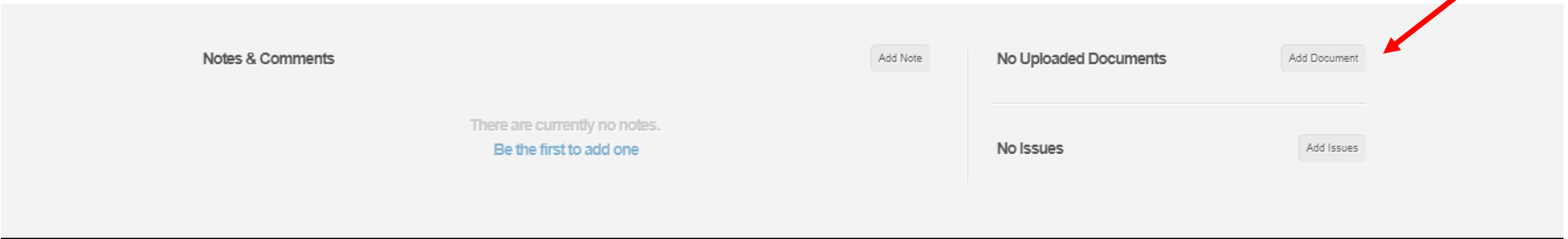


The Site Name should be a naming convention that makes it easy for you and VDEM to track.	
Generator Use	EOC Staff Overtime
Shelter Operations	Incident Mngmt Team Costs
Travel and Lodging	Supplies for EOC Activation
Contract Staff Support	Emergency Vehicle Purchase

