

# Operational Delivery for Recipients and Applicants

Participant Guide

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## COMMON TERMS & ACRONYMS

ACRONYM/ABBREVIATION	DESCRIPTION
CRC	Consolidated Resource Center
CRC TFL	Consolidated Resource Center Task Force Leader
DDD	Damage Description and Dimensions
DILOWILO	Day in the Life of/Week in the Life of
EC	Exploratory Call
EEI	Essential Elements of Information
EHP	Environmental Planning and Historic Preservation
EMMIE	Emergency Management Mission Integrated Environment
FEMA	Federal Emergency Management Agency
IOP	Initial Operating Profile
JFO	Joint Field Office
OFA	Other Federal Agencies
PA	Public Assistance
PA Grants Manager	Web interface for managing PA Grants Process. <i>Also previously referred to as CRM Tool</i>
PA Grants Portal	Applicant-facing interface for PA Grants Manager
PAGS	Public Assistance Group Supervisor
PCM	Program Compliance Manager
PDA	Preliminary Damage Assessment
PDMG	Program Delivery Manager
PD TFL	Program Delivery Task Force Leader
RFI	Request for Information
RPA	Request for Public Assistance
RSM	Recovery Scoping Meeting
SIR	Site Inspection Report
SI TFL	Site Inspector Task Force Leader
SOW	Scope of Work
SPPM	Specialized Project Manager

# Program Delivery Manager (PDMG) Position Assist

## DR-4294 & DR-4297

Public Assistance Division

Recovery Directorate

Office of Response and Recovery





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SOW	Scope of Work
SPPM	Specialized Project Manager

**The PA Grants Manager** is the tool that FEMA employees use to assign and track actions throughout PA project development. It is used by Public Assistance, EHP, and Mitigation to collect all PA project-related information and documents, including correspondence. EMMIE remains the system of record for grant administration and providing funding to Recipients. The Document Integrity Unit (CRC) is responsible for ensuring all information/documentation EMMIE matches the information/documentation in the PA Grants Manager.

**The PA Grants Portal** is the Recipient and Applicant side of the PA Grants Manager. Recipients and Applicants review and approve projects, upload documents, and track PA project development in the PA Grants Portal.



## Why Program Delivery Managers Matter

Program Delivery Managers (PDMGs) provide customer service to assigned Applicants throughout the Public Assistance (PA) grant delivery process. This role is integral to the program delivery model, strengthening the commitment to enhance customer service and consistent grant development.

The PDMG facilitates and coordinates the effective, efficient, and accurate delivery of grant funding while coordinating the Applicant’s recovery priorities, understanding their capabilities and capacity to develop projects and participate in site inspections.

The PDMG provides customer service tailored to the Applicant through the entire delivery process, from the Exploratory Call (EC) to the Exit Briefing. PDMGs are critical to the customer-centric element of the PA delivery model and the early identification of eligibility issues, special consideration issues and opportunities to avoid delays late in grant development.

As the Applicant’s single point of contact, PDMGs have a role in all phases of the delivery model. This position assist guides PDMGs through their role in each phase and defines the steps necessary to ensure the timely, accurate delivery of PA to assigned Applicants. The following icons are used throughout the document are described below:

### Icon Legend

	<b>There’s a user tool.</b>
	<b>Indicates a performance expectation.</b> Performance expectations are included in this document as part of baselining appropriate timelines.
	<b>This action takes place in the Field.</b>
	<b>This action takes place at the Consolidated Resource Center (CRC).</b>





## Phase I - Operational Planning

The Phase I objective is to identify Applicants’ disaster impacts and recovery priorities through:

- Exploratory Calls and Recovery Scoping Meetings by developing
  - Detailed Damage Inventories
  - Ordering Site Inspections
  - Formulating 100% Completed Work into Projects
  - Requesting Essential Elements of Information





### Participate in Disaster Overview Briefing

In Phase I, the PA Group Supervisor (PAGS) provides a Disaster Overview Briefing to PDMGs and other PA staff. The Disaster Overview briefing orients PA staff to the specific impacts of the event, including Environmental Planning and Historic Preservation (EHP) and mitigation considerations or issues, and Recipient involvement in the disaster. PAGS also develops an initial Disaster Operating Profile and Applicant profile which provide a snapshot of the overall disaster impacts and Applicant-specific disaster impacts, respectively.

### Receive Applicant Assignments

The PAGS (or designee) assigns eligible Applicants to PDMGs. First, the PD TFL will conduct an initial Sit-With with PDMGs to assess skill sets and experience using the PDMG skills matrix. Then the PD TFL makes a recommendation to the PAGS for Applicant assignments. When making assignments, the PD TFL and PAGS consider the geographic location of the Applicants and the anticipated workload of that Applicant. The PDMG will review the Disaster Operating Profile provided by the PAGS to get familiar with the disaster and potential impacts to the Applicant. Once an RPA has been approved, Applicant Profiles will be established in the PA Grants Manager.

 <p><b>Disaster Operating Profile</b></p> <p>Developed by the Region and PAGS from the Preliminary Damage Assessment (PDA) or known information from the disaster, the Disaster Operating Profile continues to evolve as more information is learned or gathered and includes:</p> <ul style="list-style-type: none"> <li>• Information on the type of peril that led to the declaration;</li> <li>• State, Local, Tribe, Territory capacity to develop PA grants;</li> <li>• Primary impacts from the event;</li> <li>• Estimated disaster-related damage by category of work;</li> <li>• Significant damages;</li> <li>• Geographic considerations;</li> <li>• Projected number of Applicants (including Private Non-profits);</li> <li>• Projected number of Project Worksheets (PWs);</li> <li>• Special considerations challenges;</li> <li>• Mitigation opportunities; and</li> <li>• Potential Other Federal Agency (OFA) involvement.</li> </ul>	 <p><b>Applicant Profile</b></p> <p>Developed by the Region and PAGS from the Preliminary Damage Assessment (PDA) or known information from the disaster, the Applicant Profile provides a granular snapshot of each Applicant that includes:</p> <ul style="list-style-type: none"> <li>• Status of damages by Category of work and completeness of work;</li> <li>• Site inspections completed;</li> <li>• Requests for Essential Elements of Information status; and</li> <li>• Special considerations at a project level.</li> </ul> <p>The Applicant Profile is a dynamic document that continues to evolve throughout the grant development process as more information is gathered from the Exploratory Call and the Recovery Scoping Meeting and as damages are codified.</p>
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## Exploratory Call

Using the Exploratory Call Guide, the PDMG then conducts an Exploratory Call (EC) during which the PDMG gathers initial damage information from the Applicant, additional information on Applicant capabilities, introduces the Damage Inventory to the Applicant, and schedules the Recovery Scoping Meeting. When discussing the Recovery Scoping Meeting (RSM), the PDMG will **ask the Applicant how long it will take them to complete the Damage Inventory and will schedule the meeting based on the Applicant’s response**. A good draft of the Damage Inventory is critical to a productive and successful RSM, so **give the Applicant sufficient time between the EC and RSM to develop the Damage Inventory**.

When the PDMG schedules the RSM in the PA Grants Manager, an automated email will be sent to the Applicant, the PDMG, and PD TFL. This email includes the time, date, and location entered in the PA Grants Manager, a link to the Applicant’s Damage Inventory in the PA Grants Portal, and the objectives of the meeting.

### Why is the Damage Inventory important?

- Used throughout project development and by every PA-related position in the JFO:
  - Identify and report damage (Applicant)
  - Details the overall impact to the Applicant (PDMG)
  - Grouping sites into projects (PDMG)
  - Ordering site inspections (PDMG)
  - Assessing skills sets needed to assess damage (Site Inspector TFL)
  - Preparing for site inspection (Site Inspector)
  - Determining whether to participate in the site inspection (EHP and Mitigation)
  - Evaluating workload (PD TFL)



## Recovery Scoping Meeting

Prior to the RSM, the PDMG will hold a meeting with the Recipient point of contact, EHP, and Mitigation to discuss known damages associated with the Applicant, roles and responsibilities during the meeting, and agenda for the meeting, which will be tailored based on the results of the EC and Damage Inventory

submissions. The Recipient, EHP, and Mitigation will report whether they will participate in-person or by phone. If anyone needs to participate by phone, the PDMG will provide the conference PIN assigned by the PD TFL.

*PDMGs will complete the Recovery Scoping Meeting within 21 days of Applicant assignment.*

One business day before the meeting, the PDMG will call the Applicant to affirm the meeting date, time, and location, and any submitted Damage Inventory entries in the PA Grants Manager. If the Applicant has not submitted a Damage

Inventory, PDMG will ask Applicant if they need additional time to submit a draft Damage Inventory.

- If the Applicant has the Damage Inventory but has not submitted it in the PA Grants Portal, PDMG will not reschedule.
- If Applicant has not drafted the Damage Inventory, PDMG will reschedule in the PA Grants Manager and will include a note that explains why they are rescheduling the meeting.



- When the PDMG reschedules the meeting in the PA Grants Manager, an automatic notification goes to the Applicant, Recipient, EHP, Mitigation, PD TFL and PDMG.

During the RSM, the PDMGs, Applicant, and other participants discuss the Damage Inventory in-depth, documentation needed to support damage claims, and schedule site inspections. The PDMG continues to develop a rapport with the Applicant during the meeting, continuing the customer service focus of the PDMG role.

## Scheduling Site Inspections

During the RSM, PDMGs will discuss sites grouping sites with work to be completed into Site Inspection Work Orders, estimated time to complete the site inspection, and identify points of contact for the site inspection. PDMG will ensure the point of contact is knowledgeable about the types, amounts, and locations of the damage as well as the pre-disaster conditions of the facility. Finally, the PDMG will identify available times for the Applicant POC to conduct the site inspection.

### Site Inspection Work Orders

#### *What should PDMGs consider when logically grouping sites into Site Inspection Work Orders?*

- Consider whether the sites need a technical or a non-technical site inspection.
- Consider the % complete of the entire facility system (i.e. road, utility, campus) – not each site.
  - Facilities with 90% or more completed work or the Applicant expects to complete the work within the next 2 weeks will not need a site inspection. Process these as completed work and discuss documentation needed to support the claim.
- A facility that has a mix of work completed sites and sites with work to be completed can have a site inspection.
  - Site inspections will not be conducted on facilities that have all 100% completed work sites, but Site Inspectors can validate work completed on sites with completed work.

#### *How much detail should go in the Site Inspection Work Order?*

PDMGs logically group sites on the Damage Inventory into Site Inspection Work Orders. The “Damage Description” column for each damage line item should describe the damage, level of impact, and accessibility of the site. It should be descriptive enough for:

- The Site Inspector TFL to assess the skill sets needed to perform the inspection; and
- The Site Inspector to prepare for the damages to be inspected.

For example, describing the level of impact as “facility was destroyed” will indicate to the Site Inspector TFL that a Site Inspector with more experience in that type of facility is required. It will also prepare the Site Inspector that, during the site inspection, he/she will verify the footprint of the facility and will discuss the pre-disaster design and function of the facility with the Applicant’s representative.

After the PDMG submits the Site Inspection Work Order request in PA Grants Manager, the request goes to the Site Inspector TFL who assigns Site Inspectors to the site inspection, taking into account the skill sets needed and time required to conduct the site inspection. The Site Inspector TFL may contact the PDMG if they have questions about the damage to be assessed or estimated time to complete the inspection.

After the assigned Site Inspectors accept the work order in the PA Grants Portal, the Site Inspector confirms the Site Inspection Work Order in the PA Grants Manager. An automated email then will be sent to the PDMG, Applicant, PD TFL, Site Inspector, Site Inspector TFL, EHP and Mitigation. The email includes details of the Site Inspection Work Order, including the assigned Site Inspectors. This will indicate to the PDMG which Site Inspector will draft the DDD(s).

**What types of damage may require a technical site inspection?**

- Embankment or slope failure
- Structural, electrical or mechanical damage

**NOTE:** Before ordering a technical site inspection, speak with the Site Inspector TFL.

## Transition



### *Requesting Essential Elements of Information*

During the Recovery Scoping Meeting, the PDMG will discuss documents the Applicant needs to submit to support their damage claims. The PDMG will use the appropriate Document Checklist to indicate those required documents. This will serve as the request for Essential Elements of Information. The PDMG will leave a physical copy of the Document Checklist with the Applicant at the end of the Recovery Scoping Meeting and will update the Document Checklist as the Applicant submits documents. The PDMG will upload the completed Document Checklist in the PA Grants Manager.

After the meeting, the PDMG will send an electronic copy of the EEI to the Applicant. The EEI request process is not in the PA Grants Manager.

### *Formulating Projects*

PDMG will discuss with the Applicant logical groupings of 100% completed work into projects. The PDMG will formulate those sites on a project in the PA Grants Manager while waiting for the Applicant to submit documentation to satisfy the EEI request. The PDMG will complete the "Project Description". Once the Applicant has provided sufficient information to support their claim, the PDMG will send the project to the Completed/Fully Documented Lane in the CRC through the PA Grants Manager.



## **What is the Project Description?**

The PDMG provides information on the damage incurred and work completed in the Project Description. The CRC validates this information using Applicant-provided documentation.

## **How much information is needed in the Project Description?**

### **Category A**

- What caused the debris (e.g. high winds, flooding), where was the debris deposited/removed from (e.g. right of way, waterway, ditches), quantity of debris removed, final disposition, location of staging sites (if applicable)
- Who completed the work (force account or contract)
  - If force account, how many employees used? How many hours worked? overtime vs regular time; Equipment used and hours; materials used and quantities
- Total costs claimed

### **Category B**

- What caused the emergency protective measure to be performed, What emergency protective measures were performed
- Who completed the work (force account or contract)
  - If force account, how many employees used? How many hours worked? overtime vs regular time; Equipment used and hours; materials used and quantities
- Total costs claimed

### **Permanent Work**

- What caused the damage, what facility was damaged, dimensions of the facility (pre-disaster)
- Who completed the work (force account or contract)
  - If force account, how many employees used? How many hours worked? overtime vs regular time; Equipment used and hours; materials used and quantities
- Total costs claimed



## Phase I Checklist

### PDMG Actions

- Attend Disaster Overview Briefing held by PAGES
- Review Disaster Operating Profile and Applicant Profile for assigned Applicant(s) to prepare for Exploratory Call.
  - Coordinate with Recipient, as applicable
- Conduct the Exploratory Call (EC) using the EC Guide. Ensure call meets EC objectives.
  - Introduce role of a PDMG and explain the Public Assistance (PA) grant program
  - Discuss the disaster damages the Applicant has identified
  - Introduce the Damage Inventory and emphasize its importance
  - Discuss documentation needed to support the Applicant’s claims
  - Discuss and schedule the RSM
- Complete the post-Exploratory Call tasks listed in the EC Guide
  - Update the PA Grants Manager
  - Follow-up on any unresolved items from the EC
- Prepare for the Recovery Scoping Meeting (RSM)
  - Meet with Recipient POC, EHP, and Mitigation in advance of the meeting
  - Distribute conference PIN if someone is not able to participate in person
  - Review PA Grants Manager for Damage Inventory submission
  - Call Applicant to confirm date, time, and location of the meeting. Discuss Damage Inventory, if not submitted. Reschedule meeting, as necessary
- Conduct the Recovery Scoping Meeting (RSM) using the RSM Guide. Ensure meeting meets RSM objectives.
  - Discuss the Damage Inventory
  - Identify relevant documentation required to support the Applicant’s claim
  - Schedule/order Site Inspections
  - Develop Program Delivery Plan
- Complete post-RSM tasks listed in the RSM Guide.
  - Update RSM Section of the PA Grants Manager
  - Update PA Grants Manager Calendar with appointments from the Program Delivery Plan
  - Submit Site Inspection Work Order request in PA Grants Manager
  - Complete project formulation for completed work
  - Send follow-up email



**Performance Expectations**

- Upon Applicant assignment, complete profile reviews, and review EC Guide prior to conducting the EC.
- Conduct the EC within 7 business days of Applicant assignment
- After EC, update the PA Grants Manager within 1 business day.
- Meet with Recipient, EHP, and Mitigation no later than 3 business days before the RSM to discuss the agenda of the RSM.
- Complete the RSM within 21 days of Applicant assignment
- Within one business day of the RSM, review the Grants Manager to see if the Applicant submitted the Damage Inventory. If Applicant has not submitted the Damage Inventory, contact the Applicant to discuss status of the Damage Inventory.
- Submit requests for EEI to Applicant within 3 business days of the RSM.
- Order site inspections during the RSM (or the same day as the RSM)
- Formulate complete work into project within 3 business days of the RSM.



**Reminder**

- One of the key responsibilities of the PDMG is to provide customer service tailored to the Applicant. Consider the experience and capability of the Applicant when communicating with them – either verbally or in writing. Ensure you do not overwhelm the Applicant.
- Damage Inventory is critical to the success of the RSM.
- PDMGs should ensure that engagements with the Applicant are organized, the information is delivered consistently, and the Applicant understands the next steps in grant development.
- Applicants have 60 days from the RSM to identify and report their damage but the goal is to complete the Damage Inventory as soon as possible.

## Phase II-Damage Intake and Eligibility Analysis

The Phase II objective is to capture Applicant's disaster related damage and determine eligibility within 60 days of the Recovery Scoping Meeting (RSM) through:

- Conducting site inspections for work to be completed.
- Applicant agrees to Damage Description and Dimensions for work to be completed.
- CRC validates DDD, SOW, and costs for Completed/Fully Documented projects.
- Applicant agrees to DDD, SOW, and costs for Completed/Fully Documented projects.

In Phase I, the PDMG requested the site inspections and sent requests for EEIs for 100% completed work projects. Once Applicants provide sufficient information to support their completed work claims, PDMGs Completed/Fully Documented projects to the CRC.

In Phase II, the site inspections are conducted and the CRC validates the Completed/Fully Documented projects. The PDMG has various responsibilities throughout Phase II. Those responsibilities are in **bold**. The PDMG also meets regularly with the Applicant as detailed on the Project Development Plan.

## Site Inspection

### *Preparing for Site Inspection*

Prior to the site inspection, the Site Inspector will contact the Applicant's representative to confirm the work order (i.e. time, date, location, sites to be inspected). If all the sites on the work order are 100% complete, the Site Inspector TFL will cancel the work order and contact the PDMG. **PDMG will confirm with the Applicant's main POC that sites are 100% complete. Discuss documentation that is needed to support this completed work claim, and send a request for EEI to the Applicant. PDMG will update the % complete for those sites on the Damage Inventory in the PA Grants Manager.**

### *Conducting the Site Inspection*

The Site Inspector uses a Site Inspection Report (SIR) to capture damage dimensions and other observations, including sketches and photos, which the Site Inspector will upload in the PA Grants Manager after the site inspection. **The Site Inspector will email the Site Inspector TFL and PDMG at the conclusion of the site inspection. The Site Inspector will also contact the Site Inspector TFL and PDMG if additional time is needed to conduct the site inspection.**

The Site Inspector also completes a FIRMette, which shows whether or not the facility is located in a special flood hazard area. If the Applicant provides documents during the site inspection, the Site Inspector will upload in the PA Grants Manager and notify the PDMG.

**Site Inspector develops the Damage Description and Dimensions (DDD) for each damage line item in the Site Inspection Work Order and send to the PDMG for review. The Site Inspector also notifies the PDMG about any eligibility issues or potential mitigation opportunities in the PA Grants Manager.**

**Site Inspectors have 2 business days after the conclusion of the site inspection to send the draft DDD to the PDMG.**

*The Site Inspector will contact the PDMG and Site Inspector TFL if additional time needed to draft the DDD.*



## Review DDD

PDMG will review DDDs for each line item on the Site Inspection Work Order. **The PDMG will schedule a meeting with the Site Inspector to discuss the SIR and draft DDDs.** Site Inspector will also discuss any eligibility issues identified and method of repair during this meeting.

The PA Grants Manager does not allow the PDMG to make edits to the DDD, so if the PDMG identifies changes that need to be made, **the PDMG will rework the DDD to the Site Inspector in the PA Grants Manager and contact the Site Inspector to ensure he/she is aware of the rework. The PDMG will also discuss the requested changes with the Site Inspector to prevent multiple reworks. PDMG approves the DDDs in the PA Grants Manager.** If the PDMG identifies eligibility issues, PDMG will discuss with the PD TFL. PDMG will generate a Request for Information and send to the Applicant.

## Formulate DDDs into Projects

After the PDMG concurs with the DDDs in the PA Grants Manager, the PDMG then groups the sites into a project in the PA Grants Manager. Before sending the project to the Applicant, the PDMG will also review the EHP and Mitigation site inspection notes to understand EHP concerns related to the proposed scope of work or potential mitigation opportunities. If there are no site inspection notes, contact EHP or Mitigation to discuss the DDD and proposed scope of work (from the SIR) before sending the project to the Applicant.

**The PDMG then sends the project to the Applicant through the PA Grants Manager and contacts the Applicant to discuss the DDD(s) and to complete the Project Development Description document.**

## Applicant Review of the DDD

*The PA Grants Manager and Grants Portal do not include the Recipient in the review of the DDD. If the Recipient wants to review DDDs, PAGS will provide guidance.*

The Applicant reviews and provides their concurrence on the DDDs in the PA Grants Portal. Applicant cannot edit the DDD in the PA Grants Portal. If the Applicant wants edits to the DDD, the project must be reworked to the PDMG who then reworks the DDD back to the Site Inspector to make the requested edits. **PDMG uploads the Project Development Description document in the PA Grants Manager.** Once the Applicant approves the project in the PA Grants Portal, the project goes directly to the CRC.

All projects will go to the CRC after the Applicant approves the DDD in the PA Grants Portal – even if the Applicant elects to develop the SOW/costs. The CRC will not take action on those projects until the Applicant provides the SOW/costs. **The PDMG will track these projects and regularly check with the Applicant on the status of the SOW/cost development.**

### What is the Project Development Descriptio



- A series of questions answered by Applicants to inform SOW and cost development for work to be completed in the CRC.

