

# DAMAGE INFORMATION AND INSPECTIONS



# FEMA

## Public Assistance Applicant Information

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Applicants must provide information to substantiate that reported damage and debris impacts were caused by the declared incident. This document provides an overview of the methods FEMA uses for obtaining damage information. It includes checklists to enable Applicants in providing complete, accurate, and precise information, and preparing for site inspections.

Applicants are now able to submit damage information for validation in lieu of a FEMA site inspection. In some instances, FEMA may conduct a remote inspection (via video conference) or an in-person inspection.

FEMA obtains and validates damage information using the following virtual or physical site inspection methods:

- Applicant-Provided Damage Information (Tabletop): Applicants collect and submit damage-related information for FEMA to review and validate;
- Video Conference Inspection (Remote): FEMA guides the Applicant through a site inspection using video conference technology such as Zoom or FaceTime; or
- In-Person Inspection (Physical): FEMA visits the facility(s) with the Applicant.

### Applicant-Provided Damage Information (Tabletop)

Applicants submit documentation supporting damage claims. Applicants must either provide completed FEMA Site Inspection Reports (SIR) or another document that provides the same type and level of information as depicted in the SIRs. Applicants also must provide relevant information and documentation listed in Appendix A: *Damage Information Checklist* for FEMA to validate the damage. A complete list of the SIRs is available in Appendix B: *FEMA Site Inspection Reports*. FEMA uses this method for:

- Sites where costs fall below the [small project maximum threshold](#); or
- Sites with costs equal to or above the small project maximum threshold with minimal damage.

### Video Conference Inspection (Remote)

In some instances, FEMA may guide the Applicant through a site inspection using video conference technology. Applicants convey damage details while FEMA enters the information into SIRs. FEMA may implement this method for:

- First-time Applicants; or
- Applicants that are unable to provide damage information in a timely manner.

### In-Person Inspection (Physical)

In limited instances, FEMA conducts just in time inspections onsite with the Applicant and the Recipient, if available. The Applicant shows FEMA the site(s) and all aspects of damage while FEMA captures specific measurements, photos, sketches, and detailed descriptions of damage. FEMA may implement this method for complex sites requiring technical expertise or significant Environmental or Historic Preservation concerns.

# APPENDIX A: DAMAGE INFORMATION CHECKLIST

Applicant Name: \_\_\_\_\_

Damage Inventory Line Item #: \_\_\_\_\_

Applicants provide information to support and substantiate damage claims. This checklist includes a list of information Applicants should provide to document the cause, location, and details of reported damage. The list may not be comprehensive for all sites, and FEMA may request additional information.

- Pre- and post-incident information (as applicable):
  - Facility maintenance records.
    - Safety inspection reports.
    - Damage claimed in previous disasters.
    - Inventory records (e.g., road, equipment, or insurance schedule of values).
  - Site information:
    - Map of damage.
    - GPS coordinates and address where damage occurred. Must include street name, city, state, and zip code (identify facilities located in rural areas by township, range, section and road number).
    - All damage locations, including geographical coordinates in latitude, longitude in decimal degrees formatted to the sixth decimal place (e.g. 38.885430, -77.018785). Start and end GPS coordinates are necessary for damage length longer than 200 linear feet and GPS coordinates for 4 corners of staging areas. Review for accuracy after returning from the site as severe weather conditions may impact coordinates.
    - Applicant-provided photographs or satellite imagery depicting the incident-related damage site and details of the facility. Photos should include:
      - The facility and surrounding area;
      - Multiple angles of damaged elements with lighting allowing for clear visibility;
      - Context to depict where the damage is located on or in the facility.
      - An item or stationary feature to indicate size, such as a traffic cone, or tape measure;
      - A description of the location and angle of the photo (east, west, etc.) to help a reader “stitch together” the scene; and
      - All damaged sides of the facility.
    - Sketches of sites showing shapes, perspectives and proportions of incident-damaged elements including interior damage (floorplan) illustrating the location of damage in the facility.

- Information to support inventory of pre-existing contents, equipment and vehicles, including number, type, make, model, VIN, and horsepower.
- Completed FEMA Site Inspection Report or another document that clearly delineate the same type and level of information depicted in the Site Inspection Reports such as:
  - Damage assessment report.
  - Insurance adjuster's report.
  - Technical report.

# APPENDIX B: FEMA SITE INSPECTIONS REPORTS

The Site Inspection Reports listed below and are in the Support Center on [Grants Portal](#) .

- Category A: Debris
- Category C: Bridges
- Category C: Culvert
- Category C: Road - Low Water Crossing
- Category D: Dams Reservoirs
- Category D: Drainage Channels
- Category D: Levees - Irrigation
- Category D: Pumping Facilities
- Category D: Sediment Debris – Retention
- Category E: Buildings – Vehicles – Equipment
- Category F: Utilities
- Category G: Beaches
- Category G: Mass Transit
- Category G: Parks Recreation Cemetery

# APPENDIX C: PREPARING FOR INSPECTIONS

## Prior to the Inspection

- FEMA coordinates with the Applicant and Recipient to schedule a date and time for inspection. The Applicant receives an email confirmation in Grants Portal.
- At the Recovery Scoping Meeting, the Applicant informs FEMA whether it has appropriate capacity and tools for Video Conference Inspections, whether the Applicant has:
  - Two individuals to send on the inspection (necessary to enable efficient Video Conference Inspections); or
  - Technology required for the inspection, (i.e. a phone, tablet or computer with internet connectivity at the site).
- The Applicant designates a point of contact to conduct the inspection. Please ensure individual(s):
  - Are familiar with the facility (such as a superintendent, maintenance technician, or other manager);
  - Can identify all incident-related damage; and
  - Have authority to sign the Site Inspection Report.
- One business day prior to the inspection, the Applicant's point of contact receives a call from the FEMA Site Inspector to confirm:
  - Date, time, and location or meeting technology; and
  - Specific sites to be inspected.

## After the Inspection

Applicant logs into Grants Portal to concur with the Damage Description and Dimension (DDD). The DDD is the summary of observed damage based on the inspection report submitted by the Program Delivery Manager.