

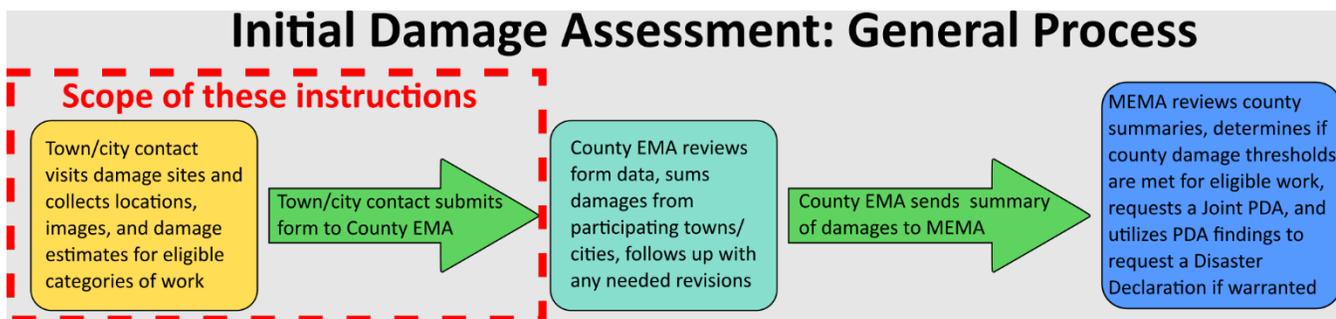
How to complete a digital Public Infrastructure Initial Damage Assessment (PIIDA) Form



1. Introduction

The Public Infrastructure Initial Damage Assessment (PIIDA) Form gives municipalities an opportunity to document damages to public facilities and certain nonprofit organizations just after a natural disaster event. Documenting damages provides crucial evidence for federal assistance and is a necessary component of a Presidential Disaster Declaration¹.

The key to a good Initial Damage Assessment is to quickly send images, locations, and estimates of damages for eligible categories of work in your municipality (FEMA provides information on these eligibility categories²). Here is a flow chart of the initial damage assessment process. These instructions only cover the process for collecting and sending initial damage data to County EMAs:



The Maine Emergency Management Agency (MEMA) provides two approaches to filling out the PIIDA, both of which are available from [MEMA's Public Assistance website](#)³. The first option is to complete the digital survey, either using a web browser or by using the Survey123 app. This guide provides instructions on how to access and fill out this digital form. The second, more traditional option is to fill out a PDF form, either on a computer or printed out and hand-written, and submit the completed information to your County EMA. The instructions for that process are [found separately on the MEMA website](#) and won't be covered in this document⁴.

2. Access the Form

There are two ways to access the digital form, both with various pros and cons:

- Use a web browser on a device with internet access using [this link](#)
 - Pros: simple to access and use
 - Cons: requires internet access, does not support use of template/default answers and other helpful features
- Install the Survey123 App and [download the form onto your device](#)
 - Pros: Save reports and send later when in cell/Wi-Fi range, supports use of template/default answers and other helpful features

¹ FEMA introduction to Disaster Declarations: <https://www.fema.gov/disaster/how-declared>

² Eligible Categories of Work: <https://www.fema.gov/fact-sheet/public-assistance-categories-work>

³ MEMA Public Assistance website: <https://www.maine.gov/mema/grants/public-assistance-grant-program>

⁴ Instructions for using the PDF form: https://www.maine.gov/mema/sites/maine.gov.mema/files/inline-files/PIIDA_INSTRUCTIONS_May17_2023.pdf

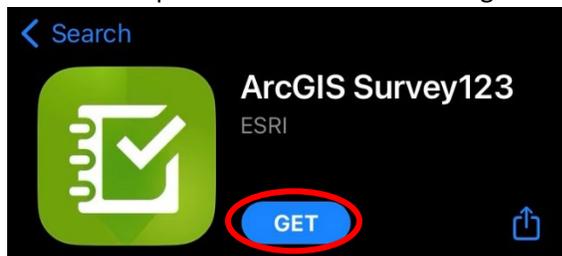
- Cons: must download the app and the survey to your device

The web browser approach is simple but does not provide the flexibility of filling out forms when internet access is not available. Use of the Survey123 app is advantageous because it does not require internet access to function and it is able to save template forms or frequently used answers for easier and faster form filling later on. Forms completed in the app will be saved in an outbox and sent once the user is back in cell/Wi-Fi range. Remember, unlike the PDF form, one digital form must be sent for every individual location that experienced damages in a jurisdiction. Fortunately, the process for filling and sending digital forms is overall faster and far more suited to include required locations/coordinates and damage photos than the older PDF form.