### Why is it important?

- Defines who will develop the SOW/costs
- Informs accurate SOW/cost development (method of repair, historic costs)
- Prompts PDMG to explain EHP considerations with proposed SOW
- Prompts PDMG to discuss potential mitigation opportunities and verifies Applicant's interest in

## PDMG Reviews DDD, SOW and Costs

Validation Specialists in the Completed/Fully Documented Lane in the CRC develop the DDD and SOW based on the Project Description provided by the PDMG in Phase I. They review the Applicant-provided documentation to validate the work performed and costs claimed by the Applicant. The Validation Specialist will either call or send an email to the PDMG if clarification or additional information is needed. **The PDMG will review the requested information to ensure the questions are clear and that the information is not included in documentation already provided.**

If the information is needed and the PDMG is not able to provide the requested information, the Validation Specialist develops a Request for Information (RFI) and sends to the PDMG. **The PDMG will send the RFI to the Applicant. As the Applicant responds to the RFI, the PDMG will review the responses to ensure it satisfies the RFI. The PDMG will also ensure the responses are uploaded in PA Grants Manager and provide situational awareness to the Validation Specialist. The PDMG will send an email to the Validation Specialist once the RFI is satisfied.**

If the Validation Specialist identifies eligibility issues with the claim, the Validation Specialist will discuss with the Completed/Fully Documented Lane TFL who, if he/she concurs, will contact the PDMG and PD TFL to discuss.

Once the DDD, SOW, and costs are drafted and all RFIs for the project have been closed, the Validation Specialist will send the project through Program Compliance Reviews (Quality Assurance, Mitigation, Insurance, and EHP reviews). The PDMG may receive correspondence from these reviewers as the project goes through the queues.

**Once EHP completes its review in the PA Grants Manager, the PDMG will receive the final project for review in the PA Grants Manager.** The project will include all insurance reductions, approved Hazard Mitigation proposals, and EHP conditions. **PDMG will review the project to ensure that all damage, work, and costs claimed by the Applicant are accurately and completely reflected in the project.**

If changes are needed to the DDD, SOW, or costs, the PDMG will discuss with the Validation Specialist who developed the project and rework the project in the PA Grants Manager.

**Once the PDMG concurs with the project, the PDMG notifies the Recipient POC.** *Currently the PA Grants Manager and Grants Portal does not have a Recipient review queue.* **Once Recipient concurs on the project, the PDMG approves the project in the PA Grants Manager.** This sends the project to the Applicant for review and concurrence in the PA Grants Portal. **PDMG contacts the Applicant to discuss the project.**

If there are differing opinions between the CRC and PDMG on required changes to the DDD, SOW, or costs, engage TFLs to discuss necessary changes to the DDD, SOW, or costs.

## Applicant Reviews Completed/Fully Documented Projects

Applicant receives the Completed/Fully Documented project in the PA Grants Portal and discusses with the PDMG. The Applicant reviews and provides their concurrence on the project in the PA Grants Portal.



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If the Applicant wants changes to the project, the Applicant will send the project back through the PA Grants Portal.

## Finalizing the Damage Inventory

Applicants must identify and report disaster damage within 60 days of the Recovery Scoping Meeting.

**The PDMG will remind the Applicant of the impending deadline through the following actions:**


- **Reminders during the regularly scheduled meetings as detailed on the Project Development Plan.**
- **A consolidated EEI of remaining documentation needed to support claims at day 45 after the RSM.**


**At day 61 after the RSM, the PDMG will schedule a meeting for the Applicant to sign the Damage Inventory.** The Applicant's signature on the Damage Inventory confirms that all claimed damages are listed. **Upload the signed Damage Inventory in the PA Grants Manager.**



## Phase II Checklist

<b>PDMG Actions</b>
<p><b>Site Inspections</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Receive DDDs from Site Inspectors in PA Grants Manager</li> <li><input type="checkbox"/> Schedule meeting with Site Inspector to discuss SIR and DDD</li> <li><input type="checkbox"/> Review and approve DDDs from Site Inspectors in PA Grants Manager</li> <li><input type="checkbox"/> Discuss eligibility issues with PD TFL, as issues identified</li> <li><input type="checkbox"/> Review EHP and Mitigation site inspection notes to prepare for discussion with Applicant <ul style="list-style-type: none"> <li>• If no notes in PA Grant Manager, contact EHP and/or Mitigation</li> </ul> </li> <li><input type="checkbox"/> Create project from approved DDDs in PA Grants Manager</li> <li><input type="checkbox"/> Send project through the PA Grants Manager to Applicant for DDD review and concurrence</li> <li><input type="checkbox"/> Discuss DDD with Applicant <ul style="list-style-type: none"> <li>• Discuss Project Development Guide</li> <li>• Applicant concurs on the DDD</li> <li>• Upload completed Project Development Guide in PA Grants Manager</li> </ul> </li> </ul> <p><b>Completed/Fully Documented Projects</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Receive documents to support EEI request for completed work projects <ul style="list-style-type: none"> <li>• Send projects to Completed/Fully Documented Lane in the CRC.</li> </ul> </li> <li><input type="checkbox"/> Review RFIs from the CRC to ensure they are clear and concise <ul style="list-style-type: none"> <li>• Send RFI to Applicant</li> <li>• Maintain situational awareness of the RFI responses from the Applicant, communicate with the Validation Specialist on progress of RFI responses</li> </ul> </li> <li><input type="checkbox"/> Review draft DDD/ SOW/costs <ul style="list-style-type: none"> <li>• Discuss any necessary edits with Validation Specialists, as needed</li> </ul> </li> <li><input type="checkbox"/> Review project with Applicant <ul style="list-style-type: none"> <li>• Discuss any necessary edits</li> </ul> </li> </ul> <p><b>Finalizing the Damage Inventory</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At day 45 after the RSM, send a consolidated EEI of documentation still needed</li> <li><input type="checkbox"/> At day 61 after the RSM, have the Applicant sign the Damage Inventory</li> </ul>

 <b>Reminder</b>
<ul style="list-style-type: none"> <li>• The approved DDDs for Standard/Specialized projects from the Applicant signifies concurrence with the damages.</li> <li>• The signed DDD/ SOW/costs from the Applicant signifies concurrence on the project.</li> </ul>

 <b>Performance Expectations</b>
<ul style="list-style-type: none"> <li>• Review the DDD within 2 business days of receipt from the Site Inspector</li> <li>• Receive Applicant concurrence on the DDDs within 3 business days after sending project to the Applicant</li> <li>• Review the DDD, SOW, and costs within 3 business days of receipt from the CRC</li> <li>• Discuss and obtain Applicant signature on the Completed/Fully Document project within 5 business days after sending the project to the Applicant</li> </ul>

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## Phase III: Scoping and Costing (Work to be Completed)



The objectives of Phase III is to:

- Develop the SOW/costs for work to be completed OR validate Applicant-provided SOW/costs for work to be completed.
- Obtain Applicant signature on entire project for work to be completed

In Phase III, CRC develops the SOW and costs or validates Applicant-provided SOW and costs. The PDMG has various responsibilities throughout Phase III. Those responsibilities are in **bold**.

### Applicant-Provided SOW and Costs

The Applicant will submit the draft SOW and costs either by uploading the document in the PA Grants Portal or sending to the PDMG. **The PDMG will ensure the document detailing the Applicant's proposed SOW and costs are uploaded in the PA Grants Manager. Then the PDMG will email the Standard or Specialized Lane TFL at the CRC that the Applicant has provided the SOW and costs, copying the PD TFL.**

The Standard or Specialized Lane staff will validate the Applicant-provided SOW and costs, ensuring the proposed SOW and costs only repair the damage described in the DDD. The CRC will send an RFI to the PDMG if additional information is needed. **The PDMG will send the RFI to the Applicant. As the Applicant responds to the RFI, the PDMG will review the responses to ensure it satisfies the RFI. The PDMG will also ensure the responses are uploaded in PA Grants Manager and provide situational awareness to the Validation Specialist. The PDMG will send an email to the Validation Specialist once the RFI is satisfied.**

Once the CRC completes the validation, the CRC will input the SOW and costs in the PA Grants Manager and send the project to Program Compliance Review.

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### FEMA Develops the SOW and Costs

If the Applicant elects for FEMA to develop the SOW and costs, either the Costing Specialist in the Standard Lane or Technical Specialist in the Specialized Lane develop SOW and costs based on the information provided by the Applicant in the Project Development Guide. The Costing or Technical Specialist will either call or send an email to the PDMG if clarification or additional information is needed. **The PDMG will review the requested information to ensure the questions are clear and that the information is not included in documentation already provided.**

If the information is needed and the PDMG is not able to provide the requested information, the Costing or Technical Specialist develops a Request for Information (RFI) and sends to the PDMG. **The PDMG will send the RFI to the Applicant. As the Applicant responds to the RFI, the PDMG will review the responses to ensure it satisfies the RFI. The PDMG will also ensure the responses are uploaded in PA Grants Manager and provide situational awareness to the Costing or Technical Specialist who sent the RFI. The PDMG will send an email to the Costing or Technical Specialist once the RFI is satisfied.**

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If the Costing or Technical Specialist identifies eligibility issues with the claim, the Costing or Technical Specialist will discuss with the Standard or Specialized Lane TFL who, if he/she concurs, will contact the PDMG and PD TFL to discuss.

Once the SOW and costs are drafted and all RFIs for the project have been closed, the Costing or Technical Specialist will send the project to Program Compliance Review.

## Program Compliance Reviews

Quality Assurance reviews the project and then sends to the appropriate review queues.

- Mitigation (for Permanent Work projects) and Insurance (all projects) concurrently
- EHP (all projects)

The PDMG may receive correspondence from these reviewers as the project goes through the queues.

**Once EHP completes its review in the PA Grants Manager, the PDMG will receive the final project for review in the PA Grants Manager.** The project will include all insurance reductions, approved Hazard Mitigation proposals, and EHP conditions. **PDMG will review the project to ensure that all damage, work, and costs claimed by the Applicant are accurately and completely reflected in the project.**

If changes are needed to the SOW or costs, the PDMG will discuss with the Costing or Technical Specialist who developed the project and rework the project in the PA Grants Manager.

**Once the PDMG concurs with the project, the PDMG notifies the Recipient POC.** *Currently the PA Grants Manager and Grants Portal does not have a Recipient review queue.* **Once Recipient concurs on the project, the PDMG approves the project in the PA Grants Manager.** This sends the project to the Applicant for review and concurrence in the PA Grants Portal. **PDMG contacts the Applicant to discuss the project.**

If there are differing opinions between the CRC and PDMG on required changes to the DDD, SOW, or costs, engage TFLs to discuss necessary changes to the DDD, SOW, or costs.

## Applicant Reviews Project

Applicant receives the Standard or Specialized project in the PA Grants Portal and discusses with the PDMG. The Applicant reviews and provides their concurrence on the project in the PA Grants Portal. If the Applicant wants changes to the project, the Applicant will send the project back through the PA Grants Portal.



**PDMG Actions**

**Applicant Provides SOW and Cost**

- Ensure Applicant-provided SOW and cost document(s) are in the PA Grants Manager
- Notify the Standard or Specialized Lane TFL that the Applicant provided the SOW and costs
- Review RFIs from the CRC to ensure they are clear and concise
  - Send RFI to Applicant
  - Maintain situational awareness of the RFI responses from the Applicant, communicate with the Validation Specialist on progress of RFI responses
- Review draft DDD/ SOW/costs
  - Discuss any necessary edits with Validation Specialists, as needed
- Review project with Applicant
  - Discuss any necessary edits

**FEMA Prepares SOW and Cost**

- Review RFIs from the CRC to ensure they are clear and concise
  - Send RFI to Applicant
  - Maintain situational awareness of the RFI responses from the Applicant, communicate with the Validation Specialist on progress of RFI responses
- Review draft DDD/ SOW/costs
  - Discuss any necessary edits with Validation Specialists, as needed
- Review project with Applicant
  - Discuss any necessary edits



**Performance Expectations**

- Review the SOW and costs within 2 business days of receipt from the CRC
- Discuss and obtain Applicant signature on the project within 5 business days after sending the project to the Applicant

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## Phase IV: Obligation



The objective of Phase IV is to obligate projects.

During Phase IV, final reviews are completed and funding is obligated for the project. The PDMG continues to serve as the customer service representative for any communication between FEMA and the Applicant during this phase. The PDMG will also conduct an Exit Briefing with the Applicant and Recipient POC.



### Exit Briefing

The Exit Briefing is a **formal transition briefing** from FEMA back to the Recipient. During the meeting, the PDMG and Recipient will discuss each project, including obtain and maintain requirements, conditions that have been placed on the project, and any Determination Memos/Letters that have been issued. The Recipient will also discuss grants management requirements and other Recipient-specific processes, such as funding allocations. PDMG will use the Exit Briefing Form to conduct the meeting.

### When does the PDMG conduct the Exit Briefing?

When the Applicant signs all projects in the PA Grants Portal, PDMG and Recipient will coordinate schedules with the Applicant to conduct the Exit Briefing in person.

- If the Recipient is unable to participate in the Exit Briefing, PDMG will notify the PAGS and PD TFL. The PDMG will coordinate the briefing with the Applicant

### Preparing for the Exit Briefing

When the Applicant signs all projects in the PA Grants Portal, PDMG will request the Applicant's D-1 Report from the DIU in the PA Operations Support Unit. This report lists the Applicant's projects that have been submitted and obligations, if any.

The PDMG will review each project to reacquaint with project specifics. PDMG will also review the Exit Briefing Agenda to

- **Eligibility:** review facility, work, and costs deemed eligible
  - o Review Determination Memos/Letters that have been issued
  - o Understand the appeals process
- **Insurance:** review the insurance requirement and/or Letter of Commitment placed on the project
  - o If there are complex insurance issues on projects, coordinate with the Program Compliance Manager in the CRC to have an Insurance Specialist participate in the Exit Briefing via conference call
- **406 Mitigation:** review the approved Hazard Mitigation Proposals and any associated environmental conditions
- **EHP:** review environmental conditions place on the projects
  - o If there are complex EHP issues on projects, coordinate with EHP in the JFO to participate in the Exit Briefing.



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Prior to the Exit Briefing, PDMG will review this information with the Recipient to ensure agreement on project specifics.

Print the follow documents to bring to the meeting:

- D-1 Report
- Exit Briefing Form
- Time Limits-Project Tracking spreadsheet
- HMP, Improved & Alternate project document
- Audit Tips Fact Sheet

If the Applicant has a large number of complex projects (i.e. Improved, alternate, PAAP permanent work, specialized projects), contact with the PAGS and PD TFL prior to the Exit Briefing.

## Conducting the Exit Briefing

Review the following information with the Applicant

- Status of each project
  - EMMIE Project Number
  - Ineligible items/costs or deductions, Determination Memos/Letters
  - Insurance requirements
  - Hazard Mitigation Proposals, related EHP conditions
  - EHP conditions
- Appeals process (if any ineligible items)
  - Timelines for appeal
- Timelines to complete Emergency and Permanent Work
  - Special time limits (i.e. Temporary Facilities, if applicable)
  - Process to request timeline extensions.
- Changes to Scope of Work
  - Applicant must inform the Recipient of the Scope of Work change prior to commencing work. Does the Applicant need approval from FEMA before commencing work?
- Improved Project criteria/restrictions
- Alternate Project criteria/restrictions
- Contracting (2 CFR)
- Recipient discusses close-out procedures and other Recipient-specific issues.
- Complete the Exit Briefing Form
  - Explain the form and entries
  - Applicant signs
    - Make a copy and give to Applicant



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### Post-Briefing Activities

- Send Applicant a copy of the signed Exit Briefing Form (if did not give Applicant a physical copy at the
- Update the CRM with the Exit Briefing Information when Exit Briefing completed
- Send the Exit Briefing Form to the DIU in the PA Operations Support Unit
  - o DIU will upload the form in Applicant’s Case Management File in EMMIE and the date the Exit Briefing was conducted



#### **Performance Expectations**

- Conduct exit briefing within 5 business days of authorization and upload documents into the PA Grants Manager.

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## How Performance is Evaluated and Keys to Success

Successful performance for a PDMG is the customer-centric delivery of PA to Applicants. This includes excellent communication and expectation management based on the Applicant's recovery priorities and the support PA can provide. PDMG performance is based on the below criteria.

- Excellent customer service to Applicants throughout the PA delivery process, including regular meetings with Applicants;
- Conducting tailored ECs and RSMs to understand an Applicant's recovery priorities and begin the process of identifying disaster related damage;
- Early identification of special considerations issues or opportunities and coordination with Program Compliance Manager and field EHP and Mitigation staff;
- Timely scheduling of site inspections and site validations as needed; managing Applicant expectations of site inspection and/or validation;
- Effective requests for EEI to the Applicant, including EEI information-gathering assistance when needed;
- Accurate eligibility recommendations at the end of Phase II, with information provided from site inspections/validations and document validation
- Development and processing of Determination Memos if applicable and communication to Applicant;
- Use of the PA Grants Portal to track an Applicant's projects through the process;
- Coordinating issue resolution on behalf of Applicants with the appropriate PA position (Site Inspector, Validation Specialist, Costing Specialist etc.);
- Productive communication with TFL;
- Participation in daily huddle boards; and
- Meeting weekly objectives established by the PAGS.

## Overview of Performance Expectations



Step	Performance Expectation
<b>Phase I</b>	
Applicants Assigned to PDMGs; Review IOP/Applicant Profiles	Upon Applicant assignment, complete profile reviews, coordinate with EHP and Mitigation, and review EC Guide prior to conducting the EC.
Exploratory Call	Conduct the Exploratory Call within 7 business days of Applicant assignment
Exploratory Call	After Exploratory Call, update the PA Grants Manager within 1 business day.
Exploratory Call	Coordinate involvement of special considerations at the RSM.
Exploratory Call	Work with Applicant to ensure completion and submittal of Damage Inventory prior to the RSM.
RSM	Meet with Recipient, EHP, and Mitigation no later than 3 business days before the RSM to discuss the agenda of the RSM.
RSM	Within 24 hours of the RSM, review the Grants Manager to see if the Applicant submitted the Damage Inventory. If Applicant has not submitted the Damage Inventory, contact the Applicant to see if they have PA Grants Portal issue or have an excel spreadsheet to upload.
RSM	Emphasize that the Applicant must identify and report all disaster-related damages within 60 days of the RSM.
RSM	Order site inspections during the RSM (or the same day as the RSM)
RSM	Complete the RSM within 21 days of Applicant assignment
Transition from Phase I to II	Conduct transition actions within 3 business days of the RSM (send an EEI request, formulate completed work into projects). Have the Applicant sign the Damage Inventory on day 61 after the RSM
<b>Phase II</b>	
Review DDD, SOW, and Costs and Obtain Applicant Signature (Completed/Documented Work)	Review the DDD, SOW, and costs within 3 business days of receipt from the CRC. Discuss and obtain Applicant signature on the project within 5 business days after sending the project to the Applicant.
Review DDD and Obtain Applicant Signature (Work-to-be-Completed)	Review the DDD within 2 business day of receipt from the Site Inspector Discuss and obtain Applicant signature on the DDD within 3 business days after sending the DDD to the Applicant
<b>Phase III</b>	
Applicant Reviews and Signs project (Work to be Completed)	Discuss and obtain Applicant signature on the project within 3business days after sending the project to the Applicant.



## Exit Briefing

Conduct exit briefing within 5 business days of authorization and upload documents into the PA Grants Manager.

## Position Task Books

The Position Task Book (PTB) is a vehicle to document proficiency in the competencies identified to meet job requirements for both trainees and candidates. The primary components of a PTB are Behaviors/Activities, Competency, Task, and Indicators. Demonstrated performance will be observed by a Coach-Evaluator who will determine if that particular task has been mastered.

## Day in the Life of/Week in the Life of Tool (DILO/WILO)

For time management purposes, all employees are required to maintain a DILO/WILO schedule. This tool serves as a standard work schedule that helps ensure daily activities align to weekly operational goals. This tool facilitates the identification and documentation of ongoing activities and accomplishments. Below are examples to include in the DILO/WILO:

- Scheduled RSMs.
- Travel time.
- Transition actions from selected RSM.
- Scheduling of site inspections.
- Conference calls.
- Applicant follow up meetings.
- Review of site inspection report and draft DDDs.
- Discuss DDD with applicant.
- Discuss SOW & Cost with applicant.

## Daily Huddle Board

The Program Delivery Task Force Lead (PD TFL) will conduct one to two huddle boards daily. These are short stand up meetings (no longer than 15 minutes). During the huddle, the PDMG provides a short brief on what has been accomplished since the last huddle, key activities that day, and any process interrupters they are encountering. Overall, huddle boards leverage visual management and allow for the sharing of information related to activities and potential issues. Many times this will be held via conference calls for PDMGs not in the field office.

## Sit-With

A sit-with is a one-on-one feedback coaching session between the PD TFL and PDMG. You will participate in an initial sit-with with your TFL during which you will discuss your previous disaster experiences and skill sets. This discussion will inform assigning workload. Your TFL will conduct regular sit-withs with you throughout your deployment to discuss activities they have observed you perform (Exploratory Calls, Recovery Scoping Meetings, follow up meetings with Applicants, etc) or work they have reviewed. The PD TFL will provide you real-time feedback on your performance – both best practices and areas for improvement – to ensure your continuous improvement.



## Continuous Improvement

While on deployment, everyone is encouraged to provide feedback related to PA program delivery. The identification of issues and recommendations for issue resolution are integral to continuous improvement. More information on the mechanism for this input will be provided.

## Frequently Asked Questions

### **How do I make an eligibility recommendation at the end of Phase II?**

For work completed, the Validation Specialist is responsible for reviewing the Applicant provided documentation to determine if it supports the claim and develop the DDD/SOW/COST. For work to be completed, the Site Inspector or Technical Specialist will conduct a site inspection, generate the DDD and capture photos of the damage claimed. The PDMG will have information from the Validation Specialist and/or the Site Inspector/Technical Specialist to make the eligibility recommendation. The PD TFL may also assist.

Please note, for technical projects the Technical Specialist(s) will be conducting the site inspection and document validation.

### **Where can I learn more about damage eligibility?**

The *Public Assistance Program and Policy Guide* is the comprehensive source for PA eligibility, including damage eligibility which may be accessed electronically at: <https://www.fema.gov/media-library/assets/documents/111781>. The Guide may also be downloaded to a mobile device and/or computer.



## Appendix A: Online Resources

See the online toolbox for the following resources:

- Disaster Operating Profile
- Exploratory Call Guide
- Recovery Scoping Meeting Guide
- Document Checklists
- Project Development Guide
- Exit Briefing Checklist

# Exploratory Call Guide & Checklist

## DR-4294 & DR-4297

Public Assistance Division

Recovery Directorate

Office of Response and Recovery





# Exploratory Call Guide

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## General

The Exploratory Call (EC) is the first opportunity to establish a relationship between the Applicant and FEMA. It sets the foundation for the Applicant to have an efficient and successful Public Assistance (PA) grant process. The information gathered during the EC will enable the Program Delivery Manager (PDMG) to create a tailored agenda for the Recovery Scoping Meeting (RSM) and provide effective customer service in order to meet the recovery priorities of the Applicant. This document will be used by the PDMG as guidance for EC which should take place within seven days of Applicant assignment to the PDMG.

