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# Preliminary Damage Assessments

June 20-21, 2025 Severe Storms and Tornadoes



# Preliminary Damage Assessment (PDA) Overview

- Define PDA
- Review of the Site Tracker
- Overview of documentation needed for the PDA



# Preliminary Damage Assessment (PDA)

- A federal declaration must be triggered by an "Event". Most events that cause the activation of a presidential declaration in ND are caused by spring floods or isolated severe storm events.
- If an event triggers enough government response, the state of ND will conduct a preliminary damage assessment.
- Government response is tracked through the State Emergency Operations Center or SEOC.



# Preliminary Damage Assessment (PDA)

- NDDDES will send out the site tracker and guidance for you to fill out and return to validate your damages
- In addition to the site tracker you will be required to produce:
  - Photos of your damaged sites
  - Written estimates
  - Material estimates
  - Maps
- FEMA can remove sites from the PDA if there is not enough documentation to validate damages



# Preliminary Damage Assessment (PDA)

- The ND Governor and or Tribal Chief Executive must submit a request for declaration 30 days form the incident period.
- Event occurs on 6/20/2025-6/21/2025
- Request for Federal Declaration must be submitted to FEMA by 7/21/2025
- FEMA uses PDA information to evaluate the need for assistance under the Public Assistance Program



# Category A – Emergency Work (Temporary) Debris Removal

Eliminates immediate threats to lives, public health and safety

Eliminates immediate threats of significant damage to improved public or private property

Ensures economic recovery of the affect community to the benefit of the community at large

Debris includes but not limited to

- Vegetative
- Construction and demolition debris
- Sand, mud, silt, gravel, rock

**Applicant must provide location and GPS of debris removal to include culverts and construction material**



# Categories of work – Emergency

## Work Category A – Debris Removal

### **Debris removal not eligible for:**

- Federally maintained navigable channels and waterways
- Flood control works under the authority of the Natural Resources Conservation Service (NRCS)
- Agricultural land
- Natural, unimproved land, such as heavily wooded areas and unused areas

### **Debris on Public Property:**

- Eligible for removal except in wilderness, tree claims, and other unused areas.



# Categories of work – Emergency

## Work Category A – Debris Removal

### **Debris on Private Property:**

- Ineligible under most conditions. Requires owner to move debris to right-of-way, if authorized by State/Tribal/local government. May be eligible if it presents a safety or health hazard (fire or insect infestation) to public.

### **Debris on Federal Aid Roads:**

- Eligible for removal only if Federal Highway Administration (FHA) doesn't claim the damages.





# Categories of work – Emergency

## Work Category A – Questions

### **IMPORTANT - Questions for Category A**

- Contract Work?
  - How was Contractor Procured
- How was debris activity monitored?
- Type of debris removed?
- Total CY of material removed?
- How was the quantity of debris determined?
- How was the debris disposed?
- Location of debris disposal to include GPS
- Was debris reduced by burning or chipping?
- Burning
  - What was done with the ashes?
  - Was a permit obtained? Include permit if available
  - If permit was not obtained provide explanation as to why permit was not obtained

Cannot permanently dispose of debris in a floodplain



# Categories of work – Emergency

## Work Category A – Debris Removal

### Debris Damage Description Example

#### Measure your Debris Piles to date:

- Debris Pile  $150' \times 75' \times 10' = 4,166$  CY
- Identify the percentage still remaining to be removed
- 50% remaining
- 4,166 CY remaining to be removed
- $4,166 \text{ CY} \times 2 = 8,332$  CY
- $8,332 \text{ CY} \times \$5.00 \text{ (FEMA Rate)} = \$41,660.00$



# Categories of work Category B – Emergency Protective Measures

## **All “Cat B” measures must:**

- Eliminate or lessen immediate threats to lives, public health, or safety; OR
- Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner

## **List of Eligible Protective Measures:**

- Security, such as barricades, fencing, or law enforcement
- Emergency Operation Center (EOC)-related costs
- Emergency access
- Fire Suppression
- Medical care and transport
- Evacuation and sheltering, including that provided by another State or Tribal government



# Category A&B – Donated Resources

Donated resources such as equipment, supplies, materials or labor can assist with response activities

