

SAN JUAN COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT

NON-PROFIT/GOV. AGENCY/JUNIOR TAX DIST. DAMAGE ASSESSMENT FORM

The information requested on this form is required to help San Juan County complete an initial damage assessment. In the event of a large scale disaster, there **may be** direct federal and state assistance for certain public agencies that have suffered damage. In general the following types of organizations are eligible: **governments, school districts, ports, non-profit or public medical clinics, utilities, emergency services, museums, senior centers, public water districts, community centers.**

In most federally declared disaster, up to **87.5%** of the following costs may be reimbursable: **emergency infrastructure repairs, debris removal, and clean up. Permanent repairs to roads, building, or other infrastructure to pre-disaster condition.**

INSTRUCTIONS: Please complete this form, and print a two copies. Save one for your records, and either fax (360-378-7125) or hand deliver other copy to DEM Office at the Sheriff's Office.

Name of Agency, Organization, or Department:

Primary Contact Name: Contact Email:

Contact Phone: Contact Title or Position:

Mailing Address of Agency or Organization

Address 1

Address 2

City State Zip Code

Estimated total loss in dollars:

\$

This is simply your best first guess. It is more important to get this form submitted quickly (within 24 hours of event) than to make sure that estimate is perfectly accurate.

Dates Damage Occurred

From: To:

Brief Description of Damage:

Will any of the damage be covered by insurance? Yes No Don't Know

If yes, insurance deductible (enter \$ amount or % amount):

\$ amount or % amount

The key to recovering costs in a major disaster is documentation:

Take pictures of all damage, before, during, and after repairs.
Carefully document time worked for all employees **and** volunteers
Document all hours worked for equipment
When tracking hours, be sure to have a system for coding specific projects

DO NOT delay in emergency work. You can receive reimbursement for repairs that have been completed before you've applied.

Remember, regular time for emergency work is not covered: only OT or contractor costs.

For more info about the FEMA Public Assistance program, go to:

<http://www.fema.gov/government/grant/pa/index.shtm>