## Objectives of the Call

1. Introduce role of a PDMG and explain the Public Assistance (PA) grant program
2. Discuss the disaster damages the applicant has identified
3. Introduce the Damage Inventory and emphasize its importance
  - a. Applicant needs to draft the Damage Inventory prior to the RSM
4. Discuss documentation needed to support the Applicant's claims
5. Discuss and schedule the RSM
  - a. Allow enough time for the Applicant to draft the Damage Inventory
  - b. Start early in the day and plan for the meeting to last several hours
  - c. Understand objectives of the meeting

## Preparing for the Call

- Review EC Guide and Checklist**
  - Clearly understand objectives
- Review Applicant information in the PA Grants Manager**
  - Disaster Operating Profile
  - Applicant Profile
  - Preliminary Damage Assessment (PDA)
  - Request for Public Assistance (RPA)
  - Damage Inventory, if applicable
  - Documents, if applicable
- Review Disaster Overview briefing conducted by PAGS**
  - Confirm whether Recipient wants to participate in the Exploratory Call as outlined in the Disaster Overview Briefing. Coordinate with Recipient POC, if applicable
- Reserve a conference room or identify other quiet location to hold call**

Applicant:

Date:

**Print or collect the following documents (if applicable)**

- Exploratory Call Checklist and appendices
- Declaration Summary Sheet
- RPA
- PDA results
- Disaster Operating Profile
- Applicant Profile
- Damage Inventory (blank copy or Applicant uploaded document in PA Grants Portal)

## **Tips to Conduct the Call**

As the Applicant's single point of contact, the PDMG should always keep customer service as a top priority. The EC is the first introduction to the applicant; the PDMG should be kind, courteous, and respectful. Quality time should be taken to start developing a relationship with the Applicant representatives, but be aware of the time you spend on the call. Let the Applicant introduce themselves, ask some background questions about the government/organization, structure of the government/organization, history, previous disaster experience, overall impacts of the current disaster to the Applicant.

It is critical that the PDMG is as prepared for the EC. This portrays that the PDMG is dedicated and interested in the Applicant's recovery. The PDMG should find a quiet location to make the call as well as be prepared with the appropriate documents mentioned above. Things that the PDMG should consider when conducting the EC are:

- The FEMA PA grant process may be overwhelming to a first time Applicant.
- The Applicant's previous experience(s) with FEMA may not have been positive.
- The Applicant may still be in response mode.

The length of the EC is dependent on the discussion with the Applicant. The call should be concise yet long enough to meet the EC objectives. If the Applicant shows an interest in an in-depth discussion regarding their damages, steer them away from those details, but ensure them that the RSM will give them ample opportunity for that discussion. Focus their attention on the development of their Damage Inventory in advance of the RSM.

The PDMG should take comprehensive notes during the discussion. The EC notes are critical in planning and preparing for the RSM. For example, when discussing the types of damages sustained by the Applicant, listen for triggers to potential Special Considerations, eligibility issues, or other red flags (especially for work they may be actively completing). These notes will be uploaded into the Grants Manager and inform the Recovery Scoping Meeting, including whether EHP and Mitigation will participate in the RSM.

# Exploratory Call Checklist

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## Introductions

- Introduce yourself as the Program Delivery Manager (PDMG), the Applicant's FEMA single point of contact through the Public Assistance (PA) grant development process
  - Explain why you are calling
    - <Insert State> received a Federally Designated Disaster Declaration for <insert number> counties
    - The Applicant is in the designated area and their Request for Public Assistance (RPA) was approved.
    - This call begins the PA grant development process. PA is FEMA's infrastructure restoration program which provides reimbursement through grants.
- During the call you will:
  - Discuss disaster damages
  - Introduce the Damage Inventory and emphasize its importance
  - Discuss documentation needed to support damage claims
  - Discuss Recovery Scoping Meeting objectives and schedule the meeting (RSM)
- Confirm that the Applicant's point of contact information (phone number and email) is correct
  - Inquire if they are the representative from the Applicant most knowledgeable about disaster-related damages
  - If a different person is more appropriate, get the new POC's information and end the call.
  - Call the new POC.
- Discuss the Applicant's organization, disaster impacts, prior FEMA experience, and staffing
  - What is the Applicants role in the community?
  - What were the overall disaster impacts experienced by the Applicant?
  - Has the Applicant participated in a federal declaration in the past?
    - If so, when?
      - If yes, is there FEMA disaster experienced staff that will be assisting on the grant applicant process?
  - Does the Applicant have dedicated staff to work on the PA grant application process?
    - Full-time or part-time staff?
    - Will the Applicant be using a consultant?
  - Discuss Applicant access to the PA Grants Portal
    - Has the Applicant received invitation from the Recipient (i.e. State or Tribal government) to access the PA Grants Portal?

Applicant:

Date:

- If no, PDMG will contact the Recipient POC to remind them to send the invitation.
- If yes, ask if the Applicant has access the PA Grants Portal yet.

**Discuss the disaster damages the Applicant has identified (see Appendices)**

**Introduce the Damage Inventory and emphasize its importance**

The Damage Inventory is the most critical document in the beginning of the PA grant process. It is designed to capture all disaster-related damages identified by the Applicant.

- Information captured in the Damage Inventory includes
  - Damage description
  - Percent work complete
  - Location (GPS coordinate (in decimal degrees) and/or address)
  - Actual/estimated cost
  - Recovery priority level, etc.
- The details in the Damage Inventory determine
  - Site inspections required
  - Completed work projects ready for PA project development
- Damage Inventory is submitted prior to RSM directly into the PA Grants Portal by the Applicant
  - Contact the PDMG if Applicant has problems with access to the PA Grants Portal
- Damage Inventory can be updated with additional damage information up to 60 days after the RSM

**Discuss Documentation**

- The FEMA PA program requires Applicants provide documentation to support damage claims.
- Supporting documentation generally includes:
  - Complete insurance policies and claims
  - Permits
  - Use of Force Account (in-house) Labor
    - Pay Policy
    - Time sheets and equipment logs
    - Materials
  - Use of contract labor
    - Procurement policy
    - Bid documents
    - Contract(s)
    - Invoice(s)
  - Documentation that demonstrates the Applicant's legal responsibility to perform the work/repair to the facility

Applicant:

Date:

- Applicant should begin collecting general documentation after the EC
  - Pay Policy
  - Procurement Policy
  - Complete insurance policies including submitted claims
- Specific documentation requirements for the Applicant will be discussed during the RSM
- Discuss objectives of Recovery Scoping Meeting and schedule meeting**
  - The RSM initiates the regulatory requirement that the Applicant must identify and report all declared disaster related damages within 60 days of the RSM
  - Objectives of the Meeting
    - Discuss the Damage Inventory
    - Identify documentation needed to support damage claims
    - Schedule site inspections
    - Develop Program Delivery Plan
  - Attendees
    - Applicant POCs/SMEs identified during the disaster damages discussion
      - Get the contact information for these Applicant POCs/SMEs
    - Applicant representatives who can schedule site inspections (staff knowledgeable about the damages to be assessed, identify staff who can participate in the site inspection, length of time to conduct the site inspection)
      - Get the contact information for these Applicant representatives
    - PDMG and other FEMA (EHP, Mitigation, etc.) and Recipient Representatives
  - Scheduling
    - Ask the Applicant how long it will take them to develop the Damage Inventory
      - Schedule the RSM with enough time for the Applicant to develop the Damage Inventory before the RSM.
    - Propose that the meeting occur in the morning to ensure sufficient time to accomplish the objectives, including scheduling site inspections and discuss documentation needed to support the damage claims.

RSM Date		RSM Time
RSM Meeting Location/Address:		

**Conclusion**

- Ensure objectives are accomplished
  - Introduced the role of a PDMG and explained the PA grant program
  - Discussed disaster damages
  - Introduced the Damage Inventory and emphasized its importance
  - Discussed documentation
  - Discussed and scheduled the RSM

Applicant:

Date:

- Repeat RSM date, time, and location back to Applicant to confirm
- Next steps for Applicant
  - Complete the Damage Inventory
  - Invite the Applicant representatives identified to attend RSM. Get the contact information for the identified point(s) of contact.
  - Upload general documentation to the PA Grants Portal
    - Pay policy, Procurement policy, Complete insurance policies
- Ensure the Applicant has the PDMG contact information
- Any Questions?

## **Post EC Actions – Performance Expectation: Complete within 1 business day**

- **Update the PA Grants Manager**
  - Update EC notes section
  - Insert RSM information
  - Check EC call complete

**Reminder:** When the Recovery Scoping Meeting is scheduled in the PA Grants Manager, an automated email will be sent to the Applicant and Recipient with the date, time, and location of the meeting. The email will also include a link to the Applicant’s Damage Inventory, a reminder of the objectives of the meeting, and a list of other Applicant representatives that need to participate in the RSM.

## □ **Follow-up on any unresolved items from the EC**

**NOTE:** If the Applicant reports damage that trigger potentially significant EHP concerns (i.e. debris staging areas, ground disturbance, root balls in historic areas, cemeteries, work in/within 200 feet of water, etc.), contact EHP to participate in the Recovery Scoping Meeting. EHP will be notified when the Recovery Scoping Meeting is scheduled, and the PDMG will coordinate with both EHP and Mitigation before the Recovery Scoping Meeting – even if there are not significant EHP or mitigation issues. However, when there are potentially significant EHP concerns, it is important that PDMGs engage EHP early to ensure the Applicant is informed about actions that could trigger extensive EHP-related reviews.

Applicant:

Date:

## Appendix: Categorical Questions

### Category A – Debris Removal

*FEMA is concerned about the debris removal process from beginning to end.*

Questions	Notes
<ol style="list-style-type: none"><li>1. Where is the debris located? (If waterways are identified, ask if there will be any debris removal from the waterways.)</li><li>2. Can you quantify the debris? (CYs, tons, cost, etc.)</li><li>3. Has debris removal started?</li><li>4. What percent of the Category A work is complete at this time?</li><li>5. When is the estimated date of completion?</li><li>6. Are temporary staging areas being used?</li><li>7. Where is the final disposal location(s)?</li><li>8. Are permits required for any of the debris removal process?</li><li>9. Who is doing/did the work?<ul style="list-style-type: none"><li>- Force Account?</li><li>- Contract?</li><li>- Mutual Aid?</li><li>- Volunteers?</li></ul></li><li>10. Does the Applicant have an approved Debris Plan?</li><li>11. Who is the Point of Contact (POC) for the work? (who would be the best person to speak with about the types and amounts of debris, who completed the work, etc)</li><li>12. Contact info for that POC</li><li>13. Request POC attend the RSM</li></ol>	

Applicant:

Date:

## Appendix: Categorical Questions

### Category B – Emergency Protective Measures (EPM)

Questions	Notes
<p>1. What EPMs are taking place? (Make sure to identify if work in waterways is taking place.) Examples:</p> <ul style="list-style-type: none"><li>- Flood-fighting</li><li>- Emergency Operations Center-related costs</li><li>- Evacuation and sheltering</li><li>- Security, such as barricades, fencing, or law enforcement</li><li>- Temporary repairs Extracting water or clearing mud, silt or other debris</li></ul> <p>2. Is the work complete?</p> <p>3. What percent of the Category B work is complete at this time?</p> <p>4. When is the estimated date of completion?</p> <p>5. Who is doing/did the work?</p> <ul style="list-style-type: none"><li>- Force Account?</li><li>- Contract?</li><li>- Mutual Aid?</li><li>- Volunteers?</li></ul> <p>6. Who is the Point of Contact (POC) for the work? (who would be the best person to speak with about the types and amounts of work, who completed the work, etc)</p> <p>7. Contact info for that POC</p> <p>8. Request POC attend the RSM</p>	



Applicant:

Date:

**Appendix: Categorical Questions**  
**Category C – Roads and Bridges**

Questions	Notes
<ol style="list-style-type: none"><li>1. What is the damage?</li><li>2. Does the Applicant own the facility?</li><li>3. Is the facility under the authority of another Federal or Recipient entity? Examples: FHWA, USACE, NRCS, Dept. of Forestry, etc.</li><li>4. Were any facilities completely destroyed?</li><li>5. Have repairs begun?</li><li>6. What percent of the Category C work is complete at this time?</li><li>7. When is the estimated date of completion?</li><li>8. Does the repair work involve breaking ground?</li><li>9. Does the repair work involve working in a waterway?</li><li>10. Who is doing/did the work? (Force Account and/or Contractors)</li><li>11. Who is the Point of Contact (POC) for the work? (who would be the best person to speak with about the types and amounts of damage, who completed the work, etc)</li><li>12. Contact info for that POC</li><li>13. Request POC attend the RSM</li></ol>	

Applicant:

Date:

**Appendix: Categorical Questions**  
**Category D – Water Control Facilities**

Questions	Notes
<ol style="list-style-type: none"><li>1. What is the damage?</li><li>2. Does the Applicant own the facility?</li><li>3. Is the facility under the authority of another Federal or Recipient entity? Examples: USACE, NRCS, etc.</li><li>4. Was the facility damaged as a direct result of the declaration?</li><li>5. Were any facilities completely destroyed?</li><li>6. Have repairs begun?</li><li>7. What percent of the Category D work is complete at this time?</li><li>8. When is the estimated date of completion?</li><li>9. Does the repair work involve breaking ground?</li><li>10. Does the repair work involve working in a waterway?</li><li>11. Who is doing/did the work? (Force Account and/or Contractors)</li><li>12. Who is the Point of Contact (POC) for the work? (who would be the best person to speak with about the types and amounts of work, who completed the work, etc)</li><li>13. Contact info for that POC</li><li>14. Request POC attend the RSM</li></ol>	

Applicant:

Date:

**Appendix: Categorical Questions**  
**Category E – Buildings and Equipment**

Questions	Notes
<ol style="list-style-type: none"><li>1. What is the damage?</li><li>2. Does the Applicant own the facility?</li><li>3. Were any facilities completely destroyed?</li><li>4. Have repairs begun?</li><li>5. What percent of the Category E work is complete at this time?</li><li>6. When is the estimated date of completion?</li><li>7. Were the contents or equipment in the facility damaged?</li><li>8. Does the repair work involve breaking ground?</li><li>9. Who is doing/did the work? (Force Account and/or Contractors)</li><li>10. Who is the Point of Contact (POC) for the work? (who would be the best person to speak with about the types and amounts of work, who completed the work, etc)</li><li>11. Contact info for that POC</li><li>12. Request POC attend the RSM</li></ol>	

Applicant:

Date:

**Appendix: Categorical Questions**  
**Category F - Utilities**

Questions	Notes
<ol style="list-style-type: none"><li>1. What is the damage?</li><li>2. Does the Applicant own the facility?</li><li>3. Were any facilities completely destroyed?</li><li>4. Have repairs begun?</li><li>5. What percent of the Category F work is complete at this time?</li><li>6. When is the estimated date of completion?</li><li>7. Does the repair work involve breaking ground?</li><li>8. Does the repair work involve working in waterways?</li><li>9. Who is doing/did the work? (Force Account, Contractors and/or Mutual Aid)</li><li>10. Who is the Point of Contact (POC) for the work? (who would be the best person to speak with about the types and amounts of work, who completed the work, etc)</li><li>11. Contact info for that POC</li><li>12. Request POC attend the RSM</li></ol>	

Applicant:

Date:

**Appendix: Categorical Questions**  
**Category G – Parks, Recreational, Other**

Questions	Notes
<ol style="list-style-type: none"><li>1. What is the damage?</li><li>2. Does the Applicant own the facility?</li><li>3. Is the facility under the authority of another Federal or Recipient entity? Example: USACE</li><li>4. Were any facilities completely destroyed?</li><li>5. Have repairs begun?</li><li>6. What percent of the Category G work is complete at this time?</li><li>7. When is the estimated date of completion?</li><li>8. What is the approximate year the facility was built, if applicable?</li><li>9. Does the repair work involve breaking ground?</li><li>10. Does the repair work involve working in a waterway?</li><li>11. Who is doing/did the work? (Force Account, Contractors, and/or Volunteers)</li><li>12. Who is the Point of Contact (POC) for the work? (who would be the best person to speak with about the types and amounts of work, who completed the work, etc)</li><li>13. Contact info for that POC</li><li>14. Request POC attend the RSM</li></ol>	

**Damage Inventory**

<b>Disaster Number:</b>	4284DR	<b>Program Delivery Manager (PDM) Name:</b>	Moak, John W.
<b>Applicant Name:</b>	McIntosh County	<b>Program Delivery Manager (PDM) Phone:</b>	(202) 394-2226
<b>Applicant FIPS:</b>	191-99191-00	<b>Program Delivery Manager (PDM) Email:</b>	<a href="mailto:john.moak@fema.dhs.gov">john.moak@fema.dhs.gov</a>
<b>Applicant Point of Contact Name:</b>	Parker, Ray		
<b>Applicant Point of Contact Phone:</b>	(912) 437-5170		
<b>Applicant Point of Contact Email:</b>	<a href="mailto:raygema@dariantel.net">raygema@dariantel.net</a>		

DI #	WO #	Project #	Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a past?	Is there a potential mitigation opportunity?	Applicant priority
938			A	PAAP 31-90 DEBRIS REMOVAL PROGRAM	1019 Production Row SW		Darien	Georgia	31305	31.41000	-81.46000	County is participating in the PAAP for Debris Removal	Hurricane	\$25,000	10%	FA/C		0	High
237	107	252	A	PAAP 0-30 DAYS--Debris collection site and pick up areas	1019 Production Row SW	County EOC	Darien	Georgia	31305	31.41000	-81.46000	Debris is being collected from the ROW along public roads then taken by county and contractors to the McIntosh County Landfill where it is inspected and estimates for volume (CY) are documented.  Landfill has been pre-approved by EPA and EPD and they have applicable permits.  They are concerned with the volume of debris and do not have funds to get a grinder.	Hurricane	\$97,000	100%	FA/C		0	Urgent
238			B	Emergency Protective Measures	1019 Production Row SW		Darien	Georgia	31305	31.41000	-81.46000	Applicant used services of the Sheriff's Dept., EOC, EMS, and Volunteer Fire Department to protect the residents.	Hurricane	\$11,200	100%	FA		0	Low
239	110	293	C	Blues Reach Road	Blues Reach Road	County EOC	Darien	Georgia	31305	31.41000	-81.46000	Blues Reach Road had a section of paved road washed out around damaged culvert. Road remains closed.	Hurricane	\$60,000	5%	FA		1	Urgent
761	221	293	C	Culvert Rose Jenkins Road	1019 Production Row SW	EOC building	Darien	Georgia	31305	31.37000	-81.43000	Washout around culvert	Hurricane	\$5,000	10%	FA		0	Low
762	222	293	C	Tolomato Causeway	1019 Production Row SW	EOC	Darien	Georgia	31305	31.41000	-81.46000	Area on roadway has collapsed . This area and been filled in. This area is where two culverts of different sizes meets. Hurricane caused damage from increased water flowing through the culvert.	Hurricane	\$8,000	10%	FA/C		0	Medium
763	223	293	C	Bearington Road	1019 Production Row SW	EOC	Darien	Georgia	31305	31.37000	-81.43000	Road has damage from the hurricane in the form of wash-outs of gravel	Hurricane	\$4,000	0%	FA/C		0	Medium
240			D	Tolomato Causeway	1019 Production Row SW		Darien	Georgia	31305	31.41000	-81.46000	CHANGED TO ANOTHER DESCRIPTION DI #762	Hurricane	\$5,000	0%	FA/C		1	Low

**Damage Inventory**

241	112	E	County Courthouse	310 North Way #100	Courthouse	Darien	Georgia	31305	31.41000	-81.46000	The County Courthouse is an Historic Building. It had part of the tabby cladding fall off on the second story exterior wall. There is also a leak in a courtroom which probably needs to be inspected for possible mold as I understand the room has not had the interior wall surface removed (given the age of the building I am unsure if this is sheetrock or lathing with horsehair fill). There is also damage to ceiling and possible electrical damage.	Hurricane	\$10,000	0%	FA/C		1	High	
764	224	E	EOC	1019 Production Row SW	EOC	Darien	Georgia	31305	31.41000	-81.46000	The second building is the county EOC which had water inside the building which damaged carpet. The Applicant is unsure what else was damaged since this is not a priority given all the debris. I think this is a Hazard Mitigation opportunity.	Hurricane	\$15,000	0%	FA/C		1	Medium	
765	225	E	Vehicles	1019 Production Row SW	EOC	Darien	Georgia	31305	31.41000	-81.46000	EQUIPMENT Several police vehicles were damaged as were a mass casualty trailer, a fork lift, and a truck. Applicant states the mass casualty trailer has mold and may not be repairable.	Hurricane	\$17,000	0%	C		0	Medium	
1078	210	E	Lions Park Recreation Center	GA-99	Lions Park County Recreation	Darien	Georgia	31305	31.41000	-81.46000	Lions Park Recreation Center sustained damage due to Hurricane Matthew. Extent of damage unknown.	Hurricane	\$10,000	0%	FA/C		0	Medium	
242	113	F	Sewer system	1019 Production Row SW		Darien	Georgia	31305	31.41000	-81.46000	The power surges damaged some equipment. They are interested in Hazard Mitigation for preventing this in the future.	Hurricane	\$5,000	50%	FA		1	Low	
243	114	143	G	Lions Park County Parks Facility- Softball field	Lions Club Park, GA-99	Softball Field	Darien	Georgia	31305	32.85000	-82.71000	There is one recreation facility which had large light poles to provide lighting for night games. These were twisted and damaged by the high winds. There is also damage to fencing, gate, and a dugout.. They need to be repaired. Potential for Hazard Mitigation project.	Hurricane	\$10,000	0%	FA/C		1	Medium
939	137	143	G	Soccer field- Lions Park	Lions Club Park- GA 99	Soccer field	Darien	Georgia	31035	31.37000	-81.43000	Soccer field had several damaged light poles and fixture.	Hurricane	\$10,000	0%	FA/C		0	Medium
952	136	143	G	Lions Park- Baseball field	Lions Club Park, GA-99		Darien	Georgia	31035	31.39000	-81.43000	Baseball field had several damaged light poles and fixture.	Hurricane	\$10,000	0%	FA/C		0	Medium

**Labor Key:** MAA - Mutual Aid Agreement; MOU - Memorandum of Understanding; FA - Force Account; C - Contract; FA/C - Both FA and C; DR - Donated Resources

# Recovery Scoping Meeting Guide & Checklist

## DR-4294 & DR-4297

Public Assistance Division

Recovery Directorate

Office of Response and Recovery





# Recovery Scoping Meeting Guide

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## General

The Recovery Scoping Meeting (RSM) is the first substantive meeting between the Applicant and FEMA which starts the 60 day regulatory timeframe for the Applicant to identify and report damage. It is a detailed and in-depth meeting regarding the Applicant's disaster damages and the PA process. This document will be used by the Program Delivery Manager (PDMG) as guidance for the RSM with the Applicant. The RSM should be tailored to the Applicant based on information gathered during the Exploratory Call (EC).