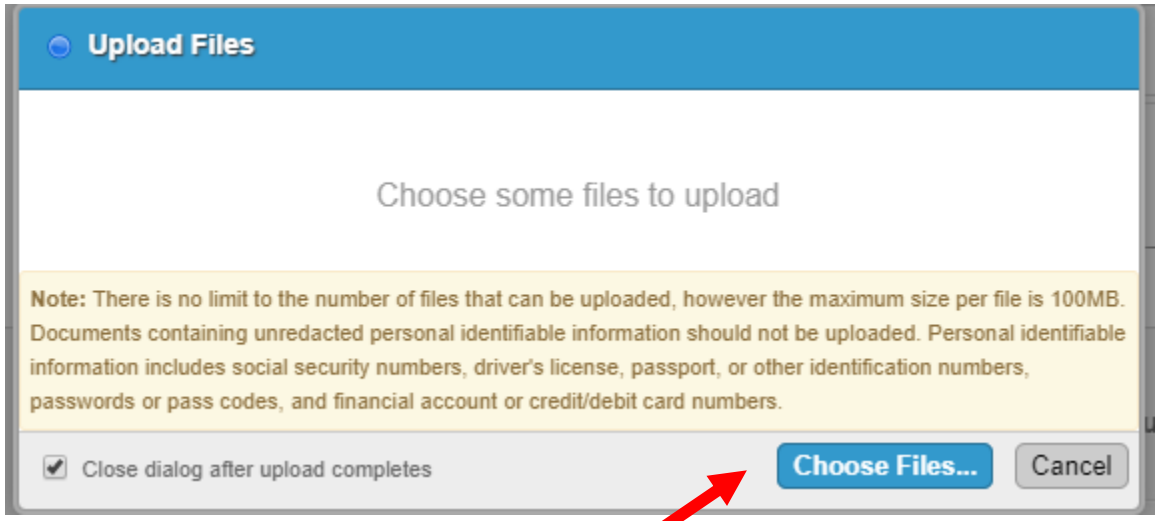


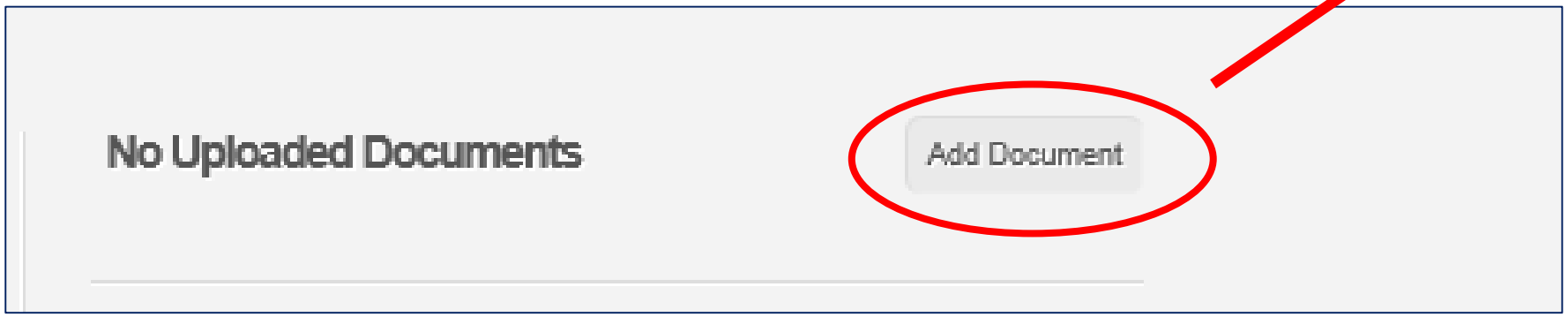


Estimates in these fields **must** be able to match up with the supporting documentation that is uploaded. ***Estimates without supporting documentation will not be accepted.***



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





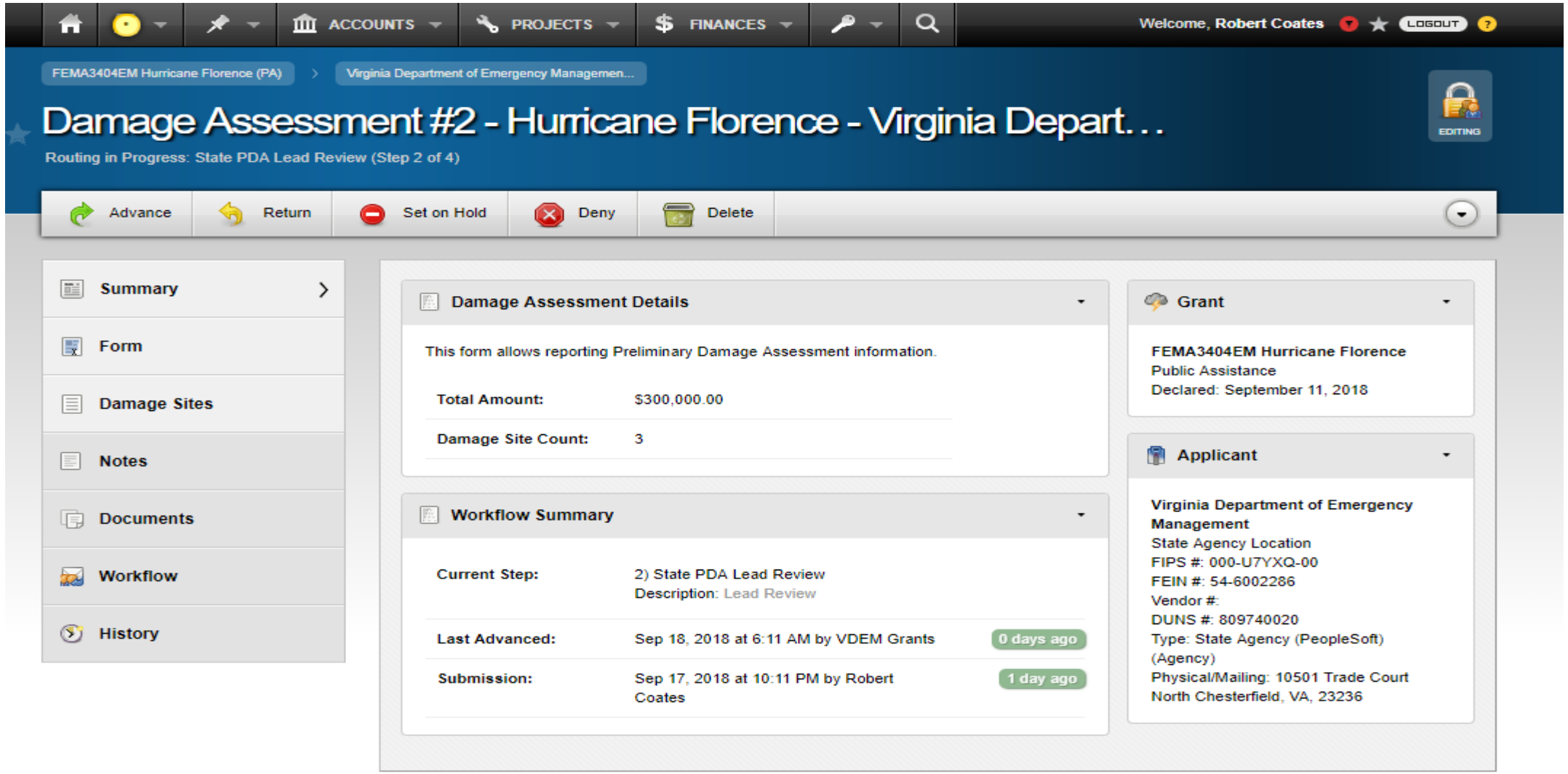
Virginia Public Assistance
PDA Summary of Damages for Potential Sub-Grantee

