

State of Wisconsin

Guidelines
for
Assessing and Documenting
Disaster Damage

*Department of Military Affairs
Wisconsin Emergency Management
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Madison, WI 53707
608-242-3232*

August 2007

TABLE OF CONTENTS

| | |
|---|-------|
| The Process and Its Purpose | 1 |
| The Damage Assessment Organization | 2 |
| The Uniform Disaster Situation Report (UDSR)..... | 3-4 |
| Blank UDSR and Instructions..... | 5-8 |
| The Preliminary Damage Assessment (PDA)..... | 9-10 |
| PDA Assessment Summary Forms-Public Assistance | 11-13 |
| Sample Completed Site and Summary Forms | 14-16 |
| FEMA Quick Reference Guide for Damage Assessment..... | 17 |
| Sample Methodology for Calculating Residential Damage | 18 |
| PDA Site Assessment Form-Individual Assistance..... | 19 |
| The Final Phase of the Damage Assessment Process | 20-21 |
| Subgrantee Responsibilities-Public Assistance | 22-23 |
| FEMA and WEM Forms..... | 24 |
| Request for Public Assistance..... | 25 |
| Public Non-Profit Questionnaire | 26 |
| Project Worksheet..... | 27-28 |
| Special Considerations Questions..... | 29 |
| Sample Record-Keeping Forms..... | 30-34 |
| Hazard Mitigation Grant Program Pre-Application | 35-36 |

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DAMAGE ASSESSMENT

The Process and Its Purpose

Damage assessment is the process of determining the location, nature, and severity of damage sustained by the public and private sectors in a disaster situation. It includes estimating the amount of loss and the resulting impacts of those losses on the affected individuals and communities.

Damage assessment is a responsibility that is shared by the federal, state, and county/local governments. Each level must be prepared to carry out its role to complement and support the other two. The focus of this document is on the role of county/local government.

The damage assessment process is an ongoing one that is essentially three-phased; the first phase begins immediately after the disaster, the second phase occurs just prior to a request for federal assistance and the third phase takes place if a federal or state declaration is received. During each of these phases the process serves a distinct purpose, each of which will be explained further on subsequent pages.

There are several reasons for having a strong damage assessment capability. First, accurate information allows decision-makers to identify what resources are needed to respond to the emergency and to allocate those resources on a priority basis.

Next, obtaining timely and accurate damage information is the key to identifying the needs of individuals and communities affected by the disaster. Once needs have been identified, decision-makers can determine if county/local resources will be able to address those needs or if they must be supplemented with state and federal resources.

Finally, when the damage assessment information is refined, it is used to document and substantiate requests for federal assistance. All such requests must describe the extent of damage, list state and local resources in use or already exhausted and specify what types of assistance are needed to alleviate the suffering and loss caused by the disaster.

The Damage Assessment Organization

A disaster affects many different facets of a community/county; therefore, the collection of disaster information necessarily involves many sources. No single agency or source of information exists.

The county emergency management director is responsible for developing strong countywide damage assessment capabilities and for coordinating the process within the county when a disaster occurs. In order to accomplish this he/she must pre-designate (i.e., prior to an emergency) a team of individuals and give them specific damage assessment assignments, either by geographic location or type of damage. The efforts of this team should be guided by procedures that are set forth in the county emergency operations plan.

The county director is the damage assessment team leader and plays a key role in training and preparing the team for activation. He/she should develop procedures for activating the team, provide regular training to ensure team members know what information they are responsible for gathering or what geographical area they are responsible for assessing, who the information is to be submitted to, how submitted (via phone, two-way radio, etc.) and when.

Upon receipt of the information submitted by team members, the county director must consolidate it into one comprehensive report for the county and disseminate it to key decision-makers within the county and to the State Division of Emergency Management.

Separate teams must be organized to assess the damages to the private sector (homes, personal property, private industry, businesses, and agricultural losses) and the public sector (bridges, roads, public facilities, costs incurred by local units of government for debris clearance, police and fire costs, etc.). The county emergency management director must examine the county's organizational structure, personnel resources and other capabilities and determine the most appropriate composition of the teams. The private sector team may be composed of tax assessors, building inspectors, village and town clerks, real estate and insurance agents, representatives of volunteer agencies such as Red Cross, etc. At a minimum, each municipality in the county should be represented on the team or have a contact person. Coordination should also be established with the County Emergency Board (CEB), which must do its own assessment of agricultural losses for USDA purposes.

The public sector damage assessment team will also need to draw upon a variety of expertise. The team may include highway commissioners, public works directors or engineers, sanitarians, parks and street department representatives and municipal clerks. Each municipality should also designate someone who is responsible for keeping track of the costs incurred by individual agencies involved in the response and recovery effort and for maintaining records of all disaster-related expenditures. This information will have to be supplied upon request to the county emergency management director.

The Uniform Disaster Situation Report (UDSR)

When a disaster occurs at any location in the State, Wisconsin Emergency Management (WEM) relies on the county emergency management director to report on the situation and to provide timely damage assessment information. If the disaster is such that multiple agencies are involved in the response effort or if it is of the magnitude that state and/or federal assistance may be required, then the county emergency management director should immediately notify the Division regional director that such a disaster has occurred. The Division regional director will, in turn, notify the Division central office.

The Division will then ask the county director to submit a Uniform Disaster Situation Report (UDSR), the state's standard damage assessment reporting form, as soon as possible, but no later than 24 hours from the time of the initial notification, to the regional director. The report may be faxed or sent electronically to both the regional director and the central office. The submission should include a map of the damaged area.

The UDSR, when properly completed, provides a useful summary of a specific disaster situation. It indicates the scope of the disaster in terms of damages and injuries. It also provides information as to the personnel and equipment necessary to effectively manage the disaster situation. It is from the UDSR that the Governor decides if and what types of state or federal assistance will be requested or made available. It is imperative, therefore, that the form be completed as thoroughly and accurately as possible. In order to accomplish this, the county director will have to quickly activate and brief the county damage assessment team.

The Division recognizes that the 24-hour report consists of the county director's best *estimates*, compiled from information gathered by the public and private sector damage assessment teams. In such a short time, it is not possible to get a totally accurate assessment of the damage occurring in a given county. Nonetheless, it is critical that the report be timely. It provides the state and, through the state, the federal government with its first indication of the magnitude of the situation and of the potential need for supplementary assistance.

County directors are responsible for amending the report as new or additional information becomes available. This can be done via phone, fax or e-mail to the regional office. The county director is also required to submit a complete and final Uniform Disaster Situation Report (UDSR) to the Division. In its final form it will serve as both a damage assessment report and a record-keeping document, which describes the full extent of the disaster's impact on the public and private sectors and which summarizes the involvement of local/county, private, and volunteer agencies in the response and recovery effort. The final report should be sent to the Division in Madison, with a copy to the Regional Director, within two to three weeks of the disaster occurrence. Following is a blank UDSR and instructions for completing it.

