



## ILLINOIS EMERGENCY MANAGEMENT AGENCY

**JB Pritzker**  
Governor

**Alicia Tate-Nadeau**  
Director

### Public Assistance (PA) Program Damage Assessment Checklist

- Initial Damage Assessment (IDA) – Immediately after disaster incident occurs
    - Identify and document damages and costs
      - Mark damage locations on a map
      - Take photographs of damages
      - Estimate costs for work to be completed by location and category of work
        - Categories of Work
          - Category A – Debris Removal
          - Category B – Emergency Protective Measures
          - Category C – Road and Bridge Systems
          - Category D – Water Control Facilities
          - Category E – Buildings and Equipment
          - Category F – Utility Systems
          - Category G – Parks, Recreational and Other
        - FEMA Schedule of Equipment Rates
          - <http://www.fema.gov/schedule-equipment-rates>
      - Obtain bills, invoices and receipts for eligible work completed
    - Review insurance policies and deduct any anticipated insurance proceeds from costs
    - Review contracting/procurement policies to ensure they meet Federal requirements
    - Complete and submit [IEMA Initial Damage Assessment Cost Tabulation](#) form(s) to appropriate [county EMA/ESDA](#) and [IEMA regional offices](#).
- Preliminary Damage Assessment (PDA) – Formal damage assessment with FEMA
  - In general, PDA meetings will be held at centralized locations in each county. Organizations will be scheduled to meet PDA team at these central locations.
  - Meet with PDA team at specified central location
  - Identify type and locations of eligible work on a map
  - Provide invoices, bills, receipts, payroll records, equipment records, contracting documents for work completed at each location
  - Provide estimates with quantities for work to be completed at each location
    - Be prepared to explain cost estimating methodology

- Provide maintenance records for each location, if requested
- Provide documentation on contracting/procurement process, if requested
- Provide copies of insurance policies for insurable facilities, if requested
- Provide information on total organization and maintenance budgets, if requested
- Show PDA team damage locations, if requested

FEMA will complete [PA Preliminary Damage Assessment \(PDA\) Summary](#) forms for all of the damages and costs for each organization. These forms provide detailed information on the damages and costs by category of work and location.

FEMA's Damage Assessment Operations Manual provides information on the damage assessment process and requirements when conducting damage assessment operations. You can review or download a copy of this manual at <http://www.fema.gov/media-library/assets/documents/109040>.

IEMA's Public Assistance Program Applicant Handbook provides information on how IEMA administers the Public Assistance Program in Illinois. You can review or download a copy of this handbook at <http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PAApplclicantHandbook.pdf>.

FEMA's Public Assistance Program and Policy Guide replaces many of the former PA guidance documents and is effective for declarations on or after January 1, 2016. You can review or download a copy of this guide at <https://www.fema.gov/media-library/assets/documents/111781>.

Additional information on the Public Assistance Program is available at <http://www.illinois.gov/iema/LocalEMA/Pages/PublicAssistance.aspx>.

If you have questions regarding the Public Assistance Program, please contact the IEMA Public Assistance staff at (217) 782-8719 or [PA.Grants@illinois.gov](mailto:PA.Grants@illinois.gov)