FEMA does not provide PA funding for donated resources; however, the Applicant may use the value of donated resources to offset the non-Federal share of its eligible Emergency Work projects

Funding for Donated Resources are paid to applicants at the closure of an event



# Category A&B – Donated Resources

## Types of Donated Resources

- Volunteer Labor
- Donated Equipment
- Donated Materials
- Donated Buildings or Land – Transfer of Ownership

Current Volunteer Rate - \$34.79/hour

- Rate is subject to change



# Category A&B – Donated Resources – Example

Project worksheet awarded \$10,000.00

Federal Share 75% = \$7,500.00

State Share 10% = \$1,000.00

Local Share 15% = \$1,500.00

A Supplemental project worksheet can be written up to \$1,500.00  
for donated resources



# Category A&B – Donated Resources

Donated/Volunteer labor tracking website

- Logging your time can help local jurisdictions prove damages and recover financially

Website link:

<https://ndresponse.gov/be-prepared/severe-summer-weather/2025-june-storm-recovery>



# Category C-Roads and Bridges – Permanent Work

## Eligible components of roads and bridges

- Surfaces, bases, shoulders, ditches, drainage (culverts), low water crossing
- Decking, guardrails, girders, pavement, abutments, piers, wing walls
- Street signs
- Light Poles
- Damaged sidewalks from uprooted trees





# Category C-Roads and Bridges – Permanent Work

## Haul Roads

- Damages to roads due to truck traffic hauling debris may be eligible.
- Furnish site dimensions (Length x Width x Depth) for damage areas/volumes
  - Trucks hauling debris damaged gravel road over area 1000' x 18' x 2". Lost material consisted of Gravel.



# Category G – Parks, Recreational, Other

Eligible publicly owned facilities in this category include

- Parks
- Playground equipment
- Boat docks
- Shelters
- Park equipment
- Other facilities that do not fit in Categories C-F

Be aware that multiple categories of work can be placed in Category G

- Roads
- Debris
- Utilities



# Category Z – Project Management Costs

FEMA provides contributions for management costs based on actual costs incurred up to 5% of the subrecipient's total project award amount

## Activities eligible for management costs

- PDA, meetings regarding the PA Program, site inspections, travel expenses & preparing documentation for projects



# Category Z – Project Management Costs – Tracking Example

Project Management Costs - Category Z - Labor				
Event	DR-4852			
Applicant	Burleigh County			
Employee	John Doe			
Date	Hours Claimed	Activity	Rate of Pay - Including Benefits	Total
1/2/2025	4	Attend Applicant Briefing	\$ 25.00	\$ 100.00
1/3/2025	2	Compiled paperwork for FEMA project	\$ 25.00	\$ 50.00
1/3/2025	1	Phone call with state	\$ 25.00	\$ 25.00
	0		\$ -	\$ -
	0		\$ -	\$ -



# Mutual Aid

When an Applicant does not have sufficient resources to respond to an incident, it may request resources from another jurisdiction through a “mutual aid” agreement. FEMA refers to the entity requesting resources as the Requesting Entity. FEMA refers to the entity providing the requested resource as the Providing Entity.

The Requesting Entity or State, if applicable, must provide a description of the services requested and received, along with documentation of associated costs (e.g., labor, equipment, supplies, or materials) to FEMA in support of a request for PA funding.

Mutual Aid Agreements are required



# Site Tracker

Applicant Name	Site Name	County/City or Township	Category	Start Latitude	Start Longitude	Stop Latitude	Stop Longitude	Culvert GPS	Description of Damage or Work	Estimated Cost	% of Work Completed
Ransom County	RmCob01	Coburn	C	46.57101	-97.63218	46.57295	-97.63218	NA	Surface Gravel washed from road area 191' x 15' x 2". Road bed eroded over area 150' x 14' x 4".	\$ 450.00	100%
Ransom County	Ranso01	County	C	46.58956	-97.25158	46.58489	-97.25158	46.58489, -97.25100	40LF x 36" CMP eroded, washed out and was damaged beyond repair. Area around culvert eroded over 10' x 30' x 6'.	\$ 2,000.00	0%
Ransom County	Ranso02	County	B	46.44204	-97.68445	46.44204	-97.68445	NA	Force Account labor monitored flooded roadways, placed road closed signs, detour signs, road underwater signs, and placed sandbags throughout Ransom County.	\$ 14,251.25	100%
Ransom County	Ranso03	County	A	46.07154	-97.82892	46.07154	-97.82892	NA	Contractor and two Force Account employees worked from 5/8/2018-5/10/2018 to remove 80 CY of vegetative debris. Debris was taken to the Valley City landfill. GPS location of landfill - 46.54231, -98.02226.	\$ 4,578.55	100%
Ransom County	RmCob02	Coburn	C	46.25502	-97.52548	46.25186	-97.52548	46.25186, -97.52401	40LF x 36" CMP eroded, washed out and was damaged beyond repair. Area around culvert eroded over 10' x 30' x 6'.	\$ 3,500.00	100%
Ransom County	RmCob03	Coburn	C	47.59863	-97.02563	47.59845	-97.02563	NA	Surface Gravel washed from road area 250 x 20' x 2".	\$ 350.00	0%



