PDA Process Overview

Actions Prior to the PDA:

County:

- Develop list of all damages to include location, type of damage, cost documentation for all completed work and estimates for work to be completed. Ensure damages meet County Threshold.
- Identify knowledgeable POC to accompany and guide FEMA/State PDA Team(s). Provide contact information for POC.
- Identify the date/time/location of initial meeting to start PDA and provide to DHSES PA Lead.

NYS DHSES:

- Identify team(s) to accompany FEMA Team(s).
- Coordinate PDA logistics to include date/tie/location/County POC with County and FEMA.

FEMA:

- Identify FEMA PDA Coordinator
- Identify FEMA PDA Teams(s) and Leads
- Confirm FEMA's support Applicant's request for PDA.

Actions During the PDA:

County:

- Meet PDA Team(s) at designated time and location and conduct initial in brief.
- Pair up County POC(s) with FEMA/STATE Team(s).
- Guide FEMA/State Team(s) to all damaged facilities starting with the worst damages.
- Provide answers to inquiries from FEMA team lead(s).
- Advise County EM of any issues that arise.

NYS DHSES:

- Attend initial in brief at designated location.
- Accompany FEMA Team(s) and County POC(s) to all damaged facilities.
- Provide PA process assistance to County POC as required.

- Identify all issues that surface to DHSES PA Lead ASAP.
- Submit status reports to NYSDHSES PA Lead per established PDA procedures. Initial report, Mid-Day report and end-of-Day report.

FEMA:

- Attend initial in brief at designated location.
- Provide any specific requirement to include sites they need to see.
- Identify to County/State team any claimed costs/sites that appear to be ineligible
- Provide interim status reports to State Team
- Identify any issues requiring additional discussion to include those involving eligibility or costs
- Provide total validated PDA damages to the State PA Lead.