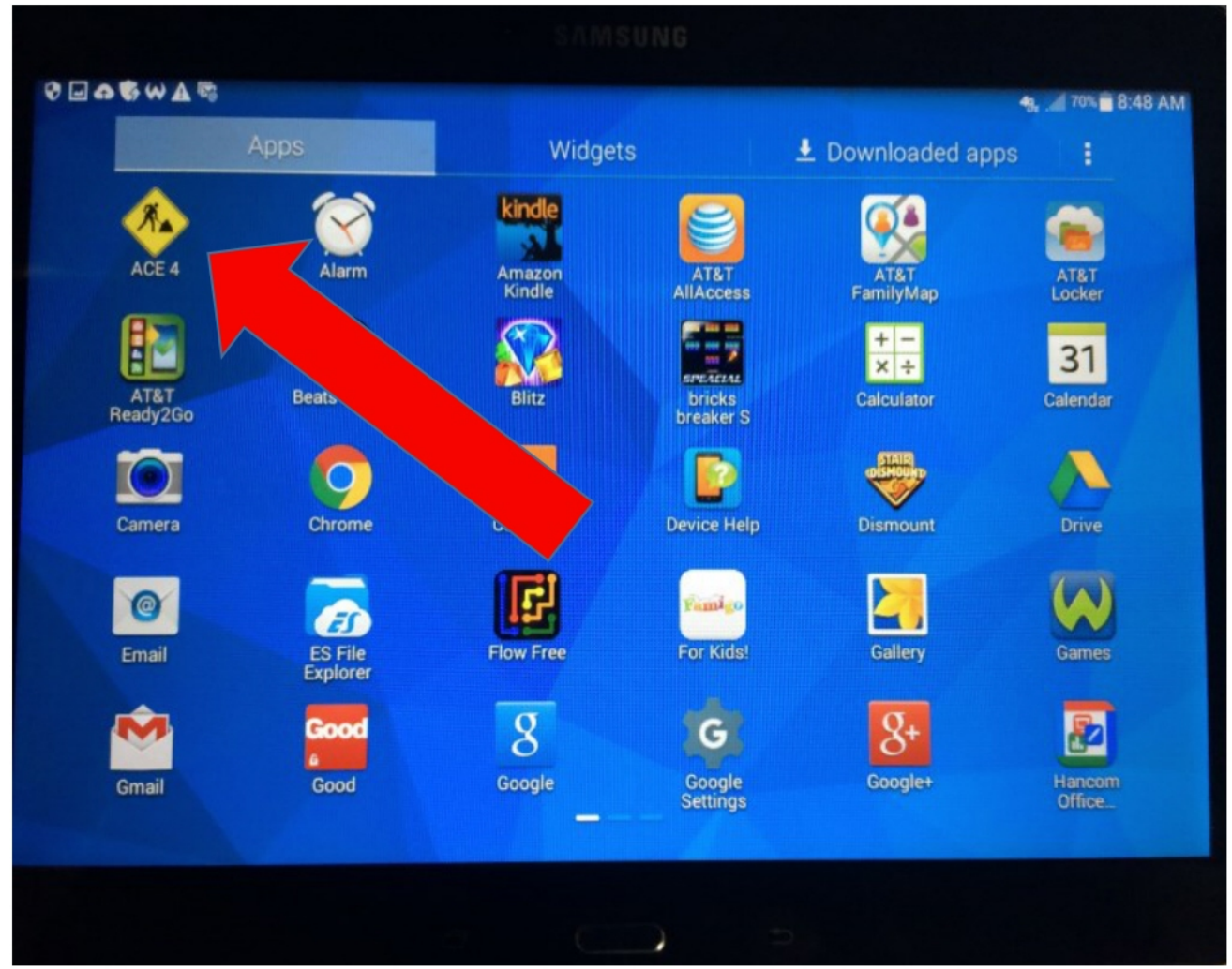
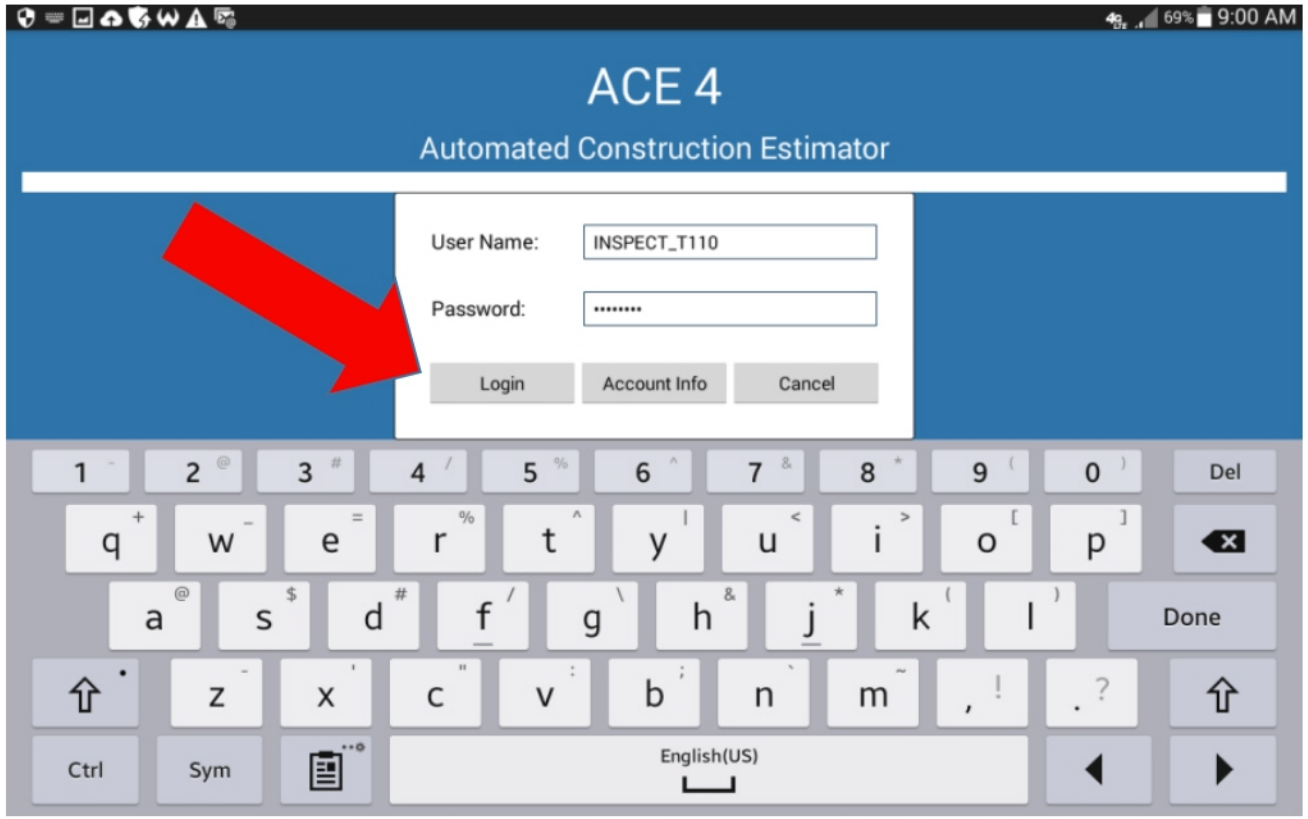
Getting Started

Tap the “ACE4” icon.



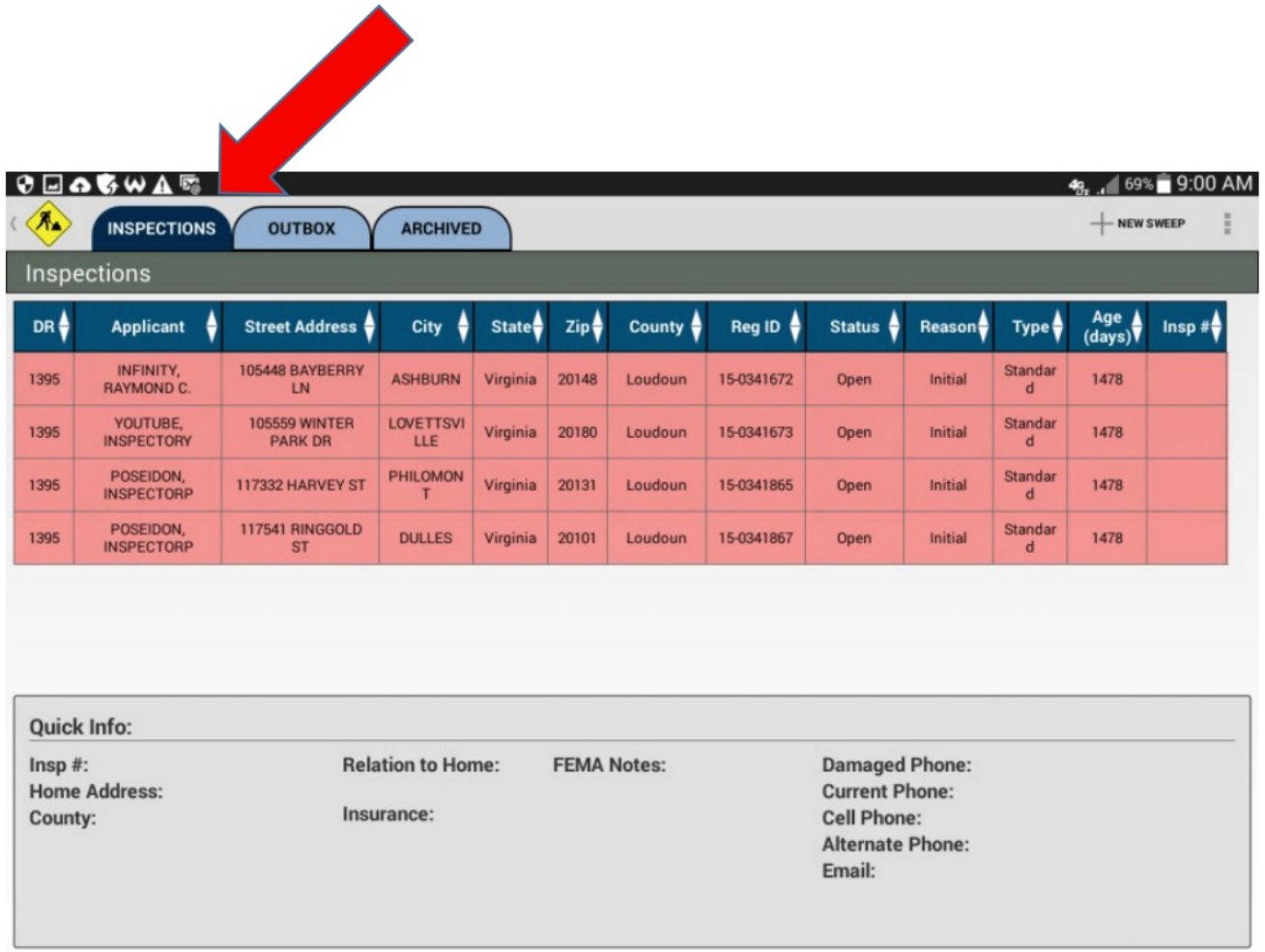
Login Screen Appears

Enter Inspector User name if not already populated.Enter Password. Tap Login.



This is the Home Page

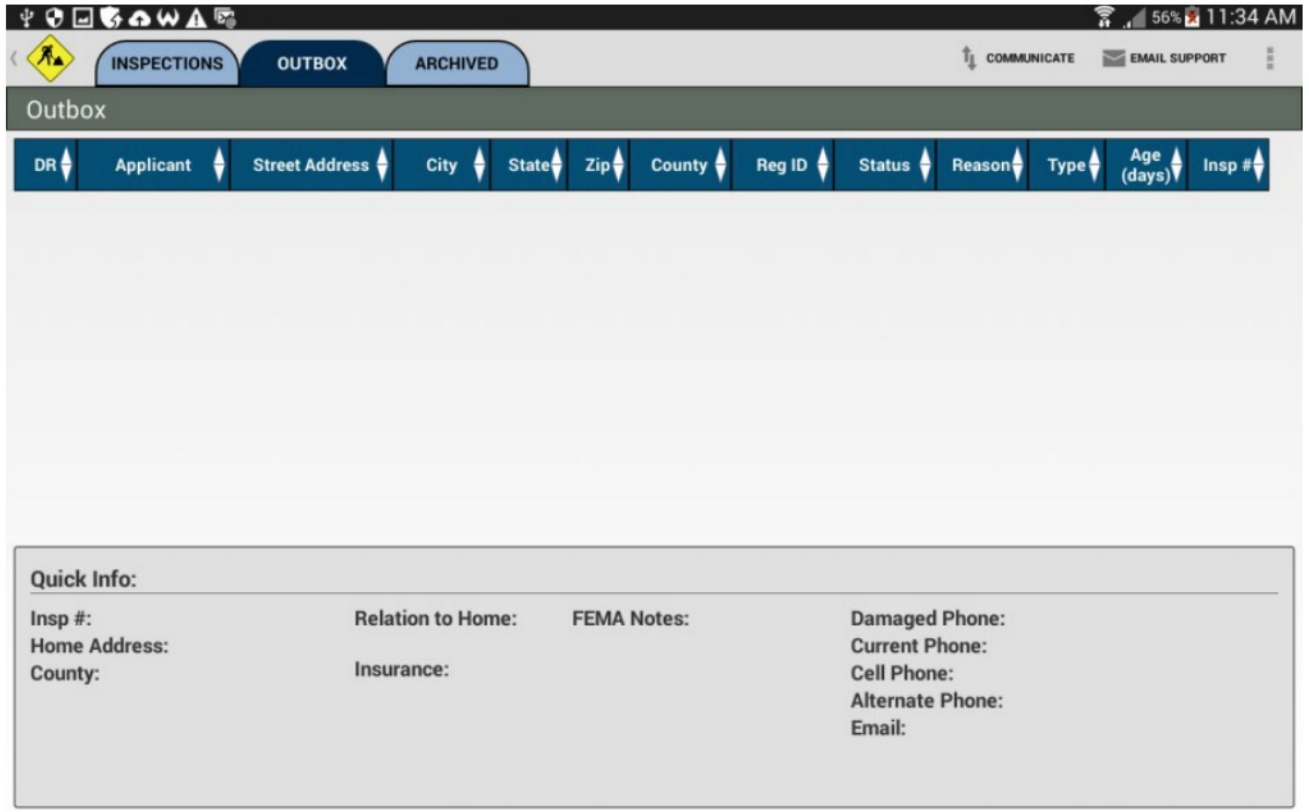
Note the Inspections tab is darker in color.Below this is the list of inspections that have been assigned to this tablet.ACE provides a visual indicator to identify aging by highlighting inspections based on the length of time the inspection was assigned.Inspections assigned between 1 and 3 days prior to the current date will be whiteInspections assigned between 4 and 5 days prior to the current date will be highlighted in yellow.Inspections assigned 6 days or more prior to the current date will be highlighted in red.



DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Open	Initial	Standard	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

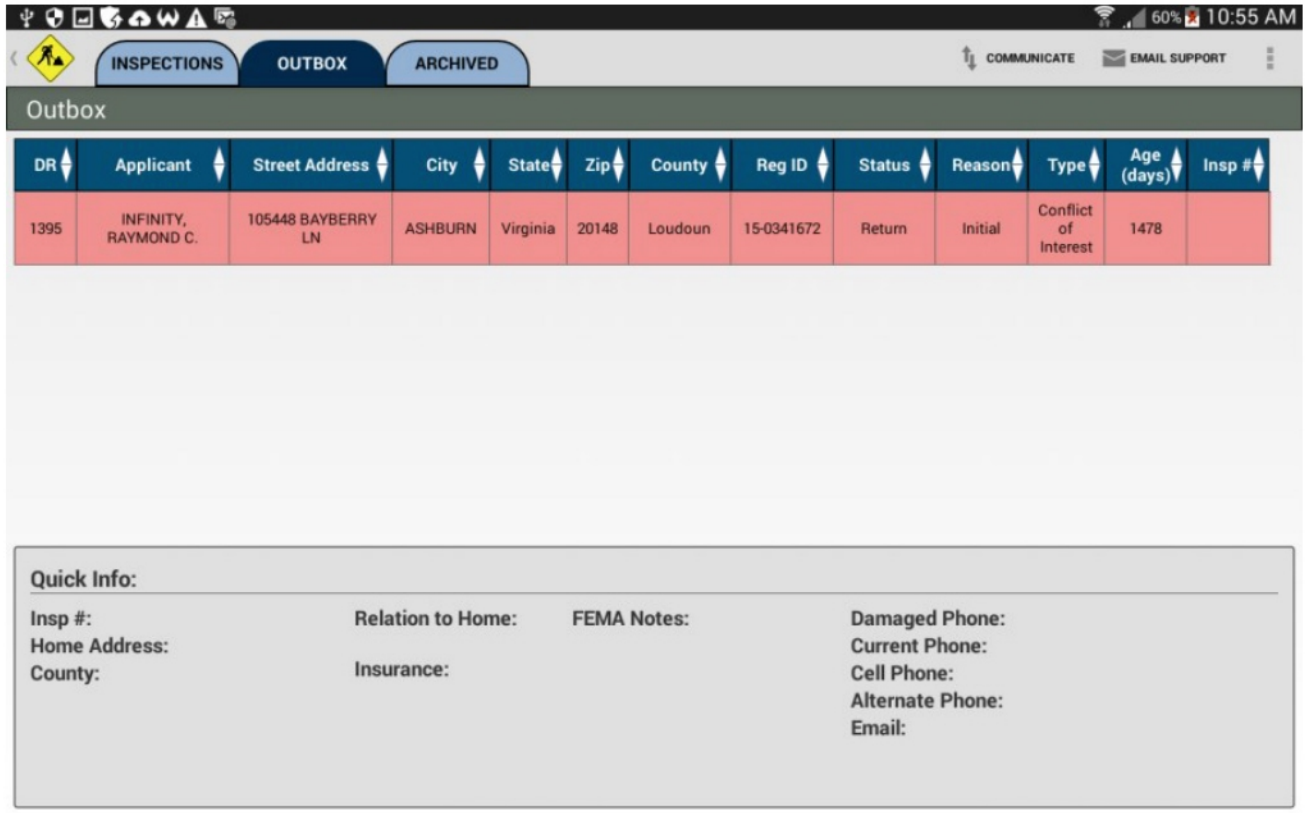
Outbox

Contains the completed inspections that are ready to be communicated / uploaded to NEMIS.In this case there are no inspections ready to be communicated.



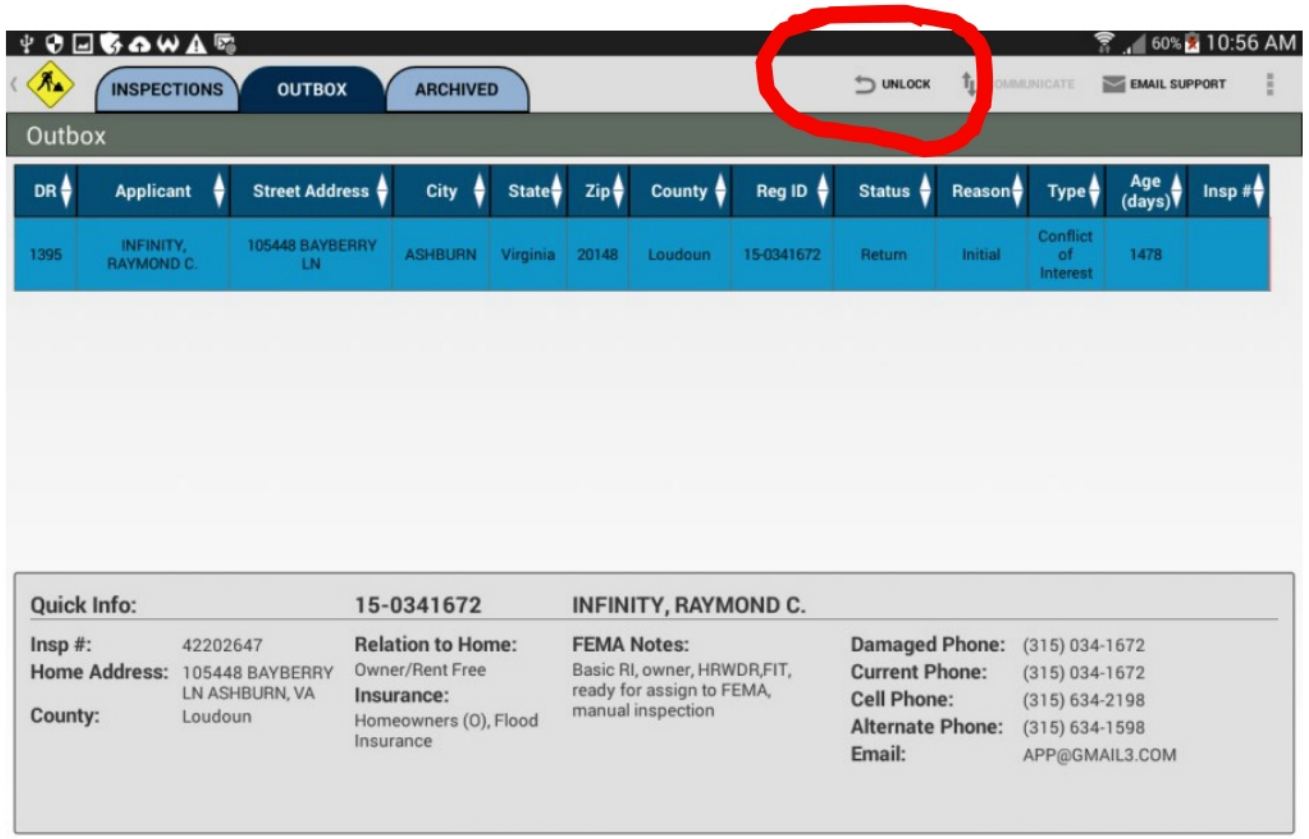
Outbox

In this example, there is an inspection ready to be communicated.



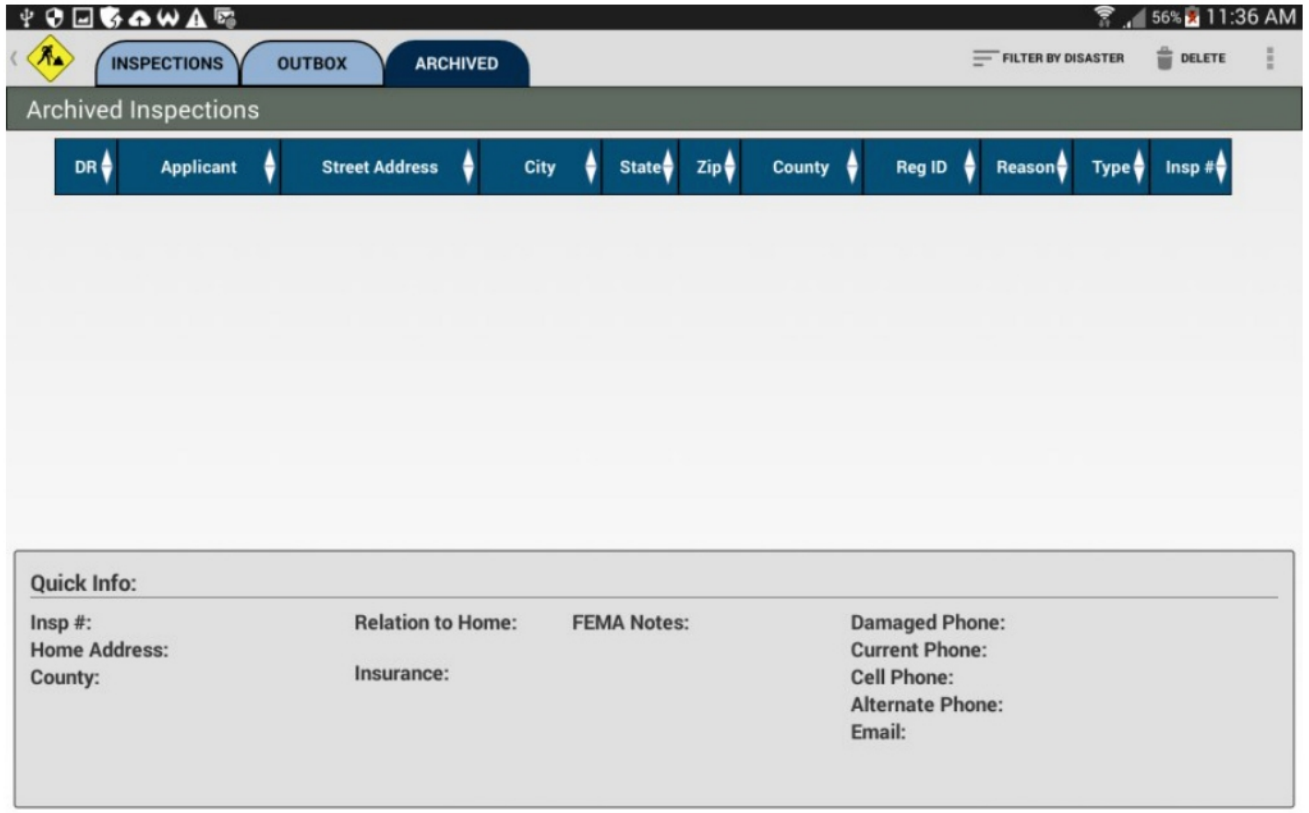
Outbox

Unlocking a case. Tap case you desire to unlock. Once highlighted tap Unlock. This returns the case to the inspections tab and you can start over or make a change.



