



Guidelines for Assessing and Documenting Disaster Damage

DEPARTMENT OF MILITARY AFFAIRS

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INTRODUCTION

This Guide has been written for County or Tribal Emergency Management use. There are areas within the document that may also be applicable for local jurisdictional use as not all events require County level coordination. If a local jurisdiction does not have access to a resource mentioned within the guide (i.e., resources stored in WebEOC), they can request their County or Tribal EM download the file on their behalf or forward the link to the resource.

DAMAGE ASSESSMENT OVERVIEW

PURPOSE

After a disaster occurs, damage assessment is the process of determining the location, nature, and severity of damage sustained by the public and private sectors. The typical damage assessment estimates the losses and the impacts of those losses on the affected individuals and communities. Federal, state, county and local governments share the responsibility of conducting damage assessments. Each level of government must be prepared to carry out its role to complement and support the others. This document focuses on the role of the county and local government units in the damage assessment process.

A strong damage assessment supported by accurate information will:

- Identify the needs of individuals and communities affected by the disaster.
- Determine if there exists sufficient county and local resources to address recovery needs or if state and federal government resources are required for successful recovery.
- Identify, allocate and prioritize the state and federal resources that are needed for the response and recovery efforts.
- Document and substantiate requests for assistance.

PROCESS

Assessing the damage caused by a particular event is essentially a three-phased process. Each phase of the process serves a distinct purpose and will be explained further on subsequent pages.

- **Phase 1** is responding to any immediate requests for assistance, such as sandbags or protective measures. i.e., County-Tribe Status and Activity Boards, UDSR submittals, Disaster Declarations.
- **Phase 2** is a more detailed look at the needs and usually **occurs prior to a request for federal or state assistance**, so that the most accurate and timely information can be included i.e., Damage Assessments and Preliminary Disaster Assessments (PDAs).
- **Phase 3** takes place **after receiving a federal or state declaration**. Its purpose is to review and update the information previously gathered to prioritize the delivery of assistance.

ORGANIZATION

A disaster affects many different facets of a community; thus, the collection of disaster information involves many sources by necessity. No single source or agency exists that can provide all the necessary information. County and Tribal Emergency Management (EM) Directors should maintain a list of contacts for various resources such as: fast food, convenience stores, petroleum suppliers, veterinarians, hotels, and other agencies with 24/7 phone numbers. This leads to strong countywide damage assessment capabilities and enables efficient coordination of the process within the county when required.

IMMEDIATELY AFTER THE DISASTER BEGINS

When a disaster occurs anywhere in the State, Wisconsin Emergency Management (WEM) relies on the County or Tribal EM 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 such magnitude that state and/or federal assistance may be required the County or Tribal EM Director should immediately notify WEM that such a disaster has occurred. This notification can be completed through WebEOC via the County-Tribe Status Board, by contacting their WEM Region Director (RD), or by calling the WEM Duty Officer. The RD should continue to be kept apprised of the situation.

DISASTER DECLARATIONS

Depending on the severity of the event, a disaster declaration may be necessary. This can be issued by the municipality, county and/or the state. These can be executed verbally or formally written. Verbal declarations should be documented with a witness, and a formal paper version should be executed as soon as possible.

In some cases, declarations allow for emergency powers, including emergency expenditures, and brings attention to the severity of the event.

COUNTY/TRIBE STATUS

The County/Tribe Status Board is used to provide a snapshot of the events shortly after an emergency or disaster event has occurred to provide situation awareness. The County Tribe Status board can be found within WebEOC. Entries should capture significant incidents and status **OR** to indicate no adverse outcomes from an event. The County/Tribe Status board entry should be updated as needed throughout an event. If the event is severe enough to activate the State Emergency Operations Center (SEOC), then a separate incident-specific site will be created. Upon the conclusion of an event, the status board is cleared by the county/tribal director. If help is needed County or Tribal EMs can contact their RD to assist with entering data.

