

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



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:

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Returning User Login:

Email:

Password:

☐ Remember Me

[Sign In](#) [Register](#)

[Forgot Login?](#)

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 9500 Series



Retrieve Account Information

Forgotten 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 reset your password.



Email Address:


[Send Information](#)



 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

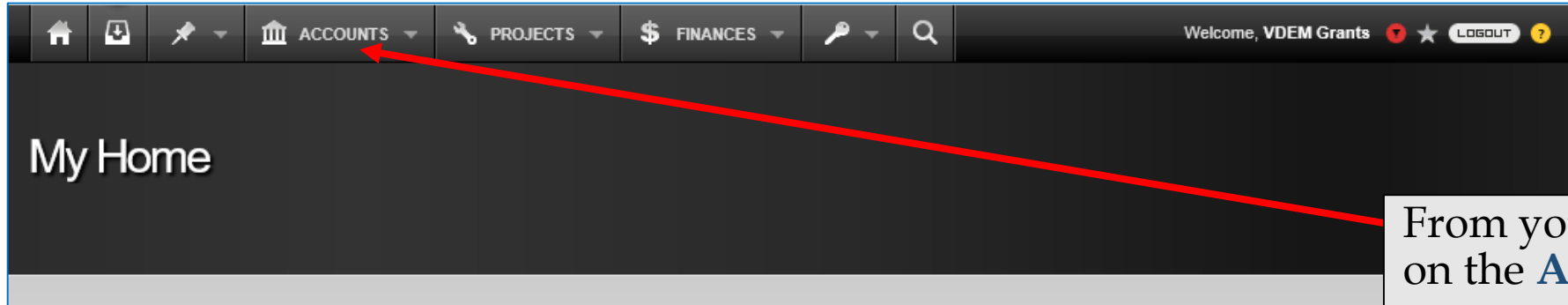
> [Drafts](#) | 2 total

 Next 5 Quarterly Reports (PA) Due 

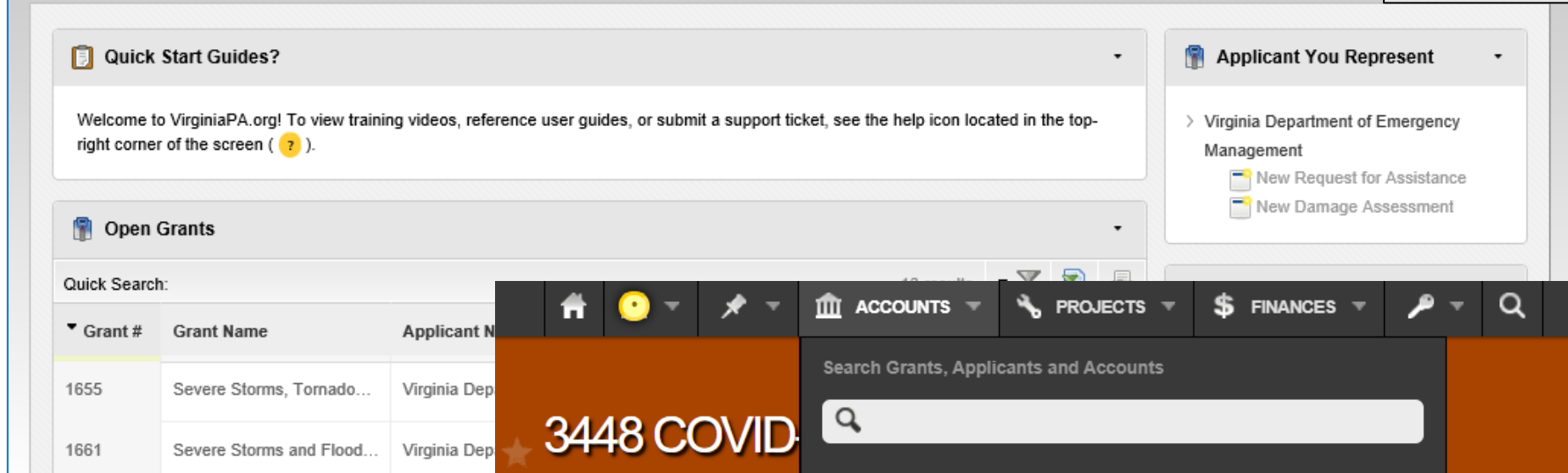
My Home

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

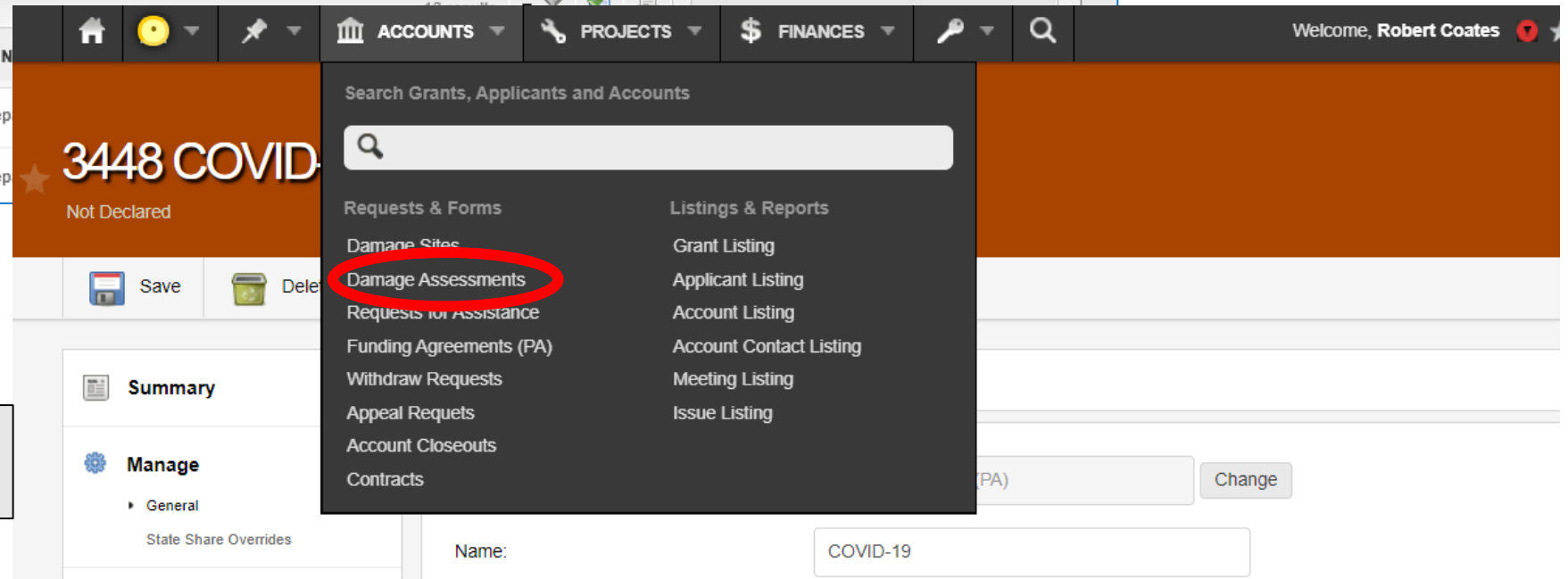
Step 3: Create a Damage Assessment



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



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



Damage Assessments

Save as Menu Preset **New Damage Assessment**

Quick Search: 3 results

Grant #	Applicant	Sequence #	Assessment Date	Applicant Con...	State Contact	Workflow Step
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Complete this Damage Assessment form, then click on the Save button in order to add individual Damage Sites prior to Advancing.

Assessment Date:

Disaster:

Applicant:

Applicant Primary Contact:

Full Name:

Email:

Phone:

PDA Team Lead:

Total Annual Budget: \$

Annual Maintenance Budget: \$

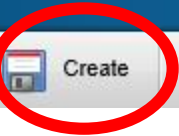
Click on the **New Damage Assessment** Tab

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*

FEMA3404EM Hurricane Florence (PA) > Virginia Beach, City of

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

Routing in Progress: Submission (Step 1 of 4)

Submit New Damage Site

Summary

* Form

Damage Sites >

- Damage Site
- Category of Work Breakdown

Notes

Documents

Workflow

History

Damage Sites

Quick Search: 0 results

Location	Name	Cat	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.*

*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

 Create  Cancel

 * Form >

Form

Category:

Site Name:

Address of Damaged Property

Address:

City:

Select One

A - Debris Removal

B - Emergency Protective Measures

C - Roads and Bridges

D - Water Control Facilities

E - Public Buildings & Equipment

F - Public Utilities

G - Parks, Recreational Facilities, and Other Items

Z - State Management Costs

H - Fire Management

*Select the FEMA Category of Work

*For the COVID-19 Disaster, **Category B – Emergency Protective Measures** are the only potentially eligible FEMA-reimbursable costs at this time. Should the declaration be amended, we will notify you as soon as possible.

Form

Category:

Site Name:

Address of Damaged Property

Select One

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



EDITING

Damage Site



Back to Damage Assessment



Save



Set on Hold



Delete



Create Another Damage Site



Labor Amount:

\$

Equipment Amount:

\$

Materials Amount:

\$

Contract Amount:

\$

100,000.00

Other Amount:

\$

Has Insurance:

Estimated Eligible Damage Amount:

\$100,000.00

Validation Level:

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.

Notes & Comments

[Add Note](#)

There are currently no notes.

[Be the first to add one](#)

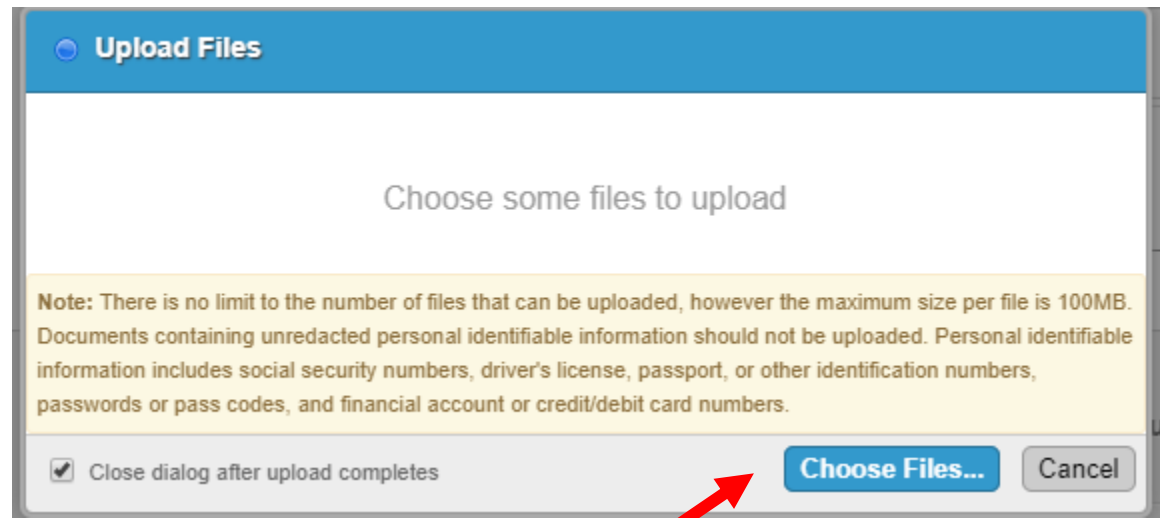
No Uploaded Documents

[Add Document](#)

No Issues

[Add Issues](#)

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



No Uploaded Documents

Add Document

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.

ACCOUNTS

PROJECTS

FINANCES

Welcome, Robert CoatesLOGOUT

FEMA3404EM Hurricane Florence (PA) > Virginia Department of Emergency Managemen...

Damage Assessment #2 - Hurricane Florence - Virginia Depart...