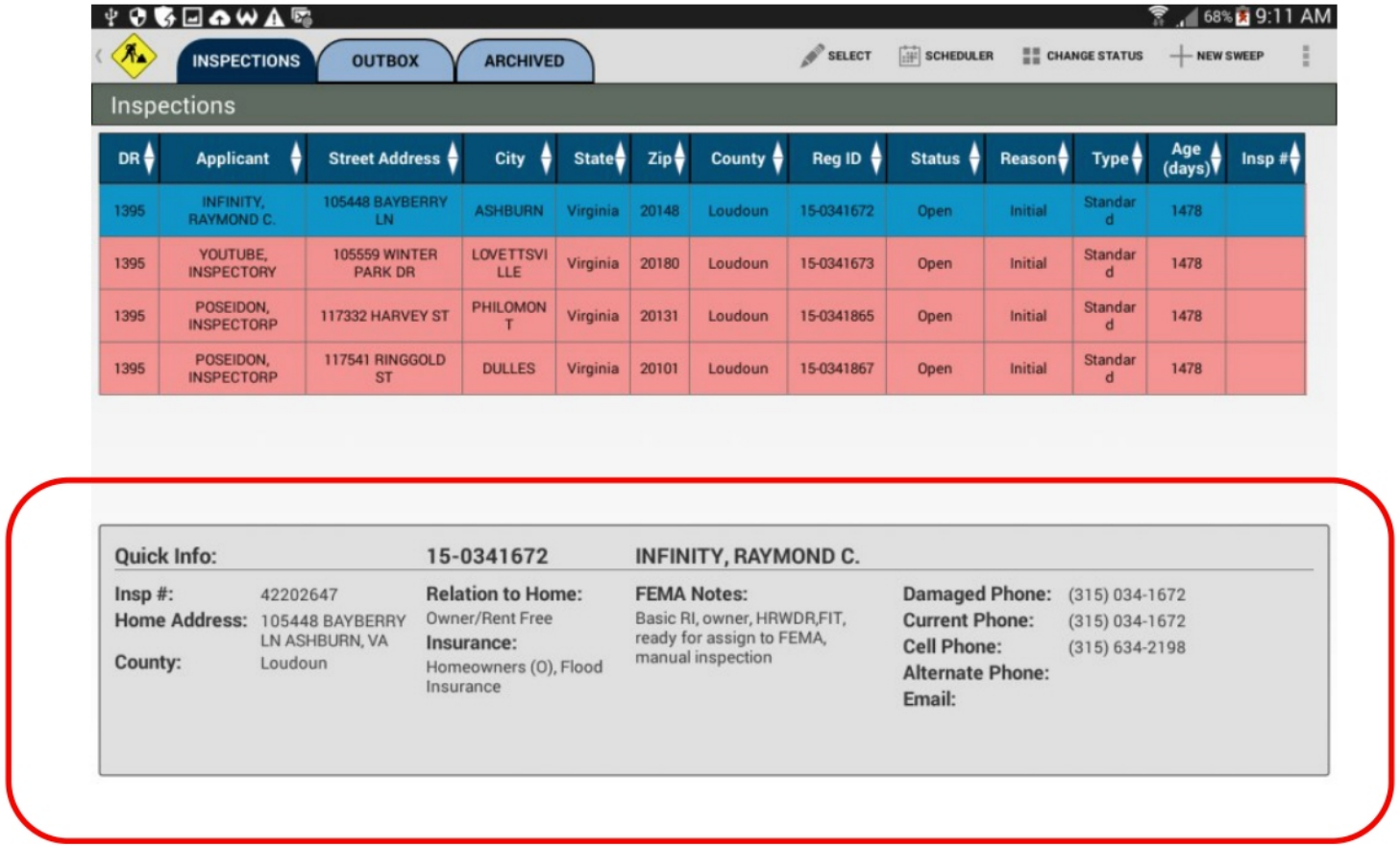
Archived

Inspections that have been completed and communicated can be viewed for up to 7 days after they have been communicated. After 7 days, the system will purge the data. No inspections have been completed using this pad within the last seven days.



A single tap on an inspection row allows the Quick Info to populate

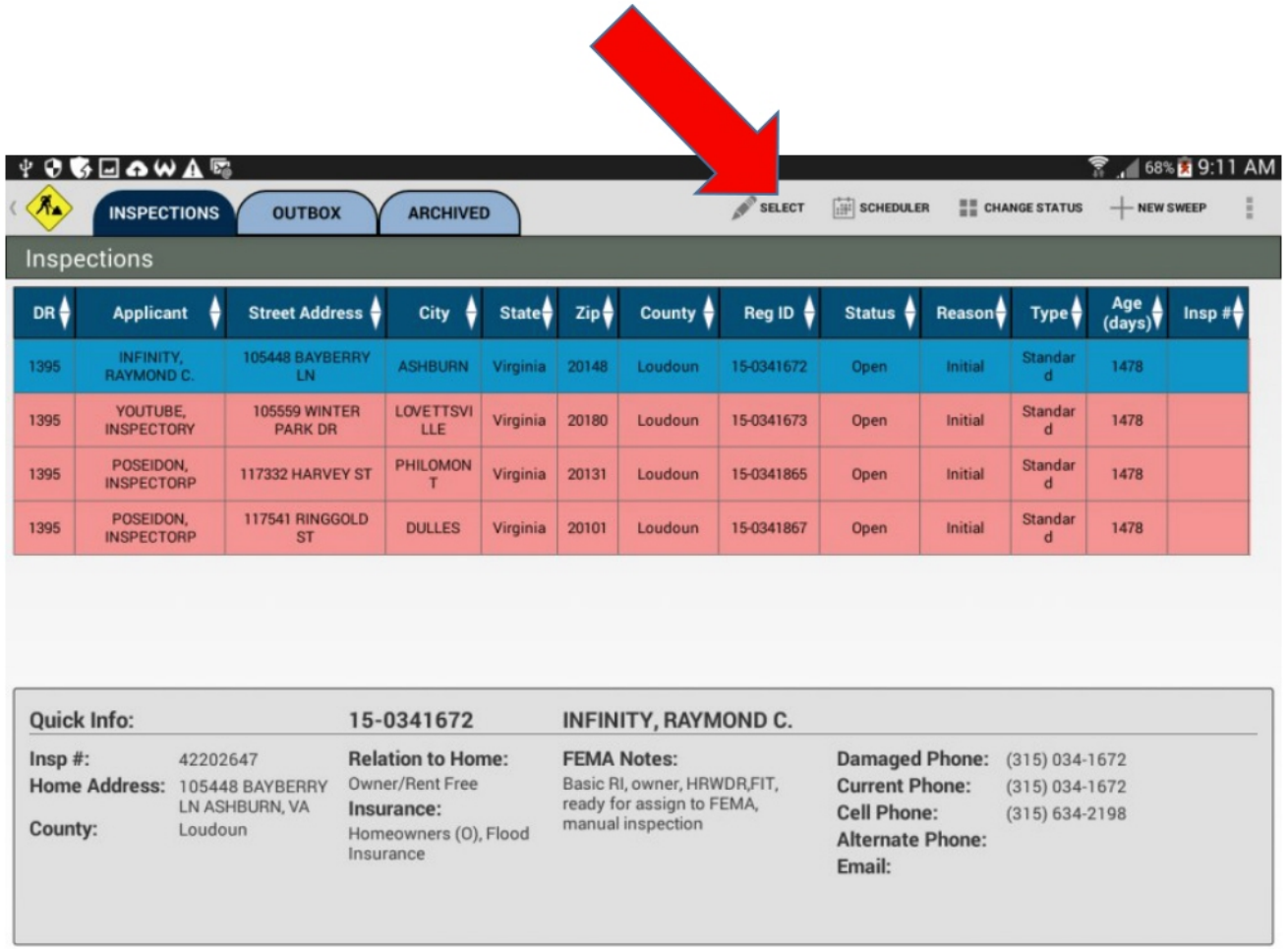
Quick Info provides the registration number, home address, whether the applicant is owner or renter, notes associated with the application and contact numbers.



DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Open	Initial	Standard	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

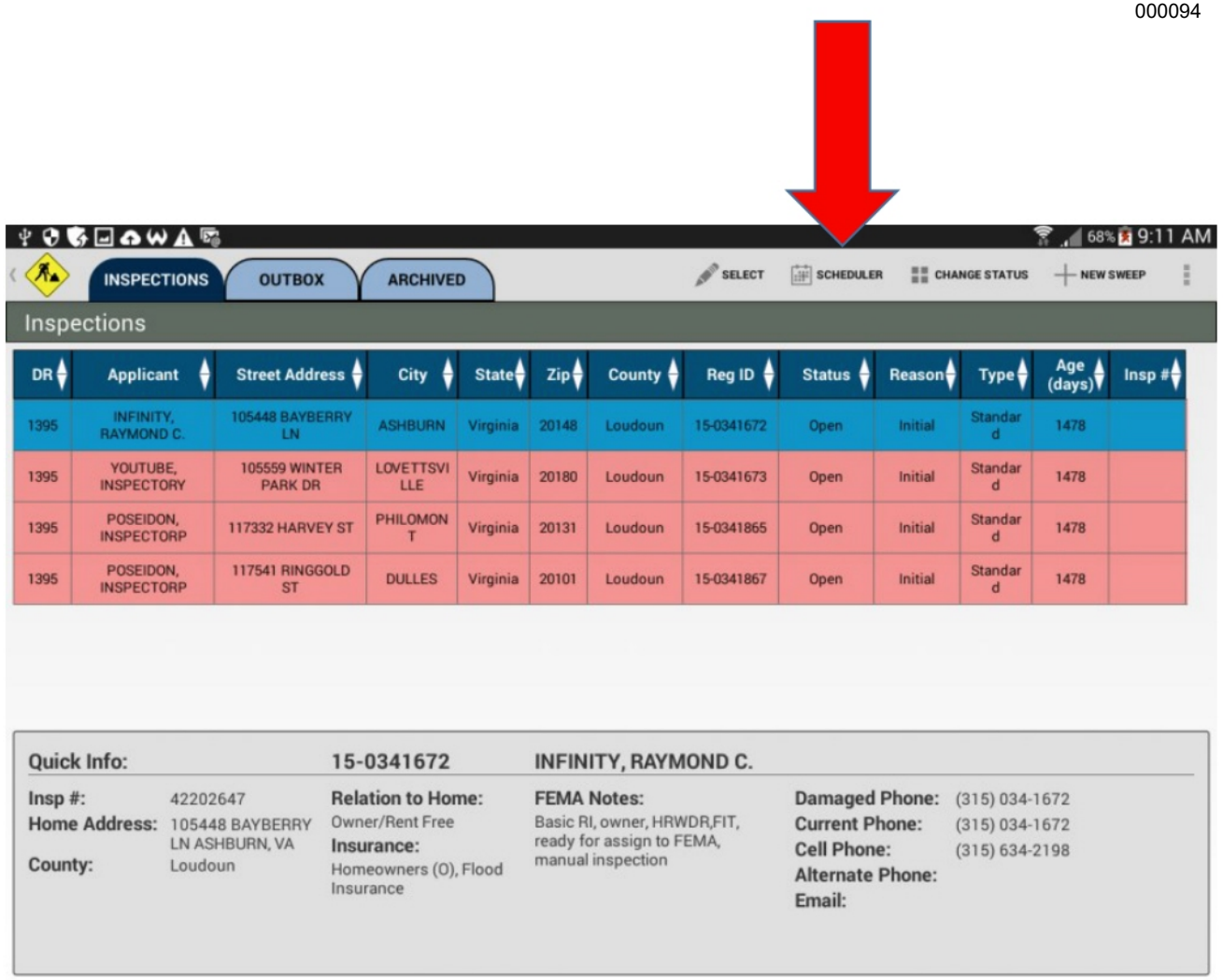
Select

Tapping on select will open the case for inspection.



Scheduler

Select the applicants inspection then tap scheduler; this will open the the scheduling screen.



DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Open	Initial	Standard	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
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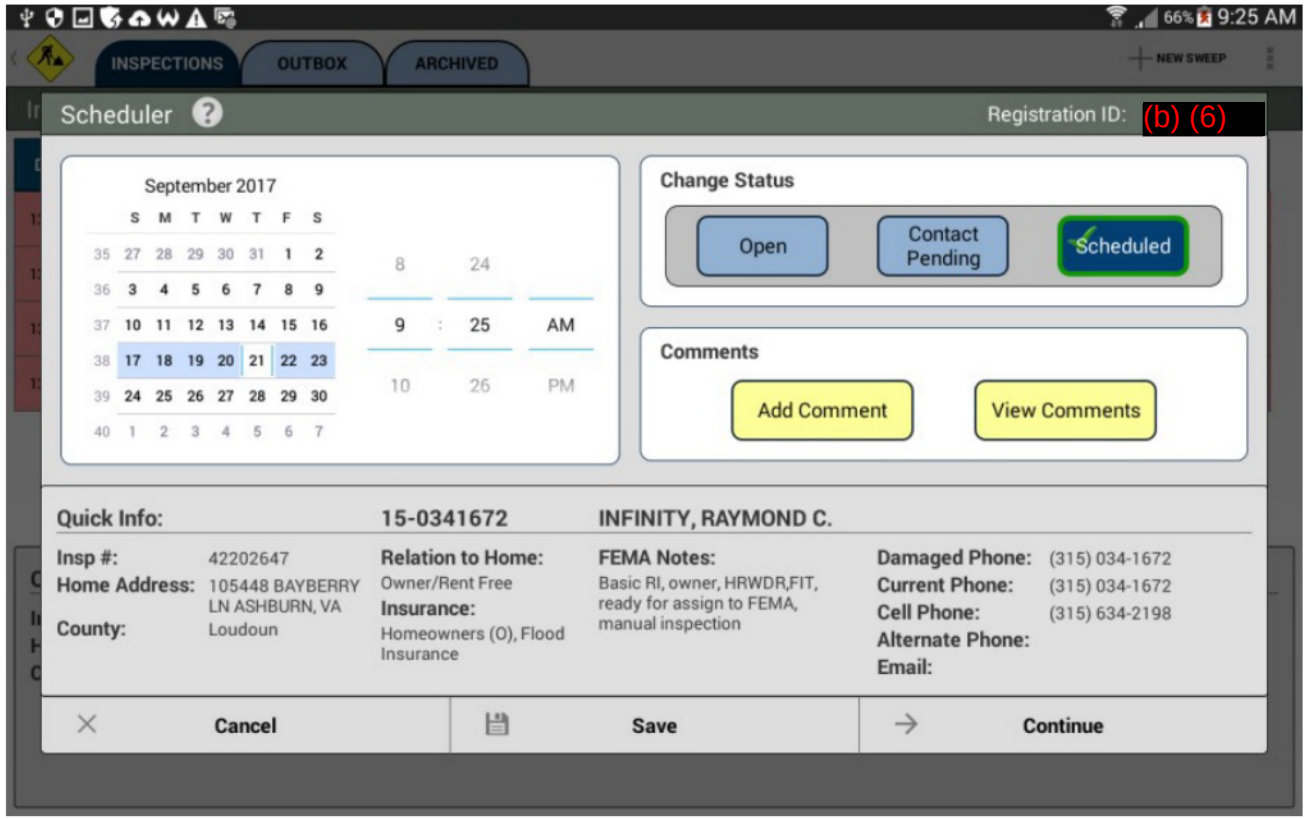
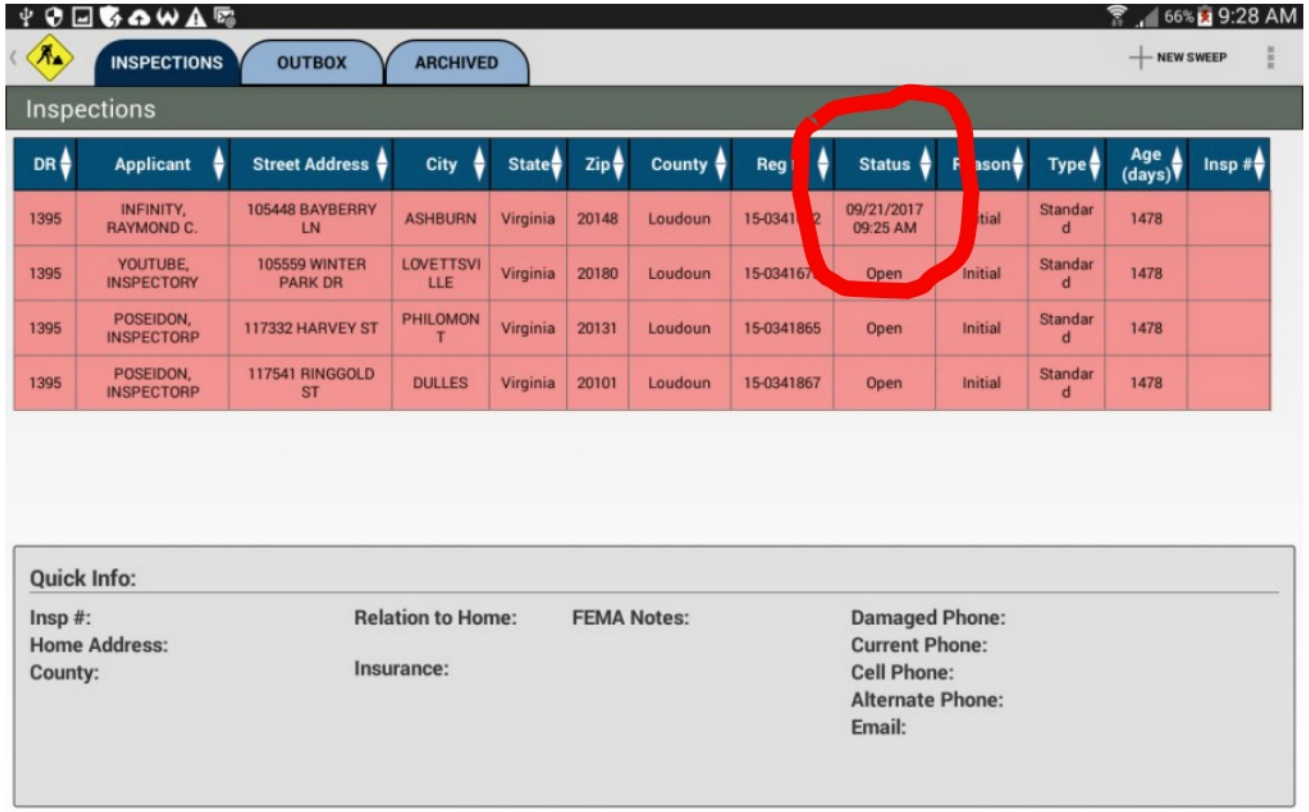
Scheduler

Set the date and time for the scheduled inspection. Change the status to Scheduled and save.



Scheduled appointment

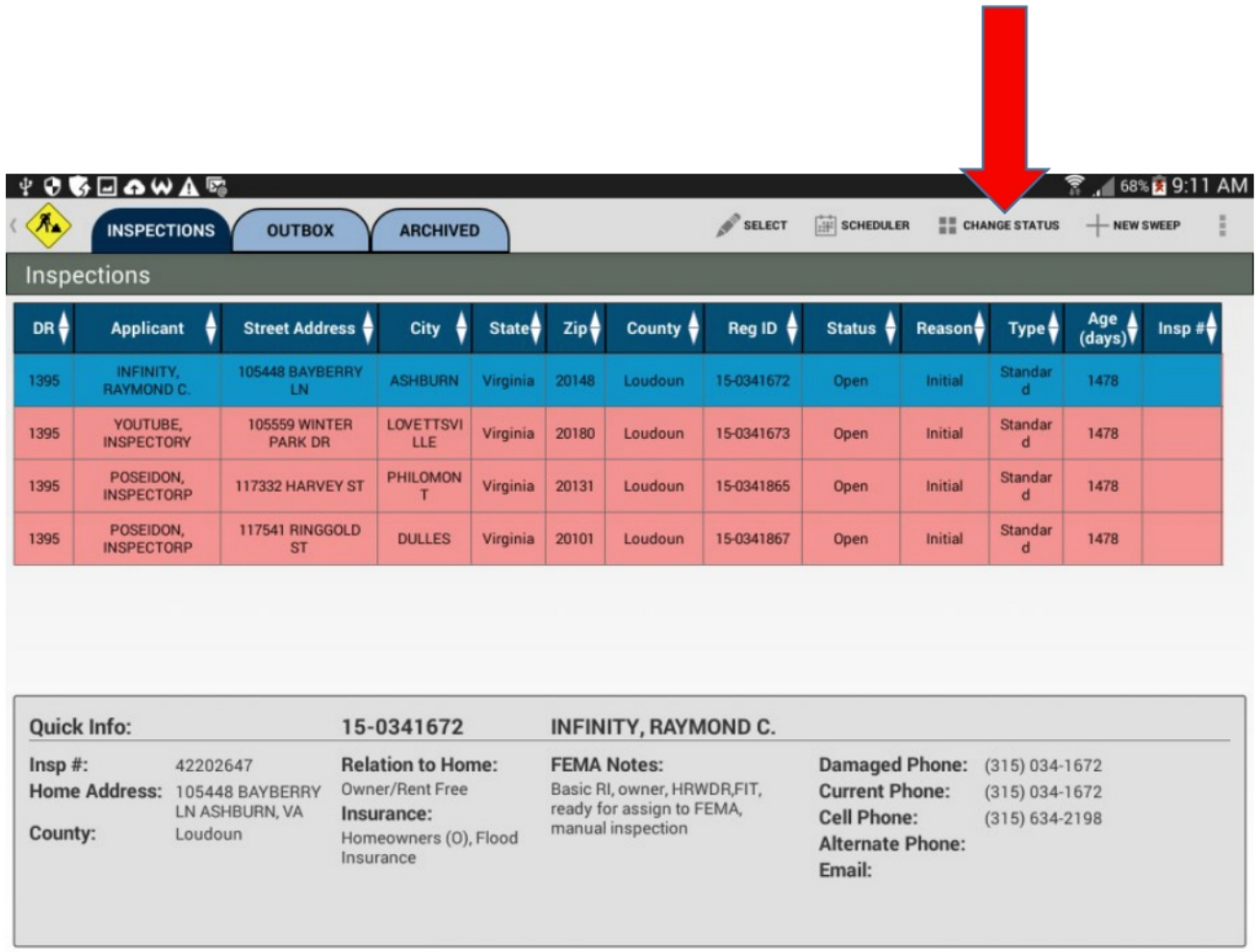
Notice under status, the date and time of the scheduled inspection appointment.Note: By clicking the “Status” column header, the scheduled inspections will appear at the top of the list of inspections in order of their scheduled date and time.



DR	Applicant	Street Address	City	State	Zip	County	Reg	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341 2	09/21/2017 09:25 AM	Initial	Standard	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-034167	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

Change Status

Select an inspection row and the available options appear; tap on Change Status.



DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
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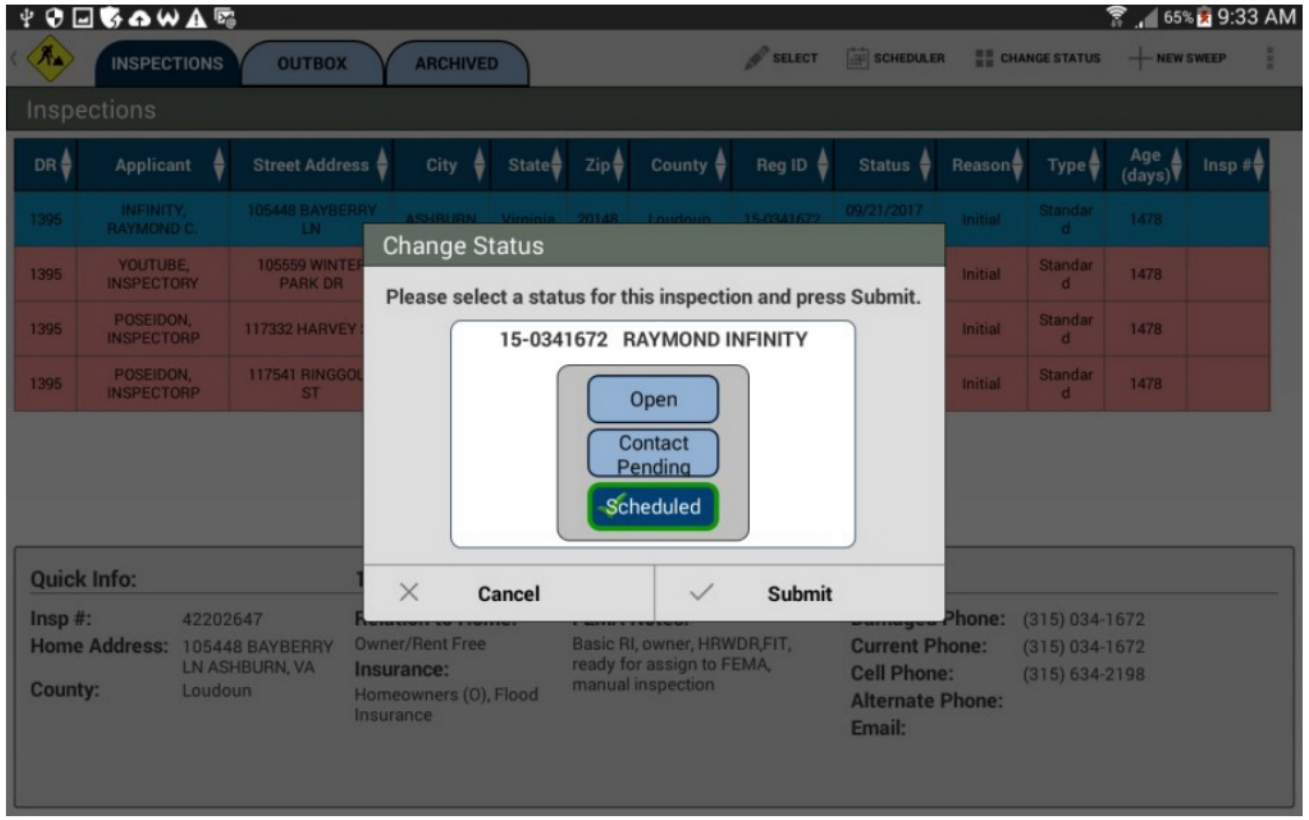
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

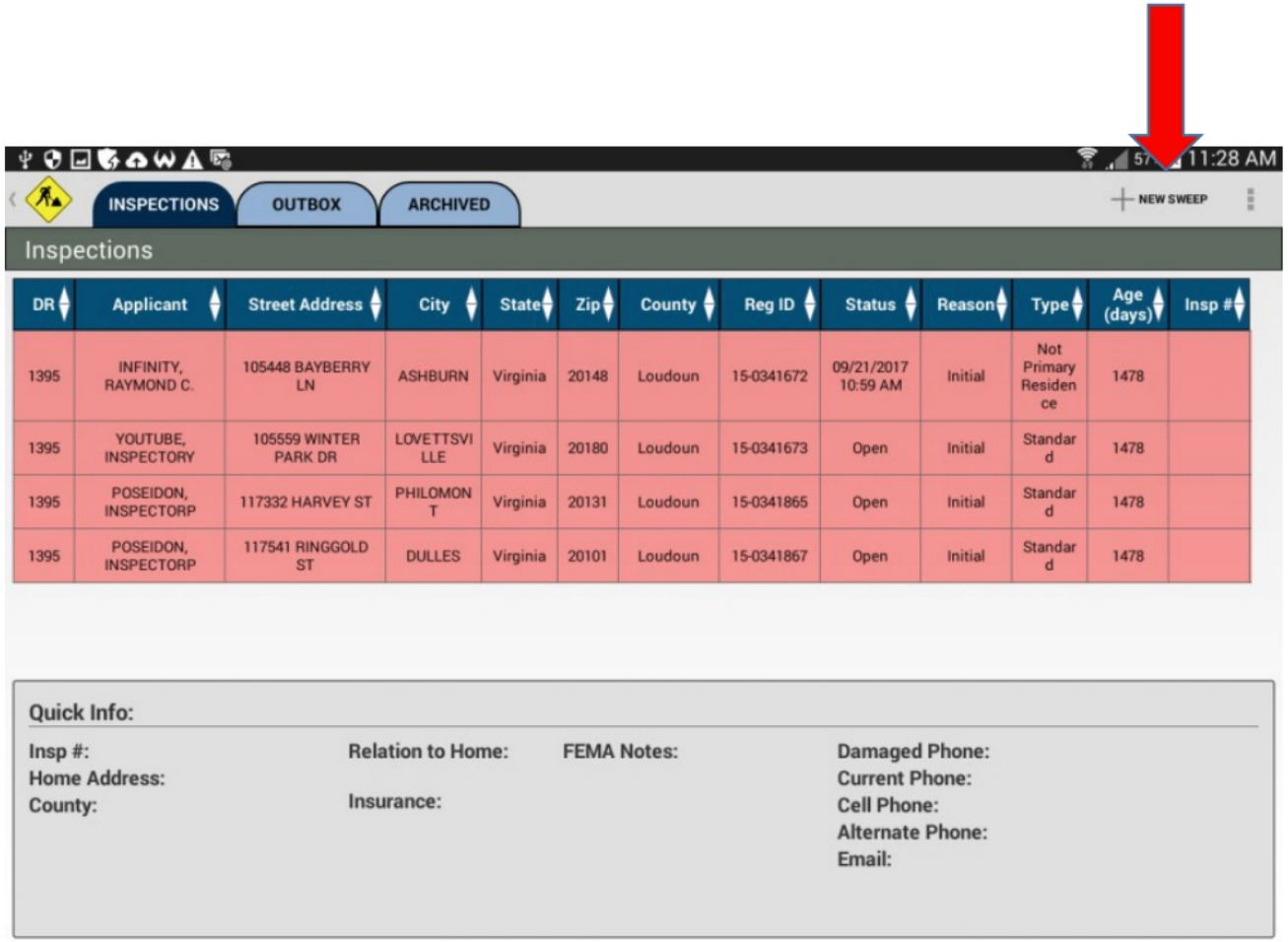
Change status

Provides the means to change application status to Open or Contact Pending. For example, if you called an applicant and left a message trying to set an appointment, the status can be changed to Contact Pending to identify applicants you've tried to reach.When done tap submit.