# Site Tracker Columns

- **Applicant Name:**
  - This column represents the name of the entity that you represent and the name that you will use to make your Request for Public Assistance (RPA).



# Site Tracker Columns

- **Site Name:**

- Every site is required to have an identifying number. We would like you to use the following guidance when creating your identifying numbers for your sites.
- Keep Naming Conventions to no more than 7 digits is possible





# Site Tracker Columns

- **Site Name:**
- **For County Applicants:**
  - Township Sites: Please use the first and last letters of your county followed by the first three letters of your township, followed by the numerical numbering of your site. The numerical numbering must contain 2 characters.
  - For example: Benson County, Rock Township Site 1 would be BnRoc01.



# Site Tracker Columns

- **Site Name:**
- **For County Applicants:**
  - County Sites: Please use the first 5 letters in your county name followed by the numerical numbering of your site. The Numerical numbering must contain 2 characters.
  - For example: Benson County Site 1 would be Benso01



# Site Tracker Columns

- **Site Name:**
- For Applicants other than Counties:
  - Use the first 5 letters in the name of your entity followed by the numerical numbering of your site. The Numerical numbering must contain 2 characters. For example: Devils Lake site 1 would be Devil01. For those entities, whose names do not contain 5 characters, use as many characters as your entities name can provide, followed by the two-character number.



# Site Tracker Columns

- **County/City or Township:**

- For County Applicants: If the site that was damaged is a county owned property, please identify as “County”. If the site was a Township Site, please identify the Township name
- For Applicants other than Counties: Identify the county where your damages are located



# Site Tracker Columns

- **Category:**

- 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 and Other Facilities



# Site Tracker Columns

- **Start Latitude and Longitude/Stop Latitude and Longitude:**
  - Two GPSs are required for sites that have damages exceeding 200 LF. You are required to produce a GPS latitude and longitude location of your damaged sites or where your work occurred from the start of the damage to the end of the damage
  - The GPS locations must be in the decimal degrees format. Please provide your GPS to the 5th decimal place, i.e., 48.12345, -98.12345
  - GPS coordinates for any culvert work is required in addition to the start and stop GPS



# Site Tracker Columns

- **Description of Damage or Work:**

- In this column you will be required to provide a specific description of the damage that occurred at your site and/or the work that was performed during Category A & B: Emergency Protective Measures.
- It is key that you are as descriptive as possible when producing your Damage Descriptions and Dimensions (DDD). DDDs must be measurable and quantifiable.



# Site Tracker Columns

## Description of Damage or Work: Category A Examples

- Overland flooding throughout Burleigh County deposited 800 CY of vegetative debris across multiple locations. Final disposal location: City Dump. GPS 48.12345, -97.54321
- High winds caused trees throughout the city of Leal to fall and become hazardous to the community. Woody debris pile measures 100' x 50' x 10' = 1,851 CY.
- Woody debris gathered against bridge abutment over area 40' x 10' x 4' (60 CY). Final disposal location: City Dump. GPS: 48.45281, -99.12574





# Site Tracker Columns

## Description of Damage or Work: Category B

- The city hired contractors to construct levees from clay, sandbags, and Hesco bags to protect against the threat to life and property of the citizens of Mandan. Force Account utility work crews were mobilized to help flood fighting efforts.
- They combined with other city employees to man pumps, check dikes and levees, acquire necessary materials at local businesses in order to keep flood waters under control.
- Electrical generators were rented to supply power to operate electric pumps and lights during the flood fighting effort. Tractors were rented (some donated) and placed at strategic points throughout the city and PTO pumps attached to tractors were used to move large amounts of flood water away from threatened areas.
- Force Account Labor, working with the wastewater contractor, acquired ball plugs and placed them at wastewater lift stations to keep flood water from community housing and businesses. Frames were built to guide hoses over dikes and levees from pumps pumping flood water from behind plug dikes and levees in the bay areas.