UNIFORM DISASTER SITUATION REPORT (UDSR) – STANDARD REPORTING FORM

Within 72 hours of the start of an event, the County or Tribal EM Director must submit a Uniform Disaster Situation Report (UDSR)¹ within WebEOC.

In general, the UDSR form provides useful summary of disaster situation by describing:

- **Scope** of event, including damages
- **Impacts** of the events and the importance (why it matters to the community).
- **Compelling information** for the Governor to determine assistance requested.

WEM recognizes the initial UDSR will consist of the best *estimates* compiled from information gathered by the County/Tribal EM or local damage assessment teams for both public and private sectors. As better estimates are determined, the initial UDSR should be updated so WEM can identify requirements for supplementary assistance. The damage should be documented with locational information (GPS Coordinates), type of damage, dimensions (length, width, and depth), and photos of the damage prior to any repair work.

The table below shows the County/Tribal EM Director and WEM’s roles in the UDSR submission process.

Country/Tribal EM Director’s Role	WEM’s Role
<ul style="list-style-type: none"> • Submit the UDSR form as soon as possible to WEM (<u>required</u> within 72 hours of the event) through the WebEOC UDSR Board. • Update the UDSR as necessary. • Provide in-depth impact statements², as necessary, to WEM. 	<ul style="list-style-type: none"> • Review UDSRs upon submission. • Determine if certain thresholds are met by counties and on statewide basis. • Make recommendations about appropriate assistance requests. • Inform FEMA Region V of situation. • Based on the threshold data, WEM will work with Governor to request a Preliminary Damage Assessment (PDA) from FEMA Region V, as necessary.

¹ As of May 2019, all UDSRs must be submitted through WebEOC. For directions on how to submit UDSRs via WebEOC Menus > Daily Operations > 05. Training Videos > WEM Recovery Refresher: [UDSR Board](#)

² This is most often requested by WEM when seeking a Federal Declaration for Public Assistance or Individual Assistance. If requested, WEM will provide guidance on how to submit the impact statements.

DAMAGE ASSESSMENT PROCESS

During the Damage Assessment process, trained teams go out into the field to find the damaged locations within the jurisdiction, providing descriptions of the damage and cost estimates to bring the damaged areas back to pre-disaster condition. Damage figures should be grouped by publicly owned infrastructure and property, residential property, businesses, and non-profit locations. The County or Tribal EM should work closely with their jurisdictions during the damage assessment process.

Appendix 1 contains a checklist that provides guidance for County and Tribal EM Directors, Public and Private Damage Assessment Team Members. There are also several videos³ that provide overview of damage assessments, Individual and Public damage assessments, Survey123 and the Damage Assessment Board within WebEOC.

PUBLIC ASSISTANCE

When conducting damage assessments, a jurisdiction should only include items which fall within the FEMA categories A – G. This can be infrastructure or property it owns or has a written agreement to maintain for another jurisdiction or non-profit entity. It is highly recommended to start organizing and saving any accumulated documentation as early into an incident as possible.

As you are working through the damage assessment process and compiling damage estimates, keep in mind that these figures should only include the cost to bring the damaged locations back to the same condition it was prior to the event. This is known as pre-disaster condition.

Damage estimates should be written clearly to understand the location and damage descriptions. Costs should be tracked by site where the work is being completed other than for Category B (protective measures). Category B can be broken up by type of work or grouped together. Remember, only eligible⁴ costs are those that are documented.

³ The videos can be found in WebEOC > Daily Operations> 05. Training videos. If a local jurisdiction does not have access to WebEOC, they can ask their County/Tribal Emergency Management Director for the link to the video(s).

