

Greetings,

State, Local, Tribal, and Private Non-Profit Partners

The Virginia Department of Emergency Management (VDEM) is reaching out to you today to explain the damage assessment process for the impacts from the Winter Weather Event that began on January 3rd. On January 5<sup>th</sup>, 2022, Governor Ralph Northam declared a State of Emergency in the Commonwealth of Virginia to prepare and coordinate a statewide response to the event, as outlined in Executive Order Number [Eighty Three](#) (2022). The Governor is authorized to declare an emergency when the anticipated effects of a severe weather situation constitute a disaster as described in [§ 44-146.16](#) of the Code of Virginia.

To expedite the process VDEM has created a hybrid-virtual process that combines the initial damage assessment (IDA) and preliminary damage assessment (PDA) processes. VDEM is requesting that the following steps happen by close of business on Wednesday January 12, 2022 in order to determine if your locality, tribe, agency, or private non-profit meet the eligibility requirements to be included in this declaration. We will assess future deadlines, as needed, and communicate those as needed.

**Step 1: Notify the VDEM Recovery Team of your intent to submit a damage assessment for this event**

- Recovery Contact – [Recovery@vdem.virginia.gov](mailto:Recovery@vdem.virginia.gov)

**Step 2: Register for an account in EMGrants (VDEM grants portal) – <http://vdem.emgrants.com>**

- If you are already registered, you can log in or request a reset of your login information

**Step 3: Create a damage assessment in EMGrants**

- Instructions and screenshots provided in How To Submit a Damage Assessment document

**Step 4: Create damage sites, with locations, in EMGrants and upload supporting documentation**

- Instructions and screenshots provided in How To Submit a Damage Assessment document

**Step 5: When all of your damage sites are entered, VDEM will review your damage assessment**

- Instructions and screenshots provided in How To Submit a Damage Assessment document

**Documentation Recommendations:**

There is no one-sized-fits-all approach to documenting damage, work, and costs, or to collecting supporting documentation. Damage assessment teams must weigh the benefit of increased accuracy against the timeline for delivering necessary assistance.

**Labor (Force Account) Damage Assessment Tips:**

For the purpose of damage assessments, potential applicants may choose to use average pay rates for groups of force account employees performing similar work, if calculating the actual cost for individual employees is time prohibitive. In either case, the rate claimed needs to be reasonable for the type of work performed.

The applicant should document:

- Number of employees performing a given task
- Type of employee (budgeted or unbudgeted)
- Type of work being performed
- Regular time and overtime hours worked
- Hourly rate claimed in the summary

**Equipment (Force Account) Damage Assessment Tips:**

Potential applicants may estimate the cost of force account equipment.

The applicant should document:

- Type of equipment that was leased
- Type of work being performed
- Cost of the leased equipment in a summary
- Leased equipment would be similar to contracting requirements

**Materials and Supplies Damage Assessment Tips:**

The cost of supplies and materials should be based on invoices, potential applicant's established methods for pricing supplies and materials, historic prices for materials, or prices from area vendors

- The supplies or materials are or will be purchased and are justifiably needed to effectively respond to and/or recover from the incident; or
- The supplies are or will be taken from the potential applicant's stock and used for the incident

**Contract Services Damage Assessment Tips:**

The applicant should document:

- All contract work and costs in a summary
- Description of the work performed under the contract
- The estimate, bid, or executed contract itself

**Mutual Aid Agreements Damage Assessment Tips:**

The applicant should include:

- Labor costs (similar to Force Account Labor requirements listed above)
- Equipment costs (similar to equipment requirements listed above)
- Supply and/or materials costs (similar to the supply/material requirements listed above)

**Additional Information and Resources:**

- FEMA Debris Monitoring Guide SOP (2021)
- FEMA Public Assistance Program and Policy Guide (PAPPG V.4)
- FEMA Schedule of Equipment Rates
- FEMA Procurement Disaster Assistance
- Team Guidance and Information for Contracting Requirements

**Next Steps:**

- Following IDA submissions, the Recovery team will reach out to submission POCs if additional documentation is required.
- For questions regarding the initial damage assessment process, please reach out through your [Regional Support team](#) or email the Recovery team at [Recovery@vdem.virginia.gov](mailto:Recovery@vdem.virginia.gov)