The RSM is built around the Damage Inventory and, therefore, should only be scheduled when the Damage Inventory is complete and ready for review during the RSM.

## Objectives of the Meeting

1. Discuss the Damage Inventory
  - a. Discuss Public Assistance (PA) eligibility
  - b. Discuss project formulation for work completed
  - c. Discuss logical groupings for sites that require inspections
  - d. Discuss special considerations
    - Environmental Planning and Historic Preservation issues
    - Insurance requirements
    - Mitigation opportunities
2. Identify relevant documentation required to support the Applicant's claim
  - a. Review documentation the Applicant has submitted
  - b. Identify additional documentation the Applicant needs to provide and develop the request for Essential Elements of Information using the appropriate Document Checklist
3. Schedule Site Inspections
  - a. Request Work Orders in PA Grants Manager
  - b. Confirm Applicant's capability and capacity to participate in site inspections and grant development
4. Develop Program Delivery Plan
  - a. Populate a 60-day calendar with follow-up meetings and other relevant deadlines

## Meeting Preparation

- Review the Damage Inventory and any other information submitted by the Applicant
- Ensure you have a conference PIN in case participants need to join the meeting remotely
- Confirm and meet with FEMA (EHP, Mitigation, etc.) and Recipient representatives that will participate in the RSM
  - o Identify whether the representative will participate in person or via conference line

- Discuss the Applicant's Damage Inventory and the agenda which will identify when these representative will speak during the meeting
- Gather the following tools to bring to the RSM:
  - Computer
  - [PA Program and Policy Guide \(PAPPG\)](https://www.fema.gov/media-library/assets/documents/111781) (Website Address: <https://www.fema.gov/media-library/assets/documents/111781>)
- Print or collect the following documents for the RSM (if applicable)
  - PDA information
  - RSM Checklist
  - Sign-In Sheet (tailor the information to the Applicant)
  - RSM Agenda
  - Documentation Checklists for each Category of Work
    - This will be used to generate the request for Essential Elements of Information. A copy will be left with the Applicant.
  - Damage Inventory
  - Alternative Procedures Pilot Program Fact Sheet
  - PAAP Debris Acknowledgement Form
  - PA Grants Portal directions for Applicants (if available)
  - Green Sheet
  - Mitigation Information
- Call the applicant one day prior to the RSM to confirm the following (*Prior to calling the Applicant, review the Grants Manager to see if the Applicant uploaded items in the Damage Inventory*)
  - Date and time are still suitable
  - Damage Inventory is drafted (if no Damage Inventory in the Grants Manager)
  - Confirm attendance of Applicant representatives discussed during the EC
- Before the RSM, Meet with EHP, Mitigation, and Recipient
  - Discuss known damage associated with the Applicant
  - Roles and responsibilities during the meeting
  - Agenda for the meeting
  - Confirm whether they will participate in-person or by phone
    - provide the conference PIN

## Tips to Conduct the Meeting

As the Applicant's single point of contact, the PDMG should always keep customer service as a top priority. The RSM should be tailored to the Applicant's claimed damages, priorities, capabilities, and capacity. The RSM is likely to be the first time the PDMG will meet the Applicant face-to-face. Things that the PDMG should keep in mind when conducting the RSM are:

- The RSM may be overwhelming to a first time Applicants or those with few or part-time staff.
- The Applicant's previous experience(s) with FEMA may not have been positive.

- Maintain awareness of verbal and non-verbal cues (crossing arms, checking watch, rolling eyes, etc.) from the Applicant and adjust the meeting accordingly (take a five min break, engage the Applicant with questions, etc.).

The PDMG is the lead for the RSM and will use an agenda and the attached RSM Checklist to guide the meeting. The PDMG should adjust the meeting to cover those topics relevant to the Applicant as identified in the EC and Damage Inventory.

The RSM is the first opportunity for the PDMG to build face-to-face rapport with the Applicant, which should be further developed throughout grant development. The PDMG starts the RSM with introductions of meeting participants. The PDMG should ask the Applicant additional questions to better understand the area and impacts to the community, including:

- background questions about the government/organization
- structure of the government/organization
- previous disaster experience
- overall impacts of the current disaster (including impacts to individuals)
- response activities

Additionally, discuss the changes to the delivery of the FEMA Public Assistance program again, especially if the Applicant has participated in a previous disaster under the old delivery of the FEMA Public Assistance program.

If the RSM is cut short of any reason, the PDMG will schedule a follow-up meeting within a week. This meeting will be reflected in the Program Delivery Plan. The Program Delivery Plan will help the Applicant develop their Public Assistance grant(s) through follow-up meetings, site inspections, project formulation, and gathering required documentation. If the PDMG is unable to schedule a follow-up meeting within two weeks of the RSM, the PDMG should notify their Program Delivery Task Force Leader (PD TFL) and engage the Recipient to assist in moving forward with the Applicant.

## **Attachments:**

- Recovery Scoping Meeting Checklist
- Appendix A: Category A – Debris Removal Eligibility and Special Considerations Questions
- Appendix B: Category B - Emergency Protective Measures (EPM) Eligibility and Special Considerations Questions
- Appendix C: Category C – Roads and Bridges Eligibility and Special Considerations Questions
- Appendix D: Category D – Water Control Facilities Eligibility and Special Considerations Questions
- Appendix E: Category E – Buildings and Equipment Eligibility and Special Considerations Questions

- Appendix F: Category F – Utilities Eligibility and Special Considerations Questions
- Appendix G: Category G – Parks, Recreational, Other Eligibility and Special Considerations Questions
- Appendix H: Mutual Aid
- Appendix I: Donated Resources

# Recovery Scoping Meeting Checklist

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## **Introductions**

- Introduce yourself and ask others to introduce themselves
- Distribute the Recovery Scoping Meeting (RSM) sign-in sheet and meeting agenda
- Review Declaration Summary
  - Types of assistance authorized by the declaration
  - Incident period and designated areas
  - Facility eligibility and Applicant's legal responsibilities for identified damages
- Introduce the Public Assistance program
  - Reimbursement grant program which cannot duplicate any other funding received, such as insurance
- Access to the PA Grants Portal
  - Remind the Applicant what the PA Grants Portal is
  - Review answers from EC about access to the Grants Portal and ask for updates
- Reiterate the role of the Program Delivery Manager (PDMG)
  - Applicant's single point of contact who will support the Applicant through the Public Assistance grant process
- Discuss purpose of the RSM
  - First substantive meeting between FEMA and the Applicant which starts the regulatory 60 day timeline for the Applicant to identify and report disaster-related damage
  - Identify and discuss Applicant's recovery priorities
- Provide an overview of the objectives of the RSM
  - Discuss the Damage Inventory
  - Identify relevant documentation needed to support damage claims
  - Schedule site inspections
  - Develop Program Delivery Plan

## **Recipient Comments**

## **Review Damage Inventory**

- While reviewing the Damage Inventory, discuss eligibility and special considerations questions using the appropriate Appendices of this guide.
- While reviewing Damage Inventory, complete the Documentation Checklist for the appropriate category of work. This will be the request for Essential Elements of information.
- If Applicant used or plans to use mutual aid, see Appendix H.
- If Applicant used or plans to use donated resources, see Appendix I.

Applicant:

Date:

- Provide a quick overview of other categories of damage available that were not discussed while reviewing the Damage Inventory**
  - This will ensure the Applicant did not miss items that may be eligible for Public Assistance.
  
- Recap the Documentation Checklists created while reviewing Damage Inventory**
  - Ensure documentation and information requirements are accurately reflected on the Documentation Checklist
  - Provide a physical copy of the Documentation Checklist(s) to the Applicant
    - PDMG will send an electronic copy to the Applicant after the meeting
  - Encourage Applicant to start uploading documents in the Grants Portal, including standard documents that may apply to multiple projects (i.e. pay policy, insurance policy, procurement policy, etc.)
    - Remind the applicant all Personal Identifiable Information (PII) should be omitted from the documentation they provide
  
- Discuss project formulation for completed work claims**
  - Form logical groupings of sites listed in the Damage Inventory.
    - Intent of such groupings is to minimize the number of Project Worksheets necessary to provide assistance for that Applicant.
  
- Site Inspections**
  - Logically group sites for site inspections
    - Discuss site specific details (i.e. accessibility to the site(s) and level of damage). Include this information in the “Damage Description” column in the Damage Inventory.
    - If the facility is destroyed, Applicant will need to provide pre-disaster design and capacity of the facility (since the Site Inspector will not be able to observe the actual facility).
  - Schedule and plan site inspection
    - Confirm priority site(s)
    - Available dates
    - Applicant’s Point of Contact for the inspection
      - Emphasize that the point of contact for the site inspection should be knowledgeable of the pre-disaster facility and type(s), amount(s), and location(s) of damages.
    - Length of inspection
      - Travel time
      - Inspection time
      - Multiple day inspections are acceptable, if necessary
    - Other Applicant representatives who will attend

Applicant:

Date:

**Discuss Direct Administrative Costs (DAC)**

The Applicant can claim administrative costs that can be tracked and charged directly to a specific eligible project, the costs are eligible as Direct Administrative Costs. Applicant will need to:

- Describe the administrative task performed by the individual, including the time and dates DAC activities were performed
- Skill level, position description, and salary of individual performing the task
- Specify that the DAC activity is associated with this project
- RSM is not eligible

**Final Comments from Special Considerations**

- Environmental Planning and Historic Preservation (EHP)
  - EHP issues identified during the Preliminary Damage Assessment, Green Sheet, or Applicant Profile and not discussed during the Damage Inventory discussion
- Mitigation

**Develop Program Delivery Plan**

- Introduce the Program Delivery Plan (the roadmap or work plan to get the Applicant through grant development and to obligation)
- Develop the 60 day plan, including
  - Site Inspections that have been scheduled
    - Discuss reviews following Site Inspections (Applicant must approve DDD before further grant development)
  - Schedule Follow-Up Meetings (phone call or meeting)
    - Identify scheduling limitations to participate in future meetings (i.e. part-time staff, limited number of staff, vacations, furloughs, etc.)
    - Identify technology limitations (i.e. limited cell phone coverage, limited computer access)
    - Discuss access to the PA Grants Portal and whether the Applicant needs PA Grants Portal training
  - Target timelines to gather documentation to satisfy requests for Essential Elements of Information (as reflected on the Documentation Checklists)
  - Regulatory deadlines
    - 60 day from RSM
    - PAAP Debris
    - PAAP Permanent Work
    - 6 months to complete Emergency Work
    - 18 months for Permanent Work

**Conclusion**

- Ensure meeting objectives accomplished
  - Discussed Damage Inventory

Applicant:

Date:

- Discussed documentation requirements
- Scheduled and ordered site inspections
- Developed Program Deliver Plan
- Next steps for the Applicant
  - Participate in site inspections, if applicable
  - Submit required documentation in the PA Grants Portal
  - Participate in follow-up meetings with the PDMG
  - Review and approve projects in the PA Grants Portal
- Ensure Applicant has PDMG contact information
- Any Questions?

## Post RSM Actions

### Performance Expectation: 3 business days

- Update RSM Section of the PA Grants Manager**
  - Upload the RSM Checklist in the PA Grants Manager
  - Update comments and notes section with additional information gathered during the meeting
- Update PA Grants Manager Calendar with appointments from the Program Delivery Plan**
- Submit Site Inspection Work Order request in PA Grants Manager**
  - Upload Damage Inventory if not submitted through the PA Grants Portal
  - Schedule site inspection with Applicant and complete Site Inspection Work Order request if it was not completed during the RSM.
- Complete project formulation for completed work**
- Contact if applicable:**
  - Other Federal Agencies
  - EHP Specialist
  - Mitigation Specialist
  - Insurance Specialist
  - Recipient
- Send follow-up email**
  - Draft email will be provided.



Applicant:

Date:

## Appendix A: Category A – Debris Removal Eligibility and Special Considerations Questions

- Discuss the Alternative Procedures for Debris Removal (reference PAAP procedures) and whether the Applicant wants to participate. If yes, ask the Applicant to sign the acknowledgement letter.
- Refer to Category A Documentation Checklist while discussing damages
- Reference notes from EC
- Reference to Category A Policy in PAPPG (page 43)

Debris Discussion	Notes
1. Was the debris created as a direct result of the declaration?  2. Is the work the Applicant’s legal responsibility?  3. Was the work required to eliminate an immediate threat caused by the disaster?  4. Type, quantity, and location of the debris	
5. Temporary staging areas (if used)?  6. How and where was the debris disposed of? Permits Required?  7. Any salvage value? Recycle revenue?  8. Approved Debris Plan?	
9. Who is doing/did the debris removal? - Force Account? - Contract? - Mutual Aid? - Volunteers?  10. What percent of the Category A work is complete at this time?  11. When is the estimated date of completion?	

Applicant:

Date:

Category A EHP Questions	Notes
<p>1. Is the staging and/or final disposal located in a floodplain or wetland? Will the staging and/or final disposal impact a floodplain or wetland? Can the staging or disposal site be impacted by flooding?</p> <p>2. What are the coordinates?</p>	<p><i>If yes, mention: FEMA is required to review all projects to ensure is no adverse impact to the floodplain. This work may also require use of specific equipment or materials to prevent adverse impact on the floodplain.</i></p>
<p>3. Did any ground disturbance occur during debris removal or disposal? (i.e. occurred when establishing operating, or decommissioning a staging or reduction site)</p>	
<p>4. Did the Applicant coordinate with a State Historic Preservation Office or a tribe or another state agency? Did the Applicant receive a permit?</p>	<p><i>Provide the coorespondence/permit</i></p>
<p>5. Was debris removed from a waterway/waterbody?</p>	<p><i>If yes, mention: work in water often requires Applicants to coordinate with other agencies, such as the U.S. Army Corps of Engineers, to get permission to perform the work. This ensures the proposed work complies with Federal laws that govern work in/near water.</i></p>
<p>6. Were all staging and disposal sites permitted?</p>	
<p>7. Does the debris contain household hazardous materials or asbestos containing materials?</p> <p>8. Are there any hazardous materials at or adjacent to the debris removal, staging, and/or disposal operations (including any debris generated by restoration)?</p>	<p><i>FEMA will need to know how and where the hazardous materials were disposed.</i></p>
<p>9. Did debris removal, staging, or disposal occur within a cemetery?</p>	
<p>10. Are there any other environmental or controversial issues associated with the debris removal operations?</p>	

Applicant:

Date:

## Appendix B: Category B – Emergency Protective Measures (EPM) Eligibility and Special Considerations Questions

- Refer to Category B Documentation Checklist while discussing damages
- Reference notes from EC
- Reference to Category B Policy in PAPPG (page 57)

EPM Discussion	Notes
<p>1. What EPMs are taking place? Examples:</p> <ul style="list-style-type: none"><li>- Stand-up EOC</li><li>- Force Account Overtime (OT)</li><li>- Saving Lives/ Protecting Health and Safety</li><li>- Protecting Improved Property</li><li>- Road Closures</li><li>- Temporary facilities</li></ul> <p>2. Is the work the Applicant's legal responsibility?</p>	
<p>3. Did the work occur within the designated area of the declaration?</p> <p>4. Did the work that occurred outside the designated area relate to evacuations and/or sheltering?</p>	
<p>5. Who is doing/did the work?</p> <ul style="list-style-type: none"><li>- Force Account?</li><li>- Contract?</li><li>- Mutual Aid?</li><li>- Donated Resources?</li><li>- Volunteers?</li></ul> <p>6. What percent of the Category B work is complete at this time?</p> <p>7. When is the estimated date of completion?</p>	

Applicant:

Date:

Category B EHP Questions	Notes
1. Were emergency protective measures completed in a FEMA mapped floodplain?  2. What are the coordinates?	<i>If yes, mention: FEMA is required to review all projects to ensure is no adverse impact to the floodplain. This work may also require use of specific equipment or materials to prevent adverse impact on the floodplain.</i>
3. Was the construction of a temporary access road or levee required to facilitate emergency protective measures?	
4. Are any other construction-related or ground disturbance activity required?	
5. Are there any hazardous materials at or adjacent to the damage site?  6. If sandbagging occurred, inquire about sand used and disposal site.	<i>FEMA will need to know how and where the disposal of hazardous materials took place.</i>
7. Are there any other environmental or controversial issues associated with the emergency protective measures?	

Applicant:

Date:

## Appendix C: Category C – Roads and Bridges Eligibility and Special Considerations Questions

- Refer to Category C Documentation Checklist while discussing damages
- Reference notes from EC
- Reference to Category C Policy in PAPPG (page 109)

Category C Eligibility Questions	Notes
1. What is the damage?  2. Does the Applicant own the facility?  3. Is the facility under the authority of another Federal or Recipient entity? Examples: FHWA, USACE, NRCS, Dept. of Forestry, etc.	
4. Was the facility damaged as a direct result of the declaration? If yes, provide: <ul style="list-style-type: none"> <li>- Photographs of specific damage</li> <li>- Documentation supporting post-disaster condition of the facility</li> </ul>	Describe the damage:
5. Did the damage occur within the designated area of the declaration?	
6. Were any facilities completely destroyed?	
7. Were all facilities actively used at the time of the disaster? <ul style="list-style-type: none"> <li>- If yes, Applicant will need to provide information that demonstrates the facility is regularly maintained. Documentation supporting pre-disaster condition of the facility such as maintenance records or pre-event inspection reports</li> <li>- If no, specify the facility and describe the status of the facility during the disaster.</li> </ul>	
8. Were any facilities under construction at the time of the event? If yes, specify which facility and provide the construction contract.	

Applicant:

Date:

Category C Eligibility Questions	Notes
9. Were any facilities scheduled for replacement? If yes, when?	
10. Who is doing/did the work? (Force Account and/or Contractors)	
11. What percent of the Category C work is complete at this time?	
12. When is the estimated date of completion?	
13. Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?  - If yes, describe why the Applicant had to establish a temporary facility.	
14. Has the Applicant completed similar work in the past? Does the Applicant have historic costs for that work?	

Category C EHP Questions	Notes
1. Was the facility damaged by flooding?	<i>FEMA is required to review all projects to ensure there are no adverse impact to the floodplain. Repair work in a floodplain may also require use of specific equipment or materials to prevent an adverse impact on the floodplain. If the work may impact a floodplain, FEMA is required to review the project to ensure no adverse impact to the floodplain.</i>
2. What are the coordinates?	
3. Will the proposed repairs change the pre-disaster design or function of the facility? (i.e. changes to footprint, including as depth of footprint; materials, location, capacity, construction of an access road, establishing a staging area, or other work outside the constructed right-of-way)	
4. Are any damaged facilities listed on a local/state/national historic register or a locally recognized landmark?	
5. Is the damaged facility(ies) located within or adjacent to a Coastal Barrier Resources System Unit or an Otherwise Protected Area?	<i>Coastal Barrier Resources System consists of relatively undeveloped coastal barriers along the Atlantic, Gulf, and Great Lakes coasts. Federal law limits the use of Federal assistance to develop these areas.</i>

Applicant:

Date:

Category C EHP Questions	Notes
6. Will there be any work in water or within 200 feet of a waterway/waterbody?	<i>Work in water often requires Applicants to coordinate with other agencies, such as the U.S. Army Corps of Engineers or NRCS, to get permission to perform the work. This ensures the proposed work complies with Federal laws that govern work in/near water.</i>
7. Are there any undeveloped areas on any sites? (i.e. large tracts of parking lots, farmlands, forestland, grassland, or naturally preserved areas)	<i>FEMA will review the project for adverse impacts to these undeveloped or undisturbed areas.</i>
8. Are there any hazardous materials at or adjacent to the damaged facility(ies) (including any debris generated by restoration)?	<i>FEMA will need to know how and where the disposal of hazardous materials took place.</i>
9. Is the damaged facility(ies) listed on a local/ Recipient /National Historic Register or is it a locally recognized landmark?  10. Provide the year the facility was built.  11. Are there additional and/or similar buildings near the site?	<i>Projects involving historic properties/sites requires that FEMA coordinate with the Recipient Historic Preservation Office. FEMA will need to know specifics on materials and method of repair.</i>
12. Are there any other environmental or controversial issues associated with the damaged facility(ies)? (i.e. if the project necessitates the establishment of a new borrow area, or the horizontal expansion of an existing borrow area.)	

Category C Insurance Questions	Notes
1. Does the damaged facility(ies) have insurance coverage (e.g. bridges, culverts, roads)?  - If yes, the Applicant will need to provide the insurance policy and insurance claim.	
2. Did the facility previously receive FEMA funding? When?	

Applicant:

Date:

Category C Insurance Questions	Notes
- If yes, does the Applicant have an obtain and maintain requirement?	

Category C Mitigation Questions	Notes
1. Is there a history of damages/repairs at a particular location or facility?  - This may indicate a good candidate for mitigation.	
2. Does the Applicant plan to or would they like to prevent similar damage in the future?	
3. Does the Applicant have a Mitigation Plan or existing mitigation projects (Recipient/local)?	
4. Would the Applicant like technical assistance to explore mitigation opportunities?	