New Sweep

Only used if instructed.This is intended for remote areas where applicants can not register through traditional methods. This type of inspection registers the applicant and allows the inspection to be performed at the same time. This will only work when Sweep inspections are activated.



DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	09/21/2017 10:59 AM	Initial	Not Primary Residence	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

Skills Check

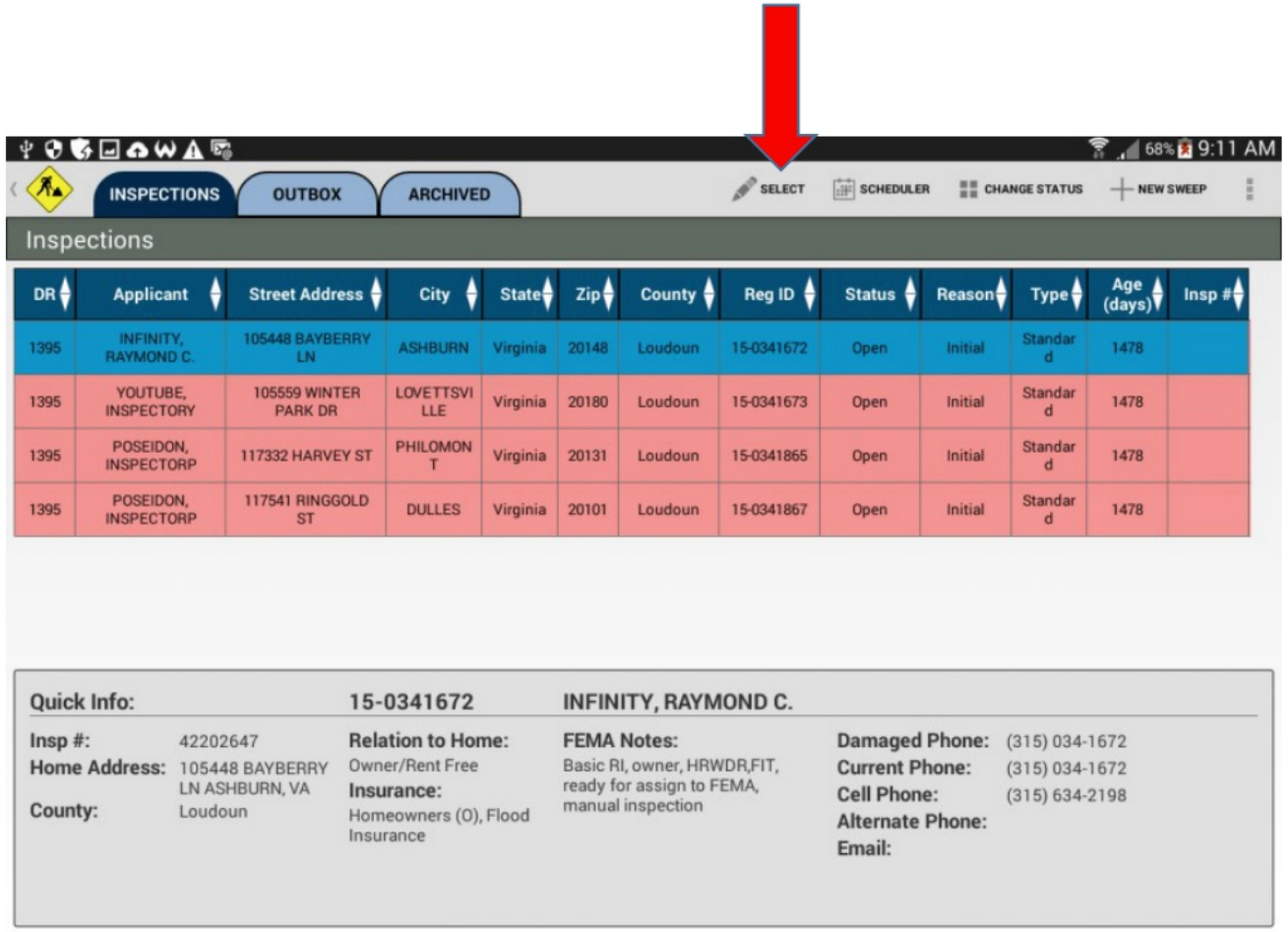
October 26, 2018

Standard Inspection

October 26, 2018

Select the inspection to be completed

Note the color changed; now tap Select to open the applicants inspection.



DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
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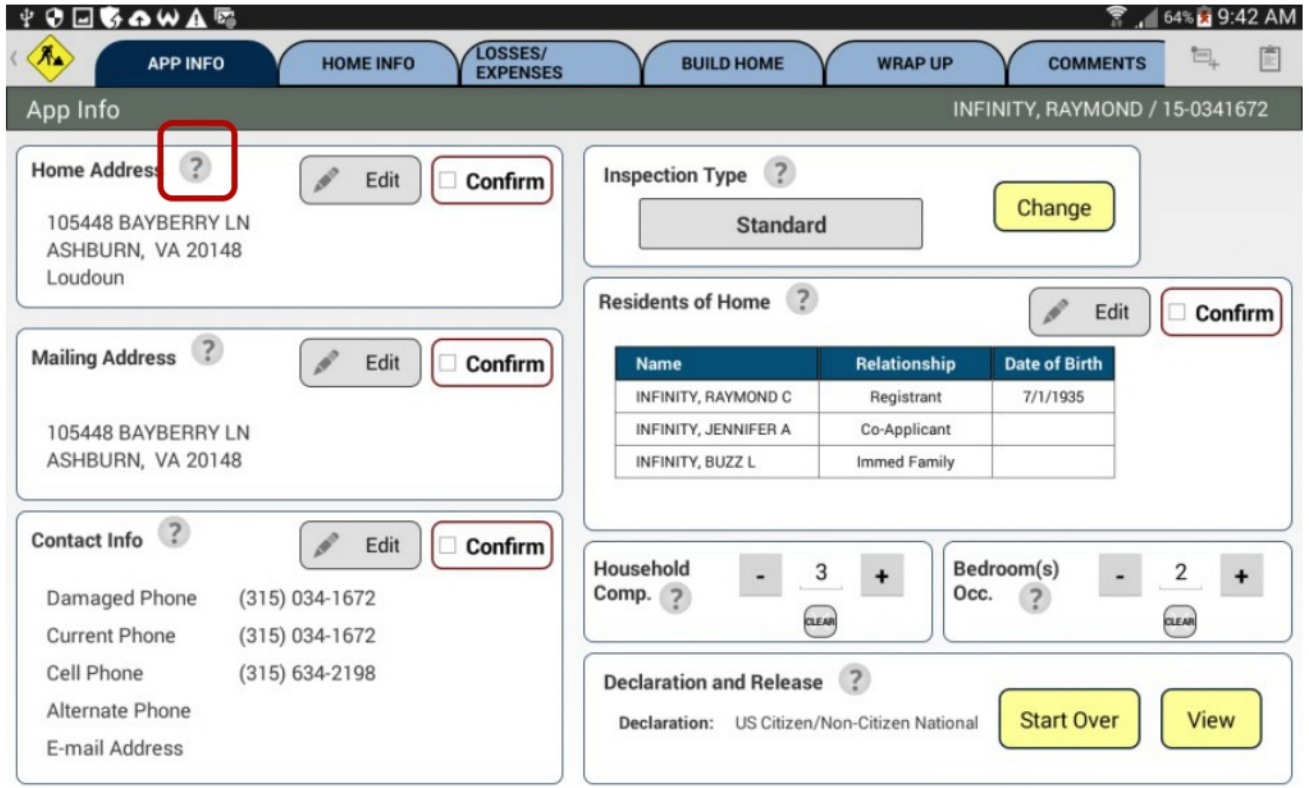
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

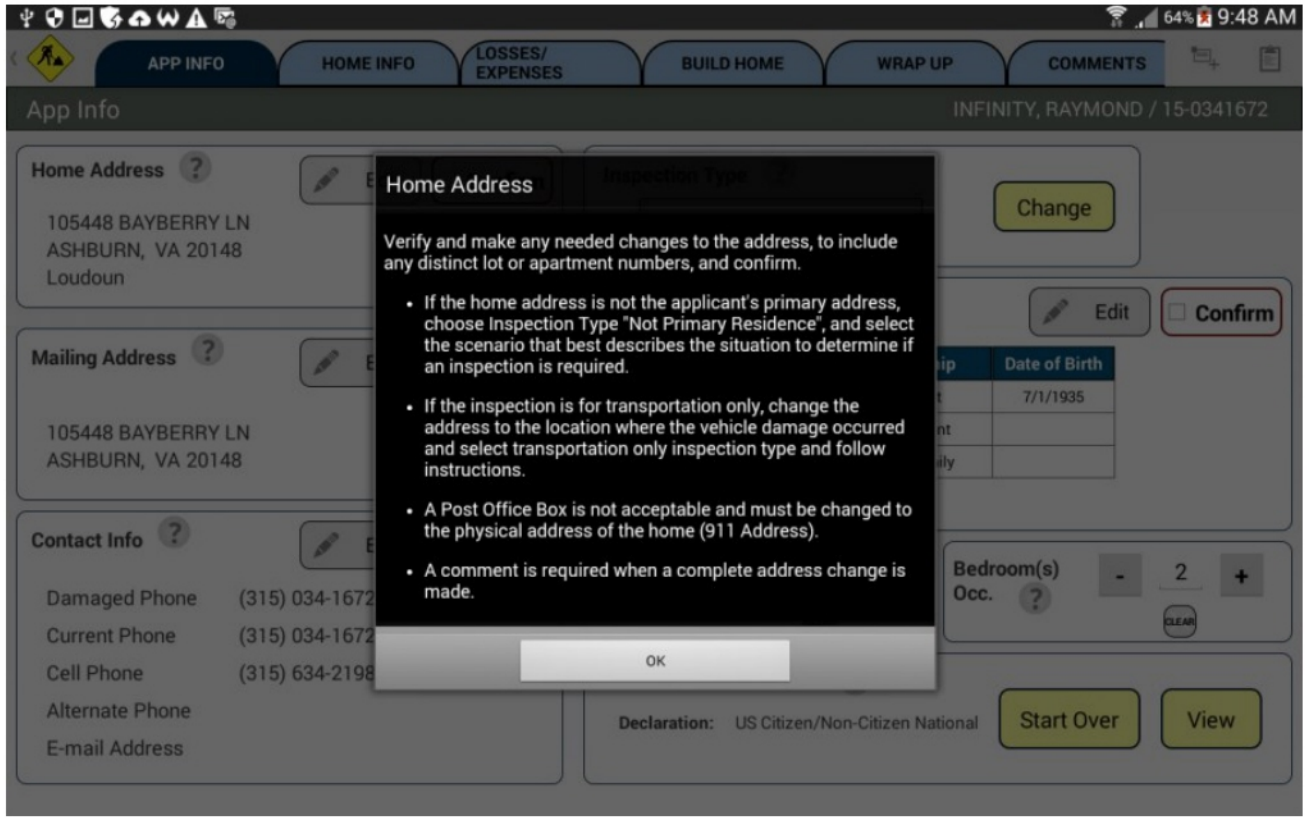
App info tab

This is the default screen the application opens to.Note the question marks. By tapping on the question mark a help screen appears.



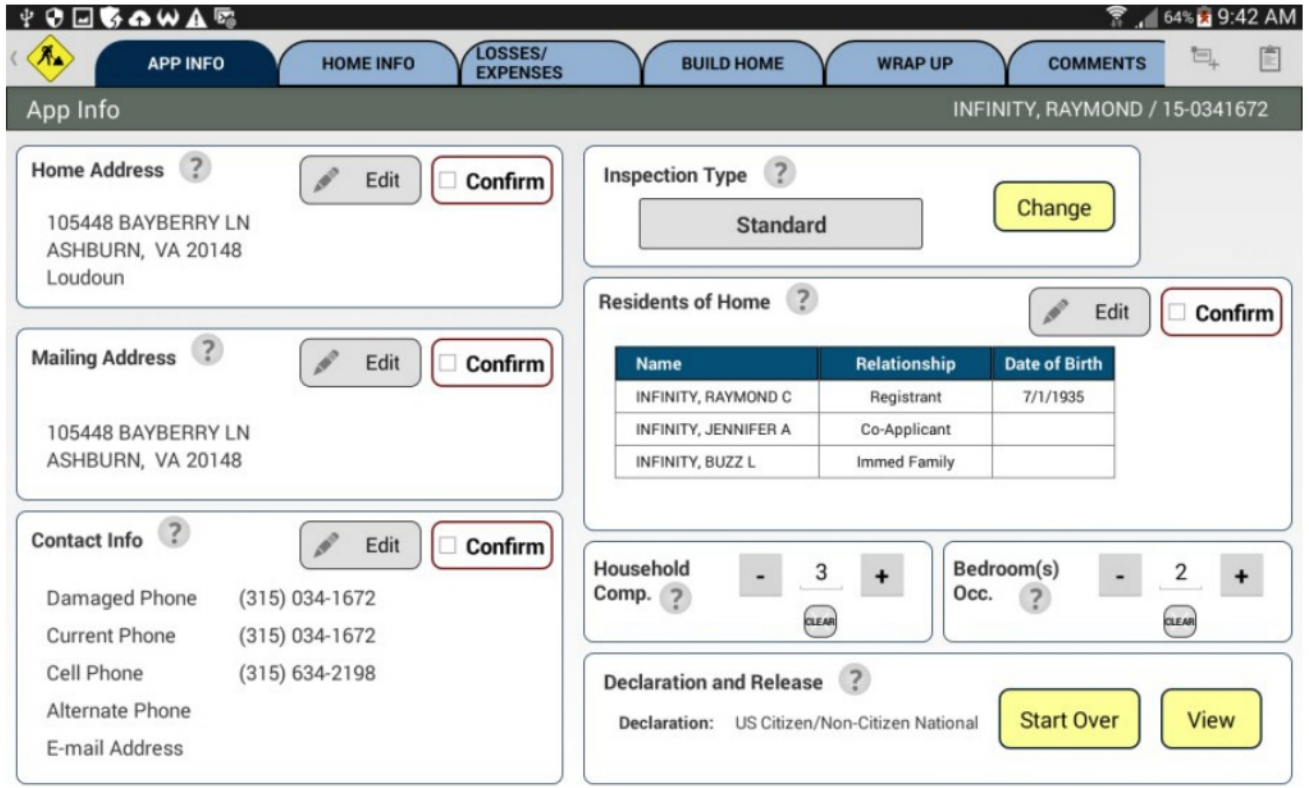
Help screen

This is the help screen information under Home Address. When done tap okay.



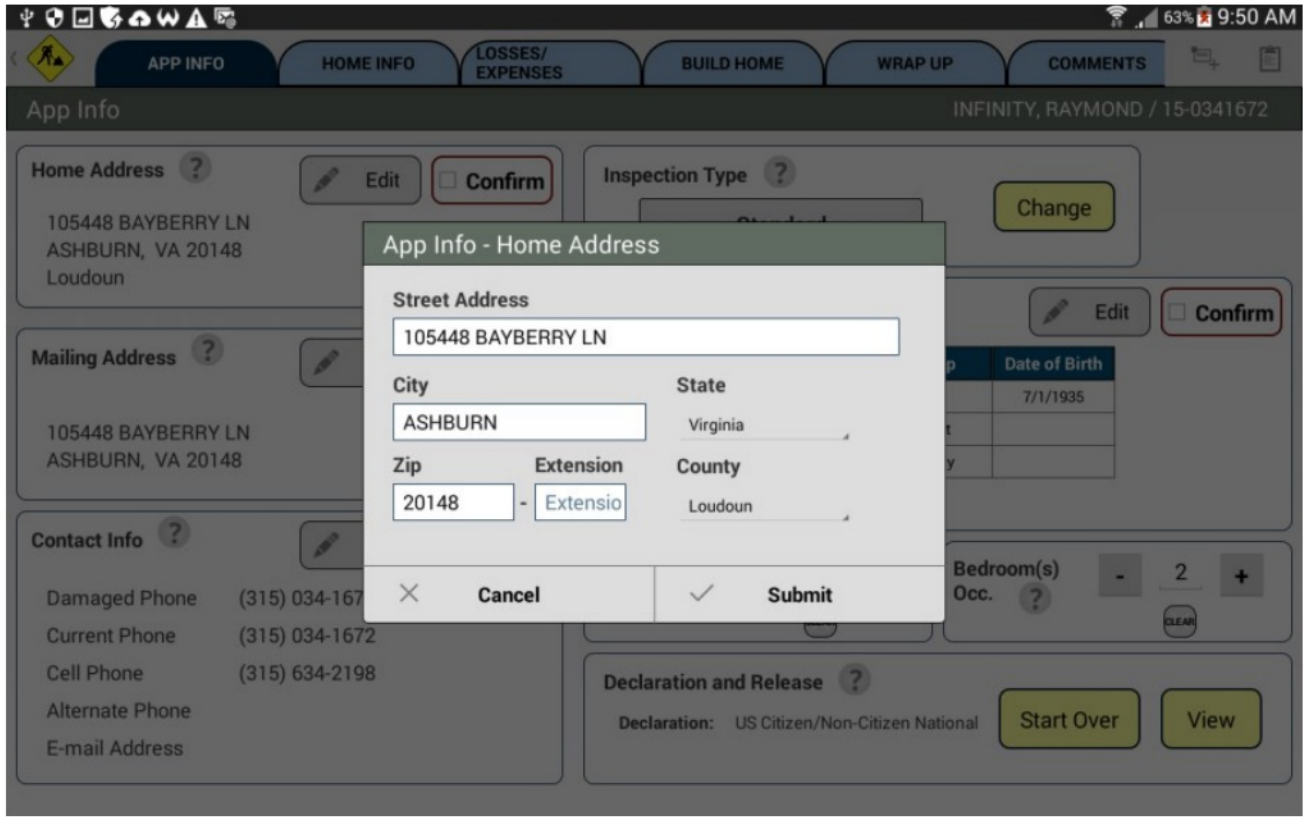
Applicant Info

Home Address:Verify the information is correct: House number Street name City, State , Zip Code and County If incorrect tap Edit.If correct tap confirm.



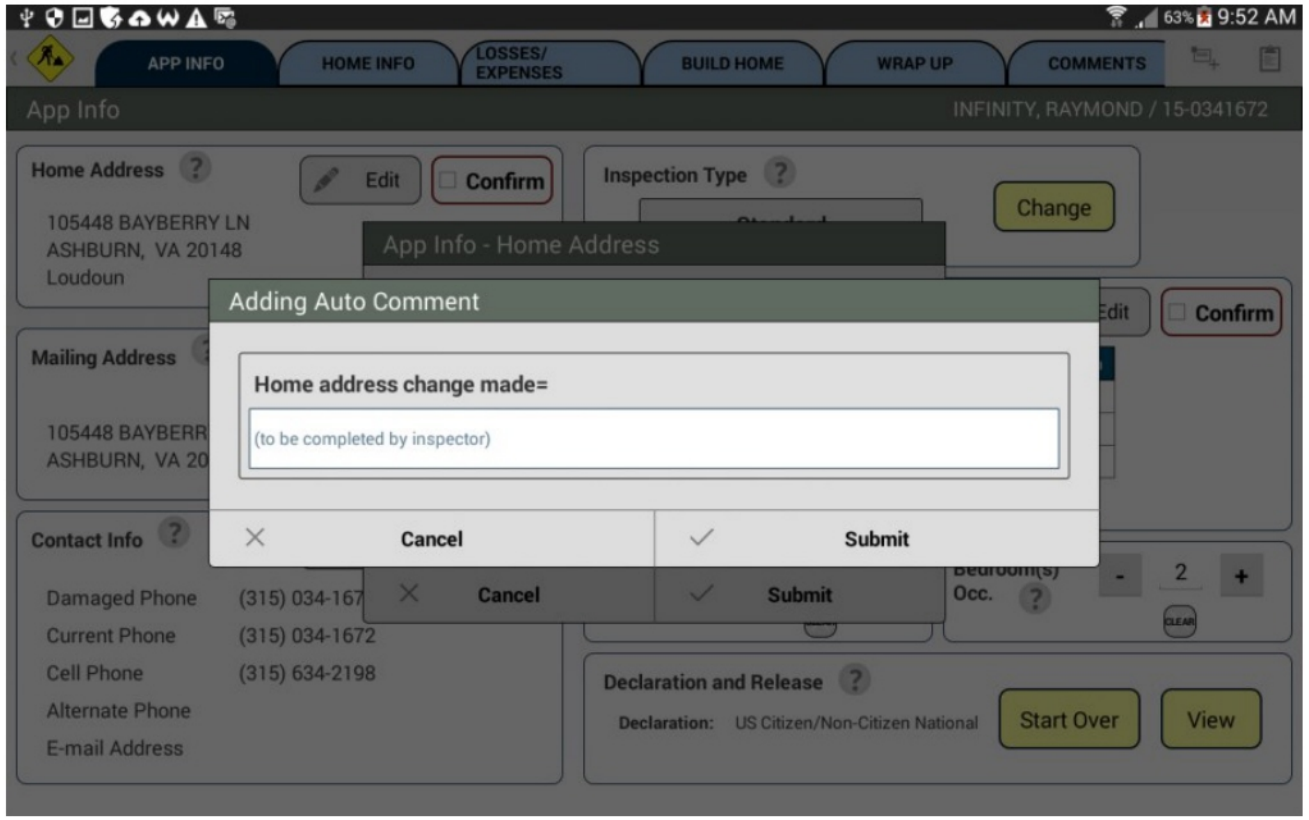
Editing Information

Enter correct data or change spelling. When done tap submit.Another screen for adding a required comment for the address change will automatically appear.



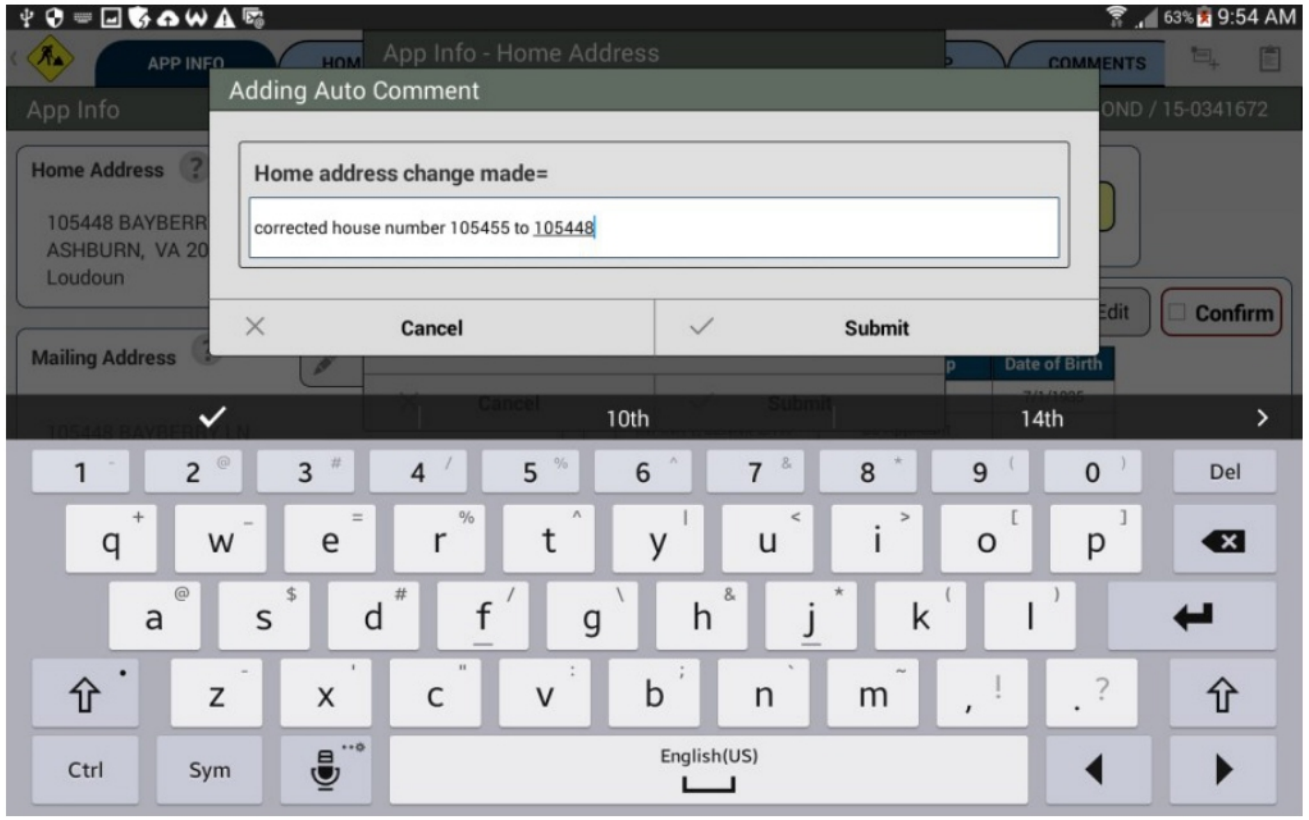
This is an Automatic comment

The Home Address change is a field that requires a comment from the inspector.