# Site Tracker Columns

- **Description of Damage or Work: Examples**
  - Surface gravel washed from road area 100' x 22' x 2"
  - Roadbed eroded over area 75' x 22' x 4"
  - Rip Rap eroded over area 50' x 6' x 2' on the east side
  - Inslope eroded over area 50' x 6' x 2'/2 on the east side
  - 40 LF of 36" CMP eroded, washed out and was damaged beyond repair



# Site Tracker Columns

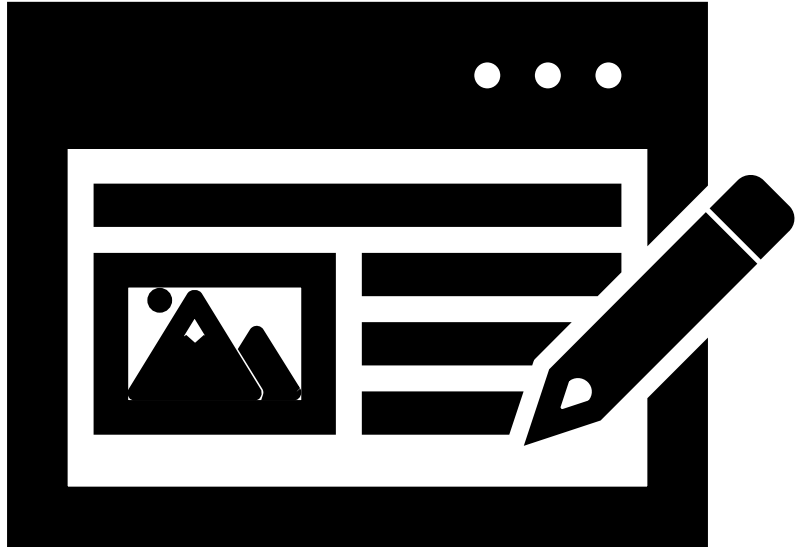
## ■ **Estimated Cost:**

- You must provide estimated costs per site. These costs should be as accurate as possible; however, it is understood that these costs are estimates because repairs might still need to be completed. You may need to update this section after final invoices are submitted to you.
- For sites with estimates that are considered work to be completed, be prepared to produce documentation and/or estimates that support your local costs.



# Site Tracker Columns

- **% of Work Completed:**
  - In this column you will need to identify the percentage of work that has been completed at the site. If no work was completed, place 0% in this column.



# DOCUMENTING DAMAGES



# Support Documentation: Photos

- Photos of your damages should be taken from multiple angles to ensure that all damages are being captured adequately. It is best to have too many photos then not enough.
- Ensure good lighting and perspective to allow adequate review of your damaged photos.
- When taking photos, if possible, add notes or captions of details to each photo, including perspective (e.g., looking east or west), so reviewers can reference the site to the photo in making the determination as to event damage.
- NDDDES uses the pictures you provide to determine your loss. Without legitimate, quality pictures FEMA funding may be jeopardized.



# Support Documentation: Map

- **Map:**

- All sites will require a map.
- Your map should show all your damaged sites and each damaged site will be numbered
- Easiest when maps and site names on site tracker match

# GERMAN DIRECTORY

T-138-N

CODE: AG

R-70-W

64TH ST SE 42ND AVE SE	6	5	4 BERNICE D * SPITZER	3 RAMONA KIRSCHENMANN	2	1
66TH ST SE	7	8 STEVEN * KIRSCHENMANN	9	10 CURTIS KASER	11	12 J. DONL WENTZ
68TH ST SE	18 †	17	16	15 †	14 DANIEL DASH	13
70TH ST SE * * JEHU MILLER WAYNE MILLER	19	20	21	22	23	24
72TH ST SE	30 JEFFREY * DEWALL	29	28 * GALT OFF	27	26 † * HENRY BECKER	25 †
74TH ST SE	31	32 †	33	34	35	36
76TH ST SE						