Applicant:

Date:

## Appendix D: Category D – Water Control Facilities Eligibility and Special Considerations Questions

- Refer to Category D Documentation Checklist while discussing damages
- Reference notes from EC
- Reference to Category D Policy in PAPPG (page 111)

Category D Eligibility Questions	Notes
1. What is the damage?  2. Does the Applicant own the facility?  3. Is the facility under the authority of another Federal or Recipient entity? Examples: USACE, NRCS, etc.	
4. Was the facility damaged as a direct result of the declaration? If yes, provide: <ul style="list-style-type: none"> <li>- Photographs of specific damage</li> <li>- Documentation supporting post-disaster condition of the facility</li> </ul>	Describe the damage:
5. Did the damage occur within the designated area of the declaration?	
6. Were any facilities completely destroyed?	
7. Were all facilities actively used at the time of the disaster? <ul style="list-style-type: none"> <li>- If yes, Applicant will need to provide information that demonstrates the facility is regularly maintained.               <ul style="list-style-type: none"> <li>o Documentation supporting pre-disaster condition of the facility such as maintenance records or pre-event inspection reports</li> </ul> </li> <li>- If no, specify the facility and describe the status of the facility during the disaster.</li> <li>- If levee, refer immediately to PAPPG (page 111).</li> </ul>	
8. Were any facilities under construction at the time of the event?	

Applicant:

Date:

Category D Eligibility Questions	Notes
- If yes, specify which facility and provide the construction contract.	
9. Were any facilities scheduled for replacement? If yes, when?	
10. Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?  - If yes, describe why the Applicant had to establish a temporary facility.	
11. Who is doing/did the work? (Force Account and/or Contractors)  12. What percent of the Category D work is complete at this time?  13. When is the estimated date of completion?	
14. Has the Applicant completed similar work in the past? Does the Applicant have historic costs for that work?	

Category D EHP Questions	Notes
1. Was the facility damaged by flooding?  2. Is the damage located in a FEMA mapped floodplain?  3. What are the coordinates?	
4. Is the repair located in a FEMA-mapped floodplain?  5. What are the coordinates?  6. Does the repair have an impact on a floodplain or wetland (features, functions and values)?	<i>FEMA is required to review all projects to ensure there are no adverse impact to the floodplain. Repair work in a floodplain may also require use of specific equipment or materials to prevent an adverse impact on the floodplain. If the work may impact a floodplain, FEMA is required to review the project to ensure no adverse impact to the floodplain.</i>

Applicant:

Date:

Category D EHP Questions	Notes
7. Is the damaged facility(ies) located within or adjacent to a Coastal Barrier Resources System Unit or an Otherwise Protected Area?	<i>Coastal Barrier Resources System consists of relatively undeveloped coastal barriers along the Atlantic, Gulf, and Great Lakes coasts. Federal law limits the use of Federal assistance to develop these areas.</i>
8. Will the required repair work be in or near water?	<i>Work in water often requires Applicants to coordinate with other agencies, such as the U.S. Army Corps of Engineers, to get permission to perform the work. This ensures the proposed work complies with Federal laws that govern work in/near water.</i>
9. Are there any large, undeveloped or undisturbed areas on, or near, the damage site? (i.e. if there are large tracts of forestland, grassland, or naturally preserved areas, etc.)	<i>FEMA will review the project for adverse impacts to these undeveloped or undisturbed areas.</i>
10. Are there any hazardous materials at or adjacent to the damaged facility(ies) (including any debris generated by restoration)?	<i>FEMA will need to know how and where the disposal of hazardous materials took place.</i>
11. Is the damaged facility(ies) listed on a local/Recipient/National Historic Register or is it a locally recognized landmark?  12. Provide the year the facility was built.  13. Are there additional and/or similar buildings near the site?	<i>Projects involving historic properties/sites requires that FEMA coordinate with the Recipient Historic Preservation Office. FEMA will need to know specifics on materials and method of repair.</i>
14. Are there any other environmental or controversial issues associated with the damaged facility(ies)? (i.e. if the project necessitates the establishment of a new borrow area, or the horizontal expansion of an existing borrow area.)	

Applicant:

Date:

Category D Insurance Questions	Notes
1. Does the damaged facility(ies) have insurance coverage (e.g. dams, levees, pumping stations, flood gates)?  - If yes, the Applicant will need to provide the insurance policy and insurance claim.	
2. Did the facility previously receive FEMA funding? When?  - If yes, does the Applicant have an obtain and maintain requirement?	

Category D Mitigation Questions	Notes
1. Is there a history of damages/repairs at a particular location or facility?  - This may indicate a good candidate for mitigation.	
2. Does the Applicant plan to or would they like to prevent similar damage in the future?	
3. Does the Applicant have a Mitigation Plan or existing mitigation projects (Recipient/local)?	
4. Would the Applicant like technical assistance to explore mitigation opportunities?	

Applicant:

Date:

## Appendix E: Category E – Buildings and Equipment Eligibility and Special Considerations Questions

- Refer to Category E Documentation Checklist while discussing damages
- Reference notes from EC
- If Applicant is a PNP, reference PAPPG (pages 15 - 17)
- Reference to Category E Policy in PAPPG (page 112)

Category E Eligibility Questions	Notes
1. What is the damage?  2. Does the Applicant own the facility(ies)?  - If no, does the Applicant lease the facility? Provide the lease agreement.  3. Is the facility under the authority of another Federal or Recipient entity?	
4. Was the facility damaged as a direct result of the declaration? If yes, provide: - Photographs of specific damage - Documentation supporting post-disaster condition of the facility	Describe the damage:
5. Did the damage occur within the designated area of the declaration?	
6. Were any facilities completely destroyed?	
7. Were all facilities actively used at the time of the disaster?  - If yes, will it be restored to the same capacity if was being used for at the time of the disaster? - If no, specify the facility and describe the status of the facility during the disaster.  8. Applicant may need to provide information that demonstrates the facility is regularly maintained. - Documentation supporting pre-disaster condition of the facility	

Applicant:

Date:

Category E Eligibility Questions	Notes
such as maintenance records or pre-event inspection reports	
9. Were the contents or equipment in the facility damaged?  - If yes, request a detailed list of items damaged.	
10. Were any facilities under construction at the time of the event? If yes, specify which facility and provide the construction contract.  11. Were any facilities scheduled for replacement? If yes, when?	
12. Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?  13. If yes, describe why the Applicant had to establish a temporary facility.  - Create Category B Project with this information.	
14. Who is doing/did the work? (Force Account and/or Contractors)  15. What percent of the Category E work is complete at this time?  16. When is the estimated date of completion?	
Private Non-Profit  17. If facility is non-critical, has the Applicant applied for a Small Business Loan?	
18. Has the Applicant completed similar work in the past? Does the Applicant have historic costs for that work?	

Applicant:

Date:

Category D EHP Questions	Notes
<p>15. Was the facility damaged by flooding?</p> <p>16. Is the damage located in a FEMA mapped floodplain?</p> <p>17. What are the coordinates?</p>	
<p>18. Is the repair located in a FEMA-mapped floodplain?</p> <p>19. What are the coordinates?</p> <p>20. Does the repair have an impact on a floodplain or wetland (features, functions and values)?</p>	<p><i>FEMA is required to review all projects to ensure there are no adverse impact to the floodplain. Repair work in a floodplain may also require use of specific equipment or materials to prevent an adverse impact on the floodplain. If the work may impact a floodplain, FEMA is required to review the project to ensure no adverse impact to the floodplain.</i></p>
<p>21. Is the damaged facility(ies) located within or adjacent to a Coastal Barrier Resources System Unit or an Otherwise Protected Area?</p>	<p><i>Coastal Barrier Resources System consists of relatively undeveloped coastal barriers along the Atlantic, Gulf, and Great Lakes coasts. Federal law limits the use of Federal assistance to develop these areas.</i></p>
<p>22. Will the required repair work be in or near water?</p>	<p><i>Work in water often requires Applicants to coordinate with other agencies, such as the U.S. Army Corps of Engineers, to get permission to perform the work. This ensures the proposed work complies with Federal laws that govern work in/near water.</i></p>
<p>23. Are there any large, undeveloped or undisturbed areas on, or near, the damage site? (i.e. if there are large tracts of forestland, grassland, or naturally preserved areas, etc.)</p>	<p><i>FEMA will review the project for adverse impacts to these undeveloped or undisturbed areas.</i></p>
<p>24. Are there any hazardous materials at or adjacent to the damaged facility(ies) (including any debris generated by restoration)?</p>	<p><i>FEMA will need to know how and where the disposal of hazardous materials took place.</i></p>

Applicant:

Date:

Category D EHP Questions	Notes
25. Is the damaged facility(ies) listed on a local/Recipient/National Historic Register or is it a locally recognized landmark?	<i>Projects involving historic properties/sites requires that FEMA coordinate with the Recipient Historic Preservation Office. FEMA will need to know specifics on materials and method of repair.</i>
26. Provide the year the facility was built.	
27. Are there additional and/or similar buildings near the site?	
28. Are there any other environmental or controversial issues associated with the damaged facility(ies)? (i.e. if the project necessitates the establishment of a new borrow area, or the horizontal expansion of an existing borrow area.)	

Category E Insurance Questions	Notes
1. Does the damaged facility(ies) have insurance coverage and/or is it an insurable risk?  - If yes, the Applicant will need to provide the insurance policy and insurance claim.	
2. Did the facility previously receive FEMA funding? When?  - If yes, does the Applicant have an obtain and maintain requirement?	

Category E Mitigation Questions	Notes
1. Is there a history of damages/repairs at a particular location or facility?  - This may indicate a good candidate for mitigation.	



Applicant:

Date:

Category E Mitigation Questions	Notes
2. Does the Applicant plan to or would they like to prevent similar damage in the future?	
3. Does the Applicant have a Mitigation Plan or existing mitigation projects (Recipient/local)?	
4. Would the Applicant like technical assistance to explore mitigation opportunities?	

Applicant:

Date:

## Appendix F: Category F – Utilities Eligibility and Special Considerations Questions

- Refer to Category F Documentation Checklist while discussing damages
- Reference notes from EC
- Reference to Category F Policy in PAPPG (page 117)

Category F Eligibility Questions	Notes
1. What is the damage?	
2. Does the Applicant own the facility?	
3. Is the facility under the authority of another Federal or Recipient entity?	
4. Was the facility damaged as a direct result of the declaration? If yes, provide: <ul style="list-style-type: none"><li>- Photographs of specific damage</li><li>- Documentation supporting post-disaster condition of the facility</li><li>-</li></ul>	Describe the damage:
5. Did the damage occur within the designated area of the declaration?	
6. Were any facilities completely destroyed?	
7. Were all facilities actively used at the time of the disaster? <ul style="list-style-type: none"><li>- If yes, Applicant will need to provide information that demonstrates the facility is regularly maintained. Documentation supporting pre-disaster condition of the facility such as maintenance records or pre-event inspection reports</li><li>- If no, specify the facility and describe the status of the facility during the disaster.</li></ul>	
8. Were any facilities under construction at the time of the event? If yes, specify which facility and provide the construction contract.	

Applicant:

Date:

Category F Eligibility Questions	Notes
9. Were any facilities scheduled for replacement? If yes, when?	
10. Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?  - If yes, describe why the Applicant had to establish a temporary facility.	
11. Who is doing/did the work? (Force Account, Contractors and/or Mutual Aid)  12. What percent of the Category F work is complete at this time?  13. When is the estimated date of completion?	
14. Has the Applicant completed similar work in the past? Does the Applicant have historic costs for that work?	

Category D EHP Questions	Notes
29. Was the facility damaged by flooding?  30. Is the damage located in a FEMA mapped floodplain?  31. What are the coordinates?	
32. Is the repair located in a FEMA-mapped floodplain?  33. What are the coordinates?  34. Does the repair have an impact on a floodplain or wetland (features, functions and values)?	<i>FEMA is required to review all projects to ensure there are no adverse impact to the floodplain. Repair work in a floodplain may also require use of specific equipment or materials to prevent an adverse impact on the floodplain. If the work may impact a floodplain, FEMA is required to review the project to ensure no adverse impact to the floodplain.</i>
35. Is the damaged facility(ies) located within or adjacent to a Coastal Barrier Resources System Unit or an Otherwise Protected Area?	<i>Coastal Barrier Resources System consists of relatively undeveloped coastal barriers along the Atlantic, Gulf, and Great Lakes coasts. Federal law limits the use of Federal assistance to develop these areas.</i>

Applicant:

Date:

Category D EHP Questions	Notes
36. Will the required repair work be in or near water?	<i>Work in water often requires Applicants to coordinate with other agencies, such as the U.S. Army Corps of Engineers, to get permission to perform the work. This ensures the proposed work complies with Federal laws that govern work in/near water.</i>
37. Are there any large, undeveloped or undisturbed areas on, or near, the damage site? (i.e. if there are large tracts of forestland, grassland, or naturally preserved areas, etc.)	<i>FEMA will review the project for adverse impacts to these undeveloped or undisturbed areas.</i>
38. Are there any hazardous materials at or adjacent to the damaged facility(ies) (including any debris generated by restoration)?	<i>FEMA will need to know how and where the disposal of hazardous materials took place.</i>
39. Is the damaged facility(ies) listed on a local/Recipient/National Historic Register or is it a locally recognized landmark?  40. Provide the year the facility was built.  41. Are there additional and/or similar buildings near the site?	<i>Projects involving historic properties/sites requires that FEMA coordinate with the Recipient Historic Preservation Office. FEMA will need to know specifics on materials and method of repair.</i>
42. Are there any other environmental or controversial issues associated with the damaged facility(ies)? (i.e. if the project necessitates the establishment of a new borrow area, or the horizontal expansion of an existing borrow area.)	

Category F Insurance Questions	Notes
1. Does the damaged facility(ies) have insurance coverage (e.g. transformers, pump stations, water treatment facilities, etc.)?	

Applicant:

Date:

Category F Insurance Questions	Notes
- If yes, the Applicant will need to provide the insurance policy and insurance claim.	
2. Did the facility previously receive FEMA funding? When?  - If yes, does the Applicant have an obtain and maintain requirement?	

Category F Mitigation Questions	Notes
1. Is there a history of damages/repairs at a particular location or facility?  2. For electric utilities, is the Applicant going to re-conductor the damaged distribution lines? (PAPPG pages 117-119)  - This may indicate a good candidate for mitigation.	
3. Does the Applicant plan to or would they like to prevent similar damage in the future?	
4. Does the Applicant have a Mitigation Plan or existing mitigation projects (Recipient/local)?	
5. Would the Applicant like technical assistance to explore mitigation opportunities?	

Applicant:

Date:

## Appendix G: Category G – Parks, Recreational, Other Eligibility and Special Considerations Questions

- Refer to Category G Documentation Checklist while discussing damages
- Reference notes from EC
- Reference to Category G Policy in PAPPG (page 119)

Category G Eligibility Questions	Notes
1. What is the damage?  2. Does the Applicant own the facility?  3. Is the facility under the authority of another Federal or Recipient entity? Example: USACE	
4. Was the facility damaged as a direct result of the declaration? If yes, provide: <ul style="list-style-type: none"> <li>- Photographs of specific damage</li> <li>- Documentation supporting post-disaster condition of the facility</li> </ul>	Describe the damage:
5. Did the damage occur within the designated area of the declaration?	
6. Were any facilities completely destroyed?	
7. Were all facilities actively used at the time of the disaster? <ul style="list-style-type: none"> <li>- If yes, Applicant will need to provide information that demonstrates the facility is regularly maintained. Documentation supporting pre-disaster condition of the facility such as maintenance records or pre-event inspection reports</li> <li>- If no, specify the facility and describe the status of the facility during the disaster.</li> </ul>	
8. Were any facilities under construction at the time of the event? If yes, specify which facility and provide the construction contract.	

Applicant:

Date:

Category G Eligibility Questions	Notes
9. Were any facilities scheduled for replacement? If yes, when?	
10. If the damaged facility is a beach: - Was the beach engineered?  - Acquire as-built plans, permits, and maintenance records. Refer to PAPPG pages 120-121.	
11. Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?  - If yes, describe why the Applicant had to establish a temporary facility.	
12. Who is doing/did the work? (Force Account, Contractors, and/or Volunteers)  13. What percent of the Category G work is complete at this time?  14. When is the estimated date of completion?	
15. Has the Applicant completed similar work in the past? Does the Applicant have historic costs for that work?	

Category D EHP Questions	Notes
43. Was the facility damaged by flooding?  44. Is the damage located in a FEMA mapped floodplain?  45. What are the coordinates?	
46. Is the repair located in a FEMA-mapped floodplain?  47. What are the coordinates?  48. Does the repair have an impact on a floodplain or wetland (features, functions and values)?	<i>FEMA is required to review all projects to ensure there are no adverse impact to the floodplain. Repair work in a floodplain may also require use of specific equipment or materials to prevent an adverse impact on the floodplain. If the work may impact a floodplain, FEMA is required to review the project to ensure no adverse impact to the floodplain.</i>

Applicant:

Date:

Category D EHP Questions	Notes
49. Is the damaged facility(ies) located within or adjacent to a Coastal Barrier Resources System Unit or an Otherwise Protected Area?	<i>Coastal Barrier Resources System consists of relatively undeveloped coastal barriers along the Atlantic, Gulf, and Great Lakes coasts. Federal law limits the use of Federal assistance to develop these areas.</i>
50. Will the required repair work be in or near water?	<i>Work in water often requires Applicants to coordinate with other agencies, such as the U.S. Army Corps of Engineers, to get permission to perform the work. This ensures the proposed work complies with Federal laws that govern work in/near water.</i>
51. Are there any large, undeveloped or undisturbed areas on, or near, the damage site? (i.e. if there are large tracts of forestland, grassland, or naturally preserved areas, etc.)	<i>FEMA will review the project for adverse impacts to these undeveloped or undisturbed areas.</i>
52. Are there any hazardous materials at or adjacent to the damaged facility(ies) (including any debris generated by restoration)?	<i>FEMA will need to know how and where the disposal of hazardous materials took place.</i>
53. Is the damaged facility(ies) listed on a local/Recipient/National Historic Register or is it a locally recognized landmark?  54. Provide the year the facility was built.  55. Are there additional and/or similar buildings near the site?	<i>Projects involving historic properties/sites requires that FEMA coordinate with the Recipient Historic Preservation Office. FEMA will need to know specifics on materials and method of repair.</i>
56. Are there any other environmental or controversial issues associated with the damaged facility(ies)? (i.e. if the project necessitates the establishment of a new borrow area, or the horizontal expansion of an existing borrow area.)	



Applicant:

Date:

Category G Insurance Questions	Notes
1. Does the damaged facility(ies) have insurance coverage (e.g. park buildings, fences, etc.)?  - If yes, the Applicant will need to provide the insurance policy and insurance claim.	
2. Did the facility previously receive FEMA funding? When?  - If yes, does the Applicant have an obtain and maintain requirement?	

Category G Mitigation Questions	Notes
1. Is there a history of damages/repairs at a particular location or facility?  This may indicate a good candidate for mitigation.	
2. Does the Applicant plan to or would they like to prevent similar damage in the future?	
3. Does the Applicant have a Mitigation Plan or existing mitigation projects (Recipient/local)?	
4. Would the Applicant like technical assistance to explore mitigation opportunities?	

Applicant:

Date:

## Appendix H: Mutual Aid

- Were you the requesting entity (agency of jurisdiction that requested mutual aid assistance)?
  - If yes, do you have a mutual aid agreement?
    - If yes, provide a complete copy of the mutual aid agreement. Agreement must include description of services provided, terms of reimbursement, etc.
    - If no, a post-event agreement may be developed preferably within 30 days of Applicant Briefing.
  - If the Applicant is the providing entity, the Applicant will be reimbursed from the requesting entity.
- Reference PAPPG (page 33) for additional information.

Applicant:

Date:

## Appendix I: Donated Resources

- What resources were donated?
  - Examples: volunteer labor, donated equipment, donated materials, etc.
- How did you track your donated resources?

### The following documentation requirements apply:

- **Labor**
  - Volunteer names
  - Description of work by each volunteer
  - Hours worked
  - Work site location
  - Value of work (hourly rate) will be determined by FEMA based on rate paid for similar work.
- **Equipment - Hours used**
  - Hourly rate will be valued using FEMA's equipment rates.
- **Materials - Actual value**
  - Materials are only eligible if donated by 3rd party entities.

Additionally, credit will be capped at non-federal share for all Cat A and B projects. Reference PAPPG (pages 35 - 36) for additional information.

