

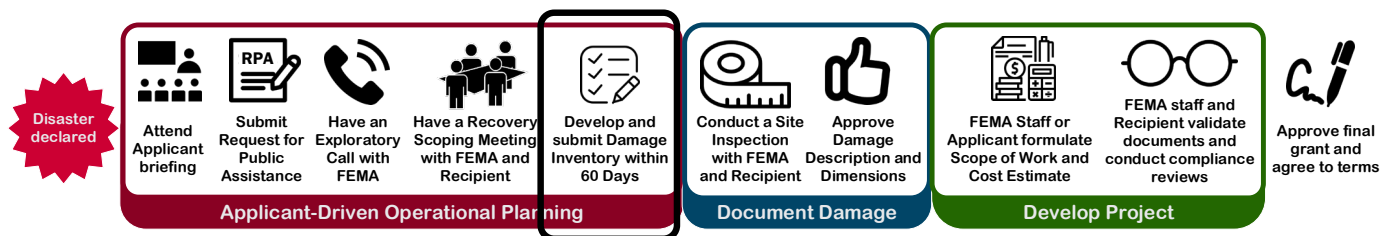
Developing a Damage Inventory

This Quick Guide explains how **Applicants identify and report disaster-related damage** and why a **Damage Inventory** is important to the success of FEMA Public Assistance grant development.

What is a Damage Inventory?

A **Damage Inventory** is a detailed list of debris removal, emergency work activities, and damaged facilities for which an Applicant is seeking Public Assistance reimbursement. Federal regulations require that all debris removal, emergency work activity, and disaster-related damage must be identified and reported within 60 days of the Recovery Scoping Meeting to be reimbursed.

The Public Assistance Program Delivery Process



Why is a Damage Inventory important?

A Damage Inventory is the basis for Public Assistance grants. A FEMA Program Delivery Manager uses the Damage Inventory to logically group damage line items into Public Assistance projects, schedule site inspections for incomplete work, and determine what supporting documents an Applicant will need to provide. FEMA cannot continue the grant development process until items have been entered in the Damage Inventory.

An Applicant has up to 60 days after the Recovery Scoping Meeting to identify and report disaster-related damage and emergency work activities. A Program Delivery Manager will work with an Applicant throughout the 60-day period to draft, develop, and finalize their Damage Inventory.

Applicant
 State, local, tribal, or territorial government or eligible private non-profit entity submitting a request for assistance under the Recipient's Federal award.

Project
 A logical grouping of disaster damage, the scope of work an Applicant will complete to address the damage, and the estimated funding.

How does an Applicant create a Damage Inventory?

Applicants begin recording damage in the Damage Inventory template, an Excel spreadsheet that can be downloaded from Grants Portal or provided by the Program Delivery Manager. Applicants are encouraged to start documenting items in the spreadsheet as soon as possible, even if damage is still being identified. Applicants bring a draft Damage Inventory to the Recovery Scoping Meeting to discuss and develop it with their Program Delivery Manager. Once finalized, within 60 days of the Recovery Scoping Meeting, the Damage Inventory must be uploaded to Grants Portal.

Grants Portal will prompt an Applicant to sign the Damage Inventory at day 61 after the Recovery Scoping Meeting. Any changes after 60 days need to be approved by FEMA field leadership.

What information should be included in a Damage Inventory?

Each line item in a Damage Inventory should contain the following information:

Name of the Damage:

A clear and distinctive title, indicating the type of facility and uniquely identifying it (*example: “Mills Road” rather than “Damaged Road” and “Smith Creek Culvert” rather than “Culvert”*).

Location:

Address, City, State, ZIP code and latitude/longitude coordinates for the facility.

Description of Damage in Line Item:

A summary of the damage and/or work performed, including:

- Type of facility
- Damaged component(s) of the facility and what caused the damage
- Extent of damage to the facility (*example: if affected by flooding, include the length of time the facility was underwater*)
- Work completed (*example: temporary repairs, items removed from facility*).

Example: 10,000 square foot, 2 story brick building. HVAC in basement was impacted by floodwaters. Up to 4 feet of floodwater throughout the facility. Building remained flooded for 2 days. Flooring, carpet, and drywall were removed to prevent molding.

Primary Cause of Damage:

Type of event that caused the damage (e.g. hurricane, flood, severe storm, tornado).

Approximate Cost:

Estimate of how much the anticipated work or repairs will cost. Unless work is complete, this may be a rough estimate.

Category of Work:

The category of work that has been or will be completed. FEMA regulations define seven categories of eligible work:

- Category A – Debris removal
- Category B – Emergency protective measures
- Category C – Roads and bridges
- Category D – Water control facilities
- Category E – Buildings and equipment
- Category F – Utilities
- Category G – Parks, recreational, other facilities.

Type of Labor:

How will repairs be completed: by a contractor, by an Applicant’s own employees (also called Force Account labor), through a Mutual Aid Agreement, or using Donated Resources?

Additional information includes:

- Whether an Applicant has received Public Assistance funding to restore the facility in the past
- Estimated percentage of work that has been completed already
- Level of priority the Applicant assigns to restoring the facility.

The *Quick Guide* series is a set of documents that explain the roles and responsibilities of Recipients and Applicants in key steps in FEMA’s Public Assistance Program delivery process. The Public Assistance Program provides Federal grant funding to help communities quickly respond to and recover from major disasters or emergencies declared by the President. Read more about Public Assistance Program delivery in other Quick Guides, the [Public Assistance Program and Policy Guide](#), and resources available on [Grants Portal](#).