



Virginia Department of  
Emergency Management

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# Damage Assessments: Public Assistance (PA) Program

Resulting from the January 2022 Winter Weather Event

Presented by the Finance and Recovery Sections of the  
Virginia Emergency Support Team (VEST)

» [vaemergency.gov](https://vaemergency.gov)

f [VAemergency](https://www.facebook.com/VAemergency)

t [@VDEM](https://twitter.com/VDEM)

# How to submit your damage assessment:

- Step 1: Contact the Recovery team by sending an email to [Recovery@vdem.Virginia.gov](mailto: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://vdem.emgrants.com>
- Step 3: Create your damage assessment
- Step 4: Create your damage sites and upload documentation
- Step 5: Submit your damage assessment for VDEM review by COB on Wednesday January 12, 2022.



## Step 2: Log-in or Register for Access



# Virginia Department of Emergency Management Grants

vdem.emgrants.com tracks Emergency Management grants in Virginia. The system manages the process from application through closeout.

### Returning User Login:

Email:

Password:

Remember Me

[Forgot Password?](#)

## 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

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:

## Register for Access

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





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## Returning User Login:

Email:   
Password:

Remember Me

[Sign In](#)

[Register](#)

[Forgot Password?](#)

1. If you have an account, but cannot remember your password, click “Forgot Password?”
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](#)



# 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

My Home

ACCOUNTS PROJECTS FINANCES

Welcome, VDEM Grants

Quick Start Guides?

Applicant You Represent

Open Grants

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

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

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

ACCOUNTS PROJECTS FINANCES

Welcome, Robert Coates

3448 COVID  
Not Declared

- Requests & Forms
- Damage Assessments
- Requests for Assistance
- Funding Agreements (PA)
- Withdraw Requests
- Appeal Requests
- Account Closeouts
- Contracts
- Listings & Reports
- Grant Listing
- Applicant Listing
- Account Listing
- Account Contact Listing
- Meeting Listing
- Issue Listing

Summary

Manage

Name: COVID-19



# Damage Assessments

Save as Menu Preset **New Damage Assessment**

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:

Applicant:

Applicant Primary Contact:

Full Name:

Email:

Phone:

PDA Team Lead:

Total Annual Budget: \$

Annual Maintenance Budget: \$

PDA Team Lead is your assigned VDEM POC.

**All red boxes must be completed to the best of your ability. If you are not sure of your budget numbers, please insert "o" 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.



## 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 Sites

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. Overtime Labor
  2. Contract Support
  3. Supplies and Equipment
  4. Travel/Lodging/Meals



# Create New Damage Site

Create Cancel

\* Form > Form

Category: **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

Site Name:

Address of Damaged Property

Address:

City:

\*Select the category of work

Form

Category: **Select One** ▼

Site Name:

Address of Damaged Property

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

EOC Costs

Travel, Meals, and Lodging

Equipment

Transportation





# Damage Site

Back to Damage Assessment Save Set on Hold Delete Create Another Damage Site

Labor Amount: \$

Equipment Amount: \$

Materials Amount: \$

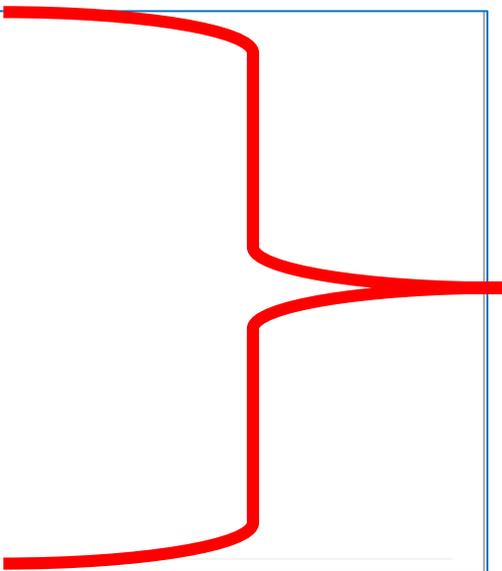
Contract Amount: \$

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.***



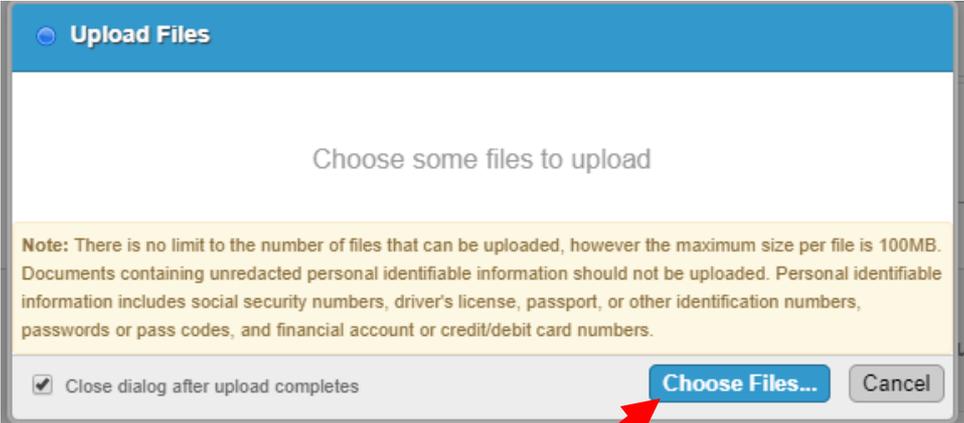
Notes & Comments  There are currently no notes. [Be the first to add one](#)

No Uploaded Documents

No Issues



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





# Damage Site

- Back to Damage Assessment
- Save
- Set on Hold
- Delete
- Create Another Damage Site

Damage Description:

Scope of Work:

***Description of Damages/Costs:***  
Examples:

- Overtime labor
- Lodging and meals
- Contract support
- Labor costs



**Step 5:** Submit your Damage Assessment once all of your damage sites are submitted by clicking the “**Advance**” tab. Do not submit until complete– it will lock the assessment from edits.

Navigation: Home, ACCOUNTS, PROJECTS, FINANCES, Search

Welcome, Robert Coates | LOGOUT

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)

EDITING

Buttons: 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



# Initial Damage Assessment Submittal

- Please submit initial Cost Recovery/ Initial Damage Assessments are requested to be submitted in [vdem.emgrants.com](https://vdem.emgrants.com) by close of business on Wednesday, January 12<sup>th</sup> 2022.
- If you need additional assistance submitting, please email us directly at [Recovery@vdem.Virginia.gov](mailto:Recovery@vdem.Virginia.gov).



# Questions?



Email:  
[Recovery@vdem.virginia.gov](mailto:Recovery@vdem.virginia.gov)

# THANK YOU!