2.1 Using the App: Install the Survey123 App

The digital PIIDA was created using the ESRI program Survey123 Connect. Here are instructions on how to install the app and access the survey. Various steps are highlighted using red circles and arrows in this manual.

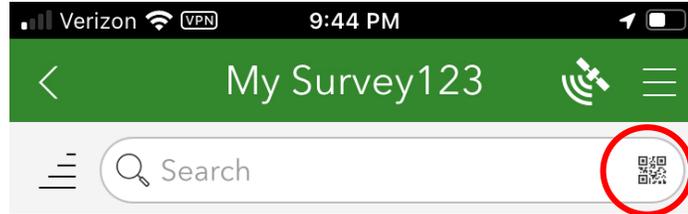
- On the device you wish to fill the form out with, open your app installer (iPhone App Store, Google Play, Microsoft Store, etc.)
- Search for “ArcGIS Survey123”. The correct option should look something like this on an iPhone:



- Install the app (on iPhones this is done by pressing the “GET” button).
- Open the app. The opening page should look like the screen capture on the right.
- If you have an ArcGIS/ESRI account, you can log in to it here. If you do not, select the “Continue without signing in” option highlighted on the screen capture on the right, near the bottom. You do not need an account to complete the PIIDA and you can save/copy all draft and submitted forms.



- Once you sign in, or “continue without signing in,” you’ll see a search bar at the top of the screen. To download the survey, you’ll need to use the “QR” search option. Press the QR button on the right side, highlighted on the screen capture below:



- Scan the following QR code with your device’s camera to access/download the survey:

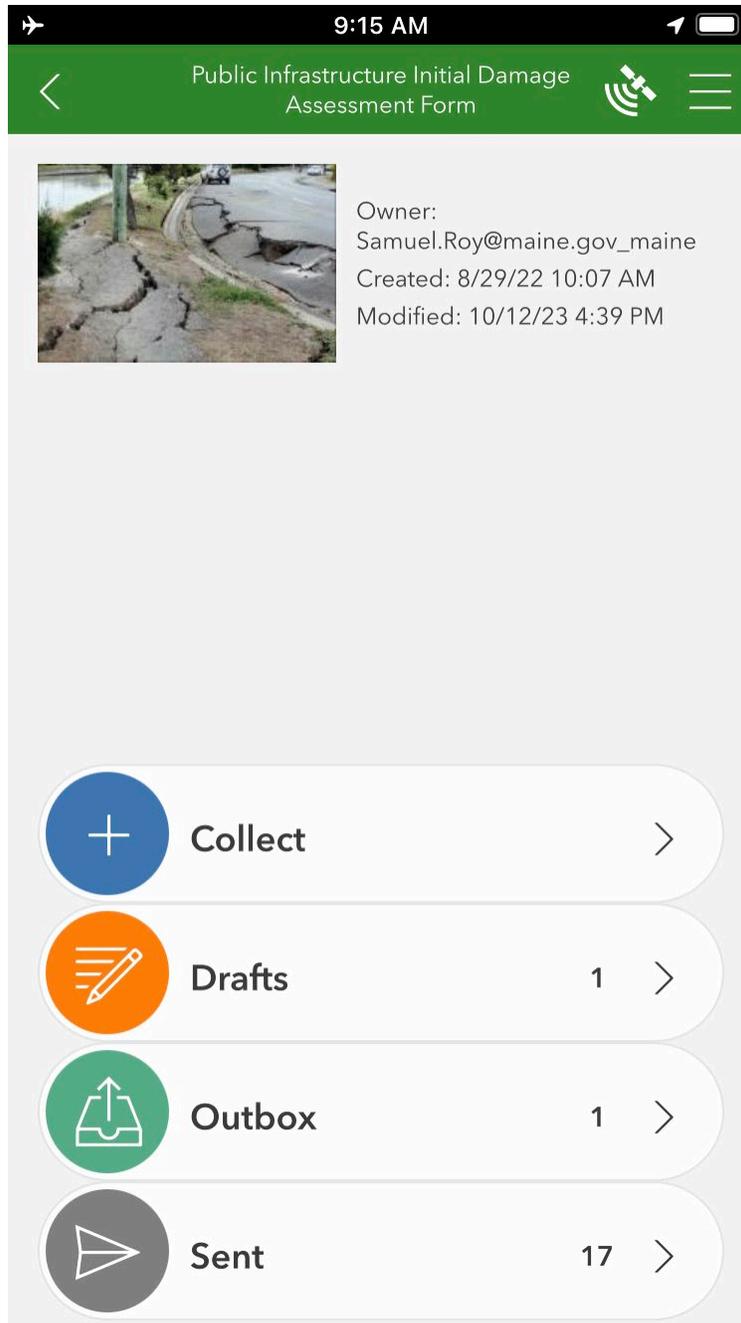


- After downloading, you should see the tile shown below under your “My Survey123” page. Press this tile to access the survey.