## Document Checklist - CATEGORY A

Applicant Name:

DR:

Date:

Project Reference #

PDMG Name:

Select "R" if Required "S" when Submitted						
General Documents			Work Completed			
	R	S		R	S	
<b>Photographs</b>			Demonstrating Threat	<b>Force Account Labor</b>		Work Orders/Activity Logs
			Marine Vessels			Sample of Timesheets
			Hazardous Materials			Fringe Benefit Calculations
			Leaners, hangers, stumps			FA Labor Summary
<b>Regulatory Permits &amp; Correspondence</b>			Environmental Permits	<b>Force Account Material</b>		Receipts
			Historic Preservation			Material Usage Summary
			US Corp of Engineers	<b>Force Account Equipment</b>		Equipment List
			US Fish and Wildlife			Usage Records
		National Marine Fisheries or NRCS			Rental Contract/Receipt	
<b>Maps</b>			Site Location Map	<b>Contract</b>		Contract
<b>Technical Reports</b>			Inspection Reports			Bid Documents
			Structural Assessment			Invoice(s)
<b>Facility Records</b>			Demonstrating Threat			Cost Analysis
<b>Force Account</b>			Pay Policy			Procurement Documentation
<b>Direct Administrative Costs</b>			Skill level, pay rate and position description of individual performing task			Procurement Policy
			Specific description of administrative task performed by individual		<b>General</b>	
<b>Additional Information</b>						Debris Monitoring Reports
		Debris Management Plan				Disposal Site Permit
		Insurance Policy	<b>Private Vehicle/ Vessel Removal</b>			Ordinance
		Insurance Settlement			Documentation of Procedures	
		Insurance Statement of Loss	<b>Other</b>			
		Lease Agreement				
		Mutual Aid Agreements				
		Hazardous Stump Worksheet				
		If Private Property, copy of written request and approval for PPDR				
		For Flood Control Works, maintenance agreements with other Federal agencies				
		For PNP mixed use facility, documentation supporting primary use (see PA PPG – FEMA 104-009-2)				

Notes/Comments:

## Document Checklist - CATEGORY B

Applicant Name:

DR:

Date:

Project Reference #

PDMG Name:

Select "R" if Required "S" when Submitted							
General Documents							
	R	S			R	S	
<b>Photographs</b>			Demonstrating Threat	<b>Force Account Labor</b>			Work Orders/Activity Logs
			Site				Sample of Timesheets
<b>Facility Records</b>			Site Stability Records				Fringe Benefit Calculations
			Demonstrating Threat				FA Labor Summary
<b>Regulatory Permits and Correspondence</b>			Environmental Permits	<b>Force Account Material</b>			Receipts
			Historic Preservation				Material Usage Summary
			US Corp of Engineers	<b>Force Account Equipment</b>			Equipment List
			US Fish and Wildlife				Usage Records
		National Marine Fisheries Ser. Or NRCS				Rental Contract/Receipt	
<b>Maps</b>			Site Location Map	<b>Contract</b>			Contract
<b>Technical Reports</b>			Inspection Reports				Bid Documents
<b>Facility Records</b>			Demonstrating Threat				Invoice(s)
<b>Force Account</b>			Pay Policy				Cost Analysis
<b>Direct Administrative Costs</b>			Skill level, pay rate and position description of individual performing task				Procurement Documentation
			Specific description of administrative task performed by individual- Salary				Procurement Policy
Additional Information				Other			
			Insurance Policy				
			Insurance Settlement				
			Insurance Statement of Loss				
			Lease Agreement				
			Mutual Aid Agreements				
			For Flood Control Works, maintenance agreements with other Federal agencies				
			Donated Resources				
			Certification by Federal, State, Tribal, or local government officials that a threat exists				
			Rental/Purchase Cost Comparison				
			Legal Authority				

Notes/Comments:

## Document Checklist - CATEGORY C

Applicant Name:

DR:

Date:

Project Reference #

PDMG Name:

General Documents							
	R	S			R	S	
<b>Photographs</b>			Overall Facility	<b>Force Account</b>			Pay Policy
			Specific Damages	<b>Technical Reports</b>			Inspection Reports
			Work Complete				Hydrologic and Hydraulic Study
			Pre-disaster				Environmental Assessment
<b>Facility Records</b>			Site Stability Records				Historic/Archeological Survey
			Demonstrating Threat	<b>Facility/Damage Description and Dimensions</b>			Plans and/or specifications
<b>Regulatory Permits and Correspondence</b>			Environmental Permits				Maintenance Records
			Historic Preservation				Pre-event Inspection Reports
			US Corp of Engineers				Overall Facility - Detailed Sketch with Dimensions
			US Fish and Wildlife				Damage - Detailed Sketch with Dimensions
			National Marine Fisheries Ser. Or NRCS				For multiple sites along one road – Site list with GPS, damage dimensions, and road components damaged
<b>Maps</b>			FWSA	<b>Direct Administrative Costs</b>			Skill level, pay rate and position description of individual performing task
			Site Location Map				Specific description of administrative task performed by individual
			Flood Insurance Rate Map	<b>Additional Information</b>			
<b>Work Completed</b>							Insurance Policy
<b>Force Account Labor</b>			Work Orders/Activity Logs				Insurance Settlement
			Sample of Timesheets				Insurance Statement of Loss
			Fringe Benefit Calculations				Donated Resources
			FA Labor Summary				Mutual Aid Agreements
<b>Force Account Material</b>			Receipts				For Flood Control Works, maintenance agreements with other Federal agencies
			Material Usage Summary				Legal Authority
<b>Force Account Equipment</b>			Equipment List				Certification by Federal, State, Tribal, or local government officials that a threat exists
			Usage Records				Rental/Purchase Cost Comparison
			Rental Contract/Receipt				Lease Agreement
				<b>Other</b>			
<b>Contract</b>			Contract				
			Bid Documents				
			Invoice(s)				
			Cost Analysis				
			Procurement Documentation				
			Procurement Policy				

Notes/Comments:

## Document Checklist - CATEGORY D

Applicant Name:

DR:

Date:

Project Reference #

PDMG Name:

Select "R" if Required "S" when Submitted						
General Documents			Work Completed			
	R	S		R	S	
<b>Photographs</b>			Overall Facility	<b>Force Account Labor</b>		Work Orders/Activity Logs
			Specific Damages			Sample of Timesheets
			Work Complete			Fringe Benefit Calculations
			Pre-disaster			FA Labor Summary
<b>Facility Records</b>			Plans and/or specifications	<b>Force Account Material</b>		Receipts
			Maintenance Records			Material Usage Summary
			Detailed Sketch with Dimensions	<b>Force Account Equipment</b>		Equipment List
			Pre-event inspection reports			Usage Records
<b>Regulatory Permits and Correspondence</b>			Environmental Permits	<b>Contract</b>		Rental Contract/Receipt
			Historic Preservation			Contract
			US Corp of Engineers			Bid Documents
			US Fish and Wildlife			Invoice(s)
			National Marine Fisheries Ser. Or NRCS			Cost Analysis
		FWSA		Procurement Documentation		
<b>Force Account</b>			Pay Policy			Procurement Policy
<b>Maps</b>			Site Location Map	<b>Additional Information</b>		
			Flood Insurance Rate Map			Insurance Policy
<b>Technical Reports</b>			Inspection Reports			Insurance Settlement
			Hydrologic and Hydraulic Study			Insurance Statement of Loss
			Environmental Assessment			Lease Agreement
			Historic/Archeological Survey			Mutual Aid Agreements
<b>Facility/Damage Description and Dimensions</b>			Plans and/or specifications			For Flood Control Works, maintenance agreements with other Federal agencies
			Maintenance Records			406 Hazard Mitigation Proposal
			Pre-event Inspection Reports			Benefit/Cost Analysis (BCA)
			Overall Facility - Detailed Sketch with Dimensions			50 Percent Rule Calculation
			Damage - Detailed Sketch with Dimensions			Design Requirements
			For multiple sites along one road – Site list with GPS, damage dimensions, and road components damaged			Applicable Code or Standard
<b>Direct Administrative Costs</b>			Specific description of administrative task performed by individual			Relocation Request/Justification
			Skill level, pay rate and position description of individual performing task	<b>Other</b>		

Notes/Comments:

## Document Checklist - CATEGORY E

Applicant Name:

DR:

Date:

Project Reference #

PDMG Name:

Select "R" if Required "S" when Submitted							
General Documents			Work Completed				
	R	S		R	S		
<b>Photographs</b>			Overall Facility	<b>Force Account Labor</b>		Work Orders/Activity Logs	
			Specific Damages			Sample of Timesheets	
			Work Complete			Fringe Benefit Calculations	
			Pre-disaster			FA Labor Summary	
<b>Facility Records</b>			Plans and/or specifications	<b>Force Account Material</b>		Receipts	
			Maintenance Records			Material Usage Summary	
			Detailed Sketch with Dimensions	<b>Force Account Equipment</b>		Equipment List	
			Pre-event inspection reports			Usage Records	
<b>Regulatory Permits and Correspondence</b>			Environmental Permits	<b>Contract</b>		Rental Contract/Receipt	
			Historic Preservation			Contract	
			US Corp of Engineers			Bid Documents	
			US Fish and Wildlife			Invoice(s)	
		National Marine Fisheries Ser. Or NRCS			Cost Analysis		
<b>Force Account</b>			Pay Policy				Procurement Documentation
<b>Maps</b>			Site Location Map				Procurement Policy
			Flood Insurance Rate Map		<b>Additional Information</b>		
<b>Technical Reports</b>			Inspection Reports			Historical Cost	
			Hydrologic and Hydraulic Study			Insurance Policy	
			Environmental Assessment			Insurance Settlement	
			Historic/Archeological Survey			Insurance Statement of Loss	
<b>Direct Administrative Costs</b>			Skill level, pay rate and position description of individual performing task			Lease Agreement	
			Specific description of administrative task performed by individual- Salary			Benefit/Cost Analysis (BCA)	
<b>PNP Mixed Use</b>			Documentation supporting primary use(see PA PPG - FEMA 104-009-2)			50 Percent Rule Calculation	
<b>Other</b>						Design Requirements	
						Applicable Code or Standard	
						Relocation Request/Justification	
						406 Hazard Mitigation Proposal	

**Notes/Comments:**



## Document Checklist - CATEGORY F

Applicant Name:

DR:

Date:

Project Reference #

PDMG Name:

Select "R" if Required "S" when Submitted						
General Documents			Work Completed			
	R	S		R	S	
<b>Photographs</b>			Overall Facility	<b>Force Account Labor</b>		Work Orders/Activity Logs
			Specific Damages			Sample of Timesheets
			Work Complete			Fringe Benefit Calculations
			Pre-disaster			FA Labor Summary
<b>Facility Records</b>			Plans and/or specifications	<b>Force Account Material</b>		Receipts
			Maintenance Records			Material Usage Summary
			Detailed Sketch with Dimensions	<b>Force Account Equipment</b>		Equipment List
			Pre-event inspection reports			Usage Records
<b>Regulatory Permits and Correspondence</b>			Environmental Permits	<b>Contract</b>		Rental Contract/Receipt
			Historic Preservation			Contract
			US Corp of Engineers			Bid Documents
			US Fish and Wildlife			Invoice(s)
<b>Force Account</b>			National Marine Fisheries Ser. Or NRCS			Cost Analysis
			Pay Policy			Procurement Documentation
<b>Maps</b>			Site Location Map			Procurement Policy
			Flood Insurance Rate Map	<b>Additional Information</b>		
<b>Technical Reports</b>			Inspection Reports			Procurement Policy
			Hydrologic and Hydraulic Study			Insurance Policy
			Environmental Assessment			Insurance Settlement
			Historic/Archeological Survey			Insurance Statement of Loss
<b>Direct Administrative Costs</b>			Skill level, pay rate and position description of individual performing task			Lease Agreement
			Specific description of administrative task performed by individual- Salary			Benefit/Cost Analysis (BCA)
<b>Other</b>						50 Percent Rule Calculation
						Design Requirements
						Applicable Code or Standard
						Relocation Request/Justification
						406 Hazard Mitigation Proposal
						Historical Cost

Notes/Comments:

## Document Checklist - CATEGORY G

Applicant Name:

DR:

Date:

Project Reference #

PDMG Name:

Select "R" if Required "S" when Submitted						
General Documents			Work Completed			
	R	S		R	S	
<b>Photographs</b>			Overall Facility	<b>Force Account Labor</b>		Work Orders/Activity Logs
			Specific Damages			Sample of Timesheets
			Work Complete			Fringe Benefit Calculations
			Pre-disaster			FA Labor Summary
<b>Facility Records</b>			Plans and/or specifications	<b>Force Account Material</b>		Receipts
			Maintenance Records			Material Usage Summary
			Detailed Sketch with Dimensions	<b>Force Account Equipment</b>		Equipment List
			Pre-event inspection reports			Usage Records
			Pre & Post Event Beach Profile			Rental Contract/Receipt
<b>Regulatory Permits and Correspondence</b>			Environmental Permits	<b>Contract</b>		Contract
			Historic Preservation			Bid Documents
			US Corp of Engineers			Invoice(s)
			US Fish and Wildlife			Cost Analysis
			National Marine Fisheries Ser. Or NRCS			Procurement Documentation
<b>Force Account</b>			Pay Policy			Procurement Policy
<b>Maps</b>			Site Location Map	<b>Additional Information</b>		
			Flood Insurance Rate Map			Insurance Policy
<b>Technical Reports</b>			Inspection Reports			Insurance Settlement
			Hydrologic and Hydraulic Study			Insurance Statement of Loss
			Environmental Assessment			Lease Agreement
			Historic/Archeological Survey			Benefit/Cost Analysis (BCA)
<b>Direct Administrative Costs</b>			Specific description of administrative task performed by individual			50 Percent Rule Calculation
			Skill level, pay rate and position description of individual performing task			Design Requirements
<b>Other</b>						Applicable Code or Standard
						Relocation Request/Justification
						406 Hazard Mitigation Proposal
						Mutual Aid Agreements
						Support for Electric Reconductoring

Notes/Comments:

# Site Inspector Position Assist

## DR-4294 & DR-4297

Public Assistance Division  
Recovery Directorate  
Office of Response and Recovery





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## Common Terms & Acronyms

ACRONYM/ABBREVIATION	DESCRIPTION
CRC	Consolidated Resource Center
CRC TFL	Consolidated Resource Center Task Force Leader
DDD	Damage Description and Dimensions
DILO / WILO	Day in the Life of/Week in the Life of
EC	Exploratory Call
EEI	Essential Elements of Information
EHP	Environmental Planning and Historic Preservation
EMMIE	Emergency Management Mission Integrated Environment
FEMA	Federal Emergency Management Agency
JFO	Joint Field Office
OFA	Other Federal Agencies
PA	Public Assistance
PA Grant Manager	Web interface for managing PA Grants Process.
PA Grants Portal	Applicant-facing interface for PA Grant Manager
PAGS	Public Assistance Group Supervisor
PCM	Program Compliance Manager
PDA	Preliminary Damage Assessment
PDMG	Program Delivery Manager
PD TFL	Program Delivery Task Force Leader
RFI	Request for Information
RPA	Request for Public Assistance
RSM	Recovery Scoping Meeting
SIR	Site Inspection Report
SI TFL	Site Inspector Task Force Leader
SOW	Scope of Work
SPPM	Specialized Project Manager

**The PA Grants Manager** is the tool that FEMA employees use to assign and track actions throughout PA project development. It is used by Public Assistance, EHP, and Mitigation to collect all PA project-related information and documents, including correspondence. EMMIE remains the system of record for grant administration and providing funding to Recipients. The Document Integrity Unit (CRC) is responsible for ensuring all information/documentation EMMIE matches the information/documentation in the PA Grants Manager.

**The PA Grants Portal** is the Recipient and Applicant side of the PA Grants Manager. Recipients and Applicants review and approve projects, upload documents, and track PA project development in the PA Grants Portal.





## Why Site Inspectors Matter

Site Inspectors play a very important role in the creation of a FEMA Public Assistance Grant. First, Site Inspectors assess damage claimed by the Applicant during the site inspection. The Site Inspector uses the collected data to create the Damage Description and Dimensions (DDD) of the Public Assistance grant. The DDD is based on photographs, site sketches/drawings, measurements, etc. during the site inspection.

The Site Inspector is one of the only Public Assistance employees who will see the damage in person, so it is critical that the Site Inspector gather sufficient information during site inspections – photos, sketches, measurements - to support the DDD throughout grant development. The Site Inspector will also take note of any elements of damage or conversations with the Applicant’s representative that may be of concern that need to be discussed with the Program Delivery Manager (PDMG), Public Assistance’s single point of contact for the Applicant.

Once the PDMG and Applicant concur with the DDD, the DDD is sent to the Consolidated Resource Center (CRC) where the Scope of Work (SOW) and costs for the project are developed. The SOW describes what work the Applicant will undertake to address the damage described in the DDD. The cost section of the project is an estimate of the work detailed in the SOW. The SOW and cost cannot include repairs or work that is not directly related to the DDD. Therefore, an accurate and complete DDD is critical to the overall project.

### Icon Legend

	<b>There’s a user tool.</b>
	<b>Indicates a performance expectation.</b> Performance expectations are included in this document as part of baselining appropriate timelines.
	<b>This action takes place in the Field.</b>
	<b>This action takes place at the Consolidated Resource Center (CRC).</b>

## What Site Inspectors do and how they do it

Site Inspectors support Phase II by conducting site inspections for damage sites listed on Site Inspection Work Orders. The intent of the site inspection is to capture an Applicant's claimed disaster-related damages in order to develop a detailed DDD. The Site Inspector will create the DDD in the PA Grants Manager. Once completed, the PA Grants Manager will send the DDD to the PDMG for review and concurrence. Finally, the DDD will be reviewed and approved by the Applicant in the PA Grants Portal. The following are activities that occur in Phase II. Site Inspector's responsibilities are in **bold**.



### Receive and Accept Site Inspection Assignment

PDMGs work with Applicants to develop the Damage Inventory, which lists all damage sites for which the Applicant is claiming reimbursement. For sites listed on the Damage Inventory that need site inspections, PDMGs - in coordination with Applicants – will request site inspections in the PA Grants Manager. The Site Inspection Work Order request will go to the Site Inspector TFL who will review the work order request to determine the types and amounts of Site Inspectors needed to complete the Site Inspection Work Order. **The Site Inspector will receive and accept the Work Order assignment in the PA Grants Manager.**

If the Site Inspector is not able to accept the Site Inspection Work Order assignment, speak with the Site Inspector TFL immediately.

Once the Site Inspector TFL confirms the work order in the PA Grants Manager, an email notification will go to the assigned Site Inspector(s), Site Inspector TFL, PDMG, Applicant's POC for the PA program, Applicant's representative for the site inspection (if known), Environmental and Historic Preservation (EHP), and Mitigation.



### Review Site Inspection Work Order and Prepare for Field Work

**In preparation for the site inspection, Site Inspectors will review the Site Inspection Work Order.** The Site Inspection Work Order includes

- Date and meeting time of the site inspection
- Meeting location to start the site inspection
- Estimated duration of the site inspection
- Applicant's Representative for the site inspection
- Damages to be inspected
- Notes from the PDMG about the damages or site inspection

**Site Inspectors will verify the facility location using Google Earth Pro and print out map information that may be useful during the site inspection. As applicable, Site Inspectors will review facility-related documentation in the PA Grants Manager to better understand the pre-disaster design and function of the facility. The Site Inspector will gather necessary tools to conduct the site inspection (camera, measuring tools, GPS unit, sketching/drawing tools) and appropriate Site Inspection Reports. Site Inspection Reports are category specific, so ensure to print the correct Site Inspection Report(s) for the damage listed in the work order. Site Inspectors assess and prepare for any safety concerns related to the area which will be inspected.**

---

PDMGs will coordinate a meeting with the Site Inspector in advance of the site inspection as an introduction and discuss the Site Inspection Work Order. **If the PDMG does not reach out to the Site Inspector, the Site Inspector will reach out to the PDMG.**

### Coordinate Meeting with EHP and Mitigation

Depending on the types of damage listed on the Site Inspection Work Order, EHP and Mitigation may participate in the site inspection. EHP Managers can assign EHP Specialists to Site Inspection Work Orders in the PA Grants Manager once the work order is confirmed. Mitigation Managers must assign Mitigation Specialists to work orders outside of the PA Grants Manager. Mitigation Specialists will notify the Site Inspector directly whether Mitigation will participate. **If the Site Inspector does not hear from EHP or Mitigation, the Site Inspector will reach out to the EHP and/or Mitigation Manager to confirm participation.**

**In advance of the inspection, Site Inspectors will coordinate a meeting with EHP and Mitigation to discuss**

- **The Site Inspection Work Order and damages to be inspected**
- **Meeting time and coordinate logistics for travel to the site, including carpooling**
- **Process of the site inspection and roles during the inspection**

### Call the Applicant's Representative in Advance of the Scheduled Site Inspection

**One business day prior to the scheduled site inspection, the Site Inspector will call the Applicant's representative. Site Inspector will**

- **Confirm date, time, and meeting location of the site inspection**
- **Sites to be assessed**
- **Updates on status of repairs**
- **Additional information to prepare for the site inspection**

**If the Applicant representative reports that ALL sites on the work order are 100% complete, Site Inspector will contact Site Inspector TFL. Site Inspector TFL will cancel the work order and contact the PDMG.**

**During the Site Inspection - Site Inspector will inspect ALL sites listed on the work order – even if some of the damage inventory numbers are 100% completed at the time of the site inspection.**

### Perform Site Inspection

#### *Introduce staff and review work order*

**When all of the staff get to the meeting site, the Site Inspector will introduce all FEMA staff to the Applicant representative and explain the purpose of the inspection and staff roles. Then the Site Inspector will review the Site Inspection Work Order with Applicant and explain the agenda of the site inspection.**



---

### *Capture Damage Information*

**Using the appropriate Site Inspection Report (SIR), the Site Inspector will document all damage claimed by the Applicant. The Site Inspector will capture on the SIR**

- Describe the facility
- Exact dimensions of the damage, including the specific materials and the size/capacity/model of the damaged components
- Cause of damage, confirm damages were caused by the incident, and damages occurred during the incident period

**The Site Inspector will also complete the special considerations questions on the SIR, and will ensure to provide site-specific information for questions answered “yes” or “unsure”.**

**What if the Applicants wants to inspect sites not on the Site Inspection Work Order?**

- If the additional site(s) are near the location of the site inspection and damage is the same category of work and complexity, the Site Inspector will notify SI TFL, then proceed with the inspection of the additional sites.
- If the additional site(s) are near the location of the site inspection but damage is a different category of work or complexity, the Site Inspector will contact the SI TFL and provide them with the details of the damages. The Site Inspector will proceed with current work order until notified by SI TFL if the additional damages will be added to work order.
  - If damage can't be inspected during the current site inspection, the PDMG will schedule another site inspection in coordination with the Applicant.

**Throughout the site inspection, the Site Inspector will affirm with the Applicant all damages captured on the SIR, ensuring that measurements and quantities shown by the Applicant are accurately reflected on the SIR.**

**If the Applicant has completed work on damaged elements shown during the site inspection, the Site Inspector will document the dimensions of the facility as well as the dimensions of the work that has been completed, including materials, and dimensions of the work that has yet to be completed. The Site Inspector will be sure to clearly separate dimensions of work completed and work to be completed.**

**The Site Inspector will take photos of damage from multiple angles by site, ensuring lighting and perspective allows someone reviewing the photos to clearly see the damages. When taking photos, the Site Inspector should maintain a descriptive list of the photos, including GPS coordinates and perspective (ex. east, west, etc.), to use as a reference when uploading in the Grants Manager. The Site Inspector will also complete a sketch of site to supplement photos and capture profile and cross sectional perspectives.**

---

**The Site Inspector will take additional photos and close ups of anything that raises a concern that needs to be discussed with the PDMG.** For example:

- Damage does not seem to have been caused by the event (example: potholes).
- The area does not appear to be regularly maintained.
- The facility does not appear to have been in active use.

**The Site Inspector will discuss with Applicant how they plan to repair the damages,** including

- If the work will be performed by contract or force account labor and equipment
- If the repairs will change the pre-disaster design and/or function
  - If the changes to the pre-disaster design and/or function are due to codes and standards
- If any change to the type of materials that will be used in the repairs

**The Site Inspector will capture this conversation on the SIR, including any additional comments provided by the Applicant on how they plan to repair the site.**

**At the end of the site inspection, the Site Inspector will ensure all sections of the SIR are complete. The Site Inspector will request the Applicant review and provide concurrence on the SIR by signing page one and initialing all other pages of the SIR. Then the Site Inspector will discuss the next steps after the site inspection.**

- Site Inspector will draft the Damage Description and Dimensions for each site.
- The Program Delivery Manager for the Applicant will review and will send to the Applicant for review and concurrence.

If additional time is needed to complete the sites on the Site Inspection Work Order, the Site Inspector can schedule a follow-on site inspection with the Applicant and notify the SI TFL. The SI TFL will notify the PDMG.

