[*Placed on Official Letterhead*]

[*Date*]

Regional Administrator

Federal Emergency Management Agency

Region [*Region Number*]

[*FEMA* [*Regional Office*](https://www.fema.gov/about/organization/regions) *Address*]

[*Regional Office City, State, and Zip Code]*

Dear Regional Administrator:

We request a joint Preliminary Damage Assessment (PDA) for the areas impacted by [*Incident Type/Name*] from [*Incident Period – Day, Month, Year to Day, Month, Year or continuing*]. As a result of this event, communities experienced extensive damage that we believe exceeds our capacity to recover and therefore, may warrant federal assistance.

Based upon the information we have already collected during our local assessments or Initial Damage Assessments, such as [*insert overall impact statement*] it is clear the following areas warrant joint PDAs under the relevant programs:

|  |  |  |  |
| --- | --- | --- | --- |
| [*Area 1*] | [*Individual Assistance, Public Assistance, or Both*] | [*Area 4*] | [*Individual Assistance, Public Assistance, or Both*] |
| [*Area 2*] | [*Individual Assistance, Public Assistance, or Both*] | [*Area 5*] | [*Individual Assistance, Public Assistance, or Both*] |
| [*Area 3*] | [*Individual Assistance, Public Assistance, or Both*] | [*Area 6*] | [*Individual Assistance, Public Assistance, or Both*] |

We request [*Insert Number IA and/or Number PA*] PDA Teams for [*Insert in-person and/or virtual, when appropriate*] Joint PDAs beginning on [*Date*]. We acknowledge that there may be a requirement to conduct on-site assessments for some projects and will accommodate that requirement. All additional coordination or questions for this operation should be directed to [*Name of Point of Contact*] at [*Contact Information*].

Thank you for your consideration and please let me know if you require additional information.

Respectfully,

[*Name*]

[*Title*]

**PDA Request Template Guidance**

Do not include this page in the request. It is only intended to assist in the development of the PDA request letter.

* This template is provided for optional use by the requesting entity and is not required by statute, regulation, or policy.
* Joint Preliminary Damage Assessments (PDA’s) may only be requested by State Governments, federally recognized tribal nations, or U.S. territorial governments.
* Only individuals who have the authority to request Federal assistance on behalf of a requesting organization may submit the request for Joint PDAs.
* The request should be addressed to the Regional Administrator and submitted to the Region, or in the case of requests for additional PDAs for the same event - post-declaration - to the appointed Federal Coordinating Officer (FCO).
* The requirement for the Recipient to perform a preassessment is a regulatory requirement and should be included with the Joint PDA request to avoid delays in beginning the Joint PDAs.
* Events that may include Snow Assistance under the Public Assistance (PA) Program should specify that in the incident type by stating “including Snow Assistance.”
* Incident periods should have a defined start and end date. Incidents that are ongoing should indicate the start date and that the event is “continuing”.

Resources:

* The [Robert T. Stafford Disaster Relief and Emergency Assistance Act](https://www.fema.gov/disaster/stafford-act), also known as the Stafford Act, is the statutory framework for the disaster declaration process.
* Regulatory requirements for Preliminary Damage Assessments are located at [44 CFR 206.33](https://www.ecfr.gov/current/title-44/chapter-I/subchapter-D/part-206/subpart-B/section-206.33).
* Additional guidance material can be found in the [Preliminary Damage Assessment Guide](https://www.fema.gov/disaster/how-declared/preliminary-damage-assessments/guide) at [www.fema.gov/PDA](http://www.fema.gov/PDA).