2.2 Using Survey123 App Features

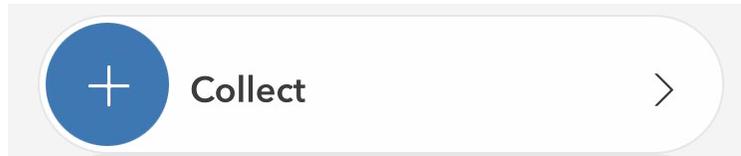
The Survey123 App provides a record of forms that have been drafted or sent for review to County EMAs and the MEMA Recovery Team. More specifically, the app allows you to create a new form using the “Collect” option, continue progress on partially complete “Drafts”, save forms that were completed outside of internet service in an “Outbox”, and keep a record of all finished reports in a “Sent” box. See the screen capture below:



MEMA will occasionally make minor updates to the form to improve ease of use and processing. When this occurs, you will be prompted to update the survey when you open it in the app. It is therefore important to check that you have updated your survey before heading into the field.

3. Filling out the form

To fill out your first form, press the “+ Collect” button in the app:



The form requests four basic types of information. Some questions require an answer and are marked with a red asterisk *. Other questions are voluntary, but users are strongly encouraged to provide as much information as possible, especially location, imagery, and damage/cost estimates, in order to provide greater support for the state’s requests in Joint PDA and Disaster Declaration processes. Here are the requested information types along with a screenshot:

1. PUBLIC DAMAGES ACKNOWLEDGEMENT: Acknowledge that damages reported in the form must be for publicly owned facilities or eligible private nonprofit organizations.
2. GENERAL INFORMATION: dates of the disaster, disaster type, town/county information and contact information.
3. SELECT LOCATION of the damaged site using GPS coordinates. The app will also attempt to provide a physical address.
4. DAMAGES TO PUBLIC INFRASTRUCTURE: Information on damages to public infrastructure, including damage photos, and confirmation that the reported damages are not for state property.

9:18 AM

Public Infrastructure Initial Damage Assessment (PIIDA)

Your Initial Damage Assessment will help inform our State Disaster Declaration Request. Thank you for participating. This PIIDA form replaces the old Form 7.

1 The damages reported in this form must be for publicly owned facilities or for private nonprofit organizations that provide an eligible service ([FEMA PAPPV V4 pp. 45-48](#)) only. Damages to individuals, private property, and households cannot be included in this form. *

Acknowledge

2 ▶ GENERAL INFORMATION:

3 ▶ SELECT LOCATION

4 ▶ DAMAGES TO PUBLIC INFRASTRUCTURE:

When you fill out your first form, you will be providing information that can later be saved and used as a “template” for additional form submissions. Use of templates becomes extremely helpful because one form must be submitted for every individual damage location. As an example, imagine that your community was impacted by a violent thunderstorm that caused wind and flash flood damage. Once the floodwaters subside, you have identified six locations where floodwaters washed out culverts, eroded shoulders, and undermined pavement. Many of these sites also require debris cleanup/removal before road work can begin. In this scenario you will need to submit six individual forms.

Refer to Section 4 below to learn the two approaches to saving and using template information.

3.1 Public Damages Acknowledgement

The Public damages acknowledgement statement requires the form user to confirm that all reported damages are for eligible facilities defined by FEMA’s Public Assistance Program and Policy Guide⁵. Damages to private properties are ineligible for this program, for example. Check the box to acknowledge.