Once the Division receives the 24-hour reports, they are thoroughly reviewed and a determination is made as to whether or not assistance can or should be requested. This determination is made on a county-by-county basis. There are a number of different assistance options for the Division to consider when reviewing the UDSRs.

The Division will confer with the affected county emergency management directors and make a recommendation to the Governor's Office as to which option/s is most appropriate. The Federal Emergency Management Agency (FEMA) Region V is also kept apprised of the situation throughout the review process.

If the Governor decides that the situation is of the magnitude that he will request a Presidential Emergency or Major Disaster Declaration, then FEMA will coordinate with the State in conducting a Preliminary Damage Assessment (PDA), i.e. preliminary to the request for Presidential assistance. This, in effect, begins the second phase of the damage assessment process.

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WEM ONLY

**DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN EMERGENCY MANAGEMENT**

UNIFORM DISASTER SITUATION REPORT

DATE & TIME REPORT RECEIVED

RECEIVED BY

| | | | | |
|---|---|----------------------------------|-----------|-----------|
| 1 NAME OF PERSON SUBMITTING REPORT | ADDRESS, CITY, STATE, ZIP | | PHONE NO. | |
| 2 DATE & TIME OF INCIDENT | 3 TYPE OF INCIDENT/EMERGENCY | 4 DATE REPORT SENT TO WEM | ORIGINAL | REVISION# |
| 5 LOCATION OF INCIDENT: | WEM AREA | COUNTY | | |
| CITY | VILLAGE | TOWNSHIP | | |
| SECTION | OTHER LOCATION DETAILS (ATTACH A MAP SHOWING LOCATIONS) | | | |

| | | | | |
|---------------------------------------|--------|----------|----------|-----------|
| 6 ESTIMATED NO. OF CASUALTIES: | DEATHS | INJURIES | HOMELESS | EVACUATED |
|---------------------------------------|--------|----------|----------|-----------|

7 PRIVATE SECTOR DAMAGE ESTIMATES:

| RESIDENTIAL | ESTIMATED NO. OF HOMES. | | | | ESTIMATED DOLLAR AMOUNT | ESTIMATED PERCENT COVERED BY INSURANCE |
|--------------|-----------------------------|-------|----------------|-------------------------|--|--|
| | AFFECTED | MINOR | MAJOR | DESTROYED | | |
| | | | | | \$ | % |
| BUSINESS | ESTIMATED NO. OF BUSINESSES | | | ESTIMATED DOLLAR AMOUNT | ESTIMATED PERCENT COVERED BY INSURANCE | |
| | MINOR | MAJOR | DESTROYED | | | |
| | | | | | \$ | % |
| AGRICULTURAL | FARM BUILDINGS DAMAGED | | CROPS AFFECTED | | LIVESTOCK LOST | |
| | YES | NO | YES | NO | YES | NO |

8 TOTAL ESTIMATED PRIVATE SECTOR DAMAGE
\$

9 PUBLIC SECTOR DAMAGE ESTIMATES:

| | | | |
|---|---------------------------|--|-----------------------------|
| A) DEBRIS CLEARANCE | B) PROTECTIVE MEASURES | C) ROAD SYSTEMS | D) WATER CONTROL FACILITIES |
| E) PUBLIC BUILDINGS & RELATED EQUIPMENT | F) PUBLIC UTILITY SYSTEMS | G) OTHER (NOT IN PRECEDING CATEGORIES) | |

10 TOTAL ESTIMATED PUBLIC SECTOR DAMAGE
\$

11 DESCRIBE LOCAL ACTIONS TAKEN OR TO BE TAKEN. INCLUDE NAMES OF AGENCIES AND PUBLIC OFFICIALS INVOLVED IN THE RESPONSE EFFORTS.

12 DESCRIBE OUTSIDE ASSISTANCE NEEDED OR BEING REQUESTED.

13 CHECK BOX IF COUNTY INTENDS TO APPLY FOR ASSISTANCE FROM THE WISCONSIN DISASTER FUND.

14 ADDITIONAL COMMENTS (INCLUDING ECONOMIC OR OTHER IMPACTS ON AFFECTED COMMUNITIES)

DIVISION OF EMERGENCY MANAGEMENT UNIFORM DISASTER SITUATION REPORT (UDSR) INSTRUCTIONS FOR COMPLETING FORM

The following instructions describe the types of information required to complete each entry on the Uniform Disaster Situation Report (UDSR). Only complete those entries that are applicable, leaving blank those that are not. If data for an entry is still being compiled, place a “TBD” (to be determined) in the block to indicate the data is forthcoming.

The county emergency management director is responsible for completing the UDSR and faxing or emailing it to both the Wisconsin Emergency Management regional office and the central office in Madison. This should be done as soon as possible after the disaster occurrence, but not more than 24 hours later. The county director should submit updates of the report as additional information becomes available. A map/s of the affected area should, if at all possible, be transmitted with the completed UDSR. If you have questions with regard to completing the form, contact your WEM regional director or the central office in Madison at 608-242-3232.

GENERAL SECTION

1. Enter the name, address and phone number of the individual completing this form.
2. Enter the date and time of the incident. Be specific. Indicate if several days are involved and specify exact times, e.g., from 4:00 a.m. on 4-8-07 to 7:00 p.m. on 4-9-07.
3. Enter the type of disaster (e.g., tornado, flash flood, ice storm, etc.)
4. Enter the date the report is transmitted to the WEM regional and central offices. If it is the first submission of the report, check the original box. If it is a revision, indicate if it is a 1st, 2nd, 3rd, revision, etc.
5. Describe the primary location of the disaster. Be sure to indicate WEM region and county. Be specific in describing areas within a county and include a map showing the impacted areas.
6. Enter the number of persons who have died or been injured as a result of the disaster or its effects. Also enter the number of persons who are homeless as a result of the disaster and the number who were evacuated.

PRIVATE SECTOR DAMAGE

7. Enter the number of homes affected or sustaining minor or major damage, as well as the number destroyed. Estimate the dollar amount of damage to those homes. Also estimate the amount (a percentage) of the damage that is covered by insurance. In completing this section, refer to the “Quick Reference Guide for Damage Assessment” which follows for definitions of affected, minor, major and destroyed and to the “Sample Methodology for Calculating Residential Damage” for assistance in estimating losses.

Enter the number of businesses sustaining minor and major damage and the number destroyed. Estimate the dollar amount of damage to those businesses. Also estimate the amount (a percentage) of the damage that is covered by insurance.

Circle yes or no to indicate whether farms buildings and crops have been damaged or affected and whether any livestock have been lost.