⁴ Eligible costs typically include things that are directly tied to the specific disaster event, i.e., materials completely expended during the event or to repair damages incurred from the event. It would typically not cover the purchase of equipment or materials that can be re-used, or areas in which reimbursement would be issued from another area, i.e., insurance costs. For more information on the eligible costs for the different potential funding programs, refer to their guidance documentation. For the Public Assistance Program refer to the Public Assistance Program and Policy Guide (PAPPG) which defines FEMA's PA Program and its policy and procedural requirements. The PAPPG also provides high-level program delivery information and describes important PA functions that occur throughout the entire program delivery lifecycle. Version 4 of the PAPPG is applicable to emergencies and major disasters declared on or after June 1, 2020 and can be found here:

https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf

Damage assessment documentation should include the items listed below:

- Description of the damage at the location (for Category A, C-G work).
- Record the location of each damaged area with:
 - GPS Coordinates
 - Dimensions/measurements
 - Photos of the damage before and after any repairs have been completed.
- Repairs made to the damaged location
 - Jurisdictional employees and equipment with timesheets/logs and/or equipment logs.
 - Make sure to use the appropriate equipment rates⁵
 - Purchased materials receipts/invoices
 - Contractor invoices which have the description of work performed itemized.

When doing damage assessments for Category C work, exclude roads that:

- Receive DOT/Federal maintenance funding and are typically classified as major collectors or higher.⁶
- Are owned by Bureau of Indian Affairs (BIA), US Forest Service (USFS), Federal Highway Administration, National Park Service (NPS), etc.

There are many different tools available to use for completion of damage assessments. These vary from computer applications to handwritten forms. The list below outlines the items that are recommended for Damage Assessment.

- Trained Assessment Teams of people for Private and/or Public assessments
- Tablet or phone with GPS capability to provide latitude and longitude of the damaged locations and/or Survey 123 Damage Assessment application
- GIS personnel for creation of maps
- Tools for measuring damaged area dimensions
- Tools for taking photographs or videos
- Equipment to complete assessments at the damage locations

⁵ The Current Equipment rates for jurisdictionally or volunteer/donated equipment can vary. If there are locally adopted rates that were approved prior to the event, those should be used. If the County or Jurisdiction does not have their own rates, they must use the FEMA, or the Wisconsin DOT rates. The current rates can be found:

- WI DOT Equipment Rates, refer to section 02-25-50 & 02-25-55 (last updated Jan 2022):
<https://wisconsin.gov/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02.aspx>
- FEMA Equipment rates (last updated September 2021):
https://www.fema.gov/sites/default/files/documents/fema_schedule-of-equipment-rates_2021.pdf

⁶ Refer to the WI-DOT Functional classification maps, <https://wisconsin.gov/Pages/projects/data-plan/plan-res/function.aspx>. These are separated by Urban/Urbanized areas or Rural areas and County maps.

- Paper forms
- WEM Road Index form
- WEM Disaster Assessment for Public Infrastructure
 - Computer or phone-based applications
 - Survey123⁷ connects to the WebEOC Damage Assessment Board and can be used in the field with or without an internet connection⁸.
 - There are other applications that can be used, but at this time they would not connect to WebEOC's Damage Assessment Board.

Information will auto-populate into the Damage Assessment Board in WebEOC if Survey123 is used to collect the field assessments. If you use another method, i.e., pen and paper or a different collection app, you can do manual entries in the Damage Assessment Board. Information can always be entered or edited in the Damage Assessment Board.

INDIVIDUAL ASSISTANCE (IA)

The Damage Assessment process is different for Individual Assistance. There are several ways that this can be accomplished. The damages will include estimation of the amount of loss and the resulting impacts of those losses on the individuals and community.

Options to collect Residential and Business damage information:

- Self-reporting options include:
 - 2-1-1
 - Jurisdictional or county hotlines
 - Jurisdictional or county dispatch plotting points on map
- American Red Cross's damage assessment survey
- American Institute of Architects
- Building inspectors
- Police car cameras for documentation of flood or damages
- Public works cameras
- Drone or aircraft videos/photos

Remember that these records may be subject to open records. Be sure to follow local policy and procedures especially if people are identifiable in the photos/videos.