LN Ger 01

LN Ger 02

LN Ger 03

LN Ger 04

AZ	AH	AD	AG	AB	AW	AP
AS	AC	AE	AI	PG	AL	PL
IB	IA	AX	AN	AM	AW	AO
AY	AI	AV	AK	AR	AT	AV

GERMAN DIRECTORY  
10 LINDEN ST SE OKLAHOMA CITY, OKLAHOMA 73104





# DOCUMENTATION: COST SUPPORT



# REQUIRED DOCUMENTATION: CONTRACT WORK

## **Work Completed: Contract Invoices**

- Invoices must include the following
  - Quantity of material placed (No Lump Sum Costs)
  - Identify location (Section Lines)
  - Identify site #
  - Invoice date
  - Invoice #
  - Name of Contractor
  - Equipment used to include hours
  - Date of work
- Please review your invoices for accuracy prior to submitting them to NDDDES



# Force Account Labor

## **Work Completed: Force Account (FA) Labor**

- FEMA refers to the Applicant's personnel as "force account." FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits.
- Fringe benefits include:
  - Holiday leave, accrued vacation leave, sick leave, social security matching, Medicare matching, unemployment insurance, workers compensation, retirement, health insurance, life and disability insurance, administrative leave



# Force Account Labor

## Required documentation for FA Labor

- Timesheets
  - Description of work performed
  - Hours worked
  - Dates worked
  - Names of employees
  - Site identified where work took place identified
  - Rate of pay to include fringe benefits
  - Job title
  - Personnel policy to determine OT policy and beginning of work week
- 
- Only FA Overtime is eligible for Category B work – Some exceptions apply



# Force Account Equipment

## Work Completed: Force Account (FA) Equipment

- FEMA provides PA funding for the use of Applicant-owned equipment (force account equipment)
- Required documentation for FA Equipment
  - Dates used
  - Hours used
  - Detailed list of equipment to include horsepower, capacity and/or size
  - Site identified where work took place
  - Operator name
  - Equipment hours must match FA Labor Hours: Exceptions - Pumps, generators, trailers
- FEMA Rates vs. Local Rates
  - FEMA provides PA funding for equipment usage based on the lower of either the local rate or the FEMA rate.
  - Current FEMA Equipment Rates: [Schedule of Equipment Rates | FEMA.gov](#)



# Rented Equipment

## **Work Completed: Leased/Rented equipment**

- Funding is based on the terms of the rental agreement
- Rental price must not exceed the cost of purchasing and maintaining equipment
- **Required documentation for leased/rented equipment**
  - Rental Agreement
  - Invoice
  - Details of equipment rented



# Materials and Supplies

## Work Completed: Supplies/Material

- The Cost of supplies, including materials is eligible if:
  - Purchased and justifiably needed to effectively respond to and/or recover from the incident; or
  - Taken from the Applicant's stock and used for the incident
- Items from Applicants Stock need to be tracked from their inventory withdrawal records
- Funding can be based on actual invoices
- If Invoices are not available
  - PA funding will be based on the Applicant's established method of pricing or:
  - Historical data or:
  - Prices from vendors



# RESOURCES





# PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE – VERSION 5

- Link to the PAPPG Version 5:
- [Public Assistance Program and Policy Guide Version 5 \(fema.gov\)](https://www.fema.gov/public-assistance-program-and-policy-guide-version-5)



# ND GRANTS RESOURCES

- Link to Resources:
- [My Home ~ grants.des.nd.gov](https://grants.des.nd.gov)
  - Public Assistance
  - Township Handout
  - Site Tracker and Guidance
  - Virtual Site Inspection
  - Documentation and Disaster Preparation Training
  - ND Site Tracker and Guidance



# Contact Information

- Darin Hanson, Director – Division of Homeland Security
- Justin Messner, Disaster Recovery Chief
  - 701-328-8107 - [jmessner@nd.gov](mailto:jmessner@nd.gov)
- Brent Kahl, Public Assistance Officer
  - 701-328-8186 – [bmkahl@nd.gov](mailto:bmkahl@nd.gov)