8. Add the dollar amounts listed in box 7 and enter the sum in this block.

PUBLIC SECTOR DAMAGE

In this section estimate those costs that have been incurred by county and local government agencies and private non-profit organizations in their response to the disaster or damages to facilities they own.

9. Category A – Debris Clearance. Determine the costs incurred for clearing debris from public roads and streets in order to maintain traffic flow. Also determine costs incurred for removing debris from all other public property to restore public services and protect the public health and safety. Costs for removing public buildings damaged by the disaster that are a threat to public safety should also be considered, as should costs for removing debris from private property by government forces to protect the public health and safety. Add Category A costs and enter the total in box A.

Category B – Protective Measures. Determine the following costs: those incurred for performing emergency flood protection including sandbagging, diking, pumping and emergency stream clearance; costs incurred for the emergency purchase of safety barricades, signs and other warning, safety or traffic control devices; those incurred for emergency search and rescue operations including extra law enforcement and fire personnel needed and overtime pay; costs incurred for emergency security and traffic control including extra law enforcement personnel and overtime pay; those incurred for other emergency protective measures taken to protect public health and safety including warning of further risks and hazards, dissemination of public information on health and safety measures, etc. Add Category B costs and enter the total in box B.

Category C – Road Systems. Determine the amount of damage to highways, roads and streets. Include costs of damage to normal right-of-ways such as culverts, curbs, gutters, public sidewalks, shoulders, embankments, drainage ditches, road or street signs, traffic control signs, street lights, signal lights, etc. Also determine the costs for repairing or replacing damaged bridges. Add Category C costs and enter the total in box C.

Category D – Water Control Facilities. Determine if costs have been incurred to repair or replace dikes, levees, drainage channels, irrigation works, dams or other water control facilities. Add Category D costs and enter the total in box D.

Category E – Public Buildings and Related Equipment. Estimate the amount of damage to public buildings. Also estimate the cost of replacing operating supplies and inventory contained in the damaged buildings. Determine if any publicly owned equipment, such as squad cars or fire trucks, was damaged as a result of the disaster and estimate the cost to

repair or replace it. If any of these costs are covered by insurance, put a comment in box 14 as to the extent of that coverage. Add Category E costs and enter the total in box E.

Category F – Public Utility Systems. Determine if storm and/or sanitary sewer systems have been damaged and estimate the cost of repair or replacement. Also determine if any sewage or water treatment plants, public water systems or public light/power facilities have been damaged and estimate the cost of repair or replacement. Include any damage to rural electric cooperatives in this section. Add category F costs and enter the total in box F.

Category G – Other. Estimate the cost of damage incurred in municipal parks or recreational facilities. Include in this category any other disaster-related costs incurred by local governments which are not already accounted for in any of the above sections. Add category G costs and enter the total in box G.

10. Add the dollar amounts listed in each category in box 9 and enter the total in this block.

OTHER

11. This section should describe the extent of local response efforts, including agencies involved and personnel and equipment committed to disaster operations. The information will help state decision-makers determine if local resources have been exhausted and if the situation is beyond local capabilities.
12. This section should specifically state what is needed, why, where it is needed and for what duration. Assistance may include personnel, specialized equipment or other resources and financial assistance.
13. Check this box if the county intends to apply for the Wisconsin Disaster Fund. Further information on the fund is available through your regional director.
14. Describe as accurately as possible the impact the disaster has had on the community in terms of physical destruction, socio-economic impacts and curtailment or disruption of vital services. Also enter any other pertinent information which is not included elsewhere on the form.

The Preliminary Damage Assessment (PDA)

The PDA is a joint federal/state/local effort. Its purpose is to further refine and, if necessary, correct the information submitted from the original assessment or on the UDSRs. It is done as quickly as possible (3 to 5 days) after the disaster occurrence so the Governor can decide whether or not a request for federal disaster assistance is in order. The figures that are obtained in the PDA are agreed upon by the federal, state and local governments and are then used to substantiate any requests for federal disaster assistance.

The PDA is done for both the private and public sectors by teams consisting of a federal/state/local representative. FEMA, in conjunction with WEM, will determine how many teams will do the assessment, depending on the severity of the damages and the size of the area to be covered. FEMA and the Division will conduct an organizational meeting prior to dispatching the teams to the field to set out ground rules. In all likelihood, the teams will work from sunrise to sunset so as to complete their survey as quickly as possible (in 2 to 3 days) and allow the Governor to expedite the request for assistance.

The FEMA representative on the team is the team leader. The State representative is responsible for ensuring that the best interests of the affected individuals and municipalities are being served. The local representative on the team is the guide, and as such plays a key role.

It is the county emergency management director's responsibility to designate local representatives for the PDA teams. For this assignment the county director may once again want to call upon members of the pre-designated county damage assessment team. Having already supplied information to the county director for the 24-hour report, these individuals know where the damage is and are aware of its impacts.

The severity and magnitude of the disaster will determine how much of the damage the teams will be able to survey, with every effort being made to look at all or as much of the damage as possible. As indicated above, the objective of the PDA is to further refine the damage information already received and to identify the impacts resulting from that damage. It also provides for early identification of mitigation opportunities that could be implemented in the recovery phase to reduce or eliminate future disaster damages. If disaster assistance is made available, some of the mitigation opportunities identified during the PDA may be funded during the process of repair and reconstruction.

The local representatives, in conjunction with the county emergency management director, should do the following in preparation for the PDA.

- Develop routes of travel for the teams and have maps that show the damaged areas.
- Be prepared to show the federal and state officials the major damage sites and also damage sites that are typical of the type and severity of damage that occurred. The local representative should gather information and documentation on work that has already been completed as well.
- Have information available on the extent of insurance coverage and have a basic knowledge of the socio-economics of the area to be surveyed.

The objective of the Individual Assistance (IA) teams in the PDA is to determine the number of homes and businesses that have been damaged and the extent of that damage. They will attempt to obtain a count of how many homes and businesses have been affected, how many of each sustained major and/or minor damage and how many have been destroyed. They will also try to determine if the home is single or multi-family and if the occupant is an owner or renter. Following is a Preliminary Damage Assessment Site Estimate worksheet that is used for compiling these figures, along with FEMA's Quick Reference Guide for Damage Assessment. The figures gathered by the IA teams will be tabulated and then used to determine which of the various Individual Assistance Programs will be requested in the Governor's letter to the President.