The damages reported in this form must be for publicly owned facilities or for private nonprofit organizations that provide an eligible service ([FEMA PAPPG V4 pp. 45-48](#)) only. Damages to individuals, private property, and households cannot be included in this form.*

 Acknowledge

⁵ FEMA PAPPG ver 4: https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf

3.2 General Information

General information includes the following questions:

1. Identify if this is the original damage report for a site, or if it is a revision due to the addition of photos, updated cost data, etc. The default response is "Original".
 - a. Fill out a revision if you left out cost information or other details in your first report. You will need to use the same ticket number as before. The ticket numbers are automatically generated as you fill out the form, and they include location and time of form submission data.
2. Primary type of disaster or event name: Select the type of natural hazard. If it is not on the list, select "other" and type in your response.
3. Starting and ending date of the disaster: the form will automatically list the date of when you started the form. The recovery team will use this to confirm that the damages occurred during the disaster event being assessed.
4. Select the county and municipality for which this form is being filled, type in your county/town name or press the down arrow on the right to select from a list.
5. Point of contact: provide your name, title, and phone number. You must provide your email in order to receive a summary of your responses and confirmation that the form was submitted to your county EMA for analysis.

Saving your general information is an excellent way to speed up the process of filling additional forms in the future. See below for an example of this process.

The screenshot shows a mobile application interface for the Public Infrastructure Initial Damage Assessment (PIIDA). The form is divided into two columns. The left column contains the 'GENERAL INFORMATION' section, and the right column contains the 'POINT OF CONTACT' section. Red boxes and circles highlight specific fields and labels.

GENERAL INFORMATION:

- 1** Select the Damage Report version. One report must be provided for every damage location in your town. *
For faster form filling with other reports, download the Survey123 App and use the "save favorite answers" option.
 Original damage report for this location
 Revision for a previous report (share ticket number)
- 2** Primary type of disaster or event name
- Starting date of disaster
Thursday, July 6, 2023
- 3** End date of disaster
Thursday, July 6, 2023
- County (or State) *
4a

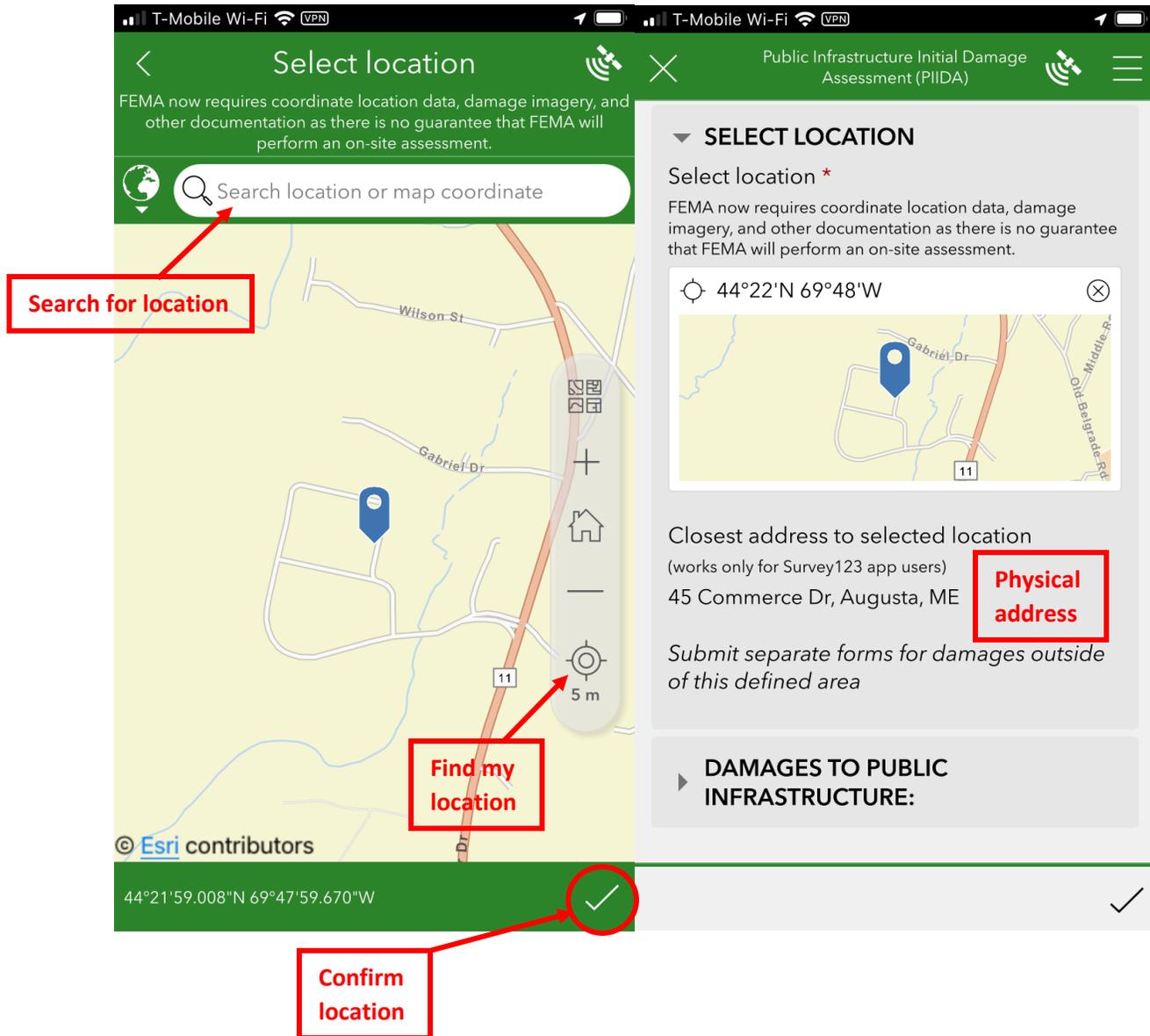
POINT OF CONTACT:

- Town (or Department) * **4b**
- 5** POINT OF CONTACT:
Name:
Title:
Email: * (circled)
You will receive an email confirmation notice
Phone:
- SELECT LOCATION**

3.3 Select Location

Document the location of damages using the map tool. If you are on site, you can use the crosshair “Find My Location” tool. Otherwise, you can navigate the map or search for a location. Once your location is found, click on the map to add your coordinates. In the example below, the location is taken at MEMA Headquarters: 45 Commerce Drive, Augusta.

After you select your site, the app will attempt to provide a physical address for the site. Some more isolated locations may not provide an address, but your coordinates are still recorded.



3.4 Damages to Public Infrastructure

In this section you will provide the category of damages, estimated costs, images of damages/impacts, optional comments and other category-dependent details. For any location, there may be several different types of damage categories, so please select all that apply. For example, one location may have flooded, washing out a culvert and part of the road (Cat C Culvert and Road), but high winds may have also caused substantial debris that must be removed first (Cat A Vegetative/Tree).

Before you begin, you'll need to note whether the damages have occurred to state-owned property. Usually this answer should be clear, but if you do not know, choose "Unsure." The default answer is "No." State agencies such as MaineDOT will find this information useful for their own damage assessments. This question and the list of damage/response categories are provided below:

DAMAGES TO PUBLIC INFRASTRUCTURE:

Add individual damage entries below. Progress is automatically saved. Each location should be added as a separate survey. To add more locations, complete this survey and then start another. Please review FEMA's [Public Assistance Program and Policy Guide](#) for more information.

Do these damages involve state-owned property?

Yes

No

Unsure

Damage/disaster response type

- ▶ [A] Debris Removal
- ▶ [B] Emergency Protective Measures
- ▶ [C] Roads and Bridges
- ▶ [D] Water Control Facilities
- ▶ [E] Buildings and Equipment
- ▶ [F] Utilities
- ▶ [G] Parks and Recreation
- ▶ Private Nonprofits

Total Damages Cost Estimate (\$)

0

Damage Categories are referred to as A through G, and each category contains different damage types. Damage data can get rather specific and it is important to provide as much information as possible. The following examples may be helpful as you fill out damage information for different categories.

Example A: Reporting Debris Damage

Debris removal requires a few additional inputs because tracking debris removal/disposal will be very important for Joint PDA documentation. Select all debris types that apply at your damage location. In this example, a wind storm caused trees to fall onto a municipal road in the Town of West Paris, and the debris must be removed before repair work begins.

1. In this example I select “Vegetative/Tree” debris.
2. The app requests photos once types are selected. To do this, press the camera button to take a picture, or press the file button to retrieve a previously taken image. You can attach up to ten photos per category.

Public Infrastructure Initial Damage Assessment (PIIDA)

[A] Debris Removal

Select all types that apply and estimate amounts:

- Vegetative/Trees
- Construction debris
- Soil, mud, sand
- Vehicles/Vessels
- Hazardous waste
- Putrescent debris
- Other

Include debris photos:

Vegetative debris amount (cu yd)

DEP may require specific waste management permitting for debris removal. Contact your nearest regional DEP office for more information.