⁷ Survey123 no longer requires an ArcGIS Online account. For directions on how to use Survey123, refer to WebEOC under the Advanced File Library > Recovery > Damage Assessment > Survey 123 Directions.

⁸ If using Survey123 without an internet connection in the field, the user needs to connect back to the internet when back in the office to complete the upload of the entered damage assessments and have the data added to the WebEOC Damage Assessment Board.

After the damage is reported, or during the collection of the information, private sector damage must be categorized based on FEMA's IA Matrix⁹ (Affected, Minor, Major or Destroyed¹⁰). For estimating the residential/business damage, refer to Appendix 2. **DO NOT GIVE FEMA ORIGINAL COPIES.**

Home or business owners need to keep receipts/invoices and associated proof of payment for any repairs or replacement of damaged received. They should also document the damages to their property with photos before any damage is repaired. The County or Tribe is not responsible to retain the private property documentation for WEM or FEMA. However, there may be requirements for flooded properties in the flood plain. Retention of this information is also useful for mitigation plan updates and to substantiate repetitive losses for mitigation buy out programs.

PRELIMINARY DAMAGE ASSESSMENT (PDA)

The intention of FEMA's Preliminary Damage Assessment (PDA) is to validate damage and impact information that was provided in UDSRs. Based on the estimates reported by counties/tribes on the UDSR board, the Governor will request a PDA from FEMA Region V if the damage figures are near or exceed the statewide threshold amount. The Governor's PDA request generally occurs within a week or two after the disaster, depending on the magnitude of the event. Upon receiving the PDA request, FEMA Region V will respond within 72 hours either granting or denying it. If approved, federal assessment teams arrive within a few days of approval.

Separate PDAs occur for private residential (Individual Assistance) and public infrastructure (Public Assistance) damages. WEM and FEMA will determine the number of teams necessary for conducting assessments in the field based on the damage assessments. The goal is for Federal, State and Local members to agree on a "final dollar amount" that encompasses damage and costs to repair facilities to **PRE-DISASTER FUNCTION AND CONDITION.**

Once the PDA is complete, if the mutually agreed upon disaster losses of the statewide public sector damage meets or exceeds the statewide threshold, FEMA will request a Presidential Disaster Declaration. There is no specific threshold for an Individual Assessment declaration. The entire PDA process must be completed within 30 days of the end of the disaster.

⁹ The Individual Assistance Damage Matrices (Tables 20 and 21) provide the damage assessment matrices for manufactured and conventionally built homes, respectively. Refer to appendix H tables 20 and 21 in the FEMA Preliminary Damage Assessment Guide, pages 115-118⁹ https://www.fema.gov/sites/default/files/2020-07/fema_preliminary-disaster-assessment_guide.pdf. The tables can also be found in WebEOC under the Advanced File Library → Recovery → Damage Assessment → Assistance Matrix, then download the file labeled 11 – IA Damage Assessment Matrix.

¹⁰ SBA has different criteria than FEMA. Refer to WebEOC under the Advanced File Library → Recovery → Damage Assessment → IA Packet Documents → County and Tribe Packet, then download the file labeled 14. SBA Disaster Declaration Process and Criteria.

PDA PRE-ASSESSMENT

Prior to the PDA, WEM may perform some pre-assessment to ensure the PDA goes smoothly and quickly. Pre-assessment teams may be deployed to some of the hardest hit jurisdictions to discuss large projects that they do not have the expertise and staff to complete on their own. Examples might include:

- Large road re-engineering.
- Large culvert washouts (where re-alignment or re-sizing would be necessary).
- Roads on steep slopes that need to be regraded.
- Bridges that washed out and need to be repaired or reconstructed.
- High dollar amount damages within the jurisdiction.

The goal of this pre-assessment is to avoid rushing the local assessment process and do some preliminary scoping.

PDA PREPARATION

If a County or Tribal Organization is going to participate in an Individual Assistance (IA) or Public Assistance (PA) they will need to assemble their damages to be incorporated into the county-wide or tribal packet (IA) or binder (PA). Each jurisdiction will have a separate section within the packet or binder¹¹.