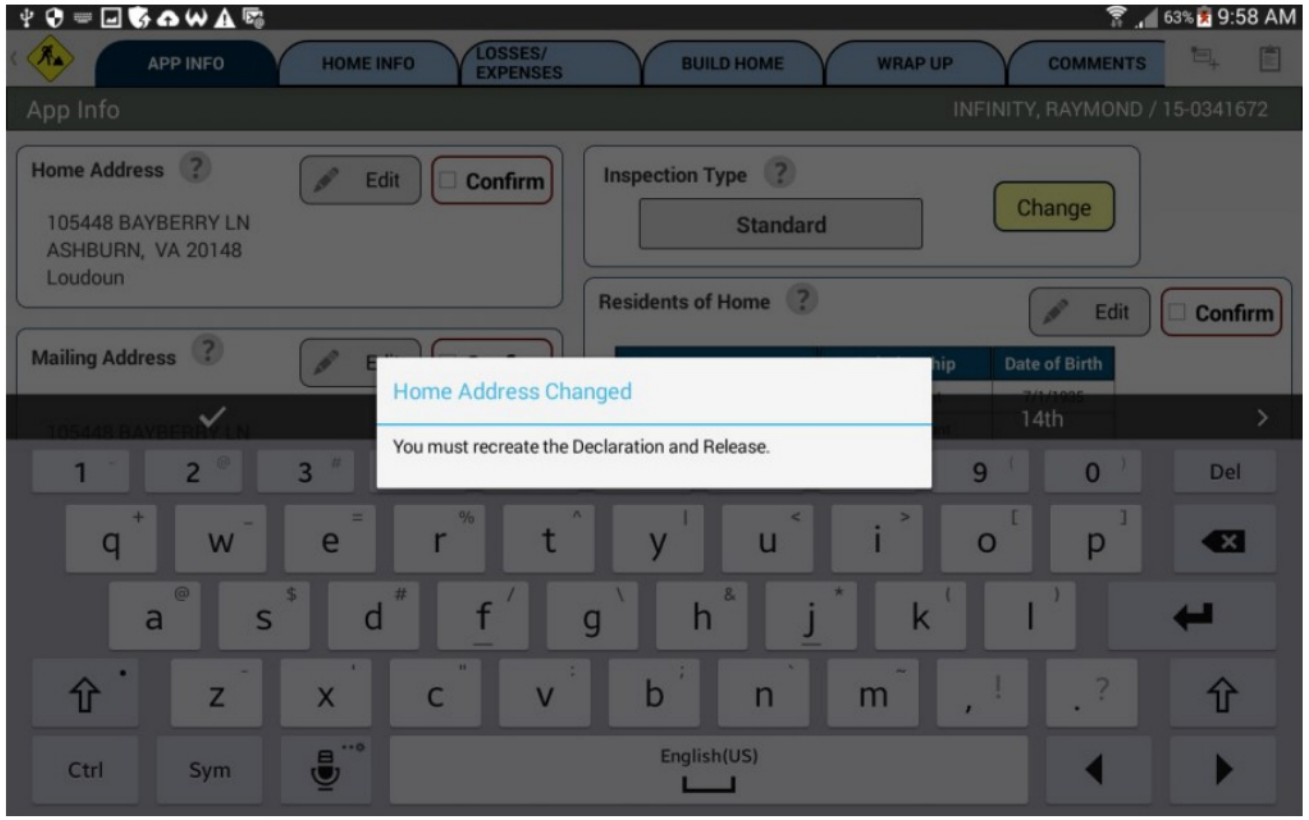
Home address change comment

This would be a good comment, short and precise:“Corrected House number 105455 to 105448”Tap submit.



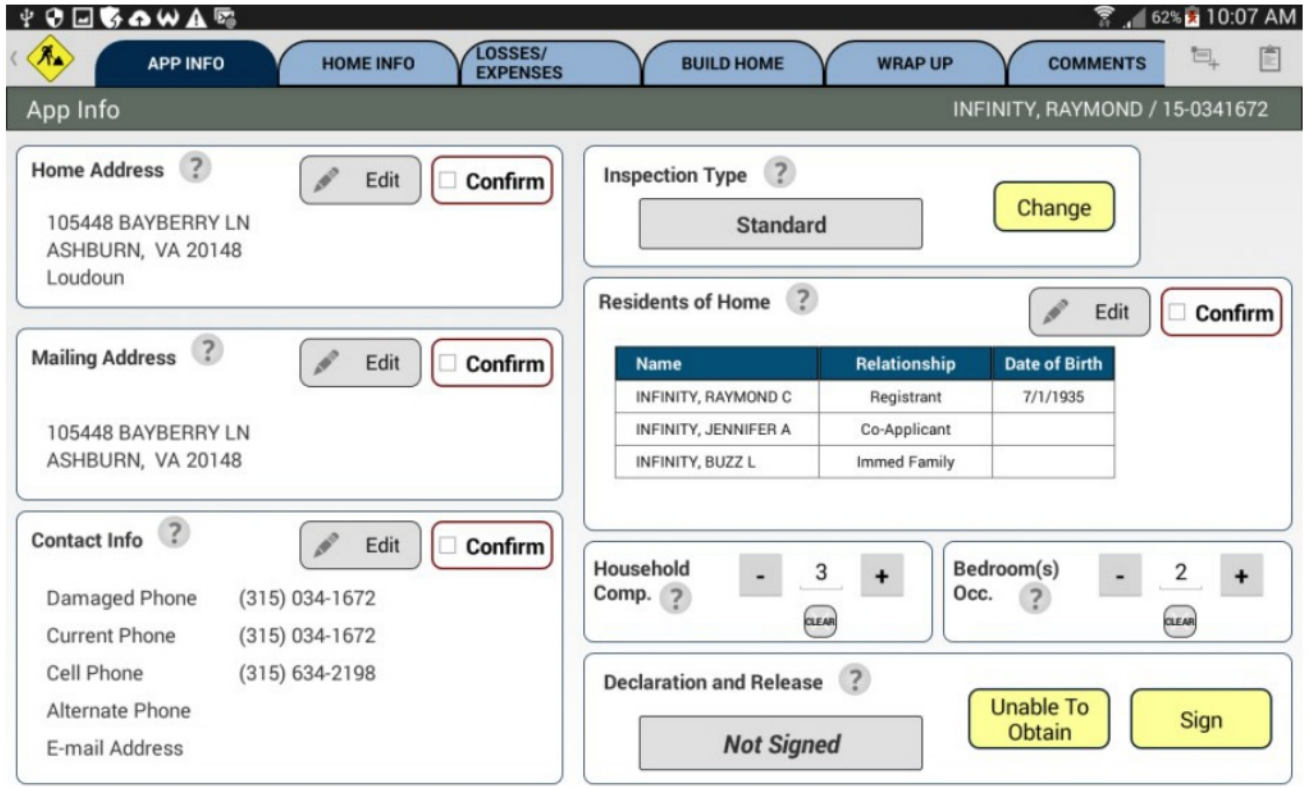
Home address changed

When the address is changed, it might prompt for the declaration release to be redone to reflect the correct address. We will give more information about this shortly. Tap outside the message to continue.



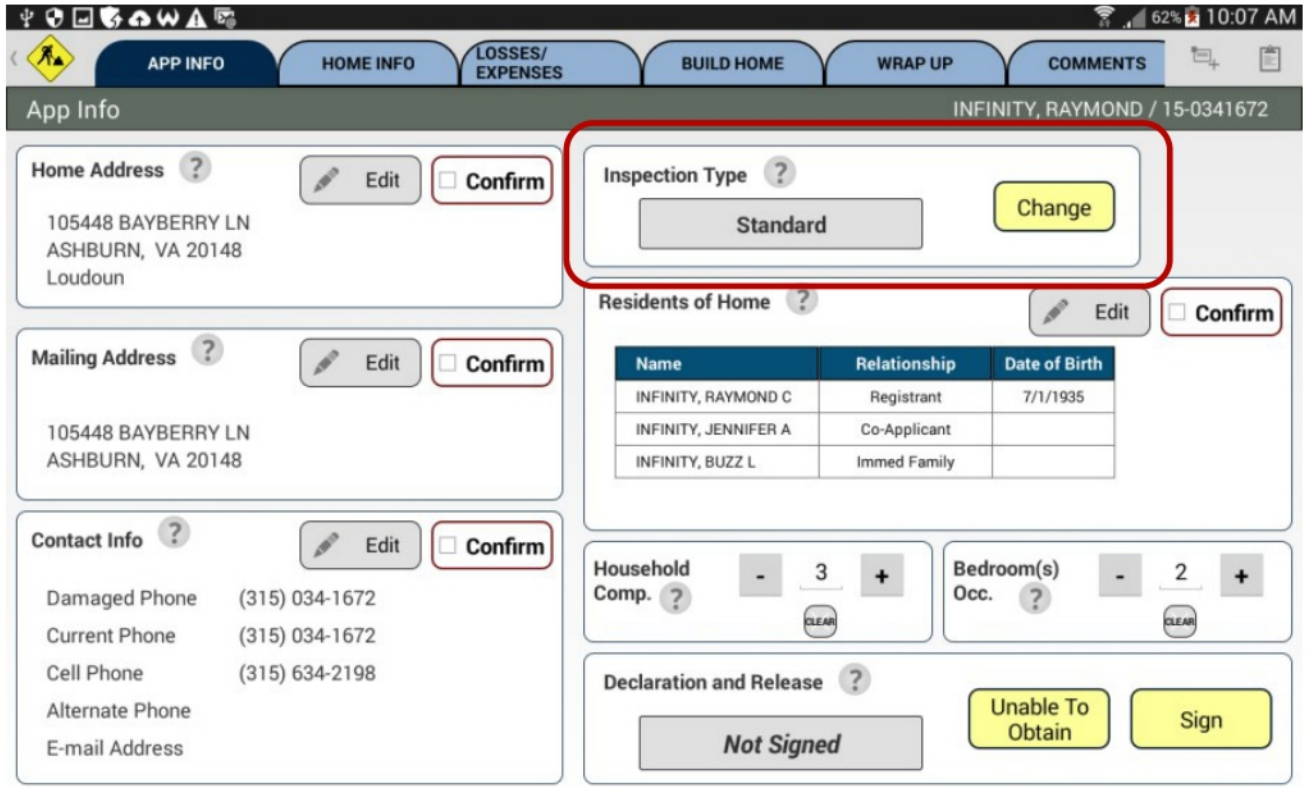
Applicant Info-continued

Home address, mailing address and contact information are verified and edited in the same manner. Changing the Mailing Address or changing and/or adding phone numbers or email address does not require a comment.



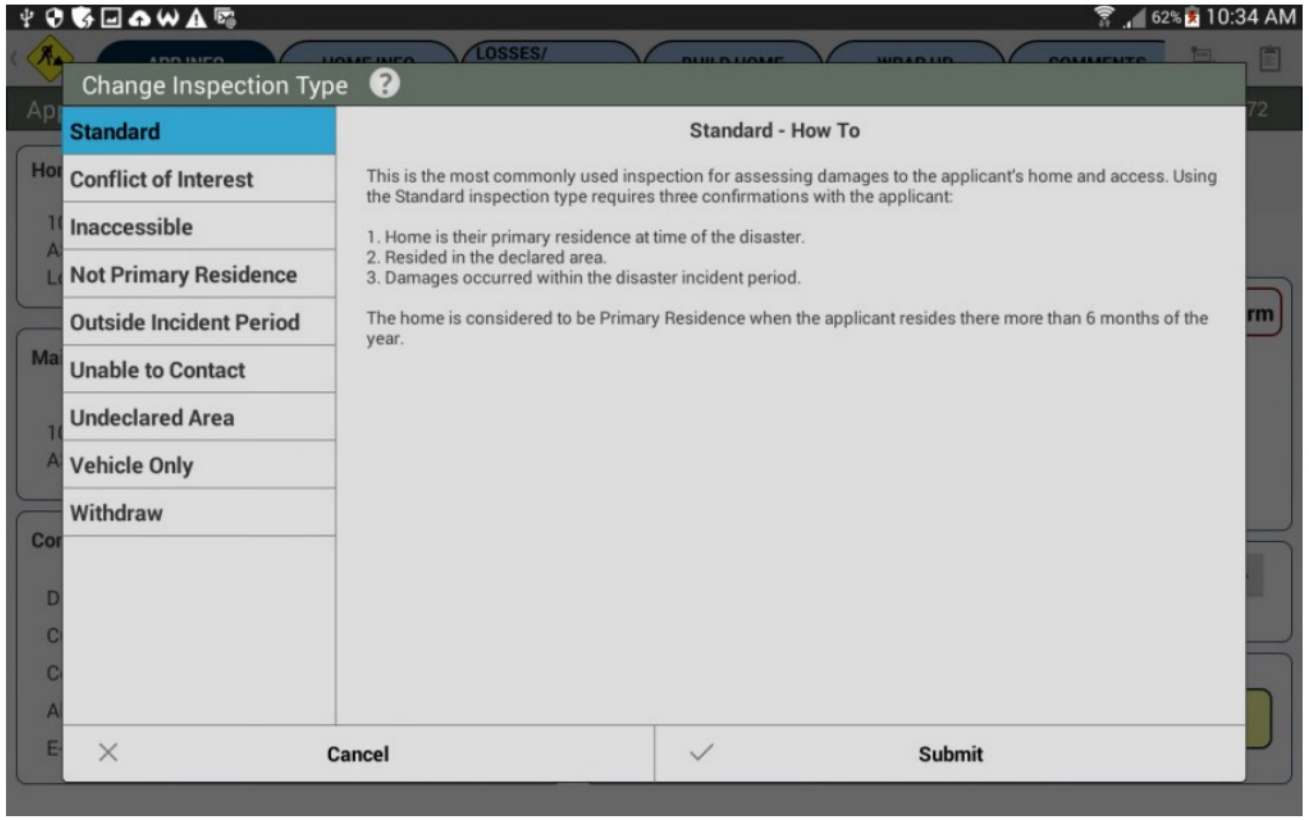
Inspection types

Standard = most commonly used and is default.Other types:Conflict of interest Inaccessible Not primary residence Outside incident period Unable to contact Undeclared county Vehicle only Withdrawn



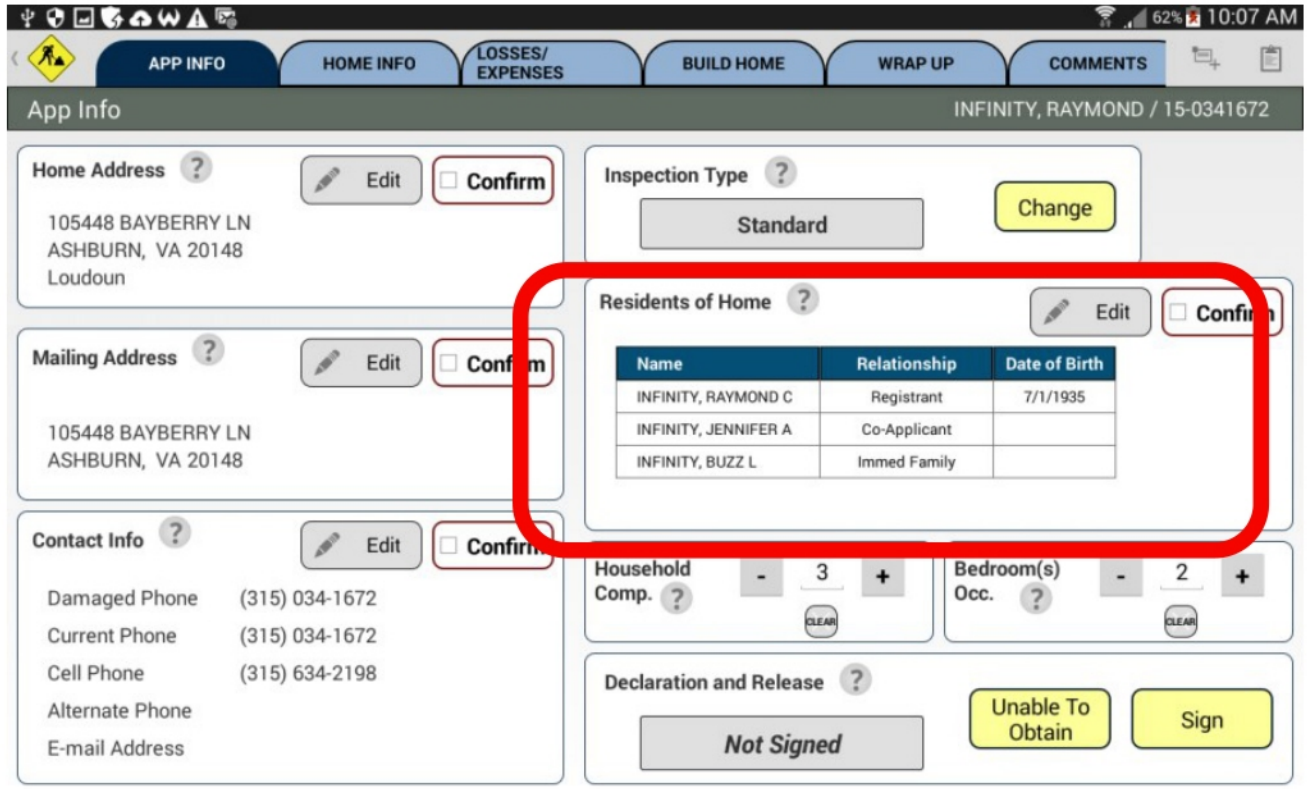
Standard

A Standard type of inspection is performed if:The home is their primary residence at time of the disaster. (The home is considered to be Primary Residence when the applicant resides there more than 6 months of the year.)They resided in the declared area.Damages occurred within the disaster incident period.Reference the help button and your current ACE 4 user guide for detailed instructions on other inspection types.



Residents of Home

View the applicants Photo ID and verify the information is correct. Verify the list of residents of the home.The easiest way to review the Residents of Home information is to tap the Edit button. Inspectors will only make minor corrections to a registrant name. No major change is allowed for an applicants name. In this situation, withdraw the inspection. Inform the applicant to call the FEMA helpline to correct their registration information.

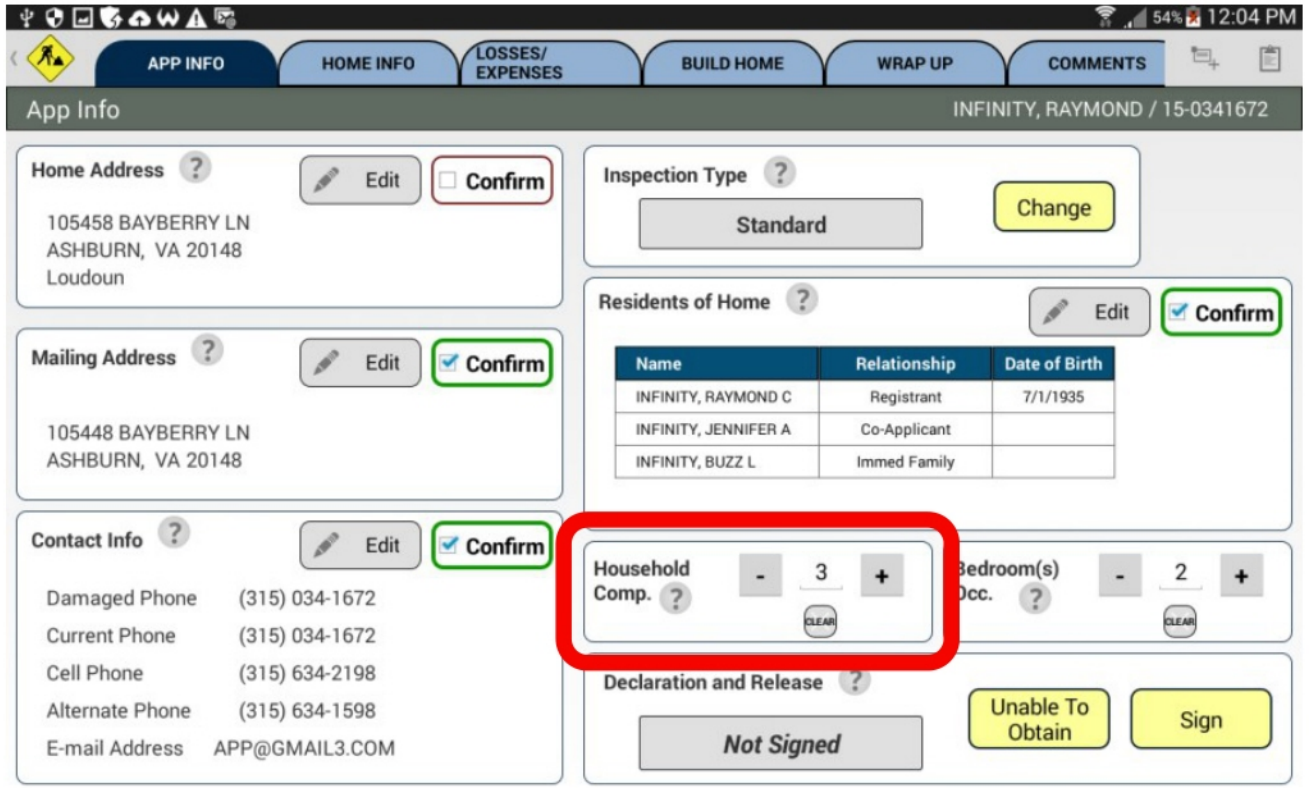


Residents of Home

Verify the information is correct:Verify the names, the spelling, relationship status, and ages of all occupants who lived in the home or maintained residency of the home at the time of the event. Highlight a name to edit any that need a correction or to delete any that are not residents of the dwelling. Tap the Add button to add any that may be missing.The list should include all dwelling occupants such as;Possibly a Co-ApplicantImmediate family members such as joint-custody children and students away at college expected to return during session breaksFriends/relatives that are a part of the household As well as non-household members such as;Roommates who are renters in the dwelling which would be boardersLive-in landlords who own the dwellingSee the descriptions of the available relationship types below. Comment when a Registrant or Co-Applicant name change is made.Relationship description:Boarder – a rent-paying occupant usually residing in just one room, or a roommateCo-Applicant- a spouse, significant other, or an adult-member who co-owns the dwelling, of which all are occupantsFriend/relative – distant family member(s) or friend(s) who is an occupant in the dwellingImmediate family – a member of the nuclear family occupying the dwelling (father, mother, or children/siblings)Landlord – owner of the dwelling or lot and is an occupant in the dwelling

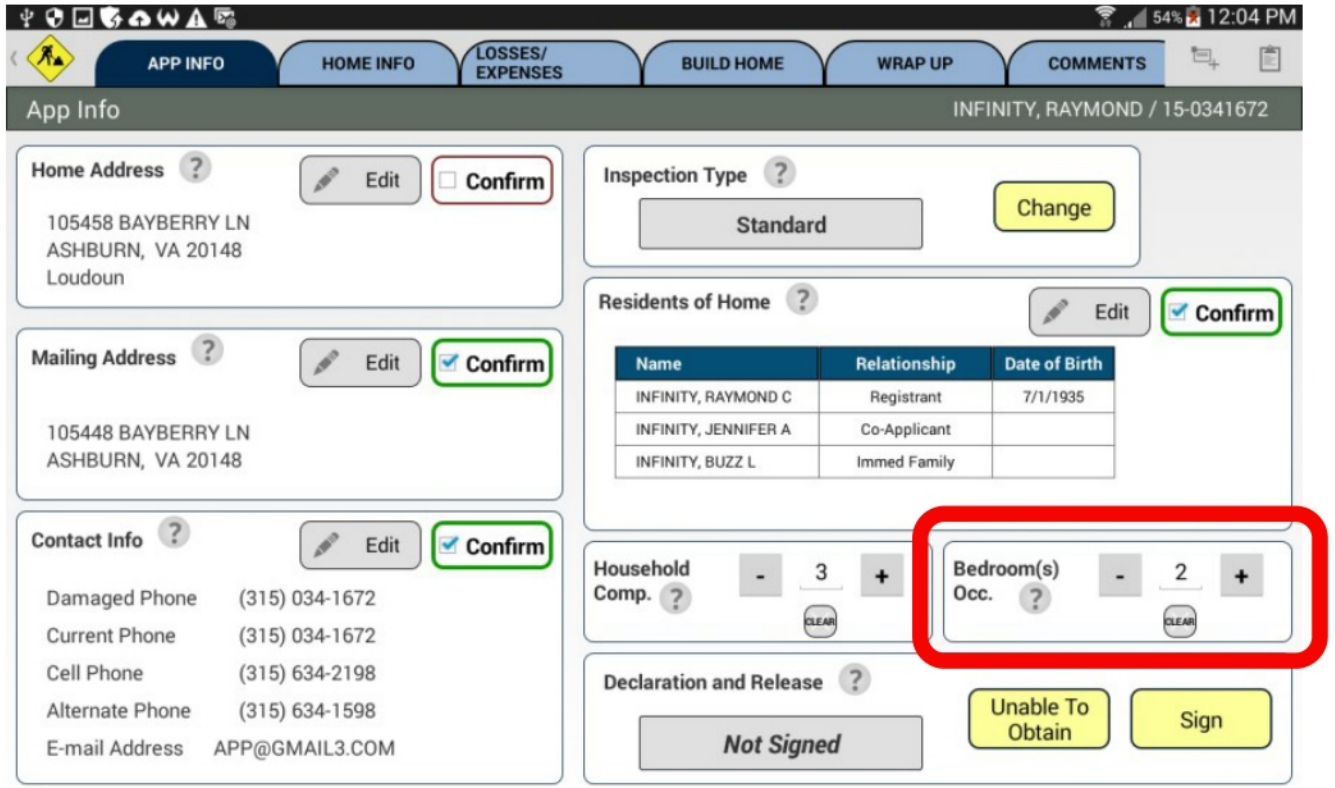
Household Comp

Record the number of household members who resided in the dwelling at the time of the event, including students away at college expected to return during session breaks, and joint-custody children. Do not include non-household members such as boarders, renters or live-in landlords.



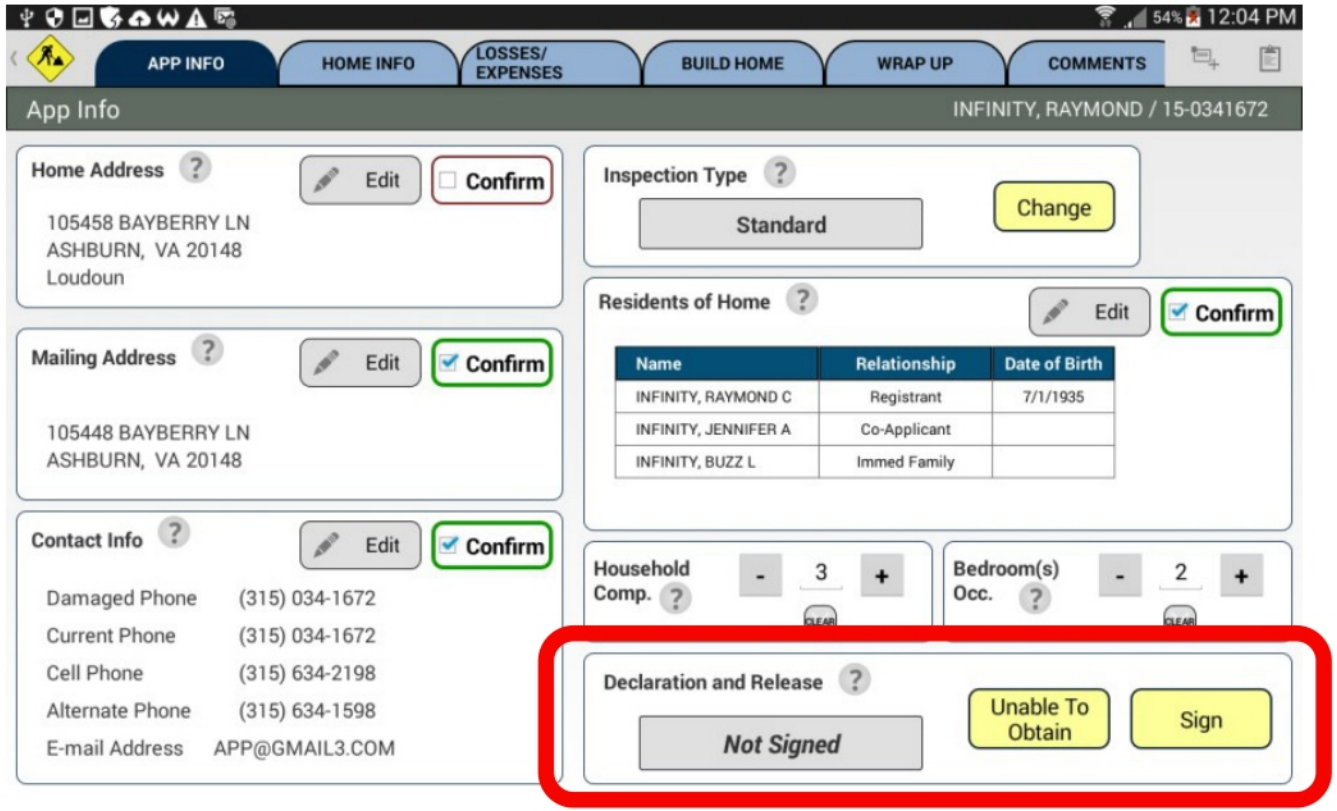
BEDROOMS OCCUPIED

Record the number of bedrooms occupied at the time of the event for the applicant and the members of the applicants household. Do not count non-household members such as boarder, renter or Landlord occupied bedrooms. This number will not necessarily agree with the number of bedrooms indicated on your rooms built in the inspection, but will not exceed household composition or bedrooms built.