Was debris disposed of on site? (eligible only for certain debris types and locations)

Yes No

Describe the process for on-site disposal (for example, vegetative debris chipped and deposited in nearby wooded area)

Cost Estimate (\$)

Comments:

3. The app then requests estimates for total amounts in cubic yards for each debris type for this location. A ballpark estimate is fine, but you can also use the second link at the top of the Category A section for FEMA debris estimation guidance. In this example, I estimated 15 cubic yards of tree debris.
4. It is important to identify how debris removal and disposal was completed, and to note whether debris was disposed of on site (if yes, how) or transported elsewhere (if yes, where). Please provide as much information as possible. In this example, the tree debris was chipped and spread on site.
5. Next, report your cost estimate for debris disposal. Refer to [PAPPG](#) version 4 for eligible costs. My estimate is \$1,000
6. Finally, provide any additional comments to help explain the situation.

Example B: Reporting Emergency Response

In our example, a traffic control crew was brought in to close the affected road and establish a detour route. This involved use of obtained signage materials and force account labor; however, the labor was under straight time and therefore not eligible for Category B costs.

1. For this location I therefore select the types “Barricades” and “Signage” For Category [B] Emergency Protective Measures.
2. The app requests photos once again, I attach up to ten photos.
3. My cost estimate only includes purchased barrier/signage materials because my traffic control group were working on straight time. The total cost is \$300.
4. Finally, I provide some comments to help with situational awareness.

Public Infrastructure Initial Damage Assessment (PIIDA)

[B] Emergency Protective Measures

Select all types that apply:

- Sandbagging
- Barricades
- Signage
- Extra police/fire
- Emergency health measures
- Other

Include photos:

image_field_b_1-20231013-144504.JPG

Add another photo:

Cost Estimate (\$)

300

Comments:

Extra signage and barriers for road clo:

[C] Roads and Bridges

[D] Water Control Facilities

[E] Buildings and Equipment

[F] Utilities

[G] Parks and Recreation

Example C: Reporting Damage to Roads and Bridges

This example location sustained a significant amount of damage from high and fast moving floodwaters, with damage to a large culvert, undermining of pavement, and extensive shoulder erosion.

1. Under Category [C] Roads and Bridges, I select the types “Road,” “Culvert,” and “Shoulder.” I check the MaineDOT map resource to confirm that the damages occurred to a municipal road and not a state or state-aid road.
2. I include up to ten photos of the damage
3. I provide my cost estimate of \$150,000.
4. Finally, I fill in some comments.

T-Mobile Wi-Fi VPN 2:59 PM

Public Infrastructure Initial Damage Assessment (PIIDA)

[C] Roads and Bridges

1 Select all types that apply, check jurisdiction ([MaineDOT Public Map Viewer](#), under 'Layers' check 'Jurisdiction' and find your location)

Road

Culvert

Bridge

Shoulder

Other

Include damage photos:

2  

3 Cost Estimate (\$)

4 Comments:

✓

[Example: Other Damage Categories Reported at Other Locations in Town](#)

This example covers Damage Categories A-C, but there are many other situations that could require filling out the damage Categories D-G that were not covered in this example. For reference, here are the damage types provided for each category. If you feel that the damages you see should fall under a specific category but the type is not listed, use the “Other” option and write what you see.

▼ **[D] Water Control Facilities**

Select all types that apply:

- Dams
- Reservoirs
- Sea walls/Shore protective devices
- Pumping/irrigation facilities
- Drainage channels
- Levees
- Other

▼ **[E] Buildings and Equipment**

Select all types that apply:

- Buildings
- Supplies
- Inventory
- Vehicles
- Equipment
- Other

▼ **[F] Utilities**

Select all types that apply:

- Water treatment plants and delivery systems
- Power generation and distribution facilities
- Sewerage collection systems and treatment plants
- Gas distribution facilities
- Other

▼ **Private Nonprofits**

Select all types that apply:

- Education
- Medical
- Custodial care
- Emergency [fire departments, search and rescue, and ambulances]
- Utility
- Other community [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.]
- Other

3.5 Final details and form submission

I have recorded all damage categories/types at my location and it is now time to visit the next damage location in town. I can finish up this form and either send it or save it until I am back in cell/wifi range. I will start another form at each of these other sites.

When all damages are reported, scroll to the end of the form. This area gives you important information on how your form will be sent, and who will receive the information. In our example, the damages were reported for the Town of West Paris in Oxford County.