PUBLIC ASSISTANCE PDA

The PA PDA consists of validating damages to public infrastructure that falls within FEMA Categories A-G for which the jurisdiction is responsible to maintain. Examples of public infrastructure include roads, bridges and other road infrastructure, buildings, vehicles, utility systems, and parks. As of 2022, most PDAs will be conducted virtually, and the binders must be compiled and submitted electronically for review. During the virtual PDA review there may be some in-person site visits depending on the complexity of the damages.

In general, the costs to be included are outlined below, or refer to Appendix 4 Guidelines for Disaster Documentation.

- Labor Costs
 - Cat B – Overtime only
 - Cat A, C-G Regular and Overtime
 - Temporary or Contract Labor – Regular and Overtime (A-G)
- Equipment Costs – Date, Time, Operator, Time of Operation

¹¹ For instructions on how to assemble these materials refer to WebEOC > Advanced File Library > Recovery Folder> then IA Packet Documents or PA Binder Documents. These were last updated as of March/April 2021.

- Materials – Invoices, In Stock/Stockpile
- Contract Costs – Invoices, Date & Description of Work Completed/Bid
- Volunteer Labor/Equipment, Donated Materials/Contract work

Depending on the event the Joint PDA may require physical copies of the binder or packet be provided; at minimum one for FEMA and one for WEM. The county/tribal EM should retain their own separate copy. If there will be an in-person component to the PDA, make sure to have the following ready:

- Provide space for PDA Team to review binder.
- Prioritize the most severe damage or complicated sites.
- Do not provide **original versions of the documentation**, only copies.
- Prepare your local jurisdictions for any potential site visits.
 - Ensure local representatives are present for any questions or clarification that may come up during the PDA or if there is a site visit planned to view any of the sites.
 - If damage sites are to be visited, make sure to develop safe and accessible travel routes for the teams.

PUBLIC ASSISTANCE EXPECTATIONS

The goal of a PDA is to validate damages in the field with accurate documentation provided by locals who experienced the event. Since FEMA is the agency evaluating the need of an area to receive federal aid, their expectations may differ from those of the impacted state and local governments.

- FEMA may require additional information or more supporting documentation for these types of projects:
 - High dollar amount projects
 - Projects that, given the circumstances, raise questions about eligibility.
- FEMA expects annotated maps showing damage locations at the time of the Joint PDA.
- FEMA expects local governments and agencies to photograph damages.
- FEMA expects local governments and agencies to produce clear damage costs estimates that are backed up by invoices, load tickets, payroll information, volunteer sign-in sheets, etc. (refer to Guidelines for Disaster Documentation appendix at the end of this document).
 - **If you DID NOT start work:** you do not need to have the projects fully scoped and documented at the PDA; you need to start the process of obtaining documentation now.
 - **If you started (or completed) work:** you need to have documentation showing the cost that was billed. You do not have to show proof of payment.

HAZARD MITIGATION – BREAK THE CYCLE OF DAMAGE

Hazard Mitigation is any action taken to reduce or eliminate long-term risk to people and property from natural hazards. As you assemble damage assessments and the PA binder documentation, identify opportunities to incorporate mitigation through the repair/reconstruction process. Examples would include:

- Realigning or upsizing culverts that repeatedly fail.
- Elevating utility boxes in flood-prone public buildings.
- Demolition and relocation of flood-prone structures.
- Improving drainage or regrading a road.
- Adding riprap or other erosion prevention methods.

If interested, a separate document should be written describing the mitigation opportunity; it should include site location, type of mitigation and cost estimates. If Federal Assistance is approved, discuss these opportunities with FEMA Specialists who will write projects with you. Mitigation estimates should not be included when calculating the per capita threshold.

INDIVIDUAL ASSISTANCE PDA

The IA PDA looks at damages to private primary residences and businesses that received damages attributed to the storm event. Ensure that there is good communication. Set an expectation that an IA declaration from either FEMA or SBA¹² (Small Business Administration) will not make impacted residents whole.

