

Checklist of the Initial Damage Assessment Process for Public Assistance (Public Infrastructure)

An accurate and timely Initial Damage Assessment (IDA) is critical for possible disaster reimbursement from the Federal Emergency Management Agency (FEMA). Before the disaster event, the potential Applicant should be aware of the FEMA eligibility criteria for Applicants, to include facilities, insurance issues, standards, etc.

INITIAL DAMAGE ASSESSMENT (IDA)

1. County Emergency Managers (EM) should have or be developing a list of potential eligible Public Assistance applicants within their County, such as.
 - a) Cities
 - b) Special Districts (such as school districts)
 - c) Colleges & Universities
 - d) Certain PNP (see PNP list)
2. Oregon Emergency Management (OEM) will collect damages from State agencies
3. Disaster event occurs; local response begins (EOC activation, emergency notification, search and rescue, evacuations, etc.). Concurrent to local response, County EM should begin recovery procedures by taking note of potential Public Assistance/Infrastructure damages.
4. The IDA Data collection forms and County Summary form are available on OEM's website at:

<http://www.oregon.gov/oem/emresources/disasterassist/Pages/Damage-Assessment.aspx>
5. County EM initiates local Damage Assessment by notifying potential applicants within their jurisdiction. All damages should be reported to the County EM. Even if the costs of damages do not meet the County threshold, the sum of smaller damages will add to the State threshold total.
6. Potential applicants begin reporting damages and impact statements using the Infrastructure Data collection form. Potential applicants may need eligibility advice (see Public Assistance Guidelines or contact the State for assistance).

7. The County EM collects IDA Infrastructure Damage forms from potential applicants and summarizes the County damage assessment in the IDA Summary Report form.
8. The County-level threshold is based on the Consumer Price Index (CPI) of the current federal fiscal year (FFY) and is subject to change. Federal years begin October 1st. As of FFY 2023 the county-level CPI factor is \$4.44.
9. The County threshold is calculated by multiplying the total County population by the CPI factor (Population x CPI factor) = County Disaster threshold.
10. There is a 30-day window from the onset of the disaster for the Governor's Request for Public Assistance Presidential Disaster Declaration to be sent to FEMA.
11. The County EM submits IDA County Summary and IDA Infrastructure Data collection forms to OEM.
12. When summarizing be sure that there are not duplications. Any subsequent submissions should replace the new total amount and be identified as an update (time stamped).
13. OEM will view all data collection and County summary forms and update the statewide summary assessment.
14. State damage thresholds are determined by multiplying the CPI of the current FFY by the total state population.
15. The Statewide-level CPI for FFY2023 is \$1.77.
16. Population is based on the most recent census date (2020).
17. If statewide and county damages meet the FEMA statewide and County Thresholds, OEM will request a Joint Preliminary Damage Assessment (PDA). PDAs are comprised of federal, state, and local representatives.

Note on Documentation: Familiarity with FEMA's Public Assistance program can clarify the kind of information that is used to evaluate requests for a Major Disaster Declaration. Potential applicants should understand the process and begin documentation at the start of the incident.

Do:

- *Separate normal routine work/costs from the hazard causing incident work/costs by initiating unique work cost codes and/or job orders at the beginning of the incident.*

- *Jurisdictions that cross county lines must also track the damages/cost incurred by county.*
- *Take pictures of damages. If possible, immediately repair only what is needed to preserve health and safety.*
- *Need to make repairs? Know whom to contact for regulatory compliance (e.g., USACE, DSL, State Historical Preservation Office (SHPO)). Be sure to document all regulatory contacts.*
- *Pre-event review your policies and contract provisions with applicable Federal procurement standards for future disasters (2 CFR §§200.317 - 326).*
- *Consider mitigation; be sure to mention potential mitigation measures to the PDA team. Note: Mitigation measures are not included towards the threshold.*

It may be several days or weeks before a disaster declaration is made (if at all) that would enable FEMA to assist in recovery.

FEMA - Factors Considered in evaluating the need for assistance under the Public Assistance Program.

1. Estimated Cost of the Assistance

- a. FEMA evaluates the amount of public infrastructure damage and emergency costs against the statewide population to give some measure of per capita impact within the State, the threshold for FFY23 is \$1.77.