The Public Sector damage teams consist of engineers from various federal and state agencies who will be matched with a local representative who has similar knowledge and expertise. For instance, FEMA engineers and an engineer from the State Division of Highways may be matched with the county highway commissioner or the city street superintendent to survey damage to roads, streets and bridges. Likewise, engineers from FEMA and the State Department of Natural Resources could be matched with the local public works director to look at damage to water utilities, wastewater treatment plants, storm and sanitary sewers. In recording damage to the public sector, the engineers will complete the FEMA Preliminary Damage Site Estimate and Preliminary Damage Assessment Summary forms. The local representative on the team should be prepared to supply the engineers with information on operating budgets and insurance coverage. If sites have already been repaired, the local representative should know where records pertaining to those repairs are kept and, if possible, have them available for the engineers to review. Also, it is recommended that photos be available which show how the site looked immediately after the damage occurred.

Accompanying the individual and public assistance teams will be federal and state mitigation specialists. They will be looking at damage sites to determine if in the process of repair/reconstruction there are feasible mitigation measures that could lessen or eliminate the impacts of future disasters. Such measures may be as simple as installing sewer back-flow valves, elevating furnaces or utility boxes or landscaping to enhance drainage to more extensive mitigation measures such as acquisition and demolition of structures that have had repeated flood damages. The mitigation specialists will also be interested in obtaining information on local and state building codes and construction standards and their enforcement.

The figures of the private and public assessment teams are jointly reviewed and agreed upon by FEMA, the Division and the affected counties. A recommendation is made to the Governor concerning whether the total damages and their impacts justify a request for Presidential Disaster Assistance under PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Division develops the request letter and supporting documentation for the Governor's signature.

| | |
|--|------|
| PRELIMINARY DAMAGE ASSESSMENT SUMMARY | DATE |
|--|------|

PART I - APPLICANT INFORMATION

| | | | |
|------------|-----------------------------|-----------------------------------|-----------|
| COUNTY | NAME OF APPLICANT | NAME OF LOCAL CONTACT | PHONE # |
| POPULATION | TOTAL BUDGET Approved \$ | MAINTENANCE BUDGET Approved \$ | FY BEGINS |

PART II - COST ESTIMATE-SUMMARY (COMPLETE SITE ESTIMATE SUMMARY FIRST)

| CATEGORY | # OF SITES | TYPES OF DAMAGE | COST ESTIMATE |
|----------|------------|-----------------|---------------|
| A | | | \$ |
| | | | |
| B | | | \$ |
| | | | |
| C | | | \$ |
| | | | |
| D | | | \$ |
| | | | |
| E | | | \$ |
| | | | |
| F | | | \$ |
| | | | |
| G | | | \$ |
| | | | |

PART III - DISASTER IMPACTS (USE SEPARATE SHEETS IF NECESSARY)

| | | |
|--|-----|----|
| <u>GENERAL IMPACT ON COMMUNITY</u> | YES | NO |
| DAMAGES EXCEED AVAILABLE FUNDS: | | |
| COMMUNITY LACKS OTHER RESOURCES TO RECOVER – i.e., equipment, manpower, etc. | | |
| WILL EMERGENCY SERVICES BE IMPACTED? – i.e., fire, ambulance, police, etc. | | |
| WILL THERE BE DEGRADATION OF PUBLIC SERVICES? | | |
| COMMENTS: | | |

| | | |
|-------------------|--------|---------------------|
| NAME OF INSPECTOR | AGENCY | PHONE NO. ()--- |
|-------------------|--------|---------------------|

PART I - APPLICANT INFORMATION

KEY FOR DAMAGE CATEGORY (Use appropriate letters in the "category" blocks below)

| | | | |
|------------------------|-----------------------------|---------------------|----------|
| a. DEBRIS REMOVAL | c. ROADS & BRIDGES | e. PUBLIC BUILDINGS | g. PARKS |
| b. PROTECTIVE MEASURES | d. WATER CONTROL FACILITIES | f. PUBLIC UTILITIES | |

PART II - SITE INFORMATION

| SITE NO. | CATEGORY | LOCATION (Use map, address, etc.) | DESCRIPTION OF DAMAGE | COST ESTIMATE |
|----------|----------|-----------------------------------|-----------------------|---------------|
| | | | | \$ |
| | | | | |
| | | | | %COMPL |
| | | | | \$ |
| | | | | |
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| | | |
|-------------------|--------|----------------------------|
| NAME OF INSPECTOR | AGENCY | PHONE NO. () --- |
|-------------------|--------|----------------------------|

PRELIMINARY DAMAGE ASSESSMENT SUMMARY INSTRUCTIONS

1. Meet with the individual who is coordinating the County preliminary damage assessment (PDA) and obtain a list of the communities to be inspected, local contacts and local damage estimates. FEMA and the State will provide the initial contact information.
2. Obtain the annual budget and current status as is usually reflected in a monthly budget report. Secure maps illustrating damage sites. Complete Part 1, Applicant Information, on the Preliminary Damage Assessment Summary, hereafter called the Summary Sheet.
3. Visually inspect all major damage sites and a representative sample of other damage locations to the extent necessary to develop an accurate preliminary damage estimate. If time permits, visually inspect all damage sites. Realistically, it will be necessary to develop a sample to project the damages. A random sample must be taken to make this projection.
4. Local officials are responsible for showing the inspection team the damage sites and providing local estimates as available. At each damage site, record on the Preliminary Damage Assessment Site Estimate the damage category, location, description of damage and your damage estimate. Your damage estimate should be developed on the Site Estimate Sheet utilizing unit price or lump sum estimates. Take photographs of all major damage sites and other sites inspected.
5. While traveling between sites, obtain information from the local officials as to the status of recovery and the impact of damages on health and safety threats (dangerous roads and bridges, hazardous materials, etc.) population affected and economic activities. Record impact information and status of repair work for each site inspected on the Site Estimate Sheet.
6. Upon completion of the visual inspection, total the damages inspected and develop a method for projecting total damages. Total damages equal the sum of the major damage sites plus the representative sample damage estimates divided by the percentages of damages sites visited. Describe the sampling method used to project total damages by category (show computations). Complete Part II of the Summary Sheet.
7. Record a summary of the site impact information in Part III A of the Summary Sheet. Part III A 1 refers to identifying health and safety threats. Part III A 2 refers to the population affected by the disaster. Itemize the population affected by category or by a specific large loss of public service. Part III A 3 refers to impact on business and commerce, for example, access affected to industrial sites, excessive detours or loss of utilities.
8. Assess local government capability to effectively recover from the disaster. Inquire as to how local officials intend to repair the damage, the schedule for accomplishing the work and the source and availability of funds. Record this information in Part III B of the Summary Sheet. Describe the effect that the disaster costs will have on other projects in progress and scheduled maintenance projects if the funds reserved for these projects will be used for disaster related repair work and record in Part III C.
9. Call the FEMA/State office at the end of each inspection day and report your findings. After completing your assigned inspections, report to the FEMA/State office and submit all completed forms and supporting documentation, including maps, budgets, photographs and other pertinent material that may be available.
10. Preliminary damage assessment should be conducted with extreme care and professional judgment. Appeals demand more detailed information, and you may be required to prepare damage survey reports.