As of 2022, the IA packets will be reviewed virtually, and must be submitted electronically for review. During the virtual PDA review there may be some in-person site visits depending on the complexity of the damages. Due to the virtual review aspect, GIS will play a huge role in the PDA process so that the validated self-reported damages can be accurately captured. If there are any in person review components, make sure that appropriate travel accommodations are ready for the team (i.e., golf carts in urban areas or trucks in rural areas). The in-person assessment should be limited to visiting all the destroyed and major damage sites; however, the FEMA or SBA representatives may request to view some residences or businesses that received minor damages.

¹² SBA provide low-interest disaster loans to help businesses and homeowners recover from declared disasters. More information can be found here: <https://www.sba.gov/funding-programs/disaster-assistance>

JOINT PDA TEAMS

The Joint PDA Teams are comprised of representatives from multiple agencies that typically include FEMA, WEM, Department of Natural Resources (DNR), County or Tribal Emergency Management, and others depending on the event.

- FEMA representative acts as the team leader.
- State representatives serve as mediators between FEMA and the locals or individuals.
- County/Tribal EM Directors typically travel with the FEMA/State team on the PDA.
- County/Tribal EM Directors request that local representatives explain to FEMA and the State the extent and impact of damages (i.e., “what happened and why it matters.”)
 - County Highway Commissioners, Road Supervisors, DNR field staff, or representatives from other agencies are great people to meet the PDA team at the site.
 - Make sure that the local representatives are knowledgeable about damage calculations and detailed cost descriptions (i.e., “One ton of gravel in our community costs \$X from Materials Provider”).

WHAT DO PDA TEAMS NEED TO SEE?

It is not the goal of a PDA to see every single damage site within the jurisdiction due to time constraints. The team may want to visit the “big ticket items” that received the most damage or are best understood by seeing the damage in-person rather than just from the site photos included with the binder. Joint PDA field teams validate damage and impacts, they don’t discover damages.

The goal of a PDA is to verify that enough damage has been incurred by counties/tribes and the state to receive federal assistance. This means the damages must meet or exceed the per capita threshold by the time the PDA team leaves your county. This is accomplished by working with the PDA team to agree on the amount and eligibility of damage.

When there is a disagreement about either damage amounts or eligibility, sites may be flagged for further verification by FEMA and WEM.

AFTER THE PDA

FINAL DISASTER FIGURES

Upon the completion of the PDA, the final disaster figures of the private and public assessments teams are jointly reviewed and agreed upon by FEMA, other participating Federal agencies, WEM and the local officials of the affected jurisdictions. If the damages are sufficient to exceed participating county threshold and all participating counties and tribes exceed the statewide threshold then a recommendation is made to the Governor to submit a request for Presidential Disaster Assistance under PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act. WEM develops the request letter and supporting documentation for the Governor’s signature. The deadline to request a

Federal Disaster Declaration is 30-days from the onset of the event; this is a short timeframe, which is why WEM moves through the damage assessment process quickly.

DIDN'T RECEIVE A FEDERAL DECLARATION, NOW WHAT?

UNDER THRESHOLD

If during the PDA review process, a county or tribe drops below the county threshold, it may be excluded from the Governor's request letter to the President or it may be included in the letter but subsequently denied during the Presidential review of the Governor's letter.

If additional eligible damages are discovered that were not reviewed during the initial PDA, another PDA can be requested. During the second PDA, if the damages are validated and the county or tribe meets or exceeds the county threshold, an additional declaration request letter can be submitted for Presidential review.

OTHER FUNDING OPPORTUNITIES

If there is not sufficient documented damage to support a request for a Presidential Disaster Declaration, or if it is denied, the damage assessment information can still be used to request reimbursement from the state Wisconsin Disaster Fund (WDF), or the Wisconsin DOT's Disaster Damage Aids (DDA) program. The completion of accurate damage assessment is critical to recovery from an event, no matter the size or scope.

