



# New Hampshire Department of Safety Division of Homeland Security and Emergency Management

## Joint Preliminary Damage Assessment (PDA)

### Documentation Requirements Checklist

The information provided in this document is intended as guidance ONLY and does not relieve the Subrecipient (applicant) of its responsibility to comply with Federal regulations and policies. Documentation checklist requirements may change over time.

#### Notes

- All documents must be legible and permanent
- Off-site backup records is a risk management Best Practice
- Records must be maintained for three (3) years from the date of the final certification of completion of your last project associated with the specific disaster.
- Banks may not be required to keep their records for more than four (4) years. Check with your bank to determine its retention scheduled.
- All Subrecipients (applicants) must follow the requirements stated in 2CFR §200 and the cost principles articulated therein.

General Documentation Requirements		Source
<input type="checkbox"/>	List of Damages	44 CFR §206.202 (d)
<input type="checkbox"/>	Proof of legal responsibility for facility (e.g. lease, proof of ownership)	44 CFR §206.223 (a)(3) and PAPPG – FP 104-009-2 page 20
<input type="checkbox"/>	Insurance policy in force at time of event.	44 CFR §206.250 - 253
<input type="checkbox"/>	Insurance settlement documents (copy of settlement check and litigation documents, if any)	44 CFR §206.191
<input type="checkbox"/>	Maintenance records of public works systems	PAPPG-FP 104-009-2/April 2017, page 136
<input type="checkbox"/>	Post-disaster photos (damage to facilities and debris operations)	PAPPG- FP 104-009-2/April 2017, page 134
<input type="checkbox"/>	Map of impacted area	44 CFR §5.71(i); PAPPG- FP 104-009-2/ April 2017, pages 133 and 136

**Category A – Debris Management**

Debris – General Info			
Debris Work Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Started
Location of Debris			
Type of Debris			

Debris – Force Account Labor		Source
<input type="checkbox"/>	List of Employees being claimed	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Hours Worked (Regular and Overtime)	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Regular and Overtime Pay Rates	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Overall Average per hour pay rate (by Department)	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Benefits Calculation for each employee	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Pay Policy or labor agreement	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Time Cards for each employee	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Description of work being performed by personnel not attached to equipment	PAPPG-FP 104-009-2/ April 2017, page 140

Debris – Force Account Equipment		Source
<input type="checkbox"/>	Equipment Inventory List	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Make, model, horse power, capacity required	
<input type="checkbox"/>	List of operators for each piece of equipment	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Hours equipment was in operation	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Mileage logs for each vehicle and names of operators	PAPPG-FP 104-009-2/ April 2017, page 140

Debris – Contractors		Source
<input type="checkbox"/>	List of Utilized Contractors	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Invoices and/or standing contracts	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Basis of billing rate	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Procurement policy	PAPPG-FP 104-009-2/ April 2017, page 140

**Category B – Emergency Protective Measures**

<b>EPM – Force Account Labor</b>		<b>Source</b>
<input type="checkbox"/>	List of Employees being claimed	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Hours Worked (Regular and Overtime)	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Regular and Overtime Pay Rates	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Overall Average per hour pay rate (by Department)	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Benefits Calculation for each employee	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Pay Policy or labor agreement	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Time Cards for each employee	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Description of work being performed by personnel not attached to equipment	PAPPG-FP 104-009-2/ April 2017, page 140

<b>EPM – Force Account Equipment</b>		<b>Source</b>
<input type="checkbox"/>	Equipment Inventory List	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Make, model, horse power, capacity required	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	List of operators for each piece of equipment	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Hours equipment was in operation	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Mileage logs for each vehicle and names of operators	PAPPG-FP 104-009-2/ April 2017, page 140

<b>EPM – Materials</b>		<b>Source</b>
<input type="checkbox"/>	Meal Policy	44 CFR §13.20(b)(6)
<input type="checkbox"/>	Cost of meals, receipts	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Sign In Sheets	
<input type="checkbox"/>	Generators	PAPPG-FP 104-009-2/ April 2017, page 140

**Permanent Work - Categories C-G**

**Roads and Bridges; Water Control Facilities; Buildings and Equipment; Utilities; Parks, Recreational and Other**

General Info	
<input type="checkbox"/>	Site visit required to estimate work to be completed
<input type="checkbox"/>	List of Damaged Facilities
<input type="checkbox"/>	Location
<input type="checkbox"/>	Damage Description
<input type="checkbox"/>	Initial Estimates
<input type="checkbox"/>	Record of Maintenance
<input type="checkbox"/>	Copy of Policy (electronic if possible)

Permanent Work – Force Account Labor	Source
<input type="checkbox"/> List of Employees being claimed	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Hours Worked (Regular and Overtime)	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Regular and Overtime Pay Rates	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Overall Average per hour pay rate (by Department)	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Benefits Calculation for each employee	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Pay Policy or labor agreement	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Time Cards for each employee	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Description of work being performed by personnel not attached to equipment	PAPPG-FP 104-009-2/ April 2017, page 140

Permanent Work – Force Account Equipment	Source
<input type="checkbox"/> Equipment Inventory List	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Make, model, horse power, capacity required	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> List of operators for each piece of equipment	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Hours equipment was in operation	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/> Mileage logs for each vehicle and names of operators	PAPPG-FP 104-009-2/ April 2017, page 140

Permanent Work – Force Account Material		Source
<input type="checkbox"/>	Items taken from stock or purchased	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Date used, description of item, quantity, and unit cost	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Receipts and/or invoices for purchases	PAPPG-FP 104-009-2/ April 2017, page 140

Permanent Work – Contractors		Source
<input type="checkbox"/>	If applicable, documentation of bid work.	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Procurement policy documentation.	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Executed Contract Agreement.	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Unit prices provided in contractor bids, if available.	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Itemization of unit prices in order to verify the bid is for an eligible scope of work and to allow validation of the bid.	PAPPG-FP 104-009-2/ April 2017, page 140
<input type="checkbox"/>	Invoice for work completed.	PAPPG-FP 104-009-2/ April 2017, page 140