**The Site Inspector will notify the SI TFL and PDMG once site inspection is complete.**

#### *Draft the Damage Description and Dimensions*

**The Site Inspector will input all SIR data in the Grants Manager and will upload all physical SIRs, location map, photos, and sketches, ensuring the photos are clearly labeled before uploading. The Site Inspector will also use the naming convention when uploading documents in the Grants Manager. If the Applicant provided documentation during the site inspection, the Site Inspector will upload those documents in the Grants Manager.**

As the Site Inspector inputs the SIR data in the Grants Manager, a Damage Description and Dimensions (DDD) will automatically be generated. **The Site Inspector will ensure the documentation in the Grants Manager accurately and completely supports the draft DDD.**

**The Site Inspector will then develop and upload a FIRMette for each damage site then will send the DDD to the PDMG through the Grants Manager.**



**Performance Expectations**

- Provide completed SIR, draft DDD, and supporting documentation **within two days of completing the site inspection**

*Discuss the DDD with PDMG*

Once all sites in the work order have a draft DDD, the PDMG will schedule a meeting with the Site Inspector to discuss the SIRs and DDDs in the Site Inspection Work Order. **During this meeting, the Site Inspector will discuss any issues identified during the site inspection, update the PDMG on additional work that was completed since the Site Inspection Work Order was requested, and highlight any documentation the Applicant provided during the site inspection.** If the PDMG has any edits to the DDD, the PDMG will discuss those with the Site Inspector and rework the DDD back to the Site Inspector in the Grants Manager. **The Site Inspector will make the requested edits.**

Site Inspector Checklist

**Site Inspector Actions**

- Receive and accept Site Inspection Work Order in PA Grant Manager
- Review Site Inspection Work Order and prepare for field work
  - o Gather physical tools to conduct the site inspection, which can include (but are not limited to) a camera, measuring tools, GPS unit, sketching/drawing tools, etc.
  - o Gather SIR forms and other damage specific reporting forms for the category of work that is to be inspected
  - o Develop a map
  - o Meet with PDMG to discuss work order
- Coordinate meeting with EHP and Mitigation
- Contact the Applicant representative one day prior to the site inspection
- Conduct the site inspection
  - o Introduce staff and review work order
  - o Capture damages on the SIR
  - o Ensure agreement with Applicant throughout the inspection on measurements of dimensions and quantities of damage being shown by the Applicant
  - o Discuss how the Applicant plans to repair the damages
  - o Request that the Applicant’s review and provide concurrence on the SIR by signing the first page and initialing all other pages of the SIR
  - o Brief Applicant POC on the next steps in developing the DDD in preparation for the Applicant review
- Notify the SI TFL and PDMG once site inspection is complete
- Develop FIRMette for each damage site
- Upload SIR, photos, location map, FIRMette, sketches in the Grants Manager



- Draft the DDD in PA Grants Manager
- Meet with PDMG to discuss draft DDD and any concerns with damages inspected

## Perform Site Inspection



### Performance Expectations

- Obtain Applicant POC initials on the SIR once site inspection is complete
- Site inspection completed within the scheduled timeframe of the work order
- Notify the SI TFL and PDMG once site inspection is complete
- Provide completed SIR, draft DDD, and supporting documentation **within two days of completing the site inspection**
- If needed, discuss extending the completion timeframe with the SI TFL and PDMG based on the number of sites or complexity of the inspection



### Reminder

- A Site Inspector should not to discuss eligibility in the field. Any potential issues that are identified should be documented and discussed with the PDMG.
- Questions that are not related to the site inspection must be documented and handed over to the PDMG.
- The Applicant representative's initials on the SIR do not represent a confirmation of eligibility.

## How Performance is Evaluated and Keys to Success



Successful performance for a Site Inspector is defined as timely completion of quality site inspection work orders. This includes:

- Being well prepared to conduct the site inspection.
  - Complete understanding of work order.
  - Collect all tools needed for the site inspection.
  - Coordination with EHP and Mitigation prior to site inspection.
  - Call with Applicant POC one day prior to ensure nothing has changed on what is to be inspected.
- Being on time for the site inspection.
- Providing excellent customer service to the Applicant representative.
- Effectively communicating with the SI TFL and PDMG.
- Aligning work with operational objectives and meeting timeline goals.
- Consistently producing quality DDDs and associated documents/information.

The overall performance of a Site Inspector contributes to the timeliness, quality, and reliability of program delivery and the creation of a PA grant application.

## Overview of Performance Expectations

Step	Performance Expectation
Review Site Inspection Work Order and Prepare for Field Work	<ul style="list-style-type: none"> <li>• Review work order and gather necessary tools needed for site inspection.</li> <li>• Meet with EHP and Mitigation prior to site inspection to review work order and agenda of site inspection.</li> <li>• Contact Applicant POC one day prior to site inspection to:                             <ul style="list-style-type: none"> <li>○ Confirm meeting location, time, and Applicant staff attending.</li> <li>○ Discuss/confirm what is to be inspected in detail.</li> <li>○ Update Applicant if additional FEMA staff will be attending the site inspection.</li> </ul> </li> </ul>
Perform Site Inspection	<ul style="list-style-type: none"> <li>• Complete all sections of the SIR</li> <li>• Obtain Applicant POC initials on the SIR after the site inspection is complete.</li> <li>• The site inspection is completed within the scheduled timeframe on work order.</li> </ul>



Post Site Inspection Follow-up Actions

- Provide completed SIR and draft DDD along with supporting documentation to the PDMG within two days of completing the site inspection.

## Additional Position Requirements

### Position Task Books

The Position Task Book (PTB) is a vehicle to document proficiency in the competencies identified to meet job requirements for both trainees and candidates. The primary components of a PTB are Behaviors/Activities, Competency, Task, and Indicators. Demonstrated performance will be observed by a Coach-Evaluator who will determine if that particular task has been mastered.

### The Daily Huddle Board

The Site Inspector TFL will conduct one to two huddle boards daily. These are short stand up meetings (no longer than 15 minutes). During the huddle, the Site Inspector provides a short brief on what has been accomplished since the last huddle, key activities that day, and any process interrupters they are encountering. Overall, huddle boards leverage visual management and allow for the sharing of information related to activities and potential issues. Many times this will be held via conference calls for Site Inspectors not in the field office.

### The Sit-With

A Site Inspector will participate in several “sit-with” with the SI TFL throughout the duration of the Site Inspector’s time at the disaster. The initial sit-with will consist of a discussion regarding the Site Inspector’s previous DR experiences and skill sets to better inform the TFL on assigning workload. Follow up “sit-with” (feedback coaching session, usually 45-60 minutes total depending on activity observed) will be done to discuss activities or work reviewed by the TFL. Sit-withs increase communication and contribute to a high standardization by capturing best practices and improving team performance.

A sit-with is a one-on-one feedback coaching session between the Site Inspector TFL and Site Inspector. You will participate in an initial sit-with with your TFL during which you will discuss your previous disaster experiences and skill sets. This discussion will inform assigning workload. Your TFL will conduct regular sit-withs with you throughout your deployment to discuss site inspections they have observed you perform or SIRs/DDDs they have reviewed. The Site Inspector TFL will provide you real-time feedback on your performance – both best practices and areas for improvement – to ensure your continuous improvement.

### Day in the Life of/Week in the Life of (DILO/WILO)

For time management purposes, all employees are required to maintain a DILO/WILO schedule. This tool serves as a standard work schedule that helps ensure daily activities align to weekly operational goals. This tool facilitates the identification and documentation of ongoing activities and accomplishments. The following are examples of activities or tasks to include in a DILOW/WILO:

- Review of work order
- Meet with EHP and Mitigation to discuss site inspection
- Call Applicant one day prior to site inspection

- 
- Complete site inspection
  - Development of DDD and FIRMette
  - Review and discuss DDD with PDMG

### Continuous Improvement

While on deployment, everyone is encouraged to provide feedback related to PA program delivery. The identification of issues and recommendations for issue resolution are integral to continuous improvement. More information on the mechanism for this input will be provided.

## Frequently Asked Questions

### **What happens after a Site Inspection?**

The Site Inspector:

1. Informs the SI TFL and PDMG that the site inspection has been completed.
2. Develops the draft DDD from the SIR.
3. Provides site inspection SIR and draft DDD to the PDMG via the PA Grant Manager.
4. Discusses results of the site inspection with the PDMG, including eligibility concerns and informs the PDMG of any special situations, consideration, issues, changes in materials and Applicant's proposed method of repair.

Once the PDMG concurs with the draft DDD or DDDs the work order is complete.

### **What should I do if I think damage was not caused by the declared event on a site inspection?**

The Site Inspector should document the specific eligibility concern and if possible, include informative photos of questionable damaged elements such as close-ups from various angles. The Site Inspector submits and discusses the information with the PDMG and SI TFL. The PDMG will make the eligibility recommendation and if necessary, complete any follow-up action with the Applicant. The Site Inspector should ensure that site notes capture all discussions that occur and any possible concerns that the Applicant may express.

### **How do I communicate concerns about eligibility within Public Assistance?**

A Site Inspector is responsible for communicating any eligibility concerns identified during a site inspection to both the PDMG and the SI TFL. The Site Inspector should make a note of the eligibility concern while in the field and bring it back to the PDMG and the SI TFL for discussion. Eligibility decisions should not be made in the field or discussed by the Site Inspector with the Applicant. The PDMG will take the information from the Site Inspector and discusses the concerns with the Applicant.

### **Where can I learn more about eligibility?**

The Public Assistance Program and Policy Guide (PAPPG) is a comprehensive source for Public Assistance eligibility. You can access an electronic copy of the guide at: <http://www.fema.gov/media-library/assets/documents/111781>. You can also download the guide onto your mobile device and/or computer.

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**What should I do if an Applicant wants to discuss Hazard Mitigation on the site inspection?**

If there is not a Hazard Mitigation Specialist on the site inspection, respectfully explain the role of a Site Inspector is to record data related to disaster-related damage and that hazard mitigation is outside of the scope of the Site Inspector's role. Let the Applicant representative know that you will capture their questions or ideas on hazard mitigation and relay it back to their PDMG who will work with them further.

**What photos should I take on a site inspection?**

Photos taken on a site inspection should clearly depict disaster-related damage shown by the Applicant representative at each claimed site. Take photos of the entire facility, not just the damaged portions. Pay attention to getting different angles, perspectives, and good lighting.

**How many photos should I take on a site inspection?**

There is no hard and fast answer to this question. The amount of photos necessary requires a Site Inspector's judgement. At the very least, three or more photos at each site should be taken at various angles to clearly show the disaster-related damage and a photo of the overall facility should be taken. A good question to ask is what photos are needed to support the site-specific damage description.



Applicant:		FIPS#:	Applicant Representative		Site Inspector:		Site Inspection Date:	
Applicant Address:			City:		State:		Zip Code:	
<b>Location Type:</b> 1-Public Road 2-FHWA Road 3- Public ROW 4-Waterway 5- Private Property 6-Temporary Staging 7-Final 8-Other (Specify)			<b>Debris Type:</b> 1- Vegetative 2-C&D 3-White Goods 4- E-Waste 5-Wet Debris 6-Sand/Soil/Mud 7-Stump 8-Leaning Tree 9-Hanging Limbs 10-Vehicle 11-Vessels 12-Putrescent Debris 13-Hazardous			<b>Cause of Damage:</b> 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)		

**Removal**

Site No.	Name of Location (city-wide, Street name, address, etc.)	Debris Type	GPS Coordinates				Dimensions (if measurable)			Quantity (cy or each)	Size (in)	% Completed	FA or Contract or both
			Start (or single location)		End		Length (feet)	Width (feet)	Depth (feet)				
			Lat	Long	Lat	Long							

**Disposal**

Site No. (List all)	Temporary Staging-Reduction (Y/N)	Temporary Staging/Reduction Site Location (GPS)	Indicate stockpile, chipping, burning, other(specify)	Permit Number	Managed By? (FA/Contract)	Final Disposal Location (GPS)	Final Disposal Location	Permit Number	Debris recycled?	Salvage value?
									(Y/N)	(Y/N)

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

Comments:

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody?

Is the final disposal located in a floodplain or wetland? Unsure Yes No

Will the final disposal impact a floodplain or wetland?

Can the disposal site be impacted by flooding?

Comments:

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

Comments:

4. Is the damaged facility on the National Register of Historic Places or state historic listing? Is it older than 45 years?

Did any ground disturbance occur during removal or disposal? Including when establishing, operating, or decommissioning a staging/reduction site? Unsure Yes No

Was there coordination with or a permit obtained from the State Historic Preservation Office or a Tribe or the appropriate state agency?

Comments:

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

Comments:

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

Comments:

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select "yes" if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

Comments:

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Comments:

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.) Unsure Yes No

Comments:

List any known endangered species in the work area:

Damage # \_\_\_\_\_

**SITE INSPECTION REPORT  
FACILITY DESCRIPTION**

**CATEGORY C  
Bridges**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>	<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
			<b>Site Inspection Date:</b>

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Span Type:</b>	Arch	Beam	Cable-stayed
	Suspension	Truss	Other (Specify):

<b>Legal Responsibility?</b>
Yes      No

<b>Decking / Surface:</b>

<b>Number of Spans:</b>

<b>Number of Lanes</b>

<b>Dimensions (Length, Width, Height):</b>

<b>Facility Description:</b>	<b>Sketch / Notes</b>
<small>(Pre-disaster design, function, capacity, and dimensions)</small>	

Applicant Representative Signature: \_\_\_\_\_

Damage # \_\_\_\_\_

**SITE INSPECTION REPORT  
FACILITY DESCRIPTION**

**CATEGORY C  
Culverts**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>	<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
		<b>Site Inspection Date:</b>	

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Shape:</b>	Circular	Pipe Arch	Box/ Rectangular	Horizontal Ellipse
	Arch Top 3-sided	Vertical Ellipse	Flat Top 3-sided	
	Other (Specify)			

<b>Legal Responsibility?</b>
Yes      No

<b>Material:</b>	Concrete	Corrugated Metal/Steel	Aluminum
	HDPE	PVC	Other (Specify):

<b>Number of Culverts</b>

<b>Dimensions</b> (Length, Width, Height, Diameter):

<b>Facility Description:</b>	<b>Sketch / Notes</b>
<i>(Pre-disaster design, function, capacity, and dimensions)</i>	

Applicant Representative Signature: \_\_\_\_\_

Damage # \_\_\_\_\_

Category C

Culverts

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:**  
 1-Surface 2-Base 3-Sub Base 4-Shoulder 5-Ditch 6-Striping 7-Embankment 8-Sidewalk  
 9-Curb 10-Median 11-Guardrail 12-Lighting 13-Signage 14-Culvert 15-Wall 16-Armor 17-Other (specify)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Applicant Representative Initials: \_\_\_\_\_

Damage # \_\_\_\_\_

**Sketch / Notes**

Category\_\_\_\_\_

Applicant Representative Initials:\_\_\_\_\_

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

### Special Considerations and Method of Repair

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_



### Facility Component Damages

Site #	Damage Component	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity						

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

<p><b>Component Types:</b></p> <p>1-Sub Structure 2-Deck 3-Superstructure 4-Traffic Barrier 5-Striping 6-Approach 7-Abutment 8-Surface 9-Base 10-Sub Base 11-Shoulder 12-Ditch 13-Embankment 14-Sidewalk 15-Curb 16-Median 17-Guard Rail 18-Lighting 19-Signage 20-Culvert 21-Armor 22-Wall 23-Other (Specify)</p>	<p><b>Cause of Damage:</b></p> <p>1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)</p>
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Applicant Representative Initials: \_\_\_\_\_

Damage # \_\_\_\_\_

**Sketch / Notes**

Category\_\_\_\_\_

Applicant Representative Initials:\_\_\_\_\_

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

**Special Considerations and Method of Repair**

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

### Facility Component Damages

Site #	Damage Component	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity						

**Cause of Damage:**  
1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**SITE INSPECTION REPORT  
FACILITY DESCRIPTION**

**CATEGORY C  
Roads/Low Water Crossings**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>		<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Site Inspection Date:</b>

**Facility:**                      Road                                      Low Water Crossing

**Date Damaged**

**GPS Start:**    LAT                                      LONG

**Year Built**

**GPS End:**    LAT                                      LONG

**Legal Responsibility?**  
Yes              No

**Physical Location/Address:**

**Road Type:**    Asphalt    Concrete    Composite    Chip & Seal    Dirt    Gravel  
Other(Specify):

**Number of Lanes**

<b>Facility Description:</b>	<b>Sketch / Notes</b>
<p><i>(Pre-disaster design, function, capacity, and dimensions)</i></p>	

Applicant Representative Signature: \_\_\_\_\_

Damage # \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:**  
 1-Surface 2-Base 3-Sub Base 4-Shoulder 5-Ditch 6-Striping 7-Embankment 8-Sidewalk  
 9-Curb 10-Median 11-Guardrail 12-Lighting 13-Signage 14-Culvert 15-Wall 16-Armor 17-Other (specify)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Applicant Representative Initials: \_\_\_\_\_



Damage # \_\_\_\_\_

**Sketch / Notes**

Category \_\_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

### Special Considerations and Method of Repair

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity						

**Cause of Damage:**  
1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**SITE INSPECTION REPORT**

**CATEGORY D**

**FACILITY DESCRIPTION**

**Sediment/Debris/Retention/Detention Basins**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>		<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Site Inspection Date:</b>

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Type:</b>	Sediment	Debris	Retention
	Detention	Other (Specify):	

<b>Legal Responsibility?</b>
Yes      No

<b>Facility Description:</b>	<b>Sketch / Notes</b>

*(Pre-disaster design, function, capacity, and dimensions)*

Applicant Representative Signature: \_\_\_\_\_

Damage # \_\_\_\_\_

Category D

### Facility Component Damages

Site #	Damage Component	Location	Cause of Damage	Damage Dimensions	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity	(GPS, building/floor/plot #, etc)		(L x W/ L x DIA/Electrical/Mechanical/etc)			

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:** 1-Embankment 2-Culvert 3-Weir 4-Fencing 5-Armor 6-Spillway 7-Dam  
 8-Service Road 9-Lining 10-Overflow Structure 11-Sprinkler Head 12-Drainage System 13-Vegetative Cover 14- Valve  
 15-Control Gate 16-Controls 17-Generator 18-Electrical Panel 19-Electrical Wire 20-SCADA 21-Other (Specify)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Applicant Representative Initials: \_\_\_\_\_

Damage # \_\_\_\_\_

Sketch / Notes

Category\_\_\_\_\_

Applicant Representative Initials:\_\_\_\_\_

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No



Damage # \_\_\_\_\_

### Special Considerations and Method of Repair

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity						

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**SITE INSPECTION REPORT**

**CATEGORY D**

**FACILITY DESCRIPTION**

**Drainage Channels/Navigational Waterways**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>		<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Site Inspection Date:</b>

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Type:</b>	Drainage	Navigational
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<b>Legal Responsibility?</b>
Yes      No

<b>Shape:</b>	V-Ditch	Trapezoidal	Rectangular
	Other (Specify)		

<b>Facility Description:</b>	<b>Sketch / Notes</b>

*(Pre-disaster design, function, capacity, and dimensions)*

Applicant Representative Signature: \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:** 1-Embankment 2-Culvert 3-Weir 4-Fencing 5-Armor 6-Spillway 7-Dam  
 8-Service Road 9-Lining 10-Overflow Structure 11-Sprinkler Head 12-Drainage System 13-Vegetative Cover 14- Valve  
 15-Control Gate 16-Controls 17-Generator 18-Electrical Panel 19-Electrical Wire 20-SCADA 21-Other (Specify)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**Sketch / Notes**

Category \_\_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

### Special Considerations and Method of Repair

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_

<b>Facility Component Damages</b>							
Site #	Damage Component	Location	Cause of Damage	Damage Dimensions	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity	(GPS, building/floor/plot #, etc)		(L x W/ L x DIA/Electrical/Mechanical/etc)			


**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Applicant Representative Initials: \_\_\_\_\_



Damage # \_\_\_\_\_

**SITE INSPECTION REPORT  
FACILITY DESCRIPTION**

**CATEGORY D  
Dams /Reservoirs**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>		<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Site Inspection Date:</b>

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Purpose:</b>	Flood Control	Navigation	Water Supply
	Hydropower	Recreation	Other (Specify):

<b>Legal Responsibility?</b>
Yes      No

<b>Type:</b>	Concrete Gravity	Concrete Arch	Concrete Buttress
	Earth/Rock Embankment	Concrete Faced Rock Fill	
	Other (Specify)		

<b>Spillway Type:</b>	Chute	Ogee	Side Channel	Siphon
	Shaft	Other (Specify):		

<b># of Generators</b>

<b>Facility Description:</b>	<b>Sketch / Notes</b>
<i>(Pre-disaster design, function, capacity, and dimensions)</i>	

Applicant representative Signature: \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:** 1-Embankment 2-Culvert 3-Weir 4-Fencing 5-Armor 6-Spillway 7-Dam  
 8-Service Road 9-Lining 10-Overflow Structure 11-Sprinkler Head 12-Drainage System 13-Vegetative Cover 14- Valve  
 15-Control Gate 16-Controls 17-Generator 18-Electrical Panel 19-Electrical Wire 20-SCADA 21-Other (Specify)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**Sketch / Notes**

Category \_\_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

### Special Considerations and Method of Repair

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity						

- Cause of Damage:**
- 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning
  - 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**SITE INSPECTION REPORT  
FACILITY DESCRIPTION**

**CATEGORY D - Irrigation Facilities/  
Levees/Coastal Shoreline Protection Devices**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>	<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b> <b>Site Inspection Date:</b>

<b>GPS:</b>	LAT	LONG
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<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Purpose:</b>	Flood Control	Navigation	Water Supply	
	Hydropower	Recreation	Other (Specify):	

<b>Legal Responsibility?</b>
Yes      No

<b>Facility Description:</b>	<b>Sketch / Notes</b>

(Pre-disaster design, function, capacity, and dimensions)

Applicant Representative Signature: \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:** 1-Embankment 2-Culvert 3-Weir 4-Fencing 5-Armor 6-Spillway 7-Dam  
 8-Service Road 9-Lining 10-Overflow Structure 11-Sprinkler Head 12-Drainage System 13-Vegetative Cover 14- Valve  
 15-Control Gate 16-Controls 17-Generator 18-Electrical Panel 19-Electrical Wire 20-SCADA 21-Other (Specify)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)