Additional information on the WDF¹³ or DDA¹⁴ programs can be found on the respective webpages. There may be other potential funding programs available. The Recovery position within the SEOC can assist with other funding opportunities when the position is activated. In the WebEOC's Advanced File Library¹⁵ there is a slideshow and video presentation that also provides some potential options.

¹³Wisconsin Disaster Fund Webpage: <https://dma.wi.gov/DMA/wem/grants/recovery-programs#WDF>.

¹⁴Disaster Damage Aids program webpage: <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/disaster.aspx>.

¹⁵ For the slideshow presentation refer to the Advanced File Library > Recovery folder > 2021 Annual Recovery Refresher, then open the file labeled 2021_Annual Recovery Refresher Funding Options for Disaster Events.pptx and for the video presentation, refer to Daily Operations > 05. Training Video > WEM Recovery Refresher: Funding Opportunities for Disaster Damages video.

APPENDIX 1: DAMAGE ASSESSMENT ROLES AND RESPONSIBILITIES CHECKLISTS

County/Tribal or Local Emergency Director

- Designate teams and team members.
- Assign specific damage assessment tasks to team members by geographic location or type of damage.
- Act as team leader.
- Develop procedures for damage assessment team activation.
- Provide training.
- Alert team members on how to submit information (via phone, radio, tablet, or mobile device, etc.).
- Provide a deadline for submission of data.
- Consolidate all information into one report.
- Provide data to Wisconsin Emergency Management (WEM) and key decision-makers.

Public Sector Damage Assessment Team

- Comprised of individuals with experience in the public sector, examples include:
 - Highway commissioners and department staff.
 - Public works directors or engineers.
 - Sanitarians.
 - Parks and street department representatives.
 - Municipal clerks.
- Survey and document damages, as assigned.
- Take photographs of damages, including something for scale.

Private Sector Damage Assessment Team

- Comprised of individuals with experience in the private sector, such as:
 - Tax assessors
 - Building inspectors
 - American Institute of Architects
 - Municipal clerks
 - Real estate agents
 - Insurance agents
 - Representatives of volunteer agencies, (i.e., Red Cross, etc.)
- Ensure all representation from affected areas within Team assessment area.
- Contact your local Farm Service Agency (FSA) for agricultural losses (e.g., USDA purposes). (<https://www.farmers.gov/working-with-us/service-center-locator>)
- Coordinate between teams.
- Survey and document damages, as assigned.
- Take photographs of damages, noting the location of damages on a map.
- Report information back to the County/Tribal EM Director.

APPENDIX 2: SAMPLE METHODOLOGY FOR CALCULATING RESIDENTIAL DAMAGE

Below is the sample methodology to calculate residential damage estimates based on the amount of damage received and the Average Market Value of the homes in the jurisdiction. The calculation must be done separately for each different Damage Category.

Overall average method:

1. Determine the Damage Factor to use:

Damage Category	Damage Factor
Affected/Minor	1-30% (use 15% as a median)
Major	31-80% (use 55% as a 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.

