



Monterey County Operational Area Initial Damage Estimate (IDE) Report Form Instructions

The Initial Damage Estimate is the first phase in determining if the County is eligible for financial assistance from the State and Federal government following a declared disaster. The Monterey County Office of Emergency Services (MCOES) in its role as the Operational Area (OA) coordinator is responsible for collecting and reporting IDE information for the Monterey Co. Operational Area – which includes the County of Monterey and all of the cities and special districts residing in it – to the Governor’s Office of Emergency Services (Cal OES). IDE data collected from around the OA is aggregated and reported virtually through the Cal EOC program. Cal OES requires that initial damage estimates be reported **within 60 days** of the date of the local Emergency Proclamation.

The IDE reporting form is intended to simplify the reporting process for Operational Area partners. The following information explains how to complete the form.

General information:

The top of the form collects general information on the incident and jurisdiction reporting damages. Fields outlined in red are required fields that provide essential information.

- Incident Name: The incident name describes the incident and/or is assigned by the incident management organization (e.g. 2017 January Winter Storms, Soberanes Fire, or Pfeiffer Canyon Bridge Failure). Incident names for active incidents can be accessed through the Operational Area’s WebEOC program or by calling MCOES.
- Initial/Follow-up report: Select the appropriate description of the report. Because damages are reported as aggregated totals MCOES uses this information to track whether a jurisdiction is building on information already provided or if the report is the first submitted.
- Incident Date: Enter the date that the damages occurred if known. If damages are from an extended incident such as storms, fires, floods and the exact date of the loss is unknown, enter the date range of the incident (i.e. Jan. 13-23).
- Report Date: Enter the date that the report is completed and forwarded to MCOES.
- Jurisdiction Name: Enter the name of the jurisdiction reporting. For accuracy sake use the proper name of the agency, not acronyms.
- Report By: Enter the name of the person MCOES should contact for questions.

Part I: Private Property (Cumulative Damages)

Safety assessments of private property are conducted by the Authority Having Jurisdiction for the location of the property. Information gathered from those assessments is entered into Part I of the form. This information is used to assess eligibility for Individual Assistance programs through the Small Business Administration which apply to both business and residential property owners and renters.

- Damage descriptions (i.e. destroyed, major, minor, affected): Are subjective judgements on the part of the assessor. For each property type (home, business, non-profit org, outbuilding) enter the total number of structures assessed under each damage amount (destroyed, major, minor or affected).
- Dollar Loss: Enter the estimated dollar loss. This can be based on the assessor's judgement and experience, adopted building value tables, or engineers/contractor's estimates. The figure does not have to be exact and can be updated for accuracy at a later date.
- Insured %: Enter the percentage of the loss that is covered by insurance. (Ex: If 14 homes have damages and 7 have insurance coverage for the damage, 50% of the damaged structures have insurance).

Part II: Public Property

Public property damage information is essential for local government cost-recovery efforts. Damages are divided into categories based on the type of work conducted. *Figure 1* provides descriptions and examples of Categories of Work to assist in reporting. For IDE purposes, estimated costs are reported as aggregated totals for each Category of Work (i.e. total cost of debris removal for all sites, total costs of damages to roads and bridges for all sites, etc.).

Estimated Dollar Loss: Enter the estimated total for all work anticipated under each category. Again, these are **preliminary numbers only** and are used to determine eligibility to apply for assistance. More refined, site-specific costs will be collected later during the Preliminary Damage Assessment process once Cal OES has determined eligibility based on IDE information provided.

Insurance %: Enter the percentage of the cost that will be covered by insurance. If the jurisdiction is self-insured or no insurance coverage is provided, enter zero (0).

Part III Other

- Unemployed: If the incident has resulted in loss of jobs, enter estimated number of jobs lost as reported by employers/businesses impacted by the incident.
- Agricultural Crop: If the incident damaged crops, enter the estimated value of the lost crops as reported by the owner of the business.
- Agriculture Physical: If the incident damaged agricultural equipment, irrigation systems, storage tanks/silos, or other property not described in Part I enter the aggregated total loss estimate as provided by the owner.

Additional Information

Enter any pertinent explanatory information that will assist in painting a clear picture of the damages impacting the community.

Category	Eligible Activities	Comments
A Debris Removal	Removal of debris that constitutes a hazard to the public, such as debris in right-of-way. Includes debris on federally assisted roads.	Include overtime personnel costs, contractor costs, equipment costs, rental costs, and fees. Do not include regular time costs for government personnel.
B Protective Measures	Police, fire, and other emergency activities.	Include overtime personnel costs, rental costs and equipment costs. Also include other emergency response costs such as unusual disaster-related expenses (i.e., supplying food and water, sheltering, barricading and shoring, and other urgent activities related to public safety and preservation of life). Do not include regular time costs for government personnel, except temporary staff hired for the emergency. Do not include permanent work performed on an emergency basis.
C Roads and Bridges	Repair or replacement of roads, bridges, tunnels, public rail systems, and their appurtenances.	Include regular and overtime personnel costs, equipment costs, rental costs, materials, and contract costs.
D Water Control Facilities	Repair of channels, canals, flumes, and dams.	Include regular and overtime personnel costs, equipment costs, rental costs, materials, and contract costs.
E Buildings and Equipment	Repair or replacement of buildings and equipment.	Deduct insurance coverage. Include regular and overtime personnel costs, equipment costs, rental costs, materials, and contract costs.
F Publicly Owned Utilities	Repair or replacement of water pipes, sewer pipes, pumps, wells, power transmission and generation systems, water and wastewater treatment plants, etc.	Include regular and overtime personnel costs, equipment costs, rental costs, materials, and contract costs.
G Parks, Recreation and Other	Repair or replacement of parks, trails, sport complexes, fences, and any other infrastructure not covered by the previous categories.	Do not include trees and/or vegetation unless used for a designed purpose such as windbreaks or median barriers. Include regular and overtime personnel costs, equipment costs, rental costs, materials, and contract costs.

Figure 1 – Category of Work Definitions



**Monterey County Operational Area
Initial Damage Estimate (IDE)
Reporting Form**

Incident Name: Incident Date: Jurisdiction Name:	Initial report: Report Date: Report By:	Follow-up:				
Part I: Private Property (Cumulative Damages)						
Property Type	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	Insurance (%)
Homes						
Business						
Non-Profit						
Orgs						
Outbuildings						
Total						
Part II: Public Property (Includes eligible non-profit facilities) (Cumulative Damages)						
Type of Work	Estimated Dollar Loss				Insured (%)	
Category A (Debris Removal)						
Category B (Emergency Protective Measures)						
Category C (Roads and Bridges)						
Category D (Water Control Facilities)						
Category E (Public Buildings and Equipment)						
Category F (Public Utilities)						
Category G (Parks and Recreation Facilities)						
Total						
Part III: Other						
Type	Estimated Loss					
Unemployed						
Agricultural Crop						
Agriculture Physical						
Additional Information						