Declaration Release

Revised D&R: The FEMA Inspector is no longer required to obtain a signature, as this is being gathered during RI. Do not address this field. (unless a disaster specific addendum is in place).Prior to DR 4344-CAThe applicant or another adult member (18 years of age or older) of the pre-disaster household must sign the Declaration and Release form after showing their photo identification. If unable to obtain signature tap Unable to Obtain button. It will provide a pop up asking to verify if all attempts were made to get signature if so tap OK and make comment.

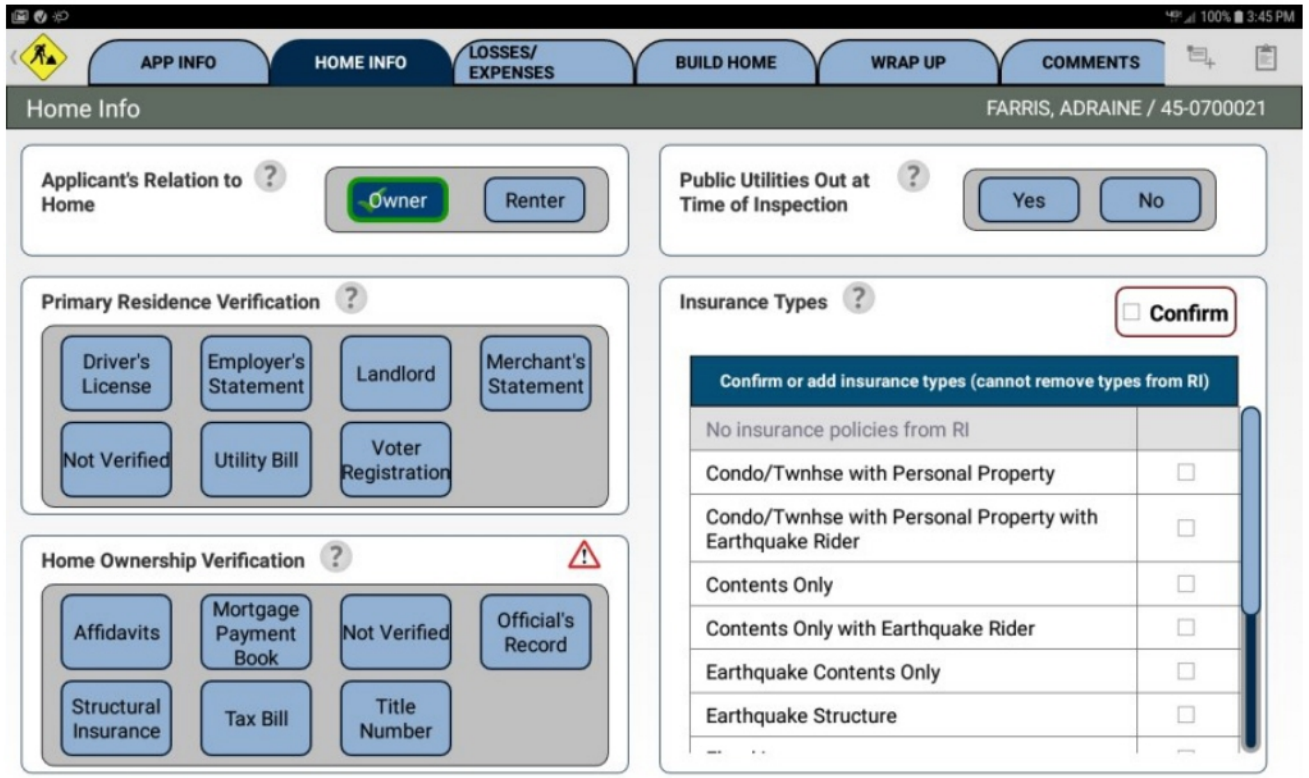


Skills Check

October 26, 2018

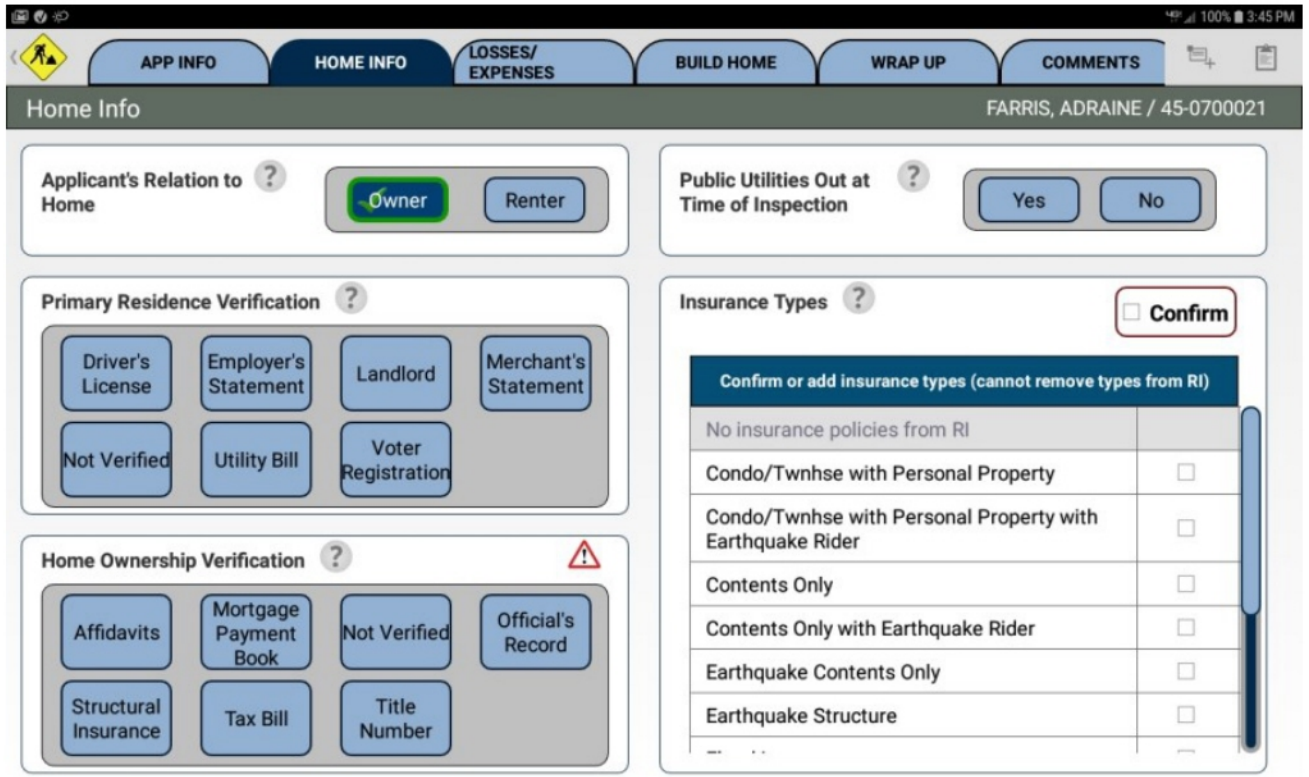
Home Info tab

Applicant's Relation to HomeAsk if the dwelling is the applicants primary residence. If it is determined to be the primary residence, verify the relationship to the dwelling as an owner or a renter.If the applicant states they are an owner, but registered as a renter, change to an owner and perform a complete inspection recording all structural damages. Applicants with a "rent to own" agreement should be inspected as owners, perform a complete inspection recording all structural damages with Home Ownership as "Not Verified". Comment when the applicant is in a rent-to-own agreement. Change from owner to renter only if the applicant states they are a renter. A comment is required when changing the Applicant's Relation to Home.



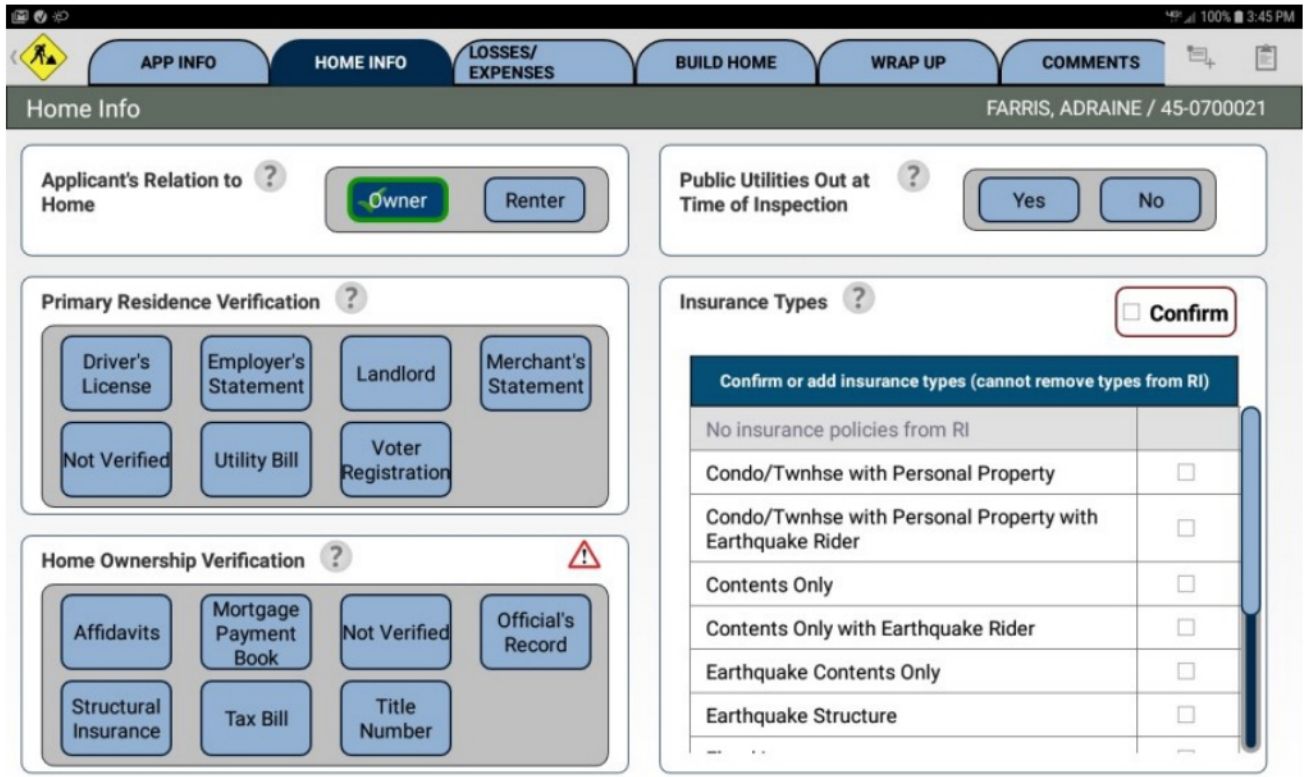
Home Info tab

For the majority of CONUS located dwellings, FEMA will have verified occupancy and when applicable ownership prior to the inspection being issued. When not confirmed by FEMA, a red triangle will be visible. When present, inspectors are required to verify through documentation dated prior to the incident period confirming the applicant lived in and/or owned the home at the time of the disaster.Occupancy VerificationAcceptable documents include a driver's license, rental agreement, voter registration card, utility bill, merchant's statement, or employer's statement.



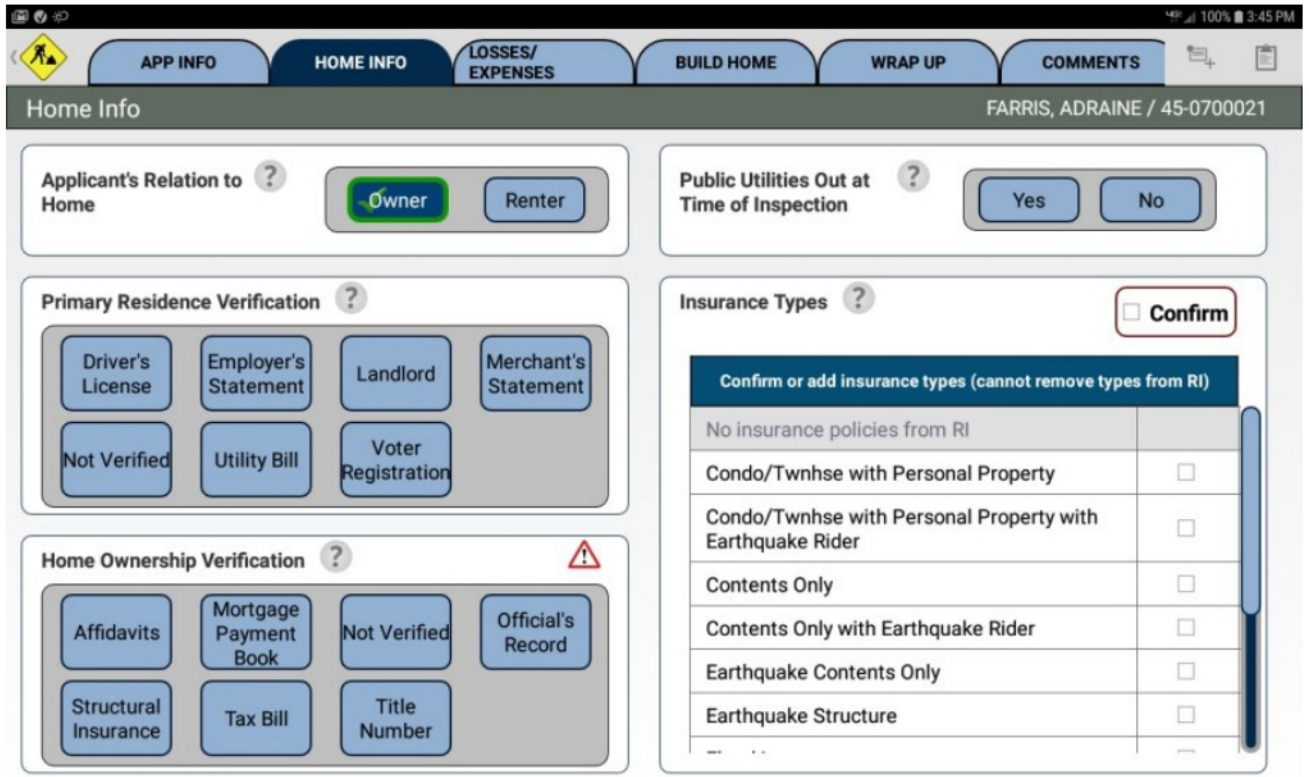
Home Info tab

Ownership VerificationAcceptable documents include structural insurance, a tax bill, official's record, title number, mortgage payment books, or affidavits. Documents must pre-date the incident.If the applicant claims they are the owner and all means to verify ownership have been exhausted, the inspector will select "not verified" for ownership and perform a complete inspection. A comment is required on all attempts to verify ownership.



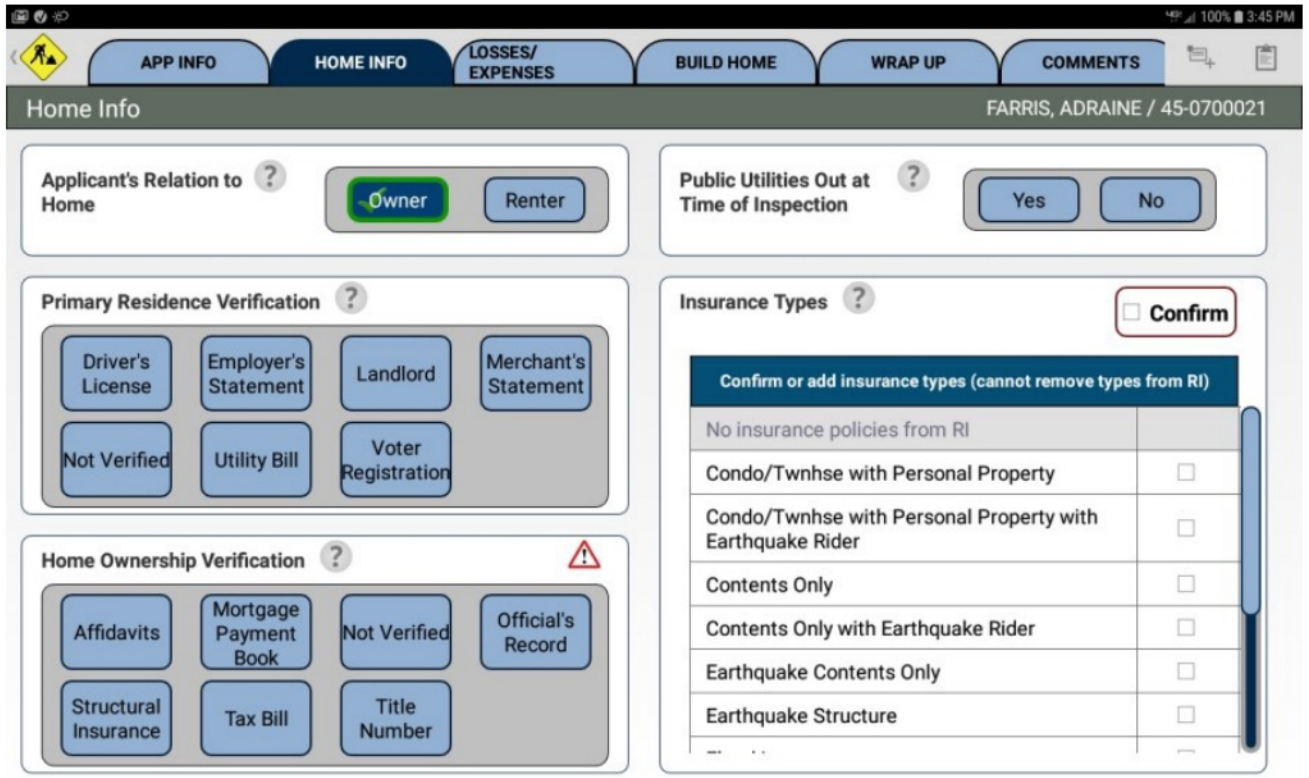
Home Info tab

Public Utilities Out at Time of InspectionThe inspector is required to verify and record the status of essential public utility service. Public utilities include electricity, gas, water, and sewer provided by municipalities, subdivisions, or mobile home parks. This determination reflects the status of utilities at the time of inspection. If essential utilities were out but have been restored prior to the inspection, the correct designation is “No”. This status is not used for utility systems owned by the applicant such as a well or septic system. If the only concern is the public utility outage, Habitability Repairs Required will be “No”



Home Info tab

Insurance TypesAsk the applicant if they have any insurance for their structure (if owner) and/or contents. Verify any insurance types listed from Registration Intake (RI). If the applicant claims not to have a listed insurance, inform them to call FEMA's Helpline to correct (1-800-621-3362). When the residence is a mobile home and Homeowner's Insurance is listed, add Mobile Home Insurance. Add all additional insurance types and riders indicated by the applicant. A rider is defined as a provision of an insurance policy that is purchased separately from the basic policy and that provides additional benefits at additional cost to the insured. An example would be a homeowner's policy containing a sewer backup (SBU) rider, which would cover damages resulting from SBU. If an applicant claims to have fire only insurance policy, select the Homeowner's Insurance type if it is not already listed.

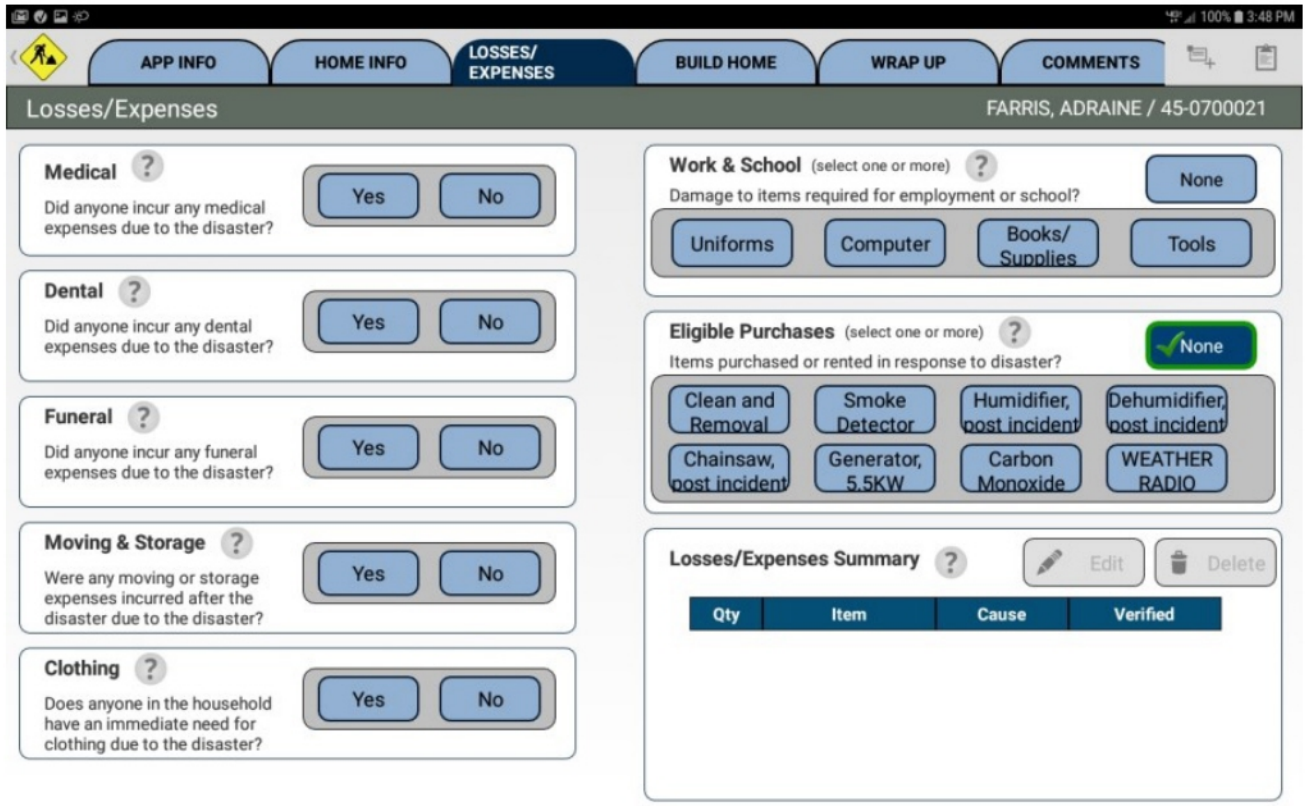


Skills Check

October 26, 2018

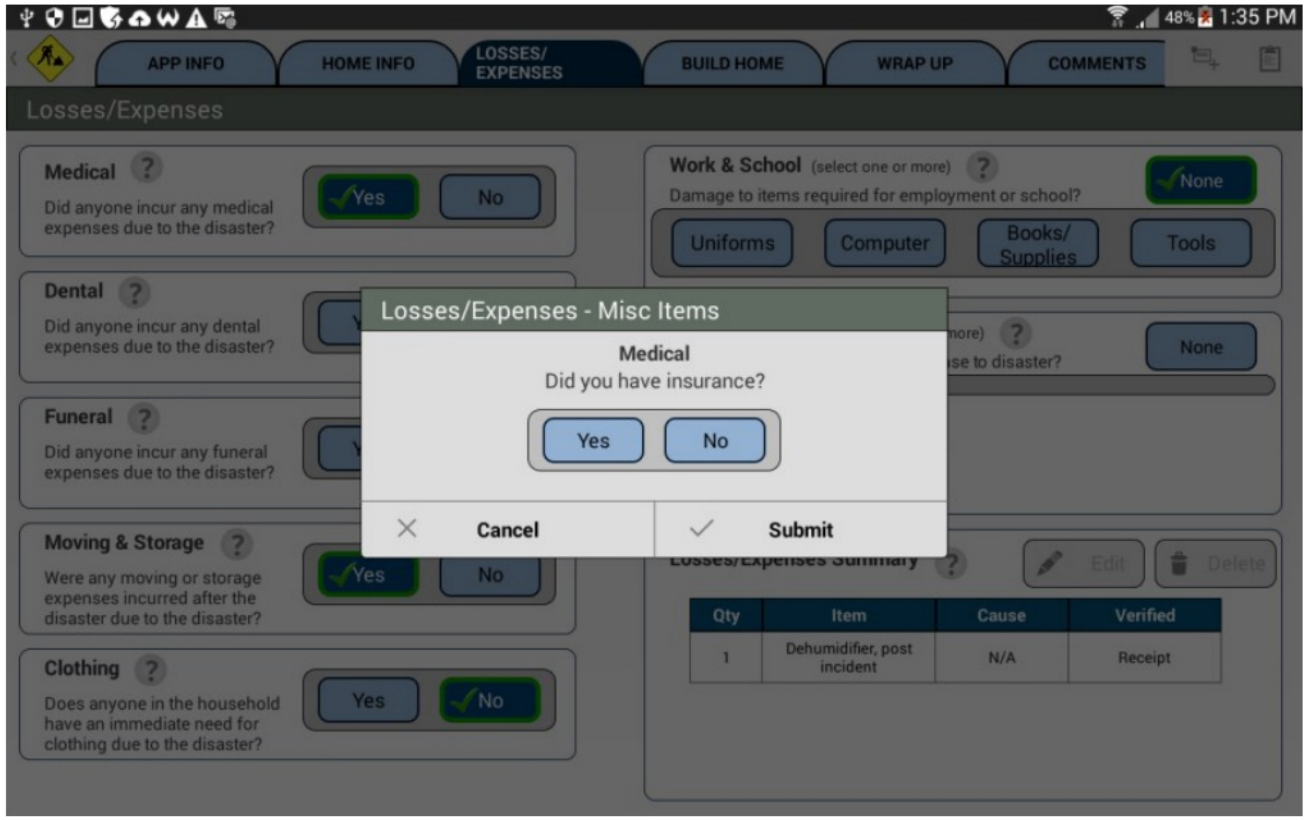
Losses and Expenses- Medical, Dental and Funeral

Medical: If the applicant reports a disaster-related medical need, select “Yes” to indicate a need. Medical needs can be a new medical condition or injury caused by the disaster, the loss of prescriptions or medical equipment (artificial limbs, prescription eyeglasses, etc.) damaged, destroyed, or lost as a result of the disaster. Tap applicants response Yes or No Dental: If the applicant reports a disaster-related dental need, select “Yes” to indicate a need. Dental needs can be a new dental condition or injury caused by the disaster, or dentures that are lost, damaged, or destroyed as a result of the disaster.Tap applicants response Yes or No.Funeral: If the applicant reports a disaster-related funeral need, select “Yes” to indicate a need. Funeral needs can be any expenses related to a funeral or interment that the applicant is responsible for, which is a result of the disaster.Tap applicants response Yes or No.