Damage # \_\_\_\_\_

Sketch / Notes

Category \_\_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

**Special Considerations and Method of Repair**

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity						

**Cause of Damage:**

- 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Applicant Representative Initials: \_\_\_\_\_

Damage # \_\_\_\_\_

**SITE INSPECTION REPORT  
FACILITY DESCRIPTION**

**CATEGORY D  
Pumping Facilities**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>	<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
		<b>Site Inspection Date:</b>	

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Purpose:</b>	Flood Control	Recreation	Water Supply
	Hydropower	Other (Specify):	

<b>Legal Responsibility?</b>
Yes      No

<b># of Generators</b>

<b># of Pumps</b>

<b>SCADA</b>
Yes      No

<b>Valve Size</b>

<b>Intake Pipe Size</b>

<b>Facility Description:</b>	<b>Sketch / Notes</b>

*(Pre-disaster design, function, capacity, and dimensions)*

Applicant Representative Signature: \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:** 1-Embankment 2-Culvert 3-Weir 4-Fencing 5-Armor 6-Spillway 7-Dam  
 8-Service Road 9-Lining 10-Overflow Structure 11-Sprinkler Head 12-Drainage System 13-Vegetative Cover 14- Valve  
 15-Control Gate 16-Controls 17-Generator 18-Electrical Panel 19-Electrical Wire 20-SCADA 21-Other (Specify)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**Sketch / Notes**

Category \_\_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No



Damage # \_\_\_\_\_

### Special Considerations and Method of Repair

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity						

**Cause of Damage:**  
1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)



### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:**  
 1-Exterior Building 2-Interior Building 3-Exterior Site 4-Vehicle 5-Equipment 6-Contents  
 (Specify Each Component)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage Number \_\_\_\_\_

**Sketch / Notes**

Category \_\_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

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1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

**Special Considerations and Method of Repair**

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

<b>Facility Component Damages</b>							
Site #	Damage Component	Location	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity	(GPS, building/floor/plot #, etc)					

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)



<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>	<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
			<b>Site Inspection Date:</b>

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Purpose:</b>	Water Treatment	Water Collection & Distribution
Wastewater Treatment	Wastewater Collection & Distribution	
Water Storage	Natural Gas Transmission & Distribution	
Power Generation	Power Transmission & Distribution	
Communication	Other (Specify):	

<b>Legal Responsibility?</b>	
Yes	No

<b>SCADA</b>	
Yes	No

<b>Facility Description:</b>	<b>Sketch / Notes</b>
<p><i>(Pre-disaster design, function, capacity, and dimensions)</i></p>	

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

<p><b>Component Types:</b> 1-Pump 2-Motor 3-Pipe 4-Tank 5-Valve 6-Pole 7-Line 8-Generator 9-Control 10-Sensor 11-Gauge 12-Electrical 13-Transformer                  14-Building 15-Road 16-Fencing 17-SCADA 18-Metering Station 19-Insulator 20-Conductor 21-Terminal 22-Tower 23-Telecommunication 24-Clarifier                  25-Intake System 26-Primary Sedimentation 27-Chlorination System 28-Aeration Tank 29-Compressor Station 30-Filter 31-Effluent Outflow 32-Other (Specify)</p>	<p><b>Cause of Damage:</b>                  1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning                  6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)</p>
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Damage # \_\_\_\_\_

**Sketch / Notes**

Category \_\_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

**NOTE FOR SITE INSPECTOR:** During the site inspection, please ask the Applicant the following questions. The PDMG may have already asked these questions; however, the Applicant representative at the site inspection may have additional information. Use Notes section on next page if additional space is needed for comments.

1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

### Special Considerations and Method of Repair

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**SITE INSPECTION REPORT  
FACILITY DESCRIPTION**

**CATEGORY G  
Beaches**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>		<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Site Inspection Date:</b>

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Facility:</b> Beach    Berm    Dune
Other (Specify):

<b>Pre / Post Storm Profiles</b>
Yes / No

<b>Legal Responsibility?</b>
Yes    No

<b>Design Elevation</b>

<b>Design Slope</b>

<b>Facility Description:</b>	<b>Sketch / Notes</b>

*(Pre-disaster design, function, capacity, and dimensions)*

Applicant Representative Signature: \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component	Location	Cause of Damage	Damage Dimensions	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity	(GPS, building/floor/plot #, etc)		(L x W/ L x DIA/Electrical/Mechanical/etc)			

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:**  
 1-Beach 2-Dune 3-Comfort Station 4-Bath House 5-Parking 6-Boardwalk 7-Other (Specify)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)



Damage # \_\_\_\_\_

**Sketch / Notes**

Category \_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

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1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

### Special Considerations and Method of Repair

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component	Location	Cause of Damage	Damage Dimensions	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity	(GPS, building/floor/plot #, etc)		(L x W/ L x DIA/Electrical/Mechanical/etc)			

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**SITE INSPECTION REPORT  
FACILITY DESCRIPTION**

**CATEGORY G  
Mass Transit**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>		<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Site Inspection Date:</b>

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Facility:</b>	Bus Stop	Bus Station	Airport
	Subway Station	Railway	Train Station
Other (Specify):			

<b>Legal Responsibility?</b>
Yes      No

<b>Facility Description:</b>	<b>Sketch / Notes</b>

*(Pre-disaster design, function, capacity, and dimensions)*

Applicant Representative Signature: \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Component Types:**  
 1-Bus Station 2-Train Track 3-Train 4-Rail Road Station 5-Subway Station 6-Signal 7-Elevator 8-Runway 9-Hangar  
 10-Terminal 11-Parking 12-Escalator 13-Tools 14-Equipment 15-Gas Station 16-Maintenance Building 17-Other (Specify)

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Damage # \_\_\_\_\_

**Sketch / Notes**

Category \_\_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

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1. Does the damaged facility have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles)? Unsure Yes No

2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

7. Are there any large, undeveloped or undisturbed areas on, or near, the project site? (Select “yes” if there are large tracts of forestland, grassland, or naturally preserved areas, etc.) Unsure Yes No

8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No



Damage # \_\_\_\_\_

**Special Considerations and Method of Repair**

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:



Damage # \_\_\_\_\_

**SITE INSPECTION REPORT**  
**FACILITY DESCRIPTION**

**CATEGORY G**  
**Parks/Recreation/Cemeteries**

<b>Applicant:</b>	<b>FIPS#:</b>	<b>Applicant Representative:</b>		<b>Site Inspector:</b>
<b>Applicant Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Site Inspection Date:</b>

<b>GPS:</b>	LAT	LONG

<b>Date Damaged</b>

<b>Physical Location/Address:</b>

<b>Year Built</b>

<b>Facility:</b>	Park	Cemetery
Athletic Field	Marina	
Other (Specify):		

<b>Legal Responsibility?</b>
Yes      No

<b>Facility Description:</b>	<b>Sketch / Notes</b>
<p>(Pre-disaster design, function, capacity, and dimensions)</p>	

Applicant Representative Signature: \_\_\_\_\_

Damage # \_\_\_\_\_

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

<p><b>Component Types:</b> 1-Park Equipment 2-Park Building 3-Playground Equipment 4-Fencing 5-Parking Lot 6-Lighting 7-Bleachers 8-Bench 9-Signage 10-Pavilion 11-Table 12-Athletic Field 13-Trash Can 14-Water Fountain 15-Dock 16-Pier 17-Pool 18-Deck 19-Boat Ramp 20-Furniture 21-Athletic Equipment 22-Statue 23-Headstone 24-Grave Marker 25-Mausoleum 26-Driveway 27-Covered Shelter 28-Other (Specify)</p>	<p><b>Cause of Damage:</b> 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)</p>
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Applicant Representative Initials: \_\_\_\_\_

Damage # \_\_\_\_\_

Sketch / Notes

Category \_\_\_\_\_

Applicant Representative Initials: \_\_\_\_\_

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2. Is the damaged facility(ies) located within a floodplain or a coastal high hazard area and/or does it have an impact on a floodplain or wetland? Can the project site be impacted by flooding? Will work occur within 200 feet of a waterway/waterbody? Unsure Yes No

3. Is the damaged facility located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? Unsure Yes No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint – including depth of footprint, material, location, capacity, use or function), including construction of an access road, establishing a staging area, or other work outside of the constructed right-of-way? If yes, describe changes or work outside of the constructed right-of-way. Provide detailed justification for the change (e.g. codes and standards). Unsure Yes No

5. Does the Applicant have a hazard mitigation proposal or would the applicant like technical assistance for hazard mitigation proposal? Unsure Yes No

6. Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark? Is it older than 45 years? (Provide the age of the facility) Are there more, similar buildings near the site? Unsure Yes No

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8. Are there any hazardous materials at or adjacent to the damaged facility? Unsure Yes No

Damage # \_\_\_\_\_

### Special Considerations and Method of Repair

9. Are there any other environmental or controversial issues associated with the damaged facility and/or work item? (select yes if facility is a road maintained by a Tribal Government or if the project necessitates the establishment of a new borrow area or the horizontal expansion of an existing borrow area.)

Unsure Yes No

List any known endangered species in the work area:

Method of Repair:

Applicant Representative Initials \_\_\_\_\_







### Facility Component Damages

Site #	Damage Component	Location	Cause of Damage	Damage Dimensions	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity	(GPS, building/floor/plot #, etc)		(L x W/ L x DIA/Electrical/Mechanical/etc)			

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

### Facility Component Damages

Site #	Damage Component	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
	Material/Model/Type/Capacity						

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

### Facility Component Damages

Site #	Damage Component Material/Model/Type/Capacity	Location (GPS, building/floor/plot #, etc)	Cause of Damage	Damage Dimensions (L x W/ L x DIA/Electrical/Mechanical/etc)	Quantity & Units	FA, Contract, or Both	Work Completed (y / n)
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**Damage Description - Notes & Comments:**

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**Damage Description - Notes & Comments:**

**Cause of Damage:**  
 1-Surface Water Flooding 2-Wind Driven Rain 3-Sewer Back Up 4-Foundation Seepage 5-Lightning  
 6-High Winds 7-Tree Damage 8-Wind Blown Debris 9-Earthquake 10-Fire 11-Explosion 12-Other (specify)

Site Number	3"-5" Broken Tops	6" Trees	8" Trees	12" Trees	16" Trees	24" - 30" Trees	Cubic Yards	Hangers (each)
<b>Road District No. 1</b>								
							0	
							0	
							0	
							0	
							0	
							0	
							0	
							0	
							0	
							0	
							0	
<b>Grand Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Calculation Sheet

**Note: All measurements must be in : FEET**

**How to calculate cubic yards.** 1 Cu Yd = 27 Cu Ft  
 (Length X Width X Depth) / 27=Cubic Yds

Length	Width	Depth	Cu Yd

**How to calculate the (length) when 2 measurements and the total cubic yards are known.**

A	B	Cu Yd	C

A,B,C are equal to width, depth and length, in any order. Two of three + cu yd have to known to solve for other measurement.

**How to calculate Square Yards.** 1 Sq Yd = 9 Sq Ft  
 (Length X Width) / 9 = square yards

Length	Width	Sq Yds

**How to calculate volume of round pipe.** (Pi) X (radius squared) X (length) = volume  
 radius squared also = diameter squared / 4  
 Pi = 3.1416

Length of Pipe	Diameter in feet	Volume in CY

**To convert inches to feet** 12 Inches = 1 Foot

Inches	Foot

Inches / 12

**Other Calculations you may find useful**

**How many cubic Yards were dumped?**

Loads	Truck	Cubic Yds
		Total cubic yards

**Convert Tons to Cubic Yards** Normally, the Tons figure will be larger than the Cubic Yards figure.

Tons	Factor	Cubic Yards

Lock password = kelsey

## Equations to calculate Areas and Volumes of different shapes

### Circumference of Circle

Length =  $3.1416 * 2 * r$   
 $2 * r = \text{diameter}$   
 Length =  $3.1416 * d$

### Proportion

(If  $a/b = c/d$ , calculate c)  
*Not calculated in feet, these are pure numbers*

Diameter in Ft	Length (Circumference) in Ft

a	b	d	c

## AREAS

### Area of Circle

Area =  $3.1416 * r^2$       $r = d/2$       $r^2 = (d/2)^2 = (d^2)/4$

Diameter in Ft	Area in Sq Ft

### Area of Rectangle

Length X Width = Area

Length in Ft	Width in Ft	Area in Sq Ft

### Area of Right Triangle

(Length X Width) / 2

Length in Ft	Width in Ft	Area in Sq Ft

### Area of other Triangles

(Height at right angle to base X Base) / 2

Height in Ft	Base in Ft	Area in Sq Ft

### Area of Parallelogram

(Height (at right angle to base) X Base)

Height in Ft	Base in Ft	Area in Sq Ft

### Area of Pentagon (5 equal sides)

Length of 1 side squared

Length in Ft	Area in Sq Ft



**Area of Hexagon (6 equal sides)** (Length of 1 side squared) X 2.598

Length in Ft	Area in Sq Ft

**Area of Octagon (8 equal sides)** (Length of 1 side squared) X 4.838

Length in Ft	Area in Sq Ft

**Area of a trapezoid** (Sum of two heights / 2) multiplied by base

Height 1 in feet	Height 2 in feet	Base in feet	Area in Sq Ft

## Volumes

**How to calculate volume in cubic yards.** 1 Cu Yd = 27 Cu Ft

/-----FEET-----\ Length    Width    Depth    Cu Yd			
			0.0

(Length X Width X Depth) / 27=Cubic Yds

**How to calculate volume of a cone**

Radius of Base - Ft	Height Feet	Cu Yd

**How to calculate volume of a cylinder**

Radius of Base - Ft	Height Feet	Cu Yd

## Wood

MBF = Thousand Board Feet

Length-Ft	Width-In	Thick - In	Board Feet
			MBF= Thousand Board Feet

Factor = the number of cubic yards per ton, which can be obtained from the supplier  
 or use the factor for the material listed below. Values taken from Pocket Ref, 1st edition, by TI

Material	Lbs/Cu Yd	Factor
Cement, Portland	2538	1.3
Cement, Mortar	3645	1.8
Cement, Slurry	2430	1.2
Clay, Dry excavated	1836	0.9
Clay, Wet excavated	3078	1.5
Clay, Dry lump	1809	0.9
Clay, Wet lump	2700	1.4
Clay, Compacted	2943	1.5
Concrete, Asphaltic	3780	1.9
Concrete, Gravel	4050	2.0
Concrete, Limestone w/ Portland	3996	2.0
Earth, Loam, Dry	2106	1.1
Earth, Moist	2430	1.2
Earth, Wet	2700	1.4
Earth, Dense	3375	1.7
Earth, soft loose mud	2916	1.5
Earth, packed	2565	1.3
Earth, Fullers, raw	1134	0.6
Garbage	810	0.4

Material	Lbs/Cu Yd	Factor
Granite, solid	4536	2.3
Granite, broken	2781	1.4
Gravel, loose, dry	2565	1.3
Gravel, w/ sand natural	3240	1.6
Gravel, dry, 1/4"-2"	2835	1.4
Gravel, wet, 1/4"-2"	3375	1.7
Limestone, solid	4401	2.2
Limestone, broken	2619	1.3
Limestone, pulverized	2349	1.2
Marbel, solid	4320	2.2
Marbel, broken	2646	1.3
Mortar, wet	4050	2.0
Mud, packed	3213	1.6
Mud, fluid	2916	1.5
Oyster, shell,ground	1431	0.7
Potash	2160	1.1
Rip Rap	2700	1.4
Sand, dry	2700	1.4
Sand, damp	3240	1.6
Sand, wet	3510	1.8

**Asphalt - How many square yards will ( X ) tons cover?**

Asphalt weighs 110 lbs / sq yd / 1" thick

Tons	Sq Yds	
		At 1" thick
		At 1 1/2" thick
		At 2" thick
		At 2 1/2" thick
		At 3" thick
		At 3 1/2" thick
		At 4" thick
		At 4 1/2" thick
		At 5" thick
		At 5 1/2" thick
		At 6" thick

**Asphalt - How much material required to cover (X) square feet?**

Asphalt weighs 110 lbs / sq yd / 1" thick

Length	Width	Sq Yds Mat'l Req'd	Cu Yds Mat'l Req'd	Tons	
					At 1" thick
					At 1 1/2" thick
					At 2" thick
					At 2 1/2" thick
					At 3" thick

				At 3 1/2 " thick
				At 4" thick
				At 4 1/2 " thick
				At 5" thick
				At 5 1/2" thick
				At 6" thick

**Calculate Amount of Debris for Demolished House.**

/-----Structures-----\  
Length      Width      Floors      Cubic Yards

--	--	--	--

/-----Vegetative-----\  
Factor      Structure Cy's      Cubic Yards

Total		

Cubic Yards

Factor: 0 to .5 depending on amount of trees & shrubs.  
0 = none, .5 = heavy trees and shrubs

**Tons to Cubic Yards for Debris**

Tons	Cubic Yards

**Cubic Yards to Tons for Debris**

Cubic Yards	Tons

**Conversions:**

Acres to Sq Ft	Sq Ft to Acres

Metric Ton to Tons	
	Tons (short)      Short Ton = 2000 lbs.
	Tons (long)      Long Ton = 2240 lbs.

**HorsePower to Killowatts**

	Killowatts
--	------------

**Killowatts to HorsePower**

	HorsePower
--	------------

**Convert Latitude / Longitude from Degrees to Decimal**

Degrees	Minutes	Secnds	Decimal
36	3.333	0	36.05555

homas Glover

Material	Lbs/Cu Yd	Factor
Sand, loose	2430	1.2
Sand, rammed	2835	1.4
Sand & Gravel, dry	2916	1.5
Sand & Gravel, wet	3375	1.7
Sandstone, solid	3915	2.0
Sandstone, broken	2538	1.3
Shale, solid	4509	2.3
Shale, broken	2673	1.3
Slag, broken	2970	1.5
Slag, crushed 1/4"	1998	1.0
Slag, granulated	1620	0.8
Slate, broken	2808	1.4
Slate, pulverized	2295	1.1
Stone, crushed	2700	1.4
Trap rock, solid	4860	2.4
Trap rock, broken	2943	1.5
Water	1685	0.8

Steel Drainage and Highway Construction Products

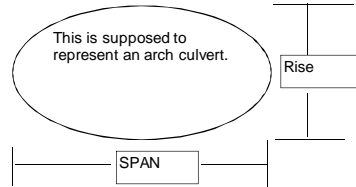


Table 1-18 Sizes & Layout Details-CSP Pipe Archs  
2 2/3" X 1/2"

Equivalent Diameter in Inches	Span in Inches	Rise in Inches	Waterway Area Sq Ft
16	17	13	1.1
18	21	15	1.6
21	24	18	2.2
24	28	20	2.9
30	35	24	4.5
36	42	29	6.5
42	49	33	8.9
48	57	38	11.6
54	64	43	14.7
60	71	47	18.1
66	77	52	21.9
72	83	57	26

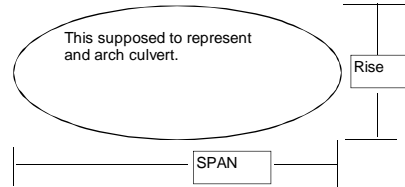


Table 1-17 Sizes & Layout Details-CSP Pipe Archs  
3 X 1 Corrugation

Equivalent Diameter in Inches	Size in Inches	Span in Inches	Rise in Inches	Waterway Area Sq Ft
54	60 X 46	58 1/2	48 1/2	15.6
60	66 X 51	65	54	19.3
66	73 X 55	72 1/2	58 1/4	23.2
72	81 X 59	79	62 1/2	27.4
78	87 X 63	86 1/2	67 1/4	32.1
84	95 X 67	93 1/2	71 3/4	37
90	103 X 71	101 1/2	76	42.4
96	112 X 75	108 1/2	80 1/2	48
102	117 X 79	116 1/2	84 3/4	54.2
108	128 X 83	123 1/2	89 1/4	60.5
114	137 X 87	131	93 3/4	67.4
120	142 X 91	138 1/2	98	74.5

Table 1-22 Sizes and Layout Details - Structural Plate Steel  
Pipe Arches - 6" X 2" Corrugations - Bolted Seams  
18 Inch Corner Radius Rc

Span Ft-Inches	Rise Ft-Inches	Waterway Area Sq Ft
6-1	4-7	22
5-4	4-9	24
6-9	4-11	26
7-0	5-1	28
7-3	5-3	31
7-8	5-5	33
7-11	5-7	35
8-2	5-9	38
8-8	5-11	40
8-10	6-1	43
9-4	6-3	46
9-8	6-5	49
9-9	6-7	52
10-3	6-9	55
10-8	6-11	58
10-11	7-1	61
11-5	7-3	64
11-7	7-5	67
11-10	7-7	71
12-4	7-9	74
12-6	7-11	78
12-8	8-1	81
12-10	8-4	85
13-5	8-5	89
13-11	8-7	93
14-1	8-9	97
14-3	8-11	101
14-10	9-1	105
15-4	9-3	109
15-6	9-5	113
15-8	9-7	118
15-10	9-10	122
16-5	9-11	126
16-7	10-1	131

Culvert Conversion - Circle to Arch

Circular Pipe Diameter in Inches	Arch Pipe Type Inches	Opening in Square Feet Area
8"		0.4
10"		0.5
12"		0.7
15"	17 X 13	1.2
18"	21 X 15	1.7
21"	24 X 18	2.4
24"	28 X 20	3.1
30"	35 X 24	4.9
36"	42 X 29	7.0
42"	49 X 33	9.6
48"	57 X 38	12.5
54"	64 X 43	15.9
60"	71 X 47	19.6
66"	77 X 52	23.7
72"	83 X 57	28.2
78"	87 X 63	33.1
84"	95 X 67	38.4
90"	103 X 71	44.2
96"	112 X 75	50.3
102"	117 X 79	56.7
108"	128 X 83	63.6
114"	137 X 87	70.9
120"	142 X 91	78.5
126"	154 X 100	86.6
132"	167 X 103	95.0
138"	178 X 109	103.9
144"	186 X 113	113.1
150"	190 X 118	126.7
156"	190 X 128	132.7
162"	198 X 132	143.1
168"	206 X 136	153.9
174"	215 X 140	165.1
180"	223 X 144	176.7

DR-####

Project Reference #:

Site Inspector:

Photo 1:

Site Number(s)-

GPS Coordinates-

Brief description of damage shown-

[insert photo]

Photo 2:

Site Number(s)-

GPS Coordinates-

Brief description of damage shown-

[insert photo]