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. As this example suggests, there will only be Category B costs reflected.*

*Should the disaster declaration evolve to include other categories, we will notify applicants accordingly.

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



Resources and Next Steps:

- Look for updates on the COVID-19 disaster as they become available https://www.vaemergency.gov/coronavirus
- Take advantage of our Public Assistance resource library, including Job Aids and Cost-Tracking templates https://virginiapa.org/site/resources.cfm
- Pay particular attention to the 2018 version of the FEMA Public Assistance Program and Policy Guide (PAPPG) and the Commonwealth Public Assistance Administrative Plan (2020) for cost-tracking guidance and supporting documentation requirements.
- State Agency expenses not reimbursable by HHS, FEMA, nor any Other Federal Agency may be reimbursable from Sum-Sufficient through the State Public Assistance Program (SPA).
- For more information and disaster-specific guidance from FEMA, please visit https://www.fema.gov/coronavirus

Technical Support for State Agencies (including IHEs):

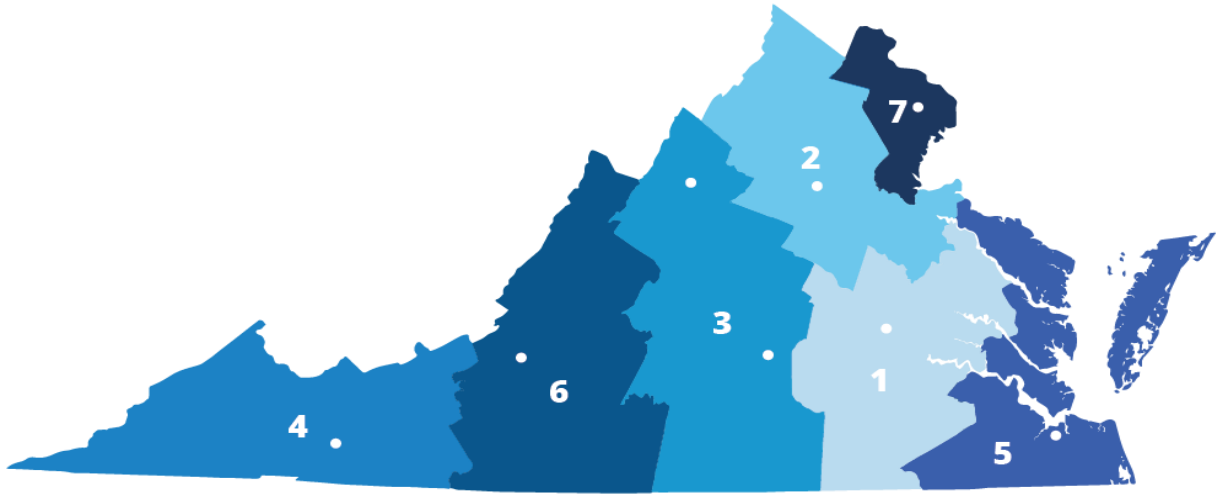
For assistance submitting your damage assessment, please utilize the following contacts:

Agency	PA/Recovery Coordinator	Email
DBHDS, DCR, DOF, DSS, VDACS	Jennifer Dillon	Jennifer.Dillon@vdem.virginia.gov
DMA, VDOT	Marcus Grant	Marcus.Grant@vdem.virginia.gov
DEQ, DGIF, VDH, VDOC, VSP	Michelle Daschner	Michelle.Daschner@vdem.virginia.gov
All other State Agencies	Debbie Messmer	Debbie.Messmer@vdem.virginia.gov

Technical Support for Regional/Local Applicants:

For assistance submitting your damage assessment, please utilize the following contacts:

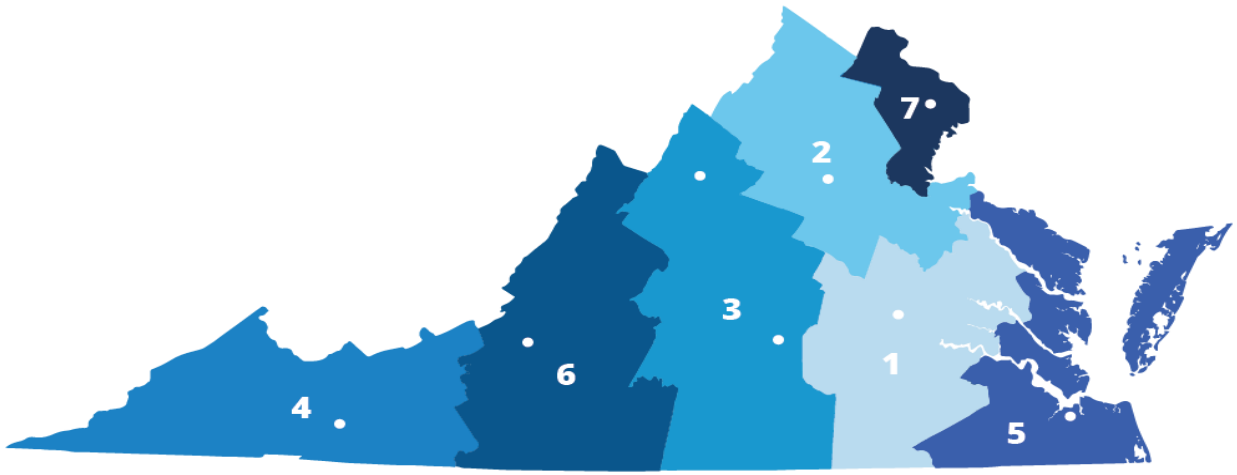
Agency	PA/Recovery Coordinator	Email
Regions 1, 5	Michelle Daschner	Michelle.Daschner@vdem.virginia.gov
Regions 4 & 6	Jennifer Dillon	Jennifer.Dillon@vdem.Virginia.gov
Regions 2, 3, & 7	Marcus Grant	Marcus.Grant@vdem.virginia.gov



Technical Support for Private Non-profits (PNPs):

For assistance submitting your damage assessment, please utilize the following contacts:

PNP Regions	PA/Recovery Coordinator	Email
Regions 1, 5, 7 (East)	Recovery	Recovery@vdem.virginia.gov
Regions 2, 3, 4, 6 (West)	Recovery	Recovery@vdem.virginia.gov



Technical Support for Tribal Governments:

For assistance submitting your damage assessment, please utilize the following contacts:

Tribal Governments	PA/Recovery Coordinator	Email
ALL	Michelle Daschner	Michelle.Daschner@vdem.virginia.gov