Routing in Progress: State PDA Lead Review (Step 2 of 4)

Advance

Return

Set on Hold

Deny

Delete

Summary

Form

Damage Sites

Notes

Documents

Workflow

History

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 #: 54-6002286
Vendor #:
DUNS #: 809740020
Type: State Agency (PeopleSoft) (Agency)
Physical/Mailing: 10501 Trade Court
North Chesterfield, VA, 23236

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):

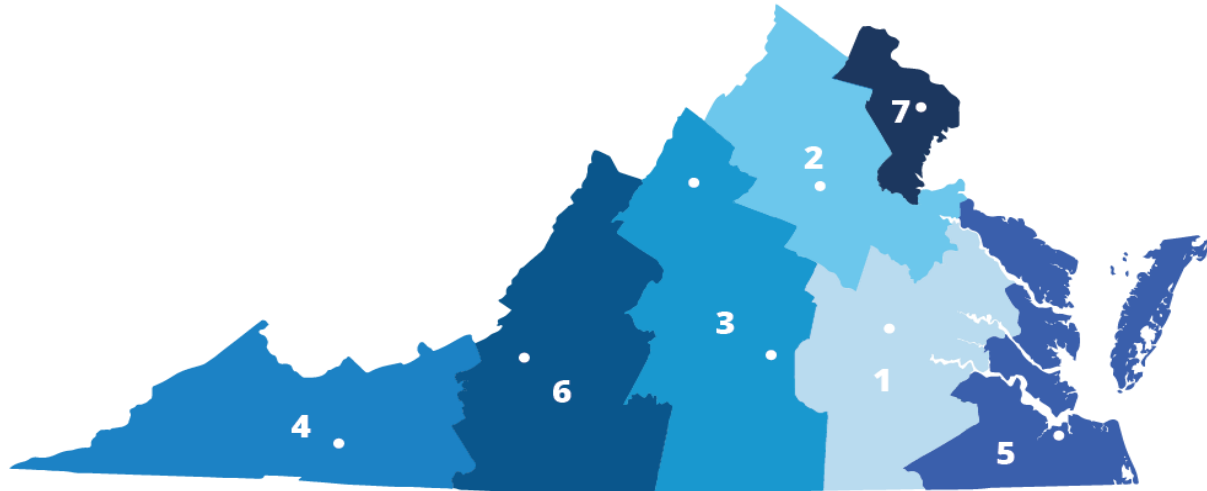
For assistance submitting your damage assessment, please utilize the following contacts:

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:

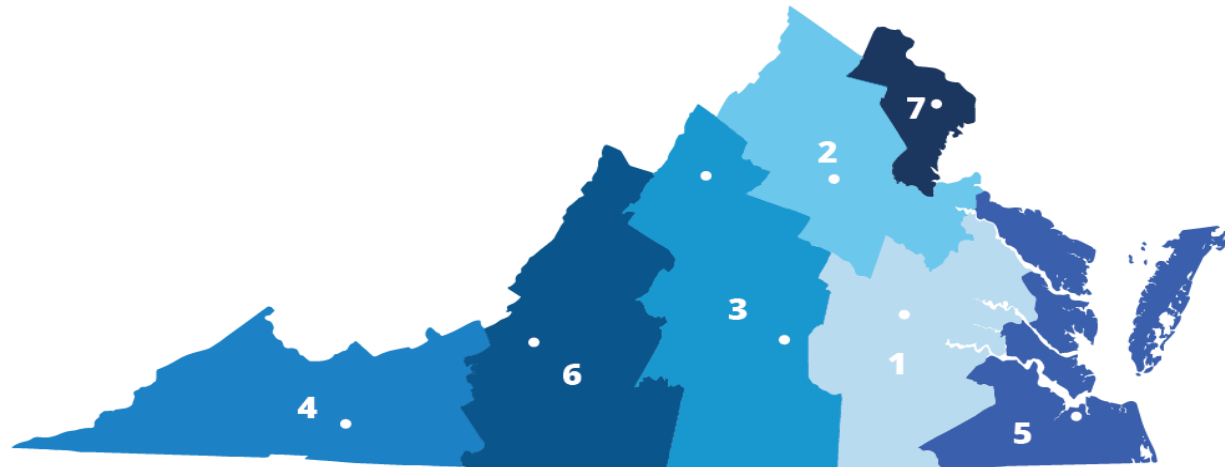
Agency	PA/Recovery Coordinator	Email
Regions 1, 5	Michelle Daschner	Michelle.Daschner@vdem.virginia.gov
Regions 4 & 6	Jennifer Dillon	Jennifer.Dillon@vdem.Virginia.gov
Regions 2, 3, & 7	Marcus Grant	Marcus.Grant@vdem.virginia.gov



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