



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](#)
 - 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.

IEMA's [Public Assistance Program Applicant Handbook](#) provides information on how IEMA administers the Public Assistance Program in Illinois.

FEMA's Public Assistance Program and Policy Guide ([PAPPG](#)) replaces many of the former PA guidance documents and is effective for declarations on or after June 1, 2021.

Additional information on the [Public Assistance Program](#) website.

If you have questions regarding the Public Assistance Program, please contact the IEMA Public Assistance staff at (217) 782-8719 or EMA.PA.Grants@Illinois.gov.