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

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

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

$$\text{Total Damages Estimated At } \$390,000$$

APPENDIX 3: LOCAL GOVERNMENT RESPONSIBILITIES – DAMAGE ASSESSMENT AND PRELIMINARY DAMAGE ASSESSMENT (PDA) PREPARATION

<p>Maintain Accurate Disaster-Related Records.</p>	<p>If your jurisdiction receives state or federal resources to recover, you will need to be able to document disaster-related expenses (emergency and permanent repairs) to request reimbursement. This includes but not limited to proof of payment, invoices/bills, load tickets for repair materials, any engineering, or plans.</p>
<p>Ensure Volunteers Sign-in and Sign-out.</p>	<p>If you use volunteers to fill sandbags, remove debris, or any other activity related to disaster response and recovery, make sure to have them recorded on a sign-in sheet documenting, at minimum, date, time in/out, first and last name, where the work was done and what type of work was performed. It is also helpful to record any equipment being used and if it is volunteer owned, rented or jurisdictionally owned. Appendix 5 has a sample Volunteer Sign-in/Sign-out sheet.</p>
<p>Maintain a List and Map of Impacted Facilities.</p>	<p>If the damages are severe enough to request funding through a state or federal program, having a list and map of all the damaged areas will make the preparations easier.</p>
<p>Maintain Records of Work Performed by Your Own Forces.</p>	<p>If you use your own employees and/or equipment, (Force Account Work), for anything work related to disaster response and recovery, make sure to have documentation showing, at minimum, date, time in/out, first and last name, where the work was done, what type of work was performed and how it is related to the disaster. It is also helpful to record any equipment being used and if it is rented or jurisdictionally owned. Also refer to Appendix 4 for Documentation Requirements</p>
<p>Start Identifying Which Projects or Sites will be Repaired Using Contract Work.</p>	<p>Some damages cannot be repaired using your own forces. If you anticipate using a contractor, start obtaining estimates from contractors and be prepared to show those estimates to state or local personnel during a site visit.</p>
<p>Be Aware of New Codes, Specifications, and/or Standards.</p>	<p>If damaged facilities are to be rebuilt to conform to new codes, specifications and/or standards, be prepared to provide documentation of the specifications, local resolutions, ordinances, etc.</p>
<p>Locate Copies of Insurance Policies.</p>	<p>Have information available on insurance coverage such as copies of insurance policies and the amount of any insurance settlement received for damaged sites.</p>
<p>Work with your County/Tribal Director to Schedule PDA Reviews.</p>	<p>If participating in a PDA, be ready to be a resource for the Joint PDA team during the review of your jurisdiction’s damages; share with the team members the impacts of the damage and the overall event in the area and why it matters; and be prepared to conduct site visits if necessary.</p>

APPENDIX 4: GUIDELINES FOR DISASTER DOCUMENTATION

What We Need to Know.	How You Can Document It.
<i>Personnel Costs (Jurisdiction Labor & Volunteer Labor)</i>	
<ul style="list-style-type: none"> • Who performed the work? • Dates and number of hours worked? • Rate of pay (regular rate, fringe, overtime rate, benefits). • Job classification. • Site work was performed. • Any equipment used. • Tasks performed. 	<ul style="list-style-type: none"> • Daily timecards, time sheets. • Task lists. • Payroll records • Volunteer Sign-in/out sheets
<i>Equipment Costs</i>	
<ul style="list-style-type: none"> • Dates and number of hours used. • Piece of equipment (name/type). • Tasks performed. • Equipment operator name. • Site worked on. • Equipment rate (hourly or daily). 	<ul style="list-style-type: none"> • Equipment Usage Log. • Operator Timesheets • Equipment rate schedule (use local, county, state, or federal rates, whatever is your normal practice).
<i>Material Costs</i>	
<ul style="list-style-type: none"> • Dates used or delivered. • Quantity used (tons, cubic yards, etc.) at each site. • Site name the materials were delivered. • Type of materials were used (gravel, sand, breaker run, riprap, fill, hot mix, etc.). 	<ul style="list-style-type: none"> • Load tickets. • Materials logs. • Material invoices. • Receipts.
<i>Contract Costs</i>	
<ul style="list-style-type: none"> • How much the work will cost? • When the estimate was provided. • Terms of the contract. • Follow procurement rules 	<ul style="list-style-type: none"> • Bid specifications. • Requests for bids. • Bid documents. • Copy of estimates. • Copy of contract. • Invoices from the contractor. • Checks issued for payment.

APPENDIX 5: VOLUNTEER SIGN-IN TEMPLATE

DATE	NAME (FIRST AND LAST)	SIGN-IN TIME	JOB DUTY	EQUIPMENT USED	SITE WORKED ON	SIGN-OUT TIME