| | |
|--|-----------------|
| PRELIMINARY DAMAGE ASSESSMENT SUMMARY | DATE 4/10/03 |
|--|-----------------|

PART I - APPLICANT INFORMATION

| | | | |
|----------------------|---------------------------------------|--------------------------------------|-------------------------|
| COUNTY Adams | NAME OF APPLICANT City of Belmont | NAME OF LOCAL CONTACT Paul Morris | PHONE # 714-694-7106 |
| POPULATION 36,000 | TOTAL BUDGET Approved \$ 6,800,000 | MAINTENANCE BUDGET Approved \$ | FY BEGINS 11/1/03 |

PART II - COST ESTIMATE-SUMMARY (COMPLETE SITE ESTIMATE SUMMARY FIRST)

| CATEGORY | # OF SITES | TYPES OF DAMAGE | COST ESTIMATE |
|----------|------------|-----------------------------------|---------------|
| A | 1 | Sandbag dike removal | \$ 106,383 |
| | | | |
| B | | | \$ |
| | | | |
| C | 1 | Bit. road washout | \$ 15,568 |
| | | | |
| D | | | \$ |
| | | | |
| E | | | \$ |
| | | | |
| F | 3 | Sewer silted, 2 point breaks | \$ 159,917 |
| | | | |
| G | 1 | Bldg. contents and park equipment | \$ 4,085 |
| | | | |

PART III - DISASTER IMPACTS (USE SEPARATE SHEETS IF NECESSARY)

| | | |
|--|-----|----|
| GENERAL IMPACT ON COMMUNITY | YES | NO |
| DAMAGES EXCEED AVAILABLE FUNDS: | | |
| COMMUNITY LACKS OTHER RESOURCES TO RECOVER – i.e., equipment, manpower, etc. | | |
| WILL EMERGENCY SERVICES BE IMPACTED? – i.e., fire, ambulance, police, etc. | | |
| WILL THERE BE DEGRADATION OF PUBLIC SERVICES? | | |
| COMMENTS: | | |

| | | |
|-------------------|--------|--------------------|
| NAME OF INSPECTOR | AGENCY | PHONE NO. ()-- |
|-------------------|--------|--------------------|

PRELIMINARY DAMAGE SITE INFORMATION

PAGE OF

PART I - APPLICANT INFORMATION

KEY FOR DAMAGE CATEGORY (Use appropriate letters in the "category" blocks below)

- | | | | |
|------------------------|-----------------------------|---------------------|----------|
| a. DEBRIS REMOVAL | c. ROADS & BRIDGES | e. PUBLIC BUILDINGS | g. PARKS |
| b. PROTECTIVE MEASURES | d. WATER CONTROL FACILITIES | f. PUBLIC UTILITIES | |

PART II - SITE INFORMATION

| SITE NO. | CATEGORY | LOCATION (Use map, address, etc.) | DESCRIPTION OF DAMAGE | COST ESTIMATE |
|----------|----------|-----------------------------------|------------------------------|---------------|
| 1 | A | Wisconsin River at Commercial Ave | Removal of sandbag dike | \$ 106,383 |
| | | | 2 miles X 10' X 8' | |
| | | | | 0 %COMPL |
| 2 | F | Center St. and Hardin Ave | 1000 ft of 18" sewer silted | \$ 10,000 |
| | | | 1000 X \$10 | |
| | | | | 0 %COMPL |
| 3 | F | 15 th St and Walnut St | Point break 150 ft 15" sewer | \$ 10,500 |
| | | | 150 X \$70 | |
| | | | | 0 %COMPL |
| | | | | \$ |
| | | | | |
| | | | | %COMPL |
| | | | | \$ |
| | | | | |
| | | | | %COMPL |
| | | | | \$ |
| | | | | |
| | | | | %COMPL |
| | | | | \$ |
| | | | | |
| | | | | %COMPL |

| | | |
|-------------------|--------|-----------|
| NAME OF INSPECTOR | AGENCY | PHONE NO. |
| | | () --- |

Preliminary Damage Assessment Summary Sample

The City of Belmont, population 36,000, in Adams County, sustained the following flood related damages:

Site Number 1

Wisconsin River at Commercial Avenue. Volunteers built a sandbag dike along the Wisconsin River with donated sand and bags. The dike measures 2 miles by 10 feet by 8 feet. The City Administrator, Paul Morris, wants to begin removal of the sandbags right way as children have been playing on them.

Site Number 2

Center Street and Hardin Avenue. 1,000 feet of an 18 inch sewer is silted.

Site Number 3

15th Street and Walnut Street. Point break needs 150 feet of 15 inch sewer replaced. No dewatering or shoring required.

QUICK REFERENCE GUIDE FOR DAMAGE ASSESSMENT

| <u>SINGLE OR MULTI FAMILY</u> | Tornado Event | Flood Event | Livable |
|--------------------------------------|--|---|----------------|
| Destroyed | <ul style="list-style-type: none"> * Foundation only remains * 2 or more walls destroyed * Roof substantially damaged | <ul style="list-style-type: none"> * Not economically repairable * Pushed off foundation | No |
| Major | <ul style="list-style-type: none"> * 2 walls and roof substantially damaged | <ul style="list-style-type: none"> * 2 or more feet on 1st floor – no basement * Structural damage; collapsed basement walls | No |
| Minor | <ul style="list-style-type: none"> * 1 wall, section of roof damaged | <ul style="list-style-type: none"> * Less than 2 feet on first floor – no basement * 1 to 8 feet in basement | No |
| Affected | <ul style="list-style-type: none"> * Intermittent shingle damage | <ul style="list-style-type: none"> * Less than 1 foot in basement * Minor access problem | Yes |
| | | | |
| <u>MOBILE HOMES</u> | | | |
| Destroyed | <ul style="list-style-type: none"> * Frame twisted * Knocked off piers | <ul style="list-style-type: none"> * Water above floor level * Unit swept from foundation | No |
| Major | <ul style="list-style-type: none"> * Wall and roof damage * Shifted on piers | <ul style="list-style-type: none"> * Water-soaked bottom-board * Shifted on piers | No |
| Minor | <ul style="list-style-type: none"> * Utility connections broken * Foundation shifted | <ul style="list-style-type: none"> * Utilities flooded * Piers shifted/washed out | No |
| Affected | <ul style="list-style-type: none"> * Minor indentations to roof and siding | <ul style="list-style-type: none"> * Access problems, no water touched the unit | Yes |

In all flood events, provide information regarding water levels and duration of flood.