This minimum threshold was established as a reasonable amount of damage/costs the States can recover from without receiving Public Assistance.

- b. Localized impacts – Public Assistance is declared by County the State indicator establishes the statewide impact.

FEMA evaluates the amount of public infrastructure damage and emergency costs against the County wide population to determine the per capita impact within the County, the threshold for FFY23 is \$4.44.

IMPORTANT - Even if the damage/costs do not meet the county threshold, the sum of the smaller damages will add to the State totals.

2. Insurance Coverage in Force

All insurance coverage is reduced from damage totals – however, include deductible amounts

3. **Impacts** – are evaluated, such as life, health and safety impacts, loss in governmental services, budget indicators.
4. **Hazard Mitigation** – To recognize and encourage mitigation, FEMA considers the extent to which the State and local government measures contributed to the reduction in disaster damage.
5. **FEMA considers Other Federal Agency (OFA)** participation and responsibilities under their own authorities; thus, deducting OFA responsible facilities from the estimated costs along with insurance proceeds.

All these factors are considered in the evaluation to determine if supplementary federal financial assistance is warranted. This supplementary federal assistance is through a Major Presidential Disaster Declaration, designating a County for the Public Assistance program.

Public Assistance Preliminary Damage Assessment Summary form (90-80) is available on OEM's website at:

<http://www.oregon.gov/oem/emresources/disasterassist/Pages/Damage-Assessment.aspx>

Further information on the IDA/PDA process and Public Assistance (PA) program criteria and guidance can be found on the following links:

OEM Disaster Assistance

http://www.oregon.gov/OMD/OEM/Pages/fin_rec/IDA.aspx

FEMA Public Assistance: Policy and Guidance

<https://www.fema.gov/public-assistance-policy-and-guidance>

FEMA Damage Assessment Manual

<https://www.fema.gov/media-library/assets/documents/109040>

FEMA Public Assistance Procurement and Contracting Resources – Procurement Disaster Assistance Team (PDAT)

<https://www.fema.gov/procurement-disaster-assistance-team>

FEMA Office of Environmental Planning and Historical Preservation

<https://www.fema.gov/office-environmental-planning-and-historic-preservation>

FY2023 Thresholds State -- County		Population 2020 Census	PA Threshold state/counties		
\$1.77	\$4.44	for FEMA Public Assistance			
Oregon (threshold)		4,237,256	\$7,499,943.12		
Baker County		16,668	\$74,005.92		
Benton County		95,184	\$422,616.96		
Clackamas County		421,401	\$1,871,020.44		
Clatsop County		41,072	\$182,359.68		
Columbia County		52,589	\$233,495.16		
Coos County		64,929	\$288,284.76		
Crook County		24,738	\$109,836.72		
Curry County		23,446	\$104,100.24		
Deschutes County		198,253	\$880,243.32		
Douglas County		111,201	\$493,732.44		
Gilliam County		1,995	\$8,857.80		
Grant County		7,233	\$32,114.52		
Harney County		7,495	\$33,277.80		
Hood River County		23,977	\$106,457.88		
Jackson County		223,259	\$991,269.96		
Jefferson County		24,502	\$108,788.88		
Josephine County		88,090	\$391,119.60		
Klamath County		69,413	\$308,193.72		
Lake County		8,160	\$36,230.40		
Lane County		382,971	\$1,700,391.24		
Lincoln County		50,395	\$223,753.80		
Linn County		128,610	\$571,028.40		
Malheur County		31,571	\$140,175.24		
Marion County		345,920	\$1,535,884.80		
Morrow County		12,186	\$54,105.84		
Multnomah County		815,428	\$3,620,500.32		
Polk County		87,433	\$388,202.52		
Sherman County		1,870	\$8,302.80		
Tillamook County		27,390	\$121,611.60		
Umatilla County		80,075	\$355,533.00		
Union County		26,196	\$116,310.24		
Wallowa County		7,391	\$32,816.04		
Wasco County		26,670	\$118,414.80		
Washington County		600,372	\$2,665,651.68		
Wheeler County		1,451	\$6,442.44		
Yamhill County		107,722	\$478,285.68		
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PA Large Project Threshold			\$ 1,000,000.00	<i>TBD if increased with CPI</i>	
PA Minimum Project Threshold			\$ 3,800.00		