1. Given my reported damages for Categories A-C the total cost estimate is \$151,300.
2. The ticket number contains information on the county (Oxford = OD), town name, and the date (year, month, day) and time of reporting.
3. Damages were reported on October 13, 2023, at 2:15 pm.
4. The form will be sent to Oxford County EMA for review with reference to the ticket number.
5. When all details look correct, send the form using the bottom right “checkmark” button. An email will be sent to your County EMA, the State Recovery Team, and a copy will also be sent to the email you provided.

The screenshot shows a mobile application interface for a 'Public Infrastructure Initial Damage Assessment (PIIDA)'. The status bar at the top indicates 'T-Mobile Wi-Fi', 'VPN', and the time '3:12 PM'. The form has a green header with a close button (X), the title 'Public Infrastructure Initial Damage Assessment (PIIDA)', a signal strength icon, and a menu icon (three lines). The form fields are as follows:

- 1** Total Damages Cost Estimate (\$): 151300
- Your Ticket Number (for revisions): (County-Town-Year-Month-Day-Time)
- 2** OD-West Paris-23-10-13-1458
- Date and Time of Report *
- 3** Friday, October 13, 2023
2:58 PM
- A copy of your survey will be sent to: *
- If no email shows, check your county or make sure your ticket is correct.
- 4** ema@oxfordcounty.org

At the bottom of the form, there is a paragraph of text: *FEMA now requires coordinate location data, damage imagery, and other documentation as there is no guarantee that FEMA will perform an on-site assessment. There is also no guarantee that FEMA will accept claims with missing documentation or that a State Disaster Declaration Request will be approved. Please retain all receipts in the event of an approved Disaster Declaration.*

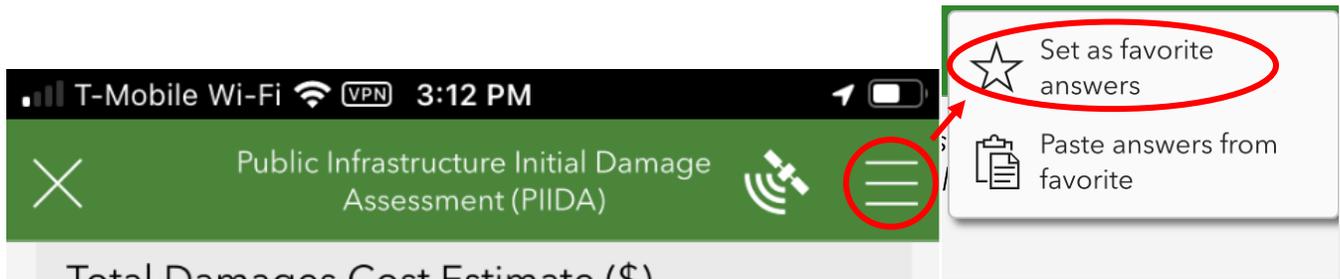
At the bottom right of the form, there is a red circular button with a white checkmark, and a red rectangular button with the text '5: SEND THE FORM'.

4. Using Template Survey Data

Your general info likely won't change for future form submissions. Other information related to specific damages will differ from location to location, but it can still help to at least start from a template and cover multiple locations.