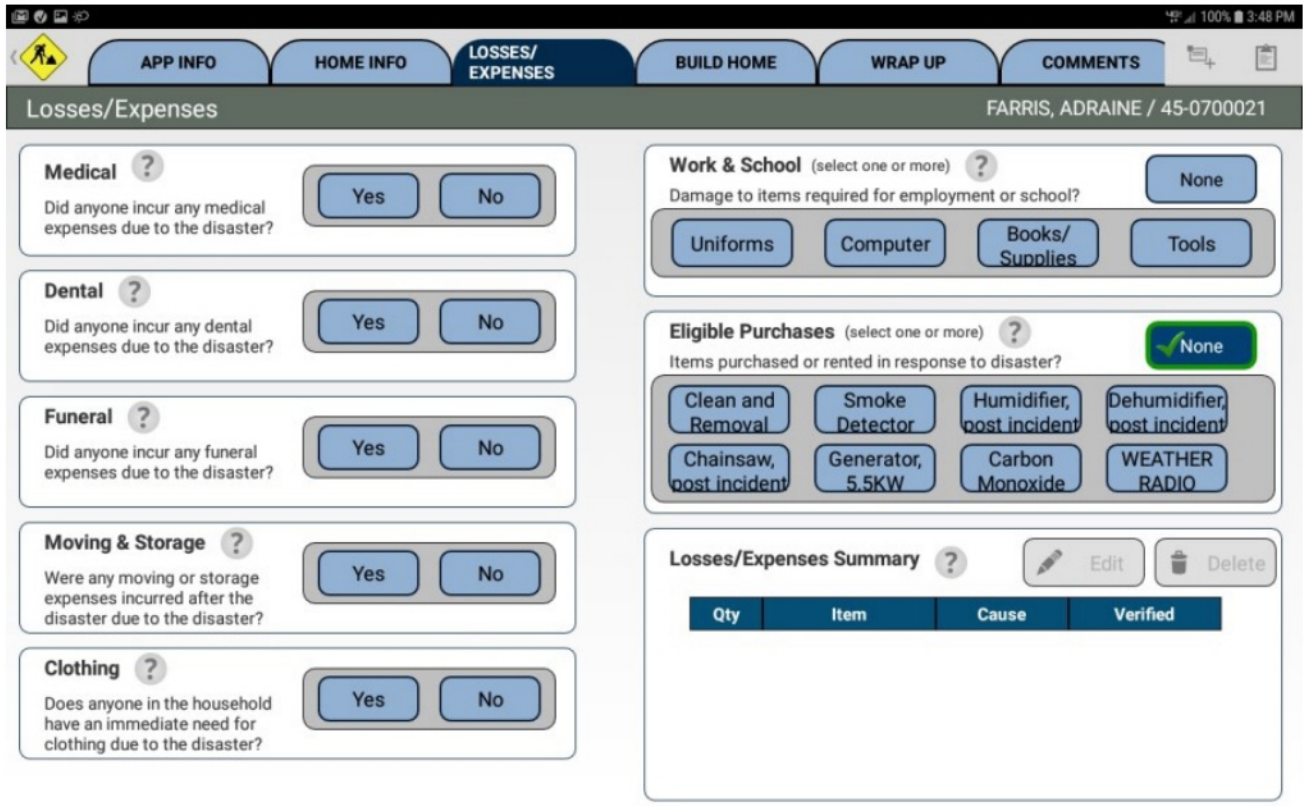
Medical, Dental and Funeral insurance verification pop-up

When yes is selected to any of the Medical, Dental or Funeral questions, a new question auto populates to ask the applicant if they have insurance for the selected need.Note: For the Funeral Needs question, Life insurance is NOT considered to be Funeral insurance. The funeral need would have to be covered by a Burial Insurance policy to select Yes for the insurance question.Tap the applicant response Yes or No and tap submit.



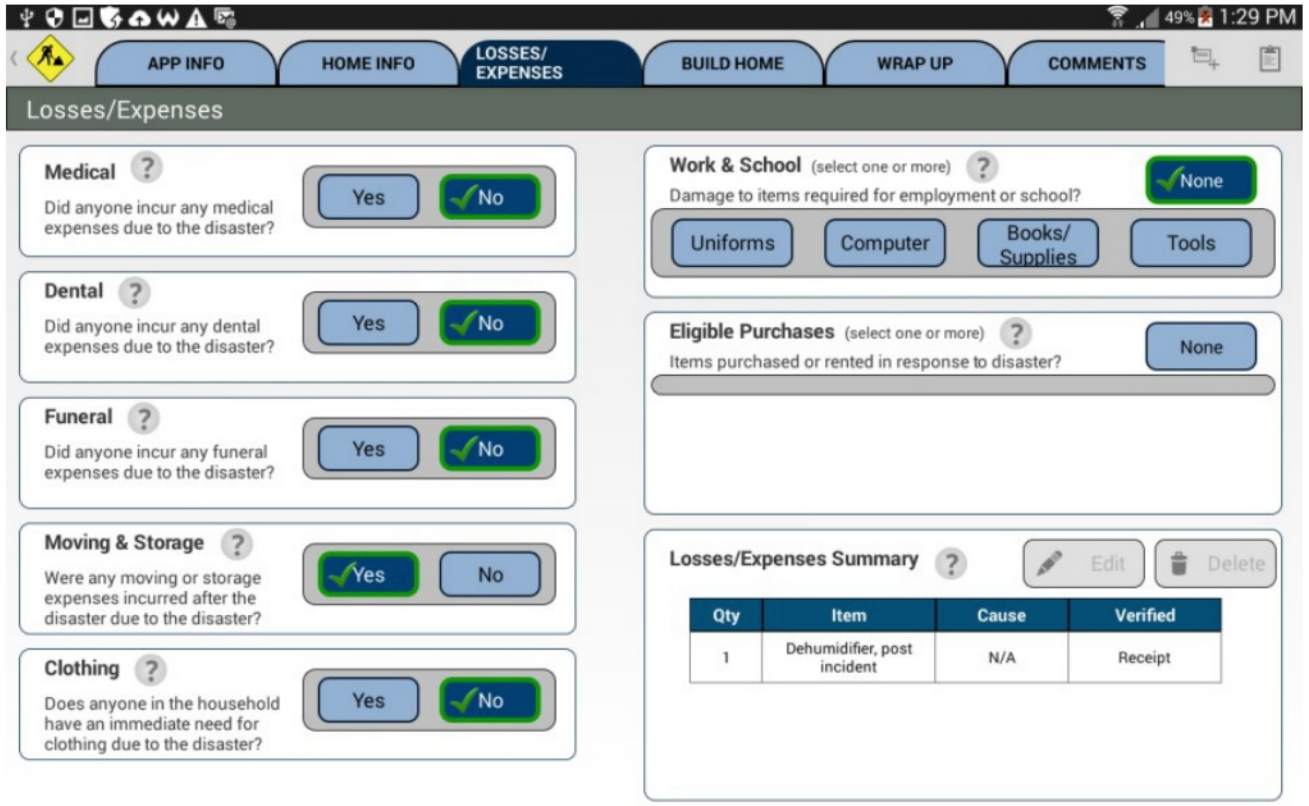
Losses and Expenses Moving & Storage

If the applicant reports a disaster-related moving and/or storage need, select “Yes” to indicate a need. Use the moving and storage button to record expenses to move/store personal property. No auto generated insurance question will appear.Tap applicants response Yes or No.



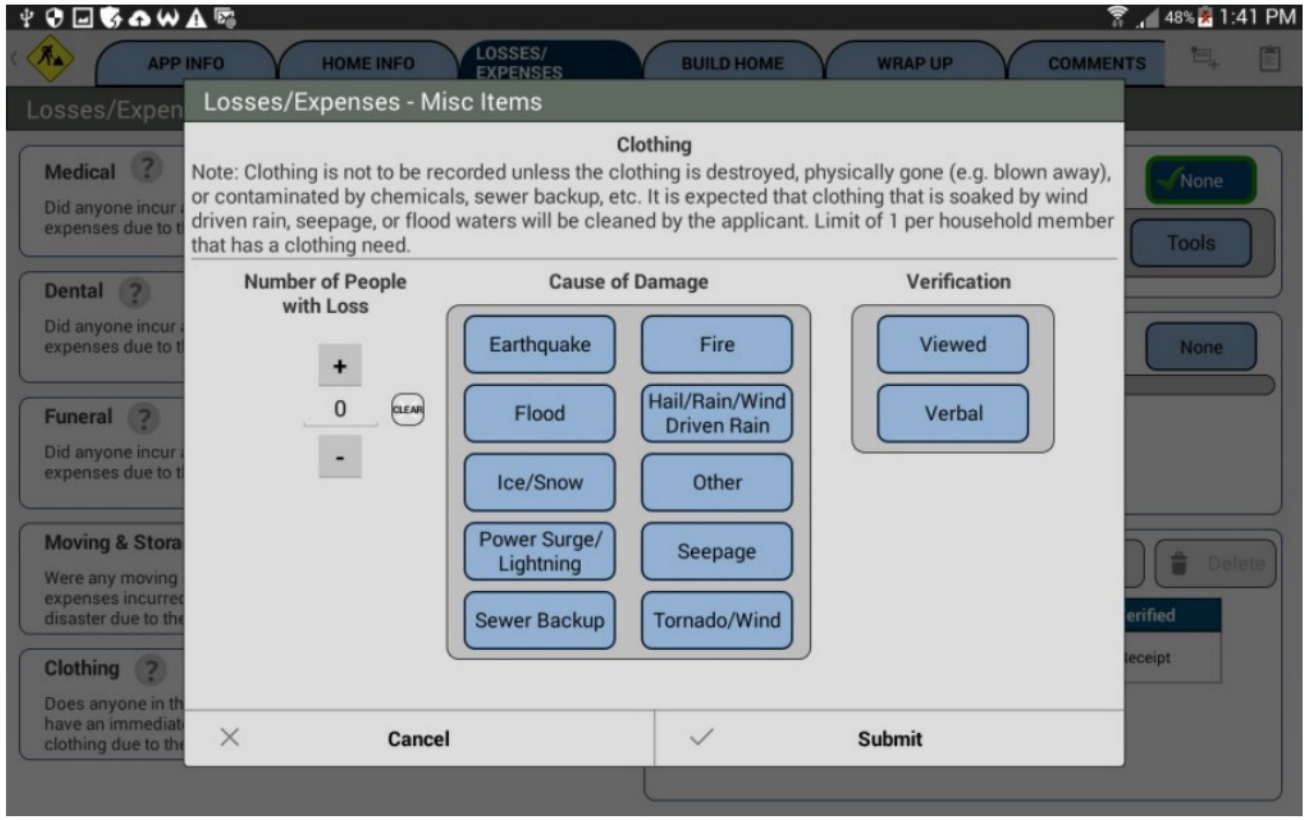
Losses and Expenses Clothing

Clothing is not to be recorded unless all the applicants clothing is destroyed, physically gone (e.g. blown away), or contaminated by chemicals, sewer backup, etc. It is expected that clothing that is soaked by wind driven rain, seepage, or flood waters will be cleaned by the applicant. If the applicant indicates a need, ask what percentage of clothing was damaged. If the applicant indicates 25%, 50% or 75% was damaged, the clothing loss would be No.Limit of one (1) per household member that has a clothing need.If there is a clothing loss, tap yes.



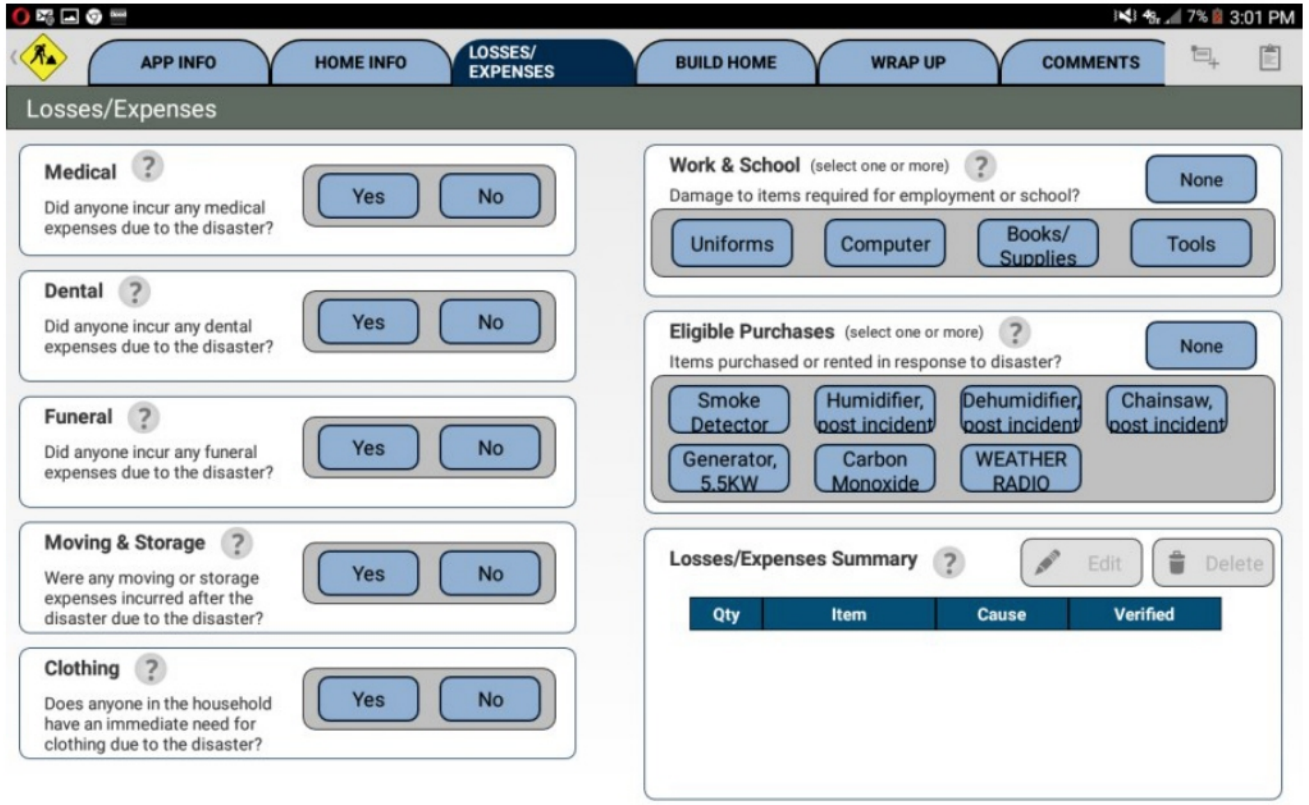
Losses and Expenses Clothing

If yes is selected, you must select the number of people with a clothing loss. Select the cause of damage to the clothing. Verification method to confirm loss. Then tap submit.



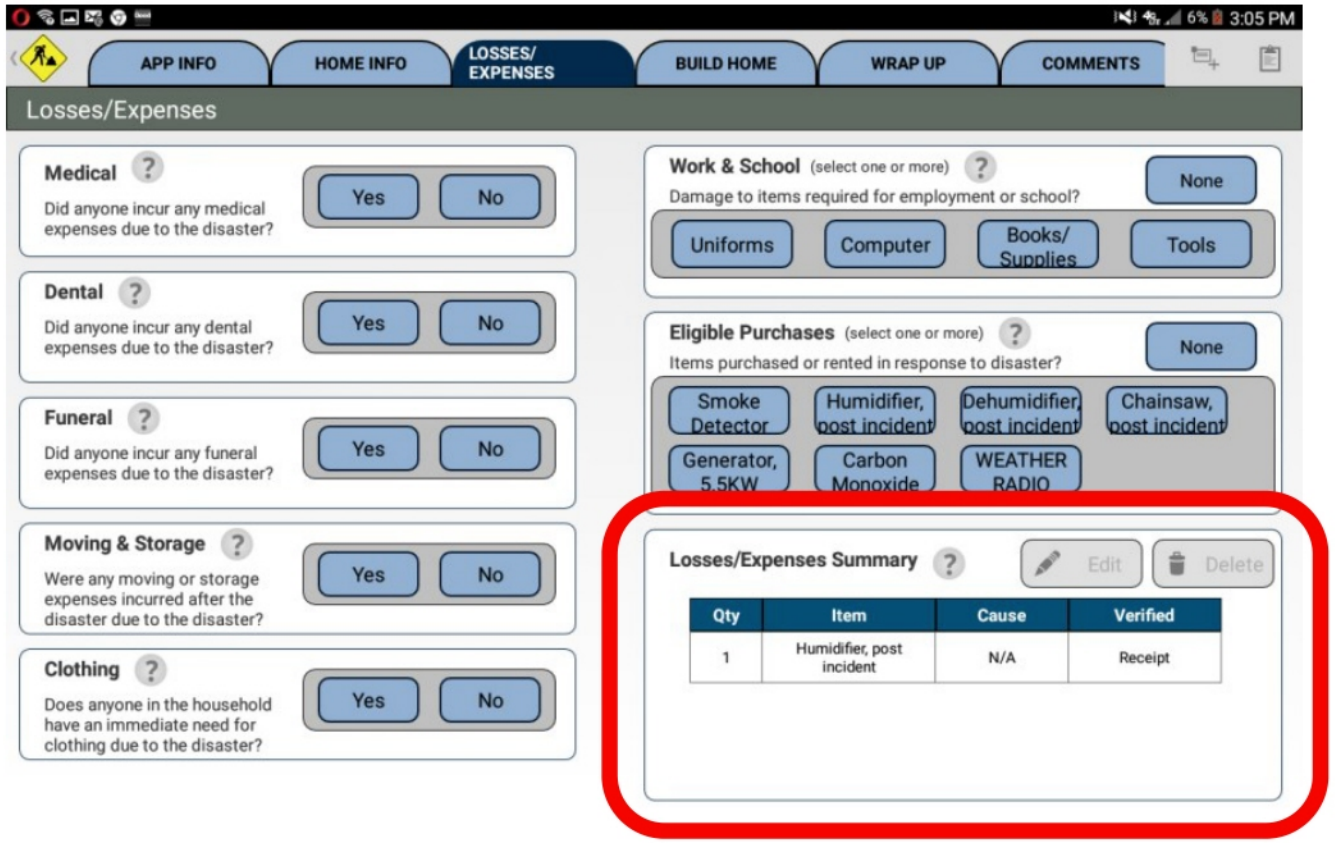
Losses and Expenses Work & School

Record disaster-related damage to uniforms, computer(s), books/supplies, and tools required for employment or continued school enrolment, of which the applicant purchased and is financially responsible. Uniforms that the applicant is financially responsible for, or previously purchased by the applicant are only to be recorded if they are lost or severely damaged as a result of the disaster and are required to maintain employment. Do not record more than one per individual who lost these items. One refers to a full set of uniforms. A computer that the applicant is financially responsible for, or previously purchased by the applicant, are only to be recorded if they are lost or severely damaged as a result of the disaster. Do not record computers when the cause of damage is Power Surge or used for self-employment. Books/Supplies that the applicant is financially responsible for, or previously purchased by the applicant, are only to be recorded if they are lost or severely damaged as a result of the disaster, and are required to stay enrolled in school. Do not record more than one per individual who lost these items. One refers to a full set of books. Books include textbooks for grade school, vocational school, college, and reference material. Supplies include notebooks, pens, paper, and miscellaneous small office supplies. Tools that the applicant is financially responsible for, or tools previously purchased by the applicant, are only to be recorded if they are lost or inoperable as a result of the disaster and are required to maintain employment. Do not record tools used for self-employment. Do not record more than one per individual who lost these items.



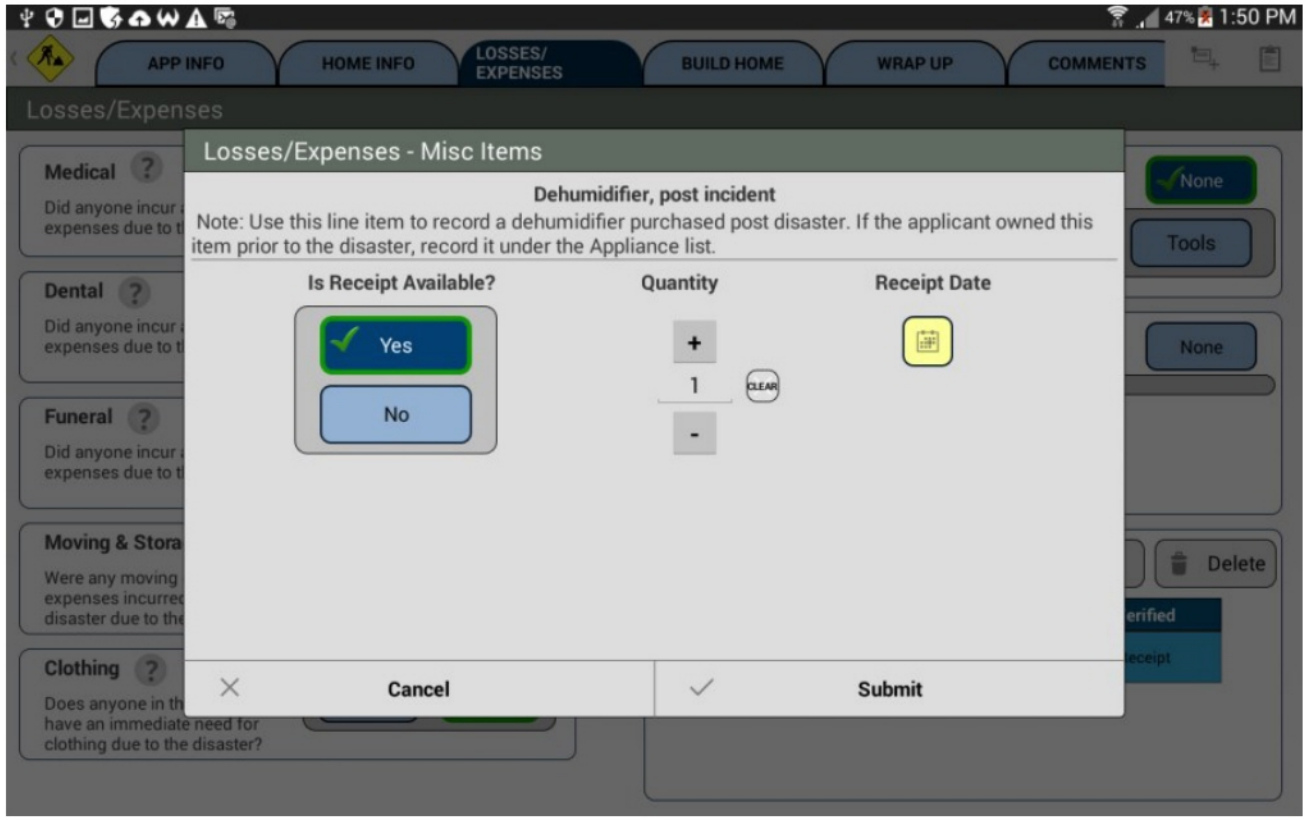
Eligible Purchases

Address eligible purchases made by the applicant in response to the disaster. Items will be disaster-specific, and had been purchased or rented within 30 days after the incident period start date. Review the Disaster Facts sheet for the incident start date. The Generator has different specific requirements in order to be recorded. Please refer to guidance for more details.View the receipt and record the date of purchase. Write your inspector number on the receipt as a record of verification.Select from list if available not all events have eligible purchases.



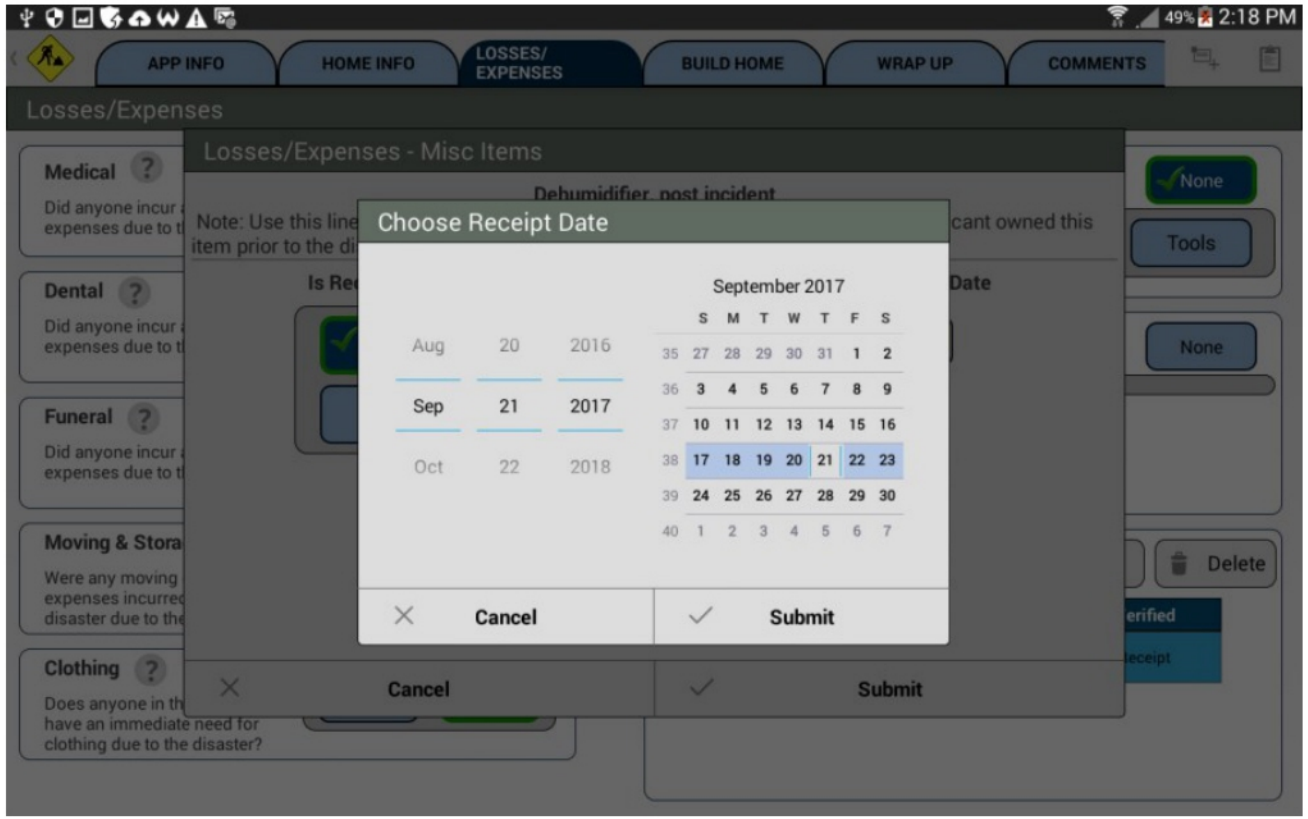
Eligible Purchases

When an item is tapped it will bring this screen up. Is receipt available? Select Yes or No. Select quantity purchased. Tap calendar and enter date of receipt.



