

# Damage Inventory Development Job Aid

## General

The Damage Inventory is used by the Applicant to capture all disaster-related damage claims. PDMGs group Damage Inventory line items into projects. The Damage Inventory line items are used to develop the DDD, SOW, and costs of the project. Each item on the Damage Inventory requires the development of separate DDDs, SOWs, and costs.

The *Damage Inventory Development Aid* assists PDMGs with the creation of a Damage Inventory that accurately reflects disaster-related claims and enables expeditious DDD, SOW, and cost development.

## Assigning a Category of Work to a Damage Inventory Item

The Category of Work on the Damage Inventory item prompts specific data fields to develop the DDD, so the Category of Work on the Damage Inventory line item should reflect the exact type of structure described on the Damage Inventory item. For example, a building in a park should have a Category E line item on the Damage Inventory; a road in a park should have a Category C line item. These Damage Inventory items can be grouped into a Category G project.

### Category A

- Each Alternate Procedures - Debris sliding scale timeframe needs its own item in the Damage Inventory.
  - If the Applicant is not participating in Alternative Procedures – Debris sliding scale, use only one debris item on the Damage Inventory.
- PPDR requires its own Damage Inventory item.
- Temporary Debris Staging and Reduction sites **do not** need their own item on the Damage Inventory.
  - Applicant/PDMG can include this information in the ‘Damage Description’ in the damage item.

### Category B

- Applicant **does not** need to include an item for each of the departments that performed emergency protective measures. They can detail this in the ‘Damage Description’ in the damage item.
  - If an Applicant wants to have separate items for each of the departments, they will need to provide separate source documentation and costs for each specific Damage Inventory item.
- Donated Resources needs its own line item.

### Category C

#### Roads

- Generally, road damage should be listed on one Damage Inventory item.
  - Individual road segments **should not be** listed as separate Damage Inventory items.
  - Roads can be logically grouped by road district – **if** the Applicant is able to provide source documentation and costs by each road district.

- Applicants must identify road locations, preferably through a road listing or site map. A description of “Countywide roads” without supporting information, such as GPS or a site map, is not sufficient.

#### Culverts/Bridges

- Each culvert and bridge needs to have its own Damage Inventory item.
  - Road repairs that are associated with culvert repair will be a subcomponent of the culvert DDD/SOW.

#### Category D

- Each facility needs its own Damage Inventory item.

#### Category E

- Each building needs its own Damage Inventory item.
  - o Damaged components of the building (e.g. windows, doors, roof) do not need their own items.
- Building contents need its own Damage Inventory item.
- Each vehicle needs its own line item.

#### Category F

- Each water storage/water treatment, each natural gas distribution facility, sewage collection and treatment system needs its own line item.
- Power generation/distribution can have a single line item.
  - o **Do not** put separate items for each pole, transformer, guy wire, etc. on the Damage Inventory.
- Reconductoring needs to be its own line item.

#### Category G

- Each park location needs its own Damage Inventory item.
  - o Subcomponents of the park (equipment, etc) do not need their own items.
- Buildings in parks (or other Category G facilities) need to be a Category E Damage Inventory item.
- Roads need to be a Category C item.

**NOTE:** When formulating the project in the Grants Manager, the PDMG will be able to group the Category E and C line items into a Category G project.

### Changes to the Damage Inventory

The PDMG works with the Applicant to develop the Damage Inventory. Applicants can add Damage Inventory items but cannot remove them. PDMGs can add and remove Damage Inventory items. Prior to making changes to the Damage Inventory, PDMGs will discuss with Applicants recommended changes to the Damage Inventory. If the Applicant wants to withdraw a line item, the Applicant will send an email to the PDMG. The PDMG will withdraw the requested line item and attached the correspondence to the withdrawn Damage Inventory item.

At day 61 after the Recovery Scoping Meeting and/or after the Applicant signs the Damage Inventory, the Grants Manager locks changes to the Damage Inventory. However, the PDMG **can** request changes to the Damage Inventory. The request is approved by the PAGS.

## **Documentation to Support Damage Inventory Items**

Each Damage Inventory line item on the project requires the Applicant to provide source documentation for completed work. If the Applicant is not able to separate the source documentation to support each line item, the project should only have one damage line item.

For 100% completed Damage Inventory items, Applicants must provide supporting documentation for the completed work claim. The CRC **will not** estimate 100% completed work and will send a Request For Information for the supporting documentation. The supporting documentation for 100% completed Damage Inventory items should include specific dimensions of the facility that was repaired. For example, Applicants should provide start and end GPS coordinates for the roads and the lengths, widths, and depths of the roads repaired.

For Damaged Inventory items where the work is still in progress, Applicant will provide documentation to support the completed portion of the work. PDMG will send the project to the CRC when the Applicant has provided supporting documentation.