SAMPLE METHODOLOGY FOR CALCULATING RESIDENTIAL DAMAGE

Overall average method

1. *Damage Factors:*

| | | |
|----------------|---------|-------------------|
| Affected/Minor | 1-30% | use 15% as median |
| Major | 31-80% | use 55% as median |
| Destroyed | 81-100% | use 100% |

2. *For each Category (Affected/Minor, Major, Destroyed):*

Average Market Value of Home in Township/Municipality
x Number of Homes Damaged per Category
x Damage Factor
= Estimated Dollar Damages

3. *Sample Calculation:*

The Average Market Value of a single-family home in Badger County is \$100,000.

12 homes were judged to have minor damage, 2 had major damages and 1 was destroyed.

$$\$100,000 \times 12 \times 0.15 = \$180,000$$

$$\$100,000 \times 2 \times 0.55 = \$110,000$$

$$\$100,000 \times 1 \times 1 = \$100,000$$

Total Damages Estimated At \$390,000

The Final Phase of the Damage Assessment Process

The third and final phase of the damage assessment process occurs only when the Wisconsin Disaster Fund is made available or the President issues a disaster declaration. Once individuals, businesses, private non-profit and public entities have applied for the respective state or federal disaster programs, each will have to undergo an inspection or assessment to determine the amount of assistance they will receive. The private sector is responsible for preparing on its own for the FEMA inspectors. Regarding public sector damages, the county emergency management director plays a critical role in the administration of the Wisconsin Disaster Fund or the federal Public Assistance Program and is responsible for working with all applicants in his/her county in preparing for this last inspection which determines the amount of assistance provided by the State or FEMA.

As soon as possible after a declaration is made, local governments and private non-profit agencies who have incurred costs or suffered disaster-related expenditures will be asked to attend an Applicant's Briefing to obtain information on the Public Assistance and/or Hazard Mitigation Grant Programs. It is the county emergency management director's job to ensure that all potential applicants within his/her county attend this meeting. At the briefing each municipality will complete a Request for Public Assistance or RPA (page 27) that indicates they have incurred disaster-related expenditures and want to apply for assistance through the Wisconsin Disaster Fund or the federal Public Assistance Program.

In a federal declaration a Public Assistance Coordinator Crew Leader (PAC Crew Leader) will be assigned to each eligible applicant within a week of the completion of the RPA. The PAC will become the applicant's point of contact for their Public Assistance projects. Depending on the amount of damages within a jurisdiction and the capabilities of an applicant, the PAC Crew Leader, state and applicant will determine the amount of assistance that will be needed by the jurisdiction to complete cost estimates for the work needed to bring the damaged areas back to their pre-disaster condition. Cost-effective mitigation measures may also be included when making repairs. Cost estimates for Public Assistance are determined through use of the Project Worksheet (page 27). Applicant responsibilities in preparing Project Worksheets are found on the following pages.

Once the Project Worksheets have been completed and validated, funds will be obligated by FEMA. Wisconsin Emergency Management will be notified of the amount of the approval and will forward a completed application package to the applicant through the county emergency management director.

The third type of assistance available after the President grants a disaster declaration is the Hazard Mitigation Grant Program (HMGP). The HMGP assists state and local governments and eligible private, non-profit organizations in implementing long-term mitigation measures. As mentioned above, information on the HMGP will be provided at the Applicant's Briefing. Mitigation opportunities may have been identified during the PDA. Some of these activities may be funded through the PA Program during the repair and reconstruction of damaged sites. The other activities that were identified may be eligible for funding through the HMGP.

State and local governments and eligible private, non-profit organizations are eligible to apply for grants to fund long-term mitigation activities that will reduce or eliminate future disaster damages. The amount of HMGP funds available for each declaration is based on 7.5% of the federal funds spent in the PA and Individual Assistance Programs, and is administered by WEM. FEMA funds 75% of the grants with the State providing 12.5% through Wisconsin Emergency Management (WEM), and the remaining 12.5% is the required local match. Unlike the PA and IA Programs, the HMGP is available statewide, and can be used to fund projects to protect either public or private property. The following are some examples of mitigation activities that can be funded under this program:

- Acquisition and relocation of structures from hazard prone areas
- Retrofitting, such as flood proofing to protect structures from future damages
- Structural hazard control such as debris basins or floodwalls
- Development of state and local standards to protect new and substantially improved structures from disaster damage

Proposed projects have to meet certain minimum criteria such as:

1. The project must be cost-effective and substantially reduce the risk of further damages.
2. The project must be environmentally sound.
3. The applicant will have to show that they considered other alternatives and why the proposed project was the best alternative.
4. The applicant has to be able to demonstrate that the project will actually solve a problem.

This concludes the final phase of the damage assessment process.

Subgrantee (Applicant) Responsibilities

1. Submit a Request for Public Assistance (RPA) at the Applicants Briefing or within 30 days of the declaration to the State Public Assistance Officer, County Emergency Management Director or Disaster Field Office.
 2. **It is vital to maintain accurate records.** You must be able to document all disaster-related expenditures to the satisfaction of the Federal Emergency Management Agency (FEMA). You should immediately begin to accumulate, in one place, all records and documents that support or relate to costs for which you will request reimbursement.
 3. The Project Worksheet is the foundation of the Public Assistance Grant. It identifies specific work items for which you are requesting assistance. One proven method is to establish a file for each project and to keep in it all materials relating to that particular site.
 4. Prepare a list of work performed and facilities damaged as a direct result of the disaster. This list should segregate work and damages into those categories that are eligible. Include both work that has been completed and that which has not, and all related costs incurred.
 5. All damage sites should be identified and discussed with your Public Assistance Coordinator Crew Leader (PAC Crew Leader) at a Kickoff Meeting. The PAC Crew Leader will assign a FEMA Project Officer to formulate Project Worksheets for large projects (2007 – projects listed at \$57,500 or more). At the Kickoff meeting it will be decided if the applicant will need additional FEMA or state assistance in formulating the Project Worksheets for their small projects (2007 – under \$57,500). After submitting all projects, if any new or additional damages are identified, they must be submitted to the State Public Assistance Officer within 60 days of the disaster declaration in order to be eligible for reimbursement.
 6. If possible, have photographs of damage sites where the work is already completed.
 7. Ensure that the person designated to accompany FEMA during project formulation and validation is knowledgeable of completed work and locations of those sites where work remains to be completed.
 8. Be prepared to provide a detailed cost breakdown of work performed by your own forces (**Force Account Work**). This includes costs for personnel, equipment and materials for all completed work. Documentation could include:
 - A. Copies of payroll records, time cards, etc. Include both regular and overtime costs as well as fringe benefits. Specify who the personnel were, job classification, where work was done, and what they did.
 - B. Equipment logs. Describe the piece of equipment, hourly rate charged, dates and hours used, location where used and for what purpose.
 - C. Materials from own stock, specify the category of work, location where and/or how the materials and supplies were used.
- See attached instructions and forms for documenting Force Account Work.
9. Be prepared to describe which projects will be repaired or reconstructed by **contract**. If a contractor's estimate has been received, have it available for the inspectors.
 10. If damaged facilities are to be rebuilt to conform to new codes, specifications or standards, be prepared to