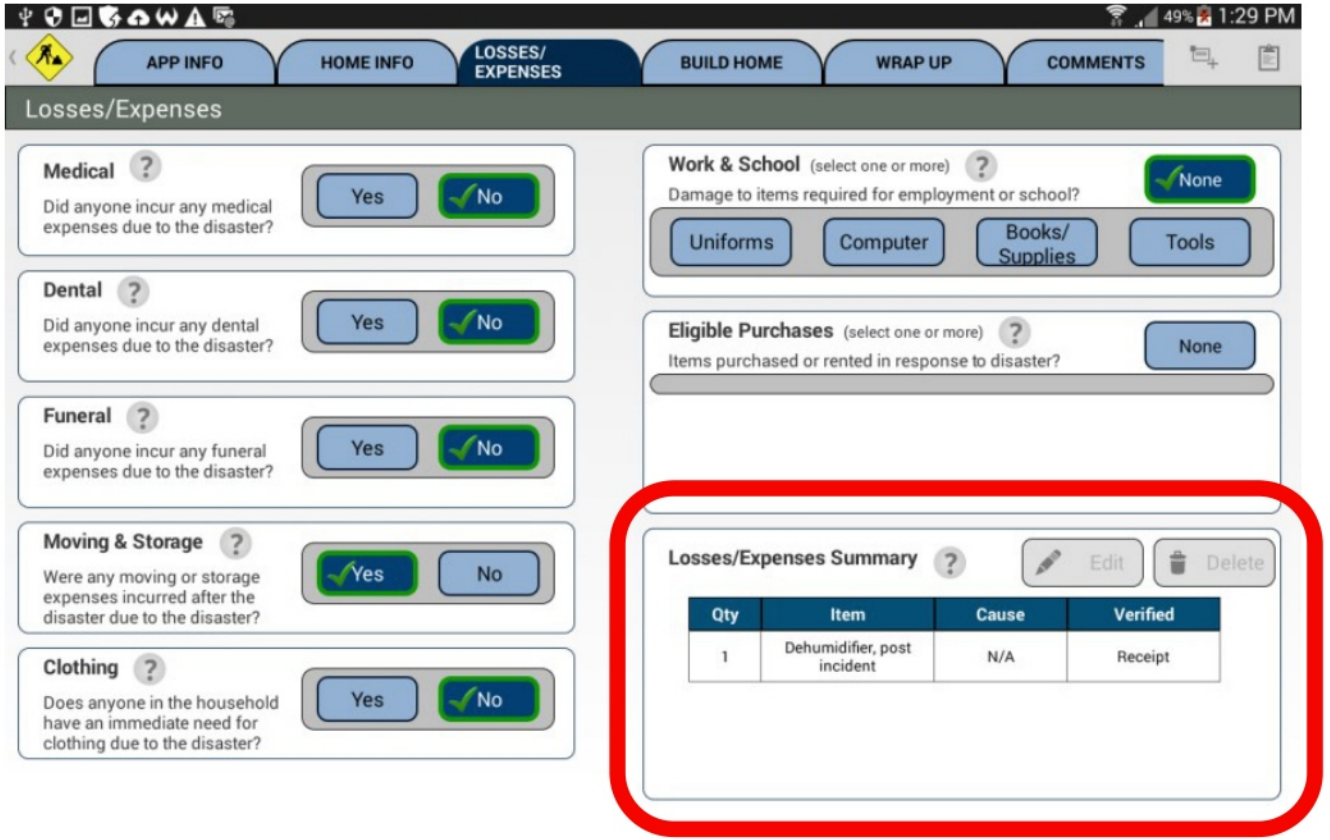
Eligible Purchases

Tap date on receipt and submit.



Eligible Purchases

If needed the information can be edited in the summary box. Tap the item then tap edit or delete if recorded in error.If a generator is recorded, comment on the type of medical device powered from the generator.

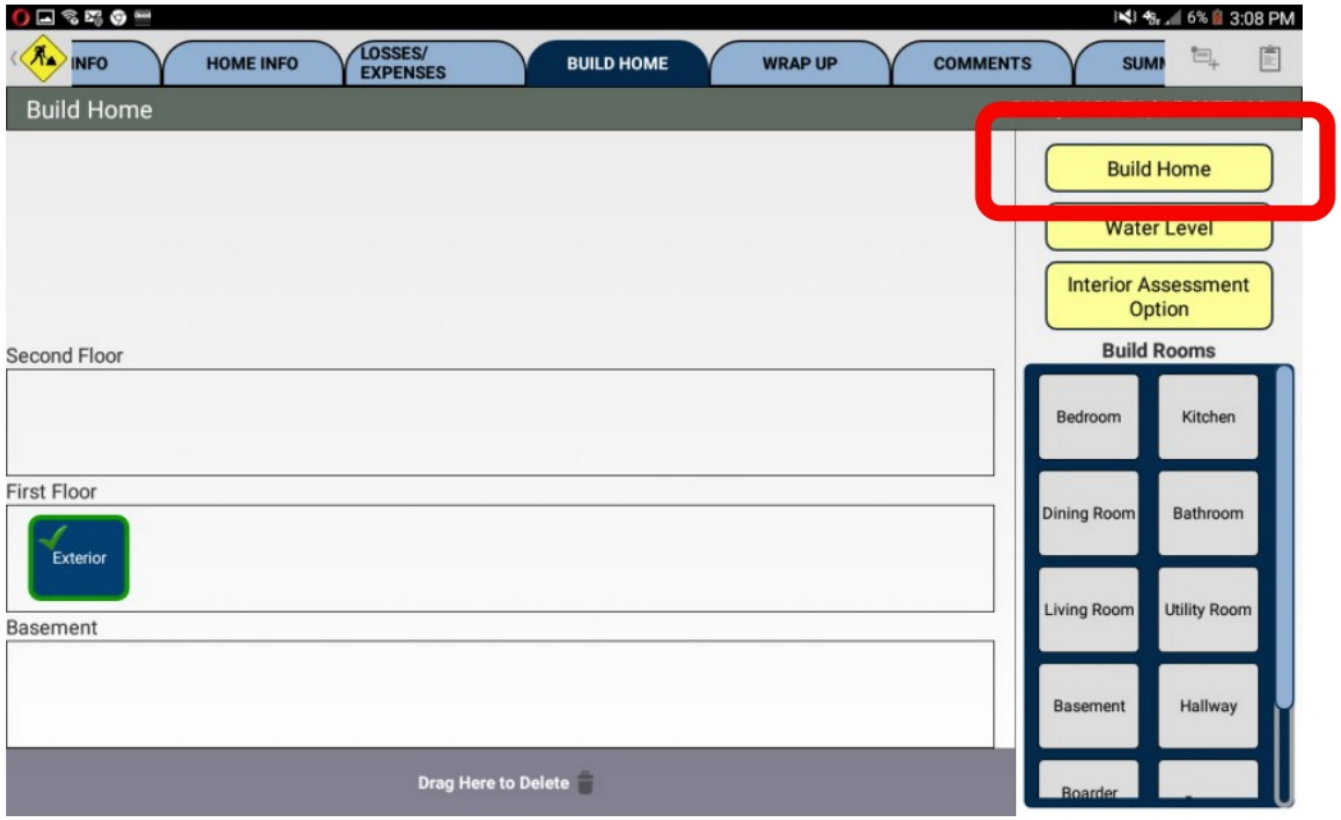


Skills Check

October 26, 2018

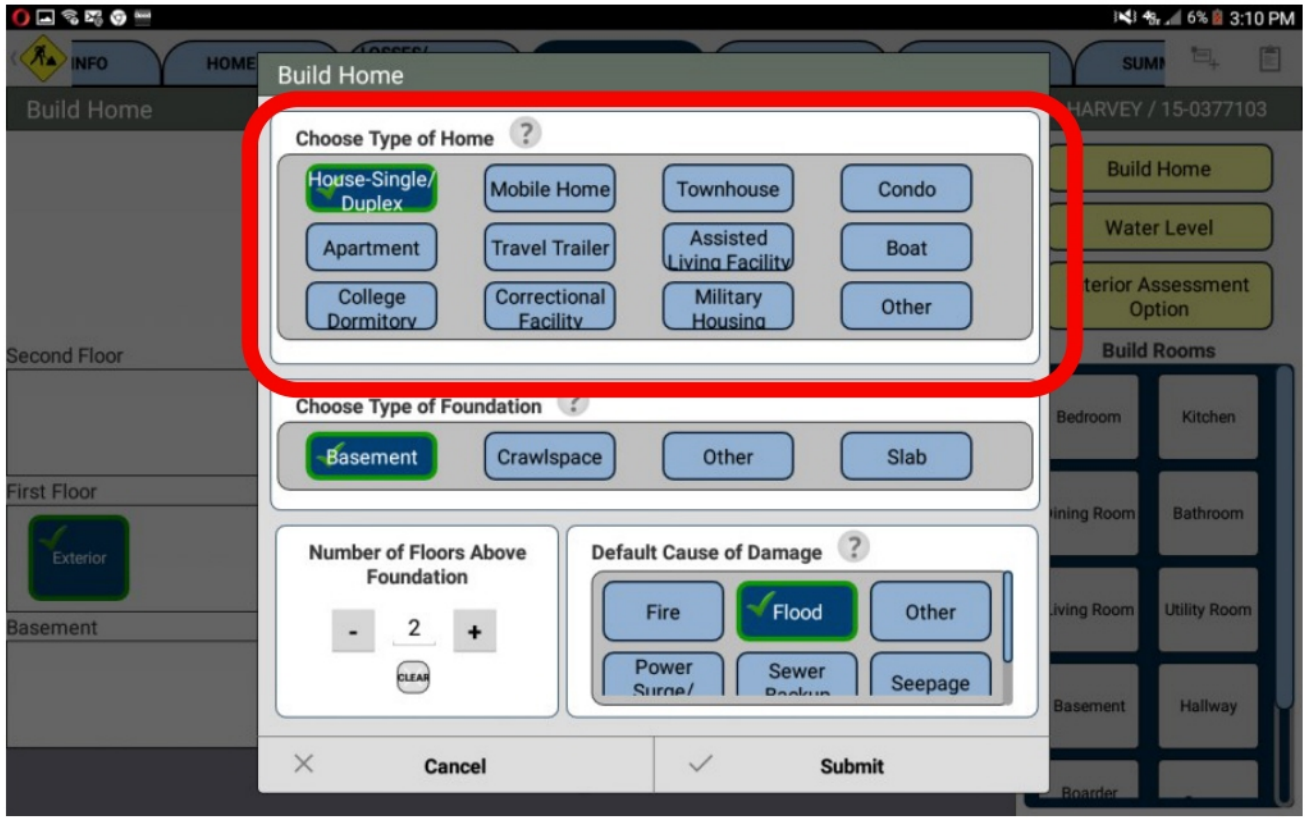
Build home tab

Exterior room is built automatically. Start by building the home. Tap build home icon in yellow.



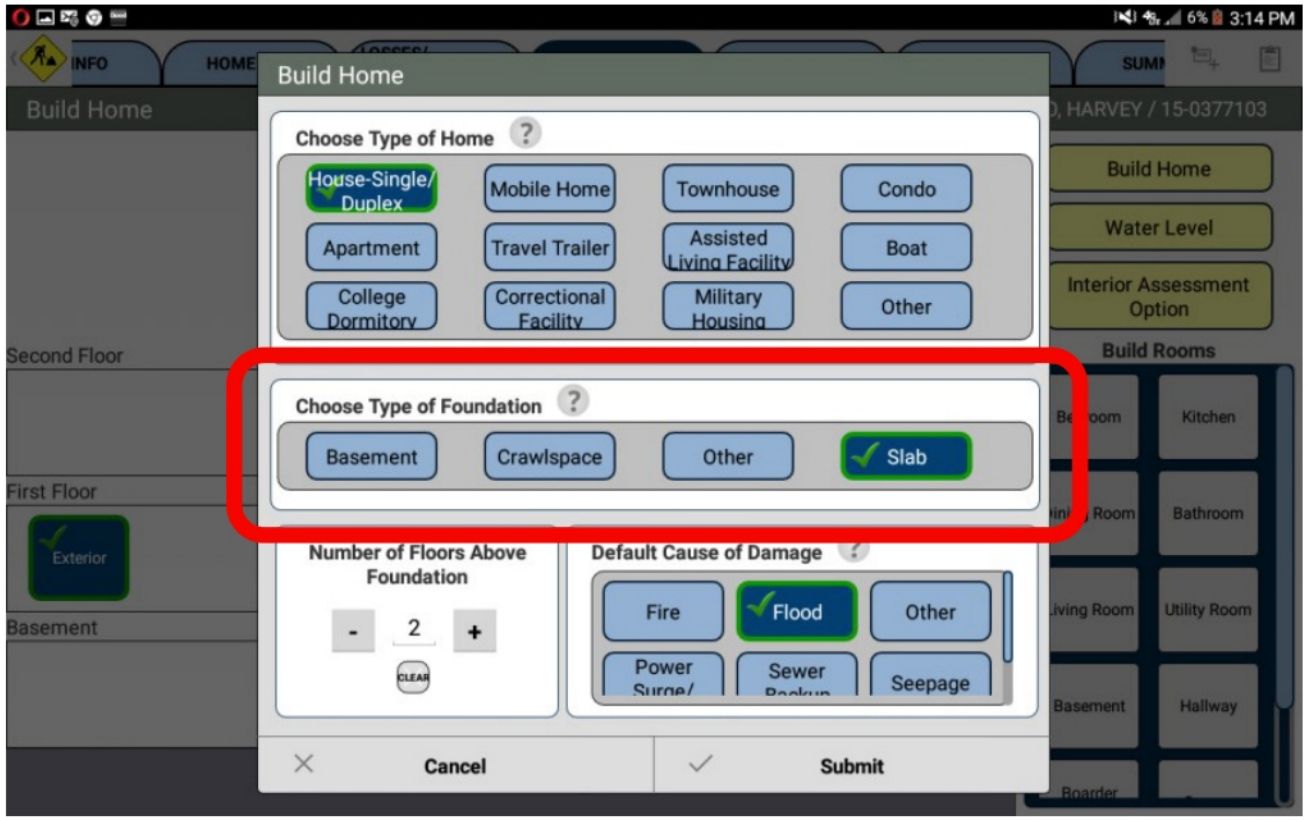
Build home

Select type of home by tapping icon: House-Single/duplex –a building containing one household (single-family) or two (duplex) through separate entrances placed on a permanent foundation containing the majority of essential roomsMobile Home – a building prefabricated elsewhere and set on-site, customarily using an adjustable pier-type foundation. Townhouse – attached single-family homes with parting walls and separate entrances making a single larger building on a horizontal plane. Condo –Use to address a condominium or cooperative which is a form of ownership. The dwelling could be similar to a townhouse, but may be combined both horizontally or vertically to make the single structure. Condominium/Cooperative occupants are owners with a specific agreement to own shares of the structure having access rights to "common" areas of the building. Ownership documents will have condominium agreement text. Apartment – is a self-contained housing unit that occupies only part of a building (apartment building).Travel Trailer – typically, a travel trailer is a towed behind road vehicle containing a housing unit sleeping a minimal number of occupants. Units are smaller than mobile homes, while many retain their wheels. Recreational Vehicles, when not used for transportation will be recorded as a Travel Trailer.Assisted Living Facility – A structure used to care for elderly, disabled, or individuals with other functional needs containing on-site supervision and health care. Boat – a watercraft of any size designed to float on water. College Dormitory – a residence hall containing sleeping quarters for a large number of occupants typically found in boarding schools and universities. Correctional Facility – a structure typically used for a prison, jail or half-way house. Military Housing – a housing entitlement granted to U.S. Military members and their dependents. Other – a dwellings not meeting one of the above conditions, such as tents, lean-tos, sheds, yurts, cargo containers, earthen homes (Berm houses), when occupied – vehicles, and etc. A comment is required when selecting this type.



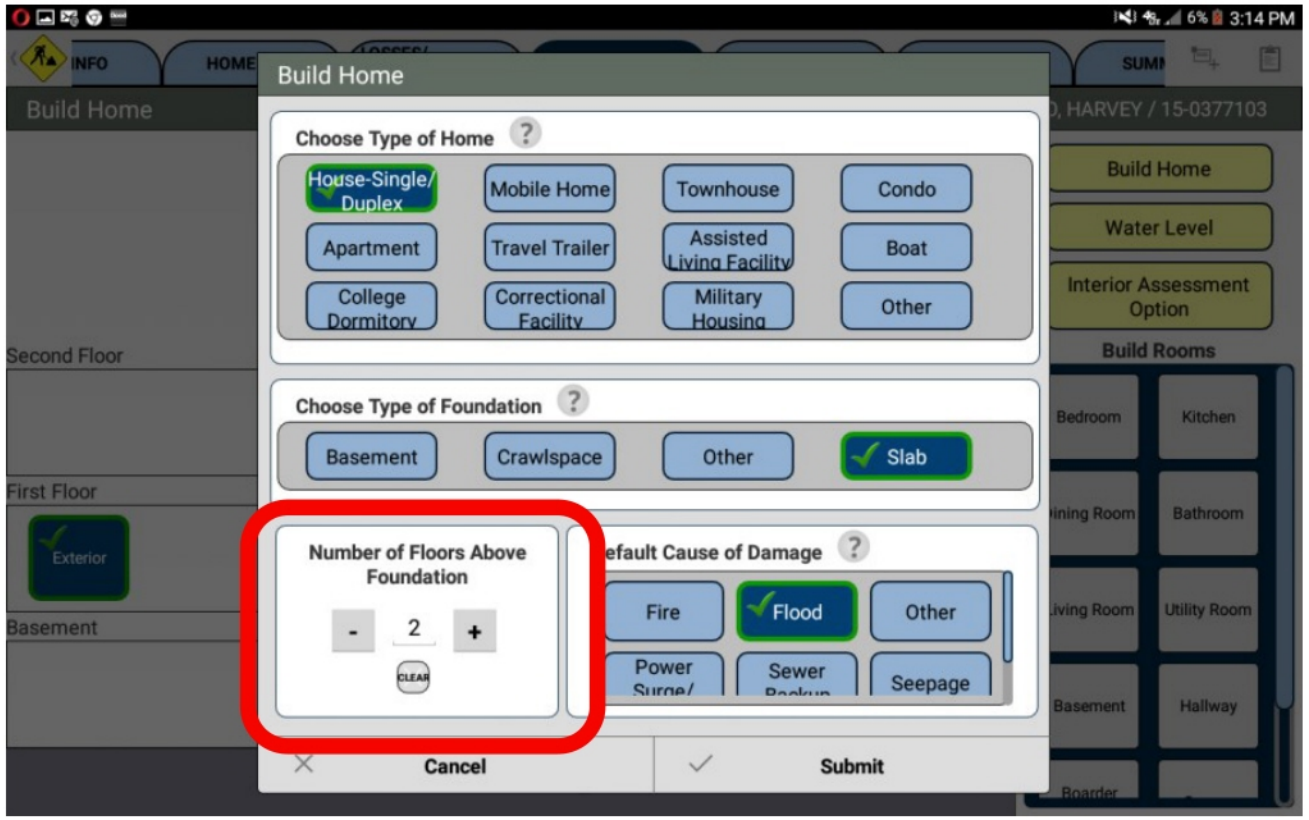
Build home

Choose Type of Foundation: Basement – an enclosed area where any portion of the exterior wall or concrete floor is below grade, except for split-level or split-foyer homes. Crawlspace –the area or space between the lowest floor and earth or concrete pad with supports for the first floor. Area may contain ductwork, plumbing, insulation and other mechanical components. Other – for earthen floors, boats, tents, cargo containers or "other" dwelling types.Slab – concrete floor or pad supporting the first floor or dwelling.



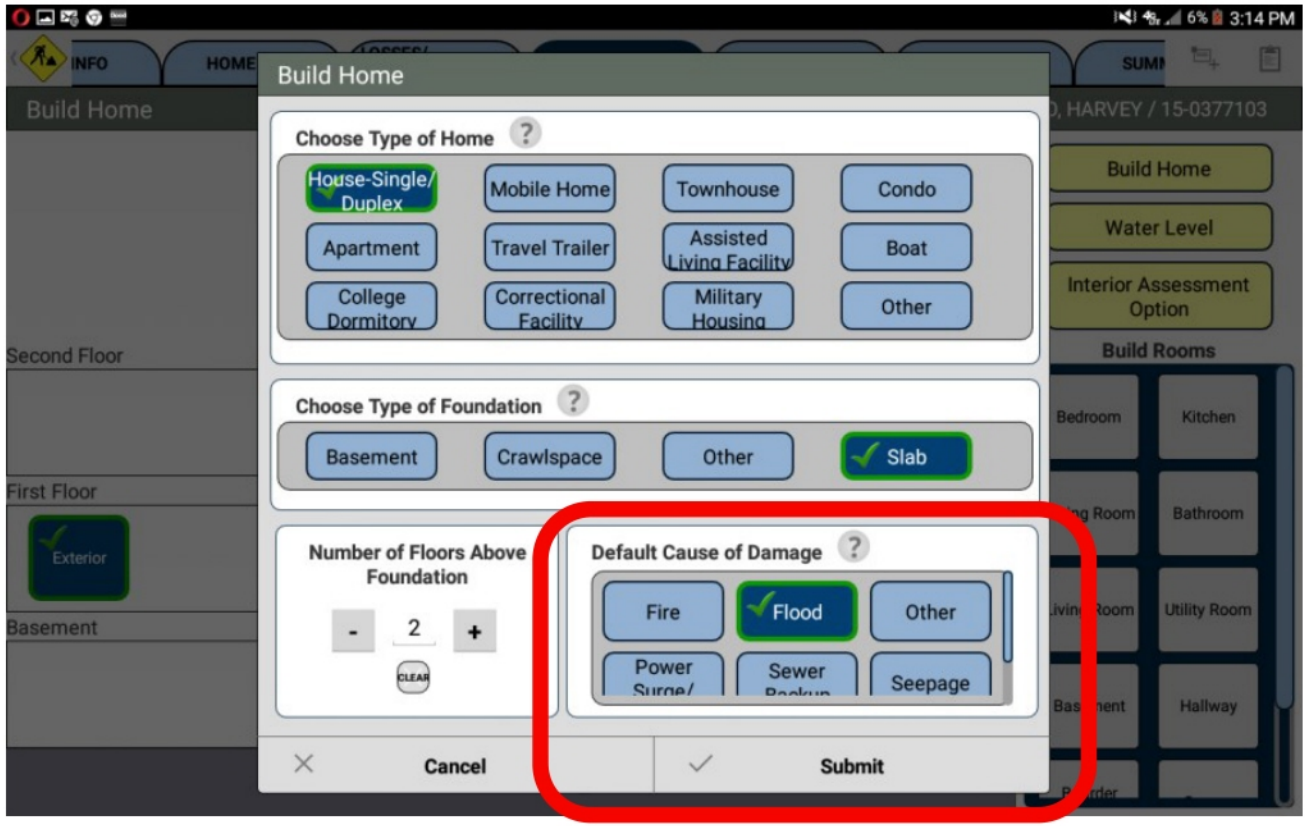
Build Home

Number of floors above the foundation: Enter the number of floors above the foundation level. This does not include the basement; if the home is a 1 story (floor) on a basement the correct entry is 1 floor above the foundation. The basement is not counted as a floor but is included in the square footage of the dwelling.



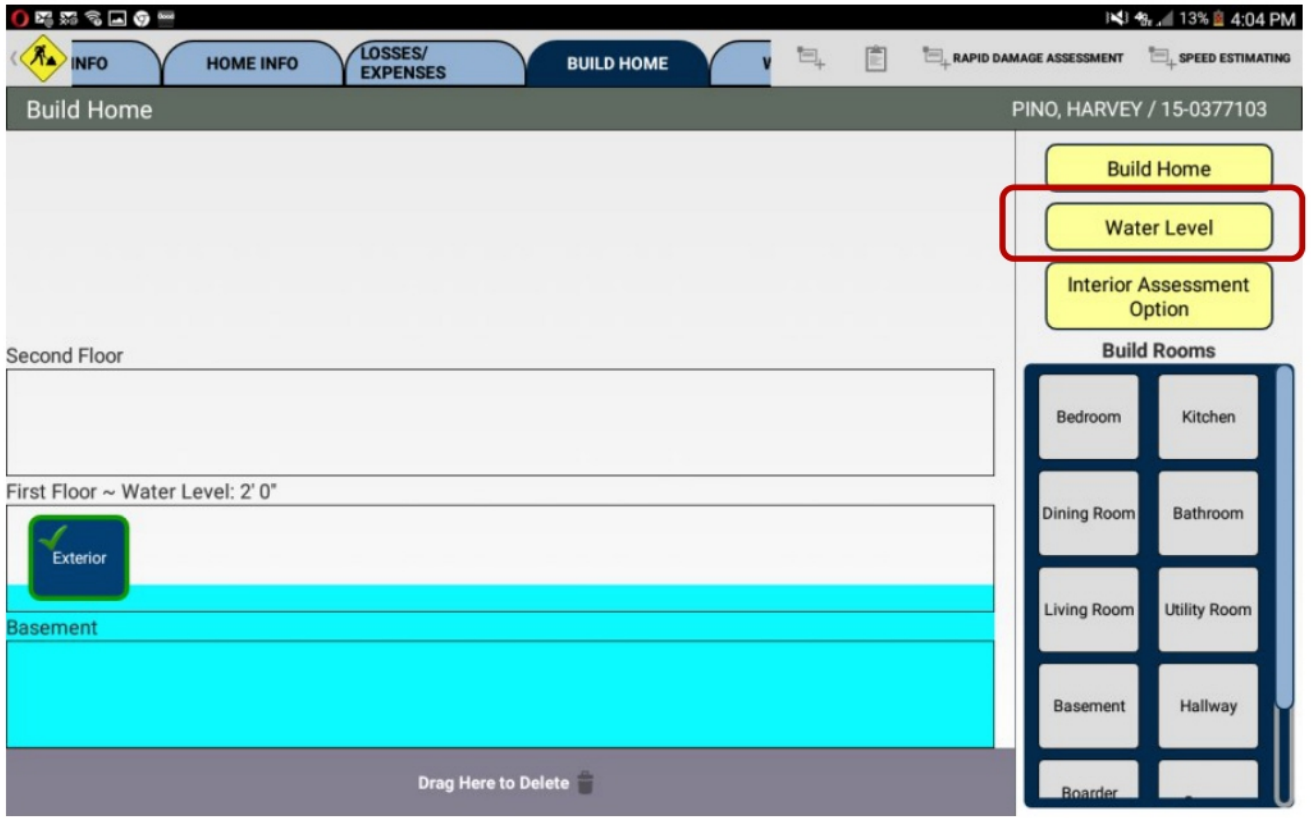
Build Home

Choose Hail/Rain/Wind Driven Rain when available otherwise select the cause of damage given per disaster specific guidance. The default COD will be used for all non-affected items. Note: The default selection appears when the user first builds the home and will be the damage type for Not Affected furnishings and appliances. Editing the default damage type may be facilitated through the Build Home prompt. Submit when done.



