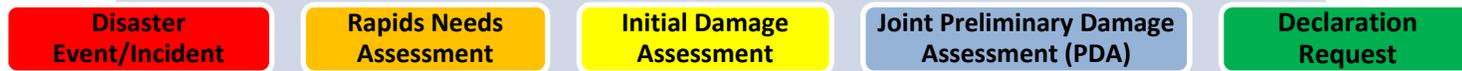


Maryland Emergency Management Agency Public Assistance Program Damage Assessment Guidelines (Revised 03/27/2015)



Damage Assessment Process

Rapid Needs Assessment & Initial Damage Assessment

- Coordinated by the Local Emergency Management Office and State Agencies
- Information is compiled to determine:
 - Rapids Needs Assessment – Life saving and immediate needs of disaster victims and survivors
 - Initial Damage Assessment – Overall impact, resources needed and costs of damages/work

Joint Preliminary Damage Assessment (PDA)

- Conducted by Federal Emergency Management Agency (FEMA), Management Emergency Management Agency (MEMA) and the Local Emergency Management Office (EM) and/or State Agency representative
- Listings/maps of damaged areas/sites (most affected to least affected)
- Verification that initial assessments are accurate and thresholds are met/exceeded
- Findings are included in the Declaration Request

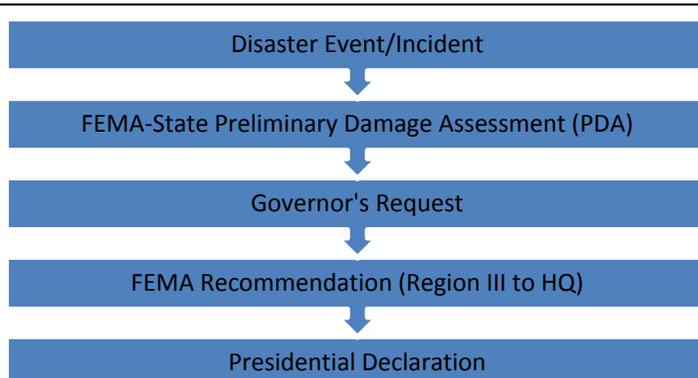
Declaration Request (typically must be requested within 30 days from the incident date)

- Maryland Emergency Management Agency (MEMA) prepares for Governor’s signature
- Request is sent to Federal Emergency Management Agency (FEMA) Region III Administrator
- FEMA Regional III Administrator recommends and submits to FEMA Headquarters
- FEMA Headquarters reviews and recommends signing by the President of the United States

Disaster Declaration Threshold

- Refer to the current Federal Fiscal Year Consumer Price Index (CPI) Per Capita Chart
- Individual counties/jurisdictions must meet their per capita threshold
- Collectively, counties/jurisdictions must meet the State threshold
- State of Emergency must be declared
- Disaster event/incident is beyond the State and local government capability to respond/recover

Declaration Process



Initial Damage Assessment Forms

The Public Assistance Initial Damage Assessment Form shall be completed and forwarded to the State Public Assistance Officer and/or MEMA Representative coordinating Public Assistance damage assessments for the event/incident.

- Make every effort to gather estimates from all potential applicants
- State Departments/Agencies’ estimates will be collected by MEMA and will be applied to the county/jurisdiction in which work was performed and/or damage occurred

Supporting Documentation: The Public Entity or Potential Applicant/Subrecipient will need to provide sufficient documentation to substantiate how estimates were calculated (i.e., sampling of employee timesheets, copies of invoices, etc.)

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