**PDA Process**

**26 APR 2019**

1. Must meet eligibility criteria-Government Agency, township, road district, fire department, rural electric, library, community center, tribes, house of worship, etc.
2. Damage must be a result of the event.
3. Must not be a road under federal authority (FAS), except for debris removal costs.
4. Must meet the disaster threshold, which is $3.78 per capita in the County. The Davison County population is 19,704 so our threshold is $74,481. We also need to meet the State threshold, which is $1,221,270.
5. Declare a disaster. If your county or the state ends up not meeting the threshold, it does no harm to have the declaration.
6. State requests a Disaster, IAW 42 CFR.
7. Complete the Preliminary Disaster Assessment (PDA).
	1. Complete the OEM spreadsheet, compile all damage information with dimensions, photos, maps, staff hours, equipment, miles, materials, supplies, etc.
8. Categories of Work:
	1. Debris removal.
	2. Emergency Protective Measures. Levy building, law enforcement, etc.
	3. Roads and Bridges
	4. Water Control Facilities
	5. Building and Equipment
	6. Utilities
	7. Parks, recreation, and other facilities
9. Forms
	1. Damage Assessment for complex Sites.
		1. Used for things other than roads and culverts, such as debris removal, building repairs, and equipment damage.
			1. Complete the applicant information.
			2. Enter GPS site information.
			3. Have you provided pictures?
			4. Is it insured? (deductible can be claimed)
			5. Describe the damage.
	2. Damage Assessment site Worksheet for Roads and Culverts-Many sites can be entered on the same spreadsheet.
		1. Identify the area on a map, by number.
		2. Match photos to the map for damaged areas listed in the spreadsheet.
		3. Complete the applicant information.
		4. Complete the site information. EM can pull GPS information.
		5. Calculate costs and estimated area of damage.
			1. Historical data can assist or get contractor estimates.
			2. Can use FEMA cost codes.
			3. If a “total cost” method was used, divide that amount by the footage of repair to get the price per foot for the spreadsheet.
			4. Tonnage should be converted to Cubic Yards (CY)
				1. Tons/1.325=CY
				2. CY x 27=CF
				3. CF/.25 ft=SF (assuming a 3” base, which is .25)
				4. SF/(width of road) ft= Feet of road needing repaired
			5. If a total cost invoice is given for a culvert, you can figure out what the cost per foot was.
			6. This is just an estimate and you are not locked into this estimate.
10. Contact the State Office to schedule a PDA. They will come out and inspect some or all of the sites. Good documentation will dictate how many sites they visit. They will ensure the county meets the threshold.
	1. Be sure to have good estimates.
	2. Ensure to protect endangered species.
11. No private property can be included. This falls under Individual Assistance (IA) and is more difficult to qualify for.

Once the PDA process is completed, the State OEM will gather the data and set up a time to visit sites. Any sites needing immediate repairs can be fixed. However, the entity should keep track of material, labor, and equipment used to complete the repairs. Keep track the best you can. FEMA will come out and calculate the actual damages but will use your information to justify the costs.

 Example:

Site 1:

Material: 304’ x 26’ x 3” gravel=73.18 CY gravel @ $14.85=$1,086.72

                46’ x 24” Culvert @ $15.39=$707.94

Labor: 3 workers @ $25.00/hour x 1 hour=$75

Equipment: 1-hour excavator @ $80/hour=$80

Total costs for site 1: $1,949.66