- provide copies of the specifications, local resolutions, ordinances, etc., as attachments to the Project Worksheets.
11. Have information available on insurance coverage such as copies of insurance policies and the amount of any insurance settlement received.
 12. Use Wisconsin DOT or FEMA furnished equipment rates for all force account work unless established local rates are lower.
 13. Maintain records to document **all** costs for disaster related work. Documented costs must be maintained for each project. For work which is contracted, copies of the following documents will be required: bid specifications, requests for bids, bid documents, contract when let, invoices from the contractor, checks issued for payment and any other pertinent documents.
 14. Projects completed using FEMA technical assistance will be valid upon submittal to the PAC Crew Leader. Within 30 days of the Kickoff meeting a FEMA specialist will validate 20% of the small projects formulated by the applicant only (if the applicant Project Worksheets are not within 20% of the specialist estimates, additional projects will have to be validated). A FEMA specialist will validate all projects formulated after 30 days by the applicant only.
 15. **Report any problems associated with any project immediately to the State Public Assistance Officer through your county emergency management director.**

Federal Emergency Management Agency

and

Wisconsin Emergency Management

Forms

FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. No. 3067-0151
 Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

| | |
|---|----------------|
| APPLICANT <i>(Political subdivision or eligible applicant.)</i> | DATE SUBMITTED |
|---|----------------|

COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*

APPLICANT PHYSICAL LOCATION

STREET ADDRESS

| | | | |
|------|--------|-------|----------|
| CITY | COUNTY | STATE | ZIP CODE |
|------|--------|-------|----------|

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS

| | | | |
|-----------------|------|-------|----------|
| POST OFFICE BOX | CITY | STATE | ZIP CODE |
|-----------------|------|-------|----------|

| Primary Contact/Applicant's Authorized Agent | Alternate Contact |
|---|--------------------------|
| NAME | NAME |
| TITLE | TITLE |
| BUSINESS PHONE | BUSINESS PHONE |
| FAX NUMBER | FAX NUMBER |
| HOME PHONE (Optional) | HOME PHONE (Optional) |
| CELL PHONE | CELL PHONE |
| E-MAIL ADDRESS | E-MAIL ADDRESS |
| PAGER & PIN NUMBER | PAGER & PIN NUMBER |

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? Yes No

Private Non-Profit Organization? Yes No
 If yes, which of the facilities below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only: FEMA- _____ -DR- _____ - _____ FIPS # _____ Date Received: _____

PROJECT WORKSHEET

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

| | | | | |
|---|-------------|----------|------|----------|
| DECLARATION NO. FEMA- _____ -DR- _____ | PROJECT NO. | FIPS NO. | DATE | CATEGORY |
|---|-------------|----------|------|----------|

| | |
|------------------|---|
| DAMAGED FACILITY | WORK COMPLETE AS OF: _____ : _____ % |
|------------------|---|

| | |
|-----------|--------|
| APPLICANT | COUNTY |
|-----------|--------|

| | | |
|----------|----------|-----------|
| LOCATION | LATITUDE | LONGITUDE |
|----------|----------|-----------|

DAMAGE DESCRIPTION AND DIMENSIONS

SCOPE OF WORK

Does the Scope of Work change the pre-disaster conditions at the site? Yes No
 Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No
 Is there insurance coverage on this facility? Yes No

PROJECT COST

| ITEM | CODE | NARRATIVE | QUANTITY/UNIT | UNIT PRICE | COST |
|------|------|-----------|---------------|-------------------|---------------|
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | / | | \$0.00 |
| | | | | TOTAL COST | \$0.00 |

| | |
|--------------|--------|
| PREPARED BY: | TITLE: |
|--------------|--------|

**FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET
INSTRUCTIONS**

The Project Worksheet must be completed for each identified damaged project.

**Projects with estimated or actual cost of damage greater than \$47,800 (FY 99) are large projects.
Projects with estimated or actual cost of damage less than \$47,800 (FY 99) are small projects.**

After completing Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Declaration No: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

Project No: Indicate the project designation number you established to track the project in your system (i.e. 1, 2, 3, etc.).

FIPS No: Indicate your FIPS number within this space. This is optional.

Date: Indicate the date the worksheet was prepared in MM/DD/YY format.

Category: Indicate the category of the project according to FEMA specified work categories. This is optional.

Applicant: Name of the governmental or other legal entity to which the funds will be awarded.

County: Name of the county where the damage is located. If located in multiple counties, indicate "Multi-County."

Damage facility: Identify the facility and describe its basic function.

Work Complete as of: Indicate the date that the work was examined in the format of MM/DD/YY and the percentage of work completed to that date.

Location: This item can range anywhere from an "address," "intersection of..." "1 mile south of ...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.

Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the facilities conditions (i.e. increases / decreases the size or function of the facility or does not replace damaged components in kind with like materials), check (✓) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (✓) no.

Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (✓) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Guidelines* for further information.

Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage, check (✓) Yes. If no opportunities for hazard mitigation exist check (✓) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

Code: If using the FEMA cost codes, place the appropriate number here.

Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. Dia. RCP", "sheet rock replacement", etc.).

Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lp", "6/ea", etc.).

Unit Price: Indicate the price per unit.

Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

Total Cost: Record total cost of the project.

Prepared By: Record the name and title of the person completing the Project Worksheet.

Record Requirements

Please review the *Applicant Handbook* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- Force account labor documentation sheets identifying the employee, hours worked, date and location;
- Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- Material documentation sheets identifying the type of material, quantity used and cost;
- Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS**

| | | |
|---------------------|----------------|---------|
| 1. APPLICANT'S NAME | 2. FIPS NUMBER | 3. DATE |
| 4. PROJECT NAME | 5. LOCATION | |

Form must be filled out—for each project.

1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? *(e.g., buildings, equipment, vehicles, etc.)*

Yes No Unsure Comments _____

2. Is the damaged facility located within a floodplain or coastal high hazard area, or does it have an impact on a floodplain or wetland?

Yes No Unsure Comments _____

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

Yes No Unsure Comments _____

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? *(e.g., footprint, material, location, capacity, use or function)*

Yes No Unsure Comments _____

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?

Yes No Unsure Comments _____

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site?