4.1 Using the "Favorite Answers" Method

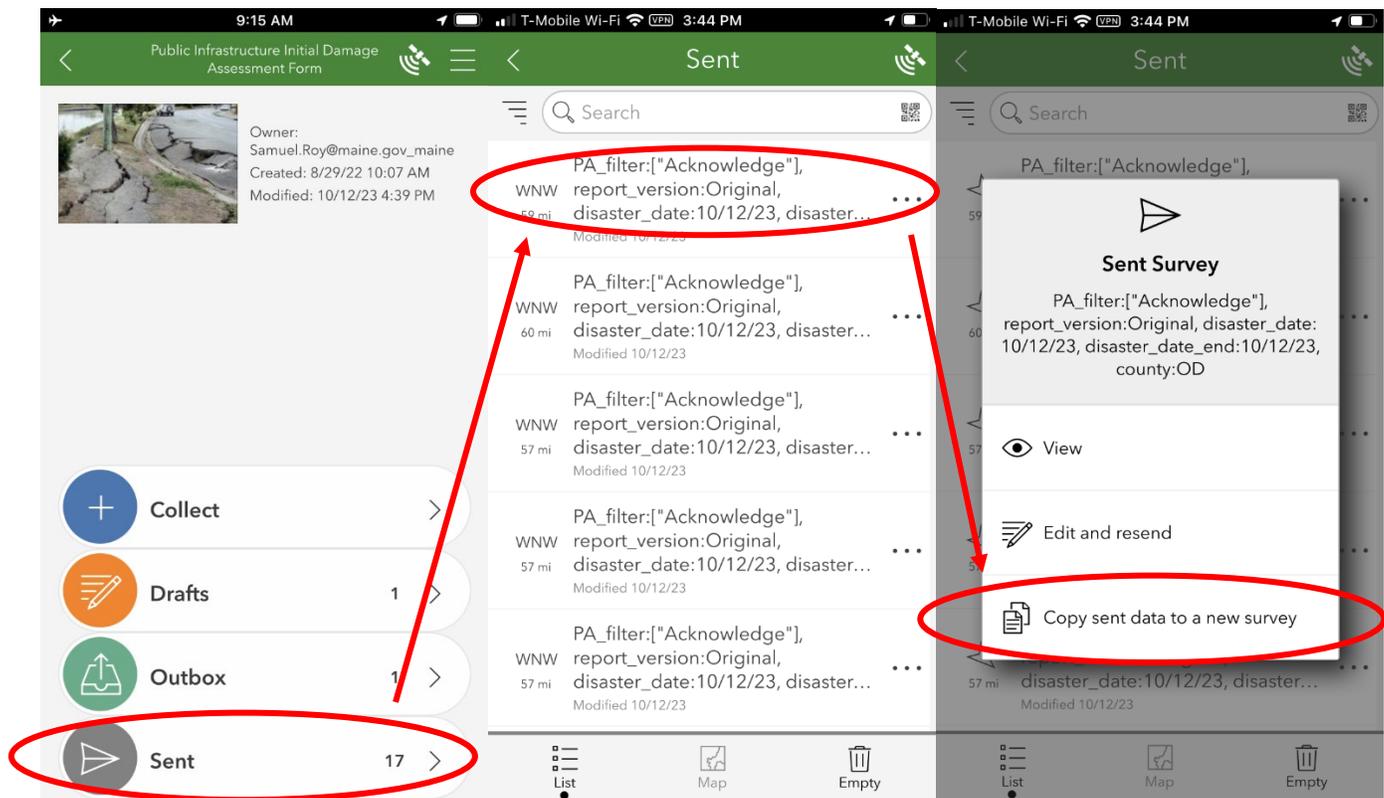
The "favorite answers" method will save your answers from one form and make them available to use in future forms. To use this method, press the button in the upper right corner with three horizontal lines. You can save your responses by selecting the "Set as favorite answers" option. After you send your form these answers are saved, and you can auto-fill if you select the "Paste answers from favorite" option. You can also rewrite your "favorite answers" as needed.



4.2 Using the "Copy Sent Data" Method

The "copy sent data" option allows you to use a previously sent form as a template for a new location. This could be the best option in situations where you have multiple locations with different damage categories.

To use this method, open your "Sent" forms. Select your survey of choice, usually the top on the list (the last form sent for review). Select the option "Copy sent data to a new survey." The app then brings you to a form copy where you can edit and send your answers.



4.3 Important Considerations for Both Methods

Both methods will require you to add new information for your location and for damage photos, as neither are carried over from the previous version. This is just as well, because that information would not be relevant for a new damage location. Other information such as damage type selection and cost estimates will need to be modified as well, but your

contact info can remain the same. Your ticket number should update to whatever time you started/copied the new survey.

Remember, because location data are crucial for the damage assessment process, you will need to send a form for every damage location in your jurisdiction. For example, if you have six locations where roads were washed out by a flood and three locations where debris removal was necessary to reopen public roadways, you will need to send nine forms in total. Though this may seem like a lot of forms, this process is much more streamlined than the PDF form and each one is much faster to complete and process, improving our likelihood of meeting damage thresholds before FEMA's reporting deadline.

5. Summary

- The digital form can be accessed from [MEMA's Public Assistance website](#).
- There are two options to fill out the digital form: through a web browser, or using the Survey123 App. There are advantages to using the app if you intend to fill out multiple forms under conditions with poor internet access.
- The form requires acknowledgement that all reported damages are for public facilities or specific nonprofits, general information about the disaster event and who is reporting, specific location data/coordinates, and reporting damage type, cost, and images.
- Your form data will be automatically submitted to your County EMA for processing. This information will then be sent to MEMA to help determine if a Joint Preliminary Damage Assessment (Joint PDA) process is required. If damages are successfully validated in the joint Preliminary Damage Assessment process, then the State will begin the drafting of a Disaster Declaration Request.
- Questions/comments should be sent to maine.recovery@maine.gov