Yes No Unsure Comments _____

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

Yes No Unsure Comments _____

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

Yes No Unsure Comments _____

9. Are there any other environmentally or controversial issues associated with the damaged facility and/or item of work?

Yes No Unsure Comments _____

**FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD**

Page _____ of _____

| | | | |
|------------------|----------|-------------|--------------------------|
| 1. APPLICANT | 2. PA ID | 3. PW # | 4. DISASTER NUMBER |
| 5. LOCATION/SITE | | 6. CATEGORY | 7. PERIOD COVERING to |

8. DESCRIPTION OF WORK PERFORMED

| NAME | DATES AND HOURS WORKED EACH WEEK | | | | | | | COSTS | | | | |
|--|----------------------------------|--|--|--|--|--|--|-------------|-------------|-----------------|--------------|-------------|
| | DATE | | | | | | | TOTAL HOURS | HOURLY RATE | BENEFIT RATE/HR | TOTAL HOURLY | TOTAL COSTS |
| NAME | REG. | | | | | | | | \$ | / | \$ | \$ |
| JOB TITLE | O.T. | | | | | | | | \$ | / | \$ | \$ |
| NAME | REG. | | | | | | | | \$ | / | \$ | \$ |
| JOB TITLE- | O.T. | | | | | | | | \$ | / | \$ | \$ |
| NAME | REG. | | | | | | | | \$ | / | \$ | \$ |
| JOB TITLE | O.T. | | | | | | | | \$ | / | \$ | \$ |
| NAME | REG. | | | | | | | | \$ | / | \$ | \$ |
| JOB TITLE | O.T. | | | | | | | | \$ | / | \$ | \$ |
| NAME | REG. | | | | | | | | \$ | / | \$ | \$ |
| JOB TITLE | O.T. | | | | | | | | \$ | / | \$ | \$ |
| Total Cost for Force Account Labor Regular Time | | | | | | | | | | | ➔ | \$ |
| Total Cost for Force Account Labor Overtime | | | | | | | | | | | ➔ | \$ |

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

| | | |
|-----------|-------|------|
| CERTIFIED | TITLE | DATE |
|-----------|-------|------|

**FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD**

Page _____ of _____

| | | | |
|------------------|----------|-------------|--------------------------|
| 1. APPLICANT | 2. PA ID | 3. PW # | 4. DISASTER NUMBER |
| 5. LOCATION/SITE | | 6. CATEGORY | 7. PERIOD COVERING to |

8. DESCRIPTION OF WORK PERFORMED

| TYPE OF EQUIPMENT | | OPERATOR'S NAME | DATES AND HOURS USED EACH DAY | | | | | | | | COSTS | | | |
|---|-----------------------------|--------------------|-------------------------------|--|--|--|--|--|--|--|-------|----------------|-------------------|---------------|
| INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE | EQUIPMENT CODE NUMBER | | DATE | | | | | | | | | TOTAL HOURS | EQUIPMENT RATE | TOTAL COST |
| | | | HOURS | | | | | | | | | | \$ | \$ |
| | | | HOURS | | | | | | | | | | \$ | \$ |
| | | | HOURS | | | | | | | | | | \$ | \$ |
| | | | HOURS | | | | | | | | | | \$ | \$ |
| | | | HOURS | | | | | | | | | | \$ | \$ |
| | | | HOURS | | | | | | | | | | \$ | \$ |
| | | | HOURS | | | | | | | | | | \$ | \$ |
| | | | HOURS | | | | | | | | | | \$ | \$ |
| GRAND TOTALS | | | | | | | | | | | | \$ | \$ | |

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

| | | |
|-----------|-------|------|
| CERTIFIED | TITLE | DATE |
|-----------|-------|------|

**FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD**

Page _____ of _____

| | | | |
|------------------|----------|-------------|--------------------------|
| 1. APPLICANT | 2. PA ID | 3. PW # | 4. DISASTER NUMBER |
| 5. LOCATION/SITE | | 6. CATEGORY | 7. PERIOD COVERING to |

8. DESCRIPTION OF WORK PERFORMED

| DATES WORKED | CONTRACTOR | BILLING/INVOICE NUMBER | AMOUNT | COMMENTS—SCOPE |
|--------------------|------------|------------------------|--------|----------------|
| to | | | \$ | |
| GRAND TOTAL | | | \$ | |

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

| | | |
|-----------|-------|------|
| CERTIFIED | TITLE | DATE |
|-----------|-------|------|

STATE OF WISCONSIN
WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
Pre-Application Form
Section 404-Hazard Mitigation Grant Program
FEMA-____-DR-WI

1. NAME OF APPLICANT: _____ COUNTY: _____

2. PRIMARY CONTACT PERSON: _____
TITLE: _____
ADDRESS: _____ CITY: _____
ZIP: _____ TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

3. ALTERNATE CONTACT PERSON: _____
TITLE: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

4. LOCATION OF PROJECT (Road or street address, geographic landmarks, legal description, etc. Include legible maps/drawings of the location. Provide a map showing the range and section for the project area.)

5. IS PROJECT LOCATED IN A 100-YEAR FLOODPLAIN? _____ YES _____ NO
(If yes, attach a map with the location)

6. BRIEF DESCRIPTION OF PROJECT:

7. BRIEF DESCRIPTION OF THE PROBLEM:

8. BRIEF DESCRIPTION OF DAMAGES AND THE REDUCTION IN FUTURE DAMAGES (include damages to improved property, infrastructure, public safety costs, economic impact, etc.):

9. FREQUENCY THAT DAMAGES OCCUR (Number of times or the years that the event has occurred causing damages, etc.)

10. HOW DOES THE PROPOSED PROJECT ELIMINATE OR REDUCE FUTURE DAMAGES?

11. OTHER ALTERNATIVES CONSIDERED FOR SOLVING THE PROBLEM:

12. TOTAL ESTIMATED COST OF THE PROJECT:

13. SOURCE OF FUNDING FOR APPLICANT SHARE:

14. DO YOU HAVE AN APPROVED ALL-HAZARDS MITIGATION PLAN? Y___ N___

ARE YOU CURRENTLY DEVELOPING AN ALL-HAZARDS MITIGATION PLAN? Y__ N__

ARE YOU PARTICIPATING IN A MULTI-JURISDICTION PLANNING PROCESS TO DEVELOP AN ALL-HAZARDS MITIGATION PLAN? Y__ N__ IDENTIFY THE LEAD JURISDICTION.

ATTACH ANY ADDITIONAL INFORMATION THAT IS PERTINENT TO THE PROPOSED PROJECT AND WILL SUPPORT THE APPLICATION.

RETURN COMPLETED PRE-APPLICATION FORM BY _____ TO:

**ROXANNE GRAY, STATE HAZARD MITIGATION OFFICER
STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
2400 WRIGHT STREET
P.O. BOX 7865
MADISON, WI 53707**