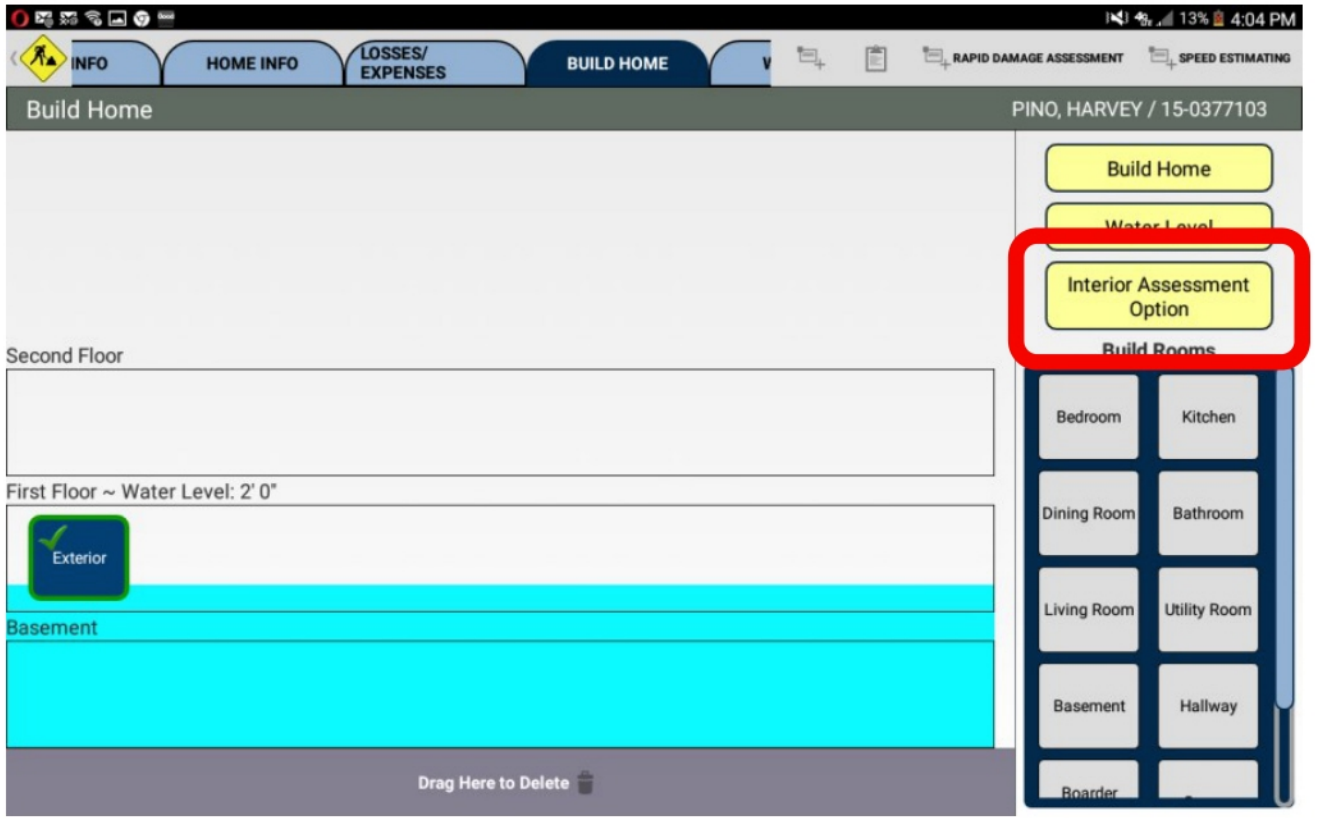
Build Home

Water level: Tap on Water Level icon.Select the highest location the water reached. Attic, Other, Over Roof, Over Access Road, Basement, First Floor, Second FloorEnter how high the water got in feet and inches on the selected level.Then submit.



Build Home

Interior Assessment option: If none of the furnishings and/or appliances are damaged then this can be used. To use this option answer the questions for furnishing, appliance, and interior structure damages. If all answers selected are No, proceed without building all rooms in the dwelling. When the No Furnishing Damage Room populates on a floor which the applicant does not reside, drag the room to the appropriate floor. Exterior only damages, such as road and bridge (egress) or electrical service entrances can be recorded in the Exterior room.



Room Furnishings

Essential Rooms – Record all rooms as they are furnished. When recording rooms furnished as bathrooms, bedrooms, kitchens and living rooms, select the appropriate level of damaged for the essential room furnishings! For example, if an unoccupied bedroom is furnished as a bedroom and all furnishings need to be replaced, record it as a Bedroom Replace. The following are considered Essential Room Furnishings:Bathrooms - Furnishings include: towel set, personal hygiene items, shower rod, shower curtain, tub mat and mini blind.Bedrooms - Furnishings include: bed frame and mattress set (twin bed), pillow, blanket, bedspread, sheet set, dresser or chest, nightstand, lamp, mirror and mini blind set. The bedroom furnishings includes an allowance for a single twin bed for a single occupant. If there were two or more occupants of a damaged bedroom, add an additional twin bed line item for each additional occupant with the appropriate level of damage. Example: If there are two children in a bedroom and all furnishings were destroyed, record bedroom Replace All and one twin bed Replace. The same guidance would apply to a couple occupying a double bed. Kitchens - Furnishings include: kitchen utensils, mixing bowl set, pots & pans, dishes, glassware, flatware, small appliances, dishtowels & potholders, fire extinguisher and cleaning suppliesLiving Rooms - Furnishings include: sofa or couch, chair, coffee table and floor lamp & table lampIf a room is not furnished as one of the available room types, for example a room used as storage, the inspector will build an office room.College dorm, Assisted Living Center, Military and Correctional Facility Personal Property: Individuals residing in these homes are typically not responsible for room furnishings or major appliances and should be recorded as "Landlord Owned". Damages to clothing and small appliances (fans, radios, TVs, wheelchairs, microwaves and telephones) may be acceptable personal property items to be recorded with an appropriate level of damage.

Furnishing Damage levels

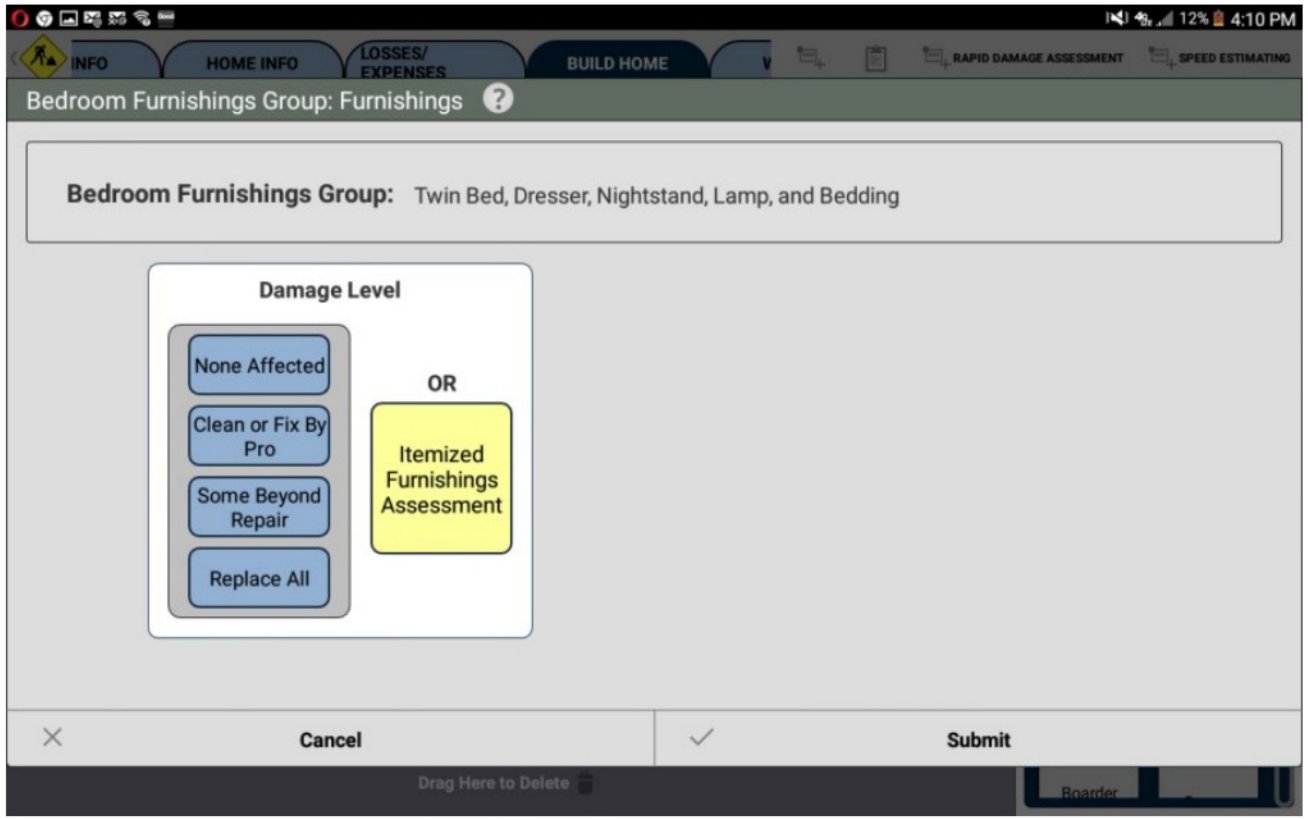
- **None Affected – Select when room furnishings are not damaged or lightly soiled/dusted and can be cleaned by the applicant. Clean or Fix by Pro – Select when heavily soiled or contaminated requiring professional cleaning. Some Beyond Repair – Select when a portion of the essential furnishing items for a room are no longer functional and require replacement. Replace All- Select when an obvious replacement of all or most all of the essential furnishing items for a room is needed. Landlord Owned – Record when the room's furnishings are provided by the landlord.If unable to determine the correct level of damage for an essential room, the inspector can tap the Itemized Furnishings Assessment button to assess the damage level for each of the essential items for the room. This will give the correct level of damage for the room.**

Room Furnishings

- Viewed means that the room furnishings were still at the dwelling and available to be seen. Verbal if the room furnishings are no longer there and there is sufficient evidence to suggest the furnishing items were damaged. For example, if the house had 3 feet of water in it, then evidence would support recording a damage level above None Affected.Note: When the damage cannot be verified or supported, the room furnishings damage level should be recorded as None Affected. Do not record stored furnishings, such as in a storage unit, on an initial inspection.

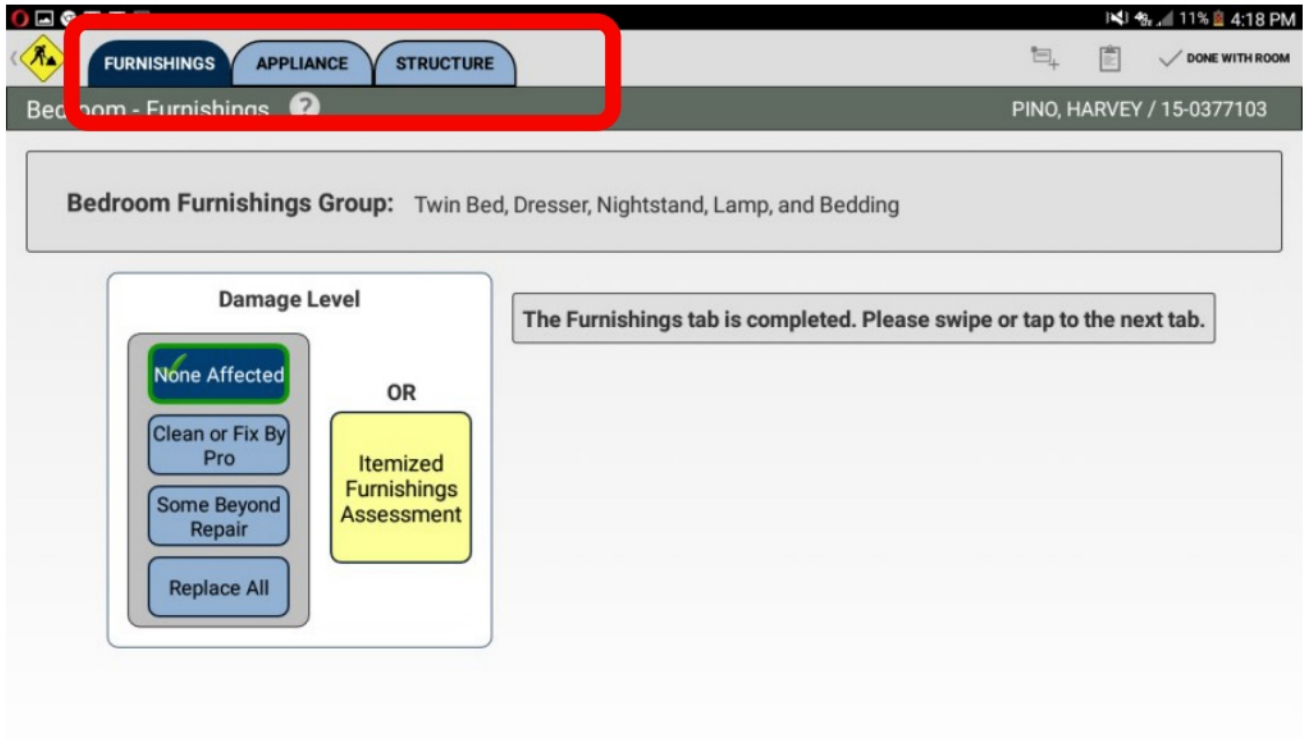
Build Home

When you drag an essential room to a floor level location, this pop up appears. In this example, the bedroom being built is on the 2nd floor and has no damages, so we can select None Affected and tap submit. The essential room will close and will return to the Build Home screen. Tap the room to open again and add the appliances and if for an owner, the structural line items.



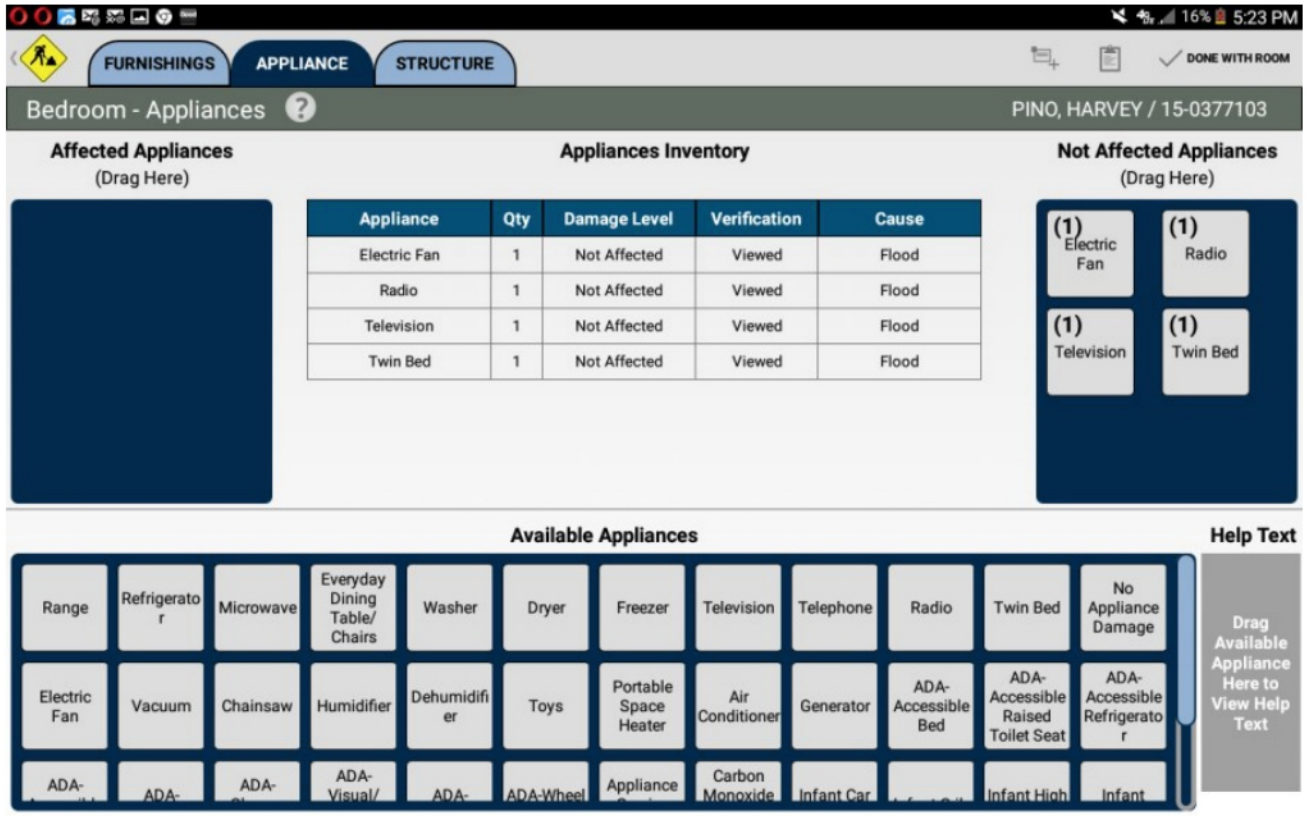
Build Home

Always try to inspect the dwelling in the same pattern. For example, always start on the upper floor in the back left corner. Regardless of preference always start at the same location in every house. (NOTE the tabs across the top) Next- tap Appliance tab.



Build Home

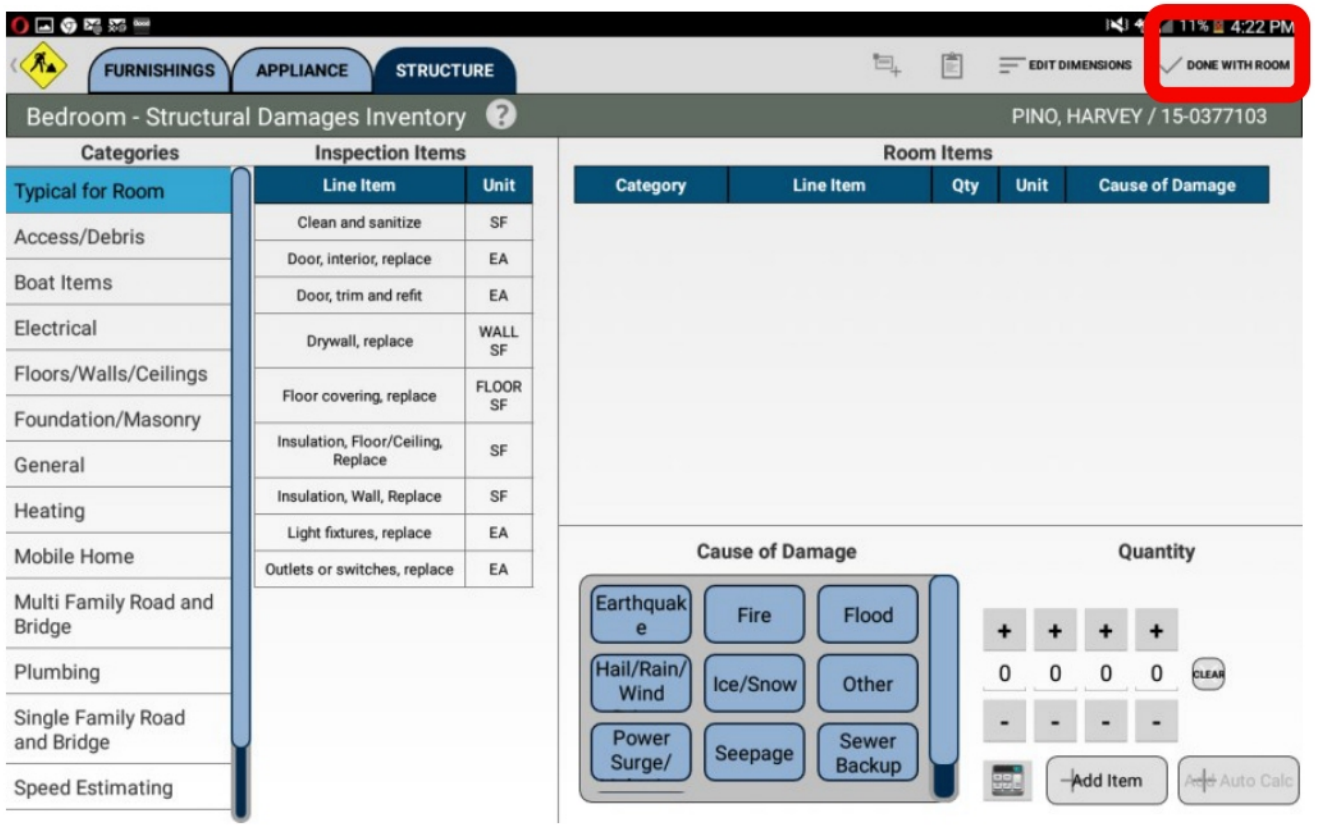
Recording Appliances: Since the bedroom had no damage in this example, all appliances are located in the right side which holds not affected items. To add items drag and drop.Note: To record Landlord owned appliances, drag the appliance to the Affected Appliances area and select Landlord Owned as the level of damage.



Appliance	Qty	Damage Level	Verification	Cause
Electric Fan	1	Not Affected	Viewed	Flood
Radio	1	Not Affected	Viewed	Flood
Television	1	Not Affected	Viewed	Flood
Twin Bed	1	Not Affected	Viewed	Flood

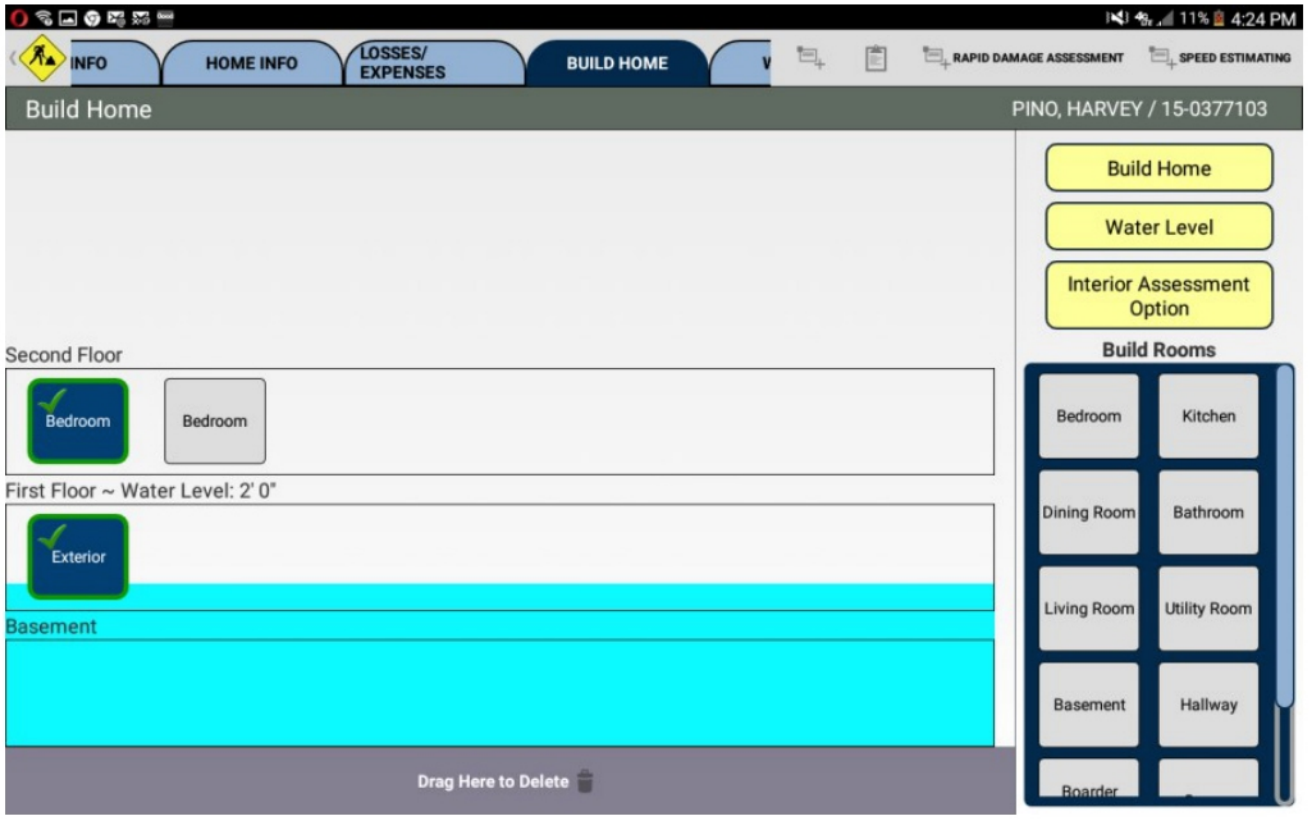
Build Home

Inspections for Owners will have a Structure tab.In this case there were no damages on the second floor, so no Real Property has been recorded. Always finish a room before leaving. Then tap done with room.



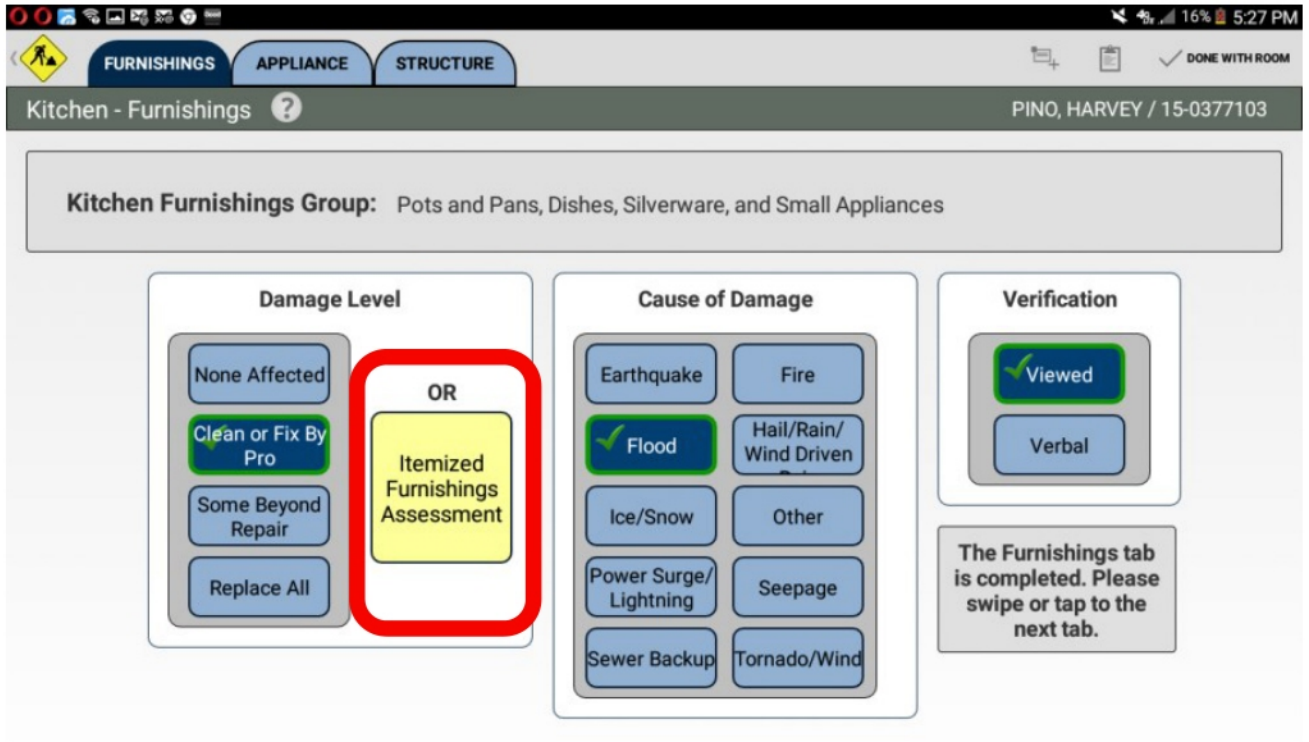
Build Home

Note the bedroom on the second floor. The bedroom has changed color and has a check mark. This indicates the room has been completed. Enter the next room and continue with this process for the entire floor.Next move down to the first floor and add rooms at the first floor- in this display the kitchen will be added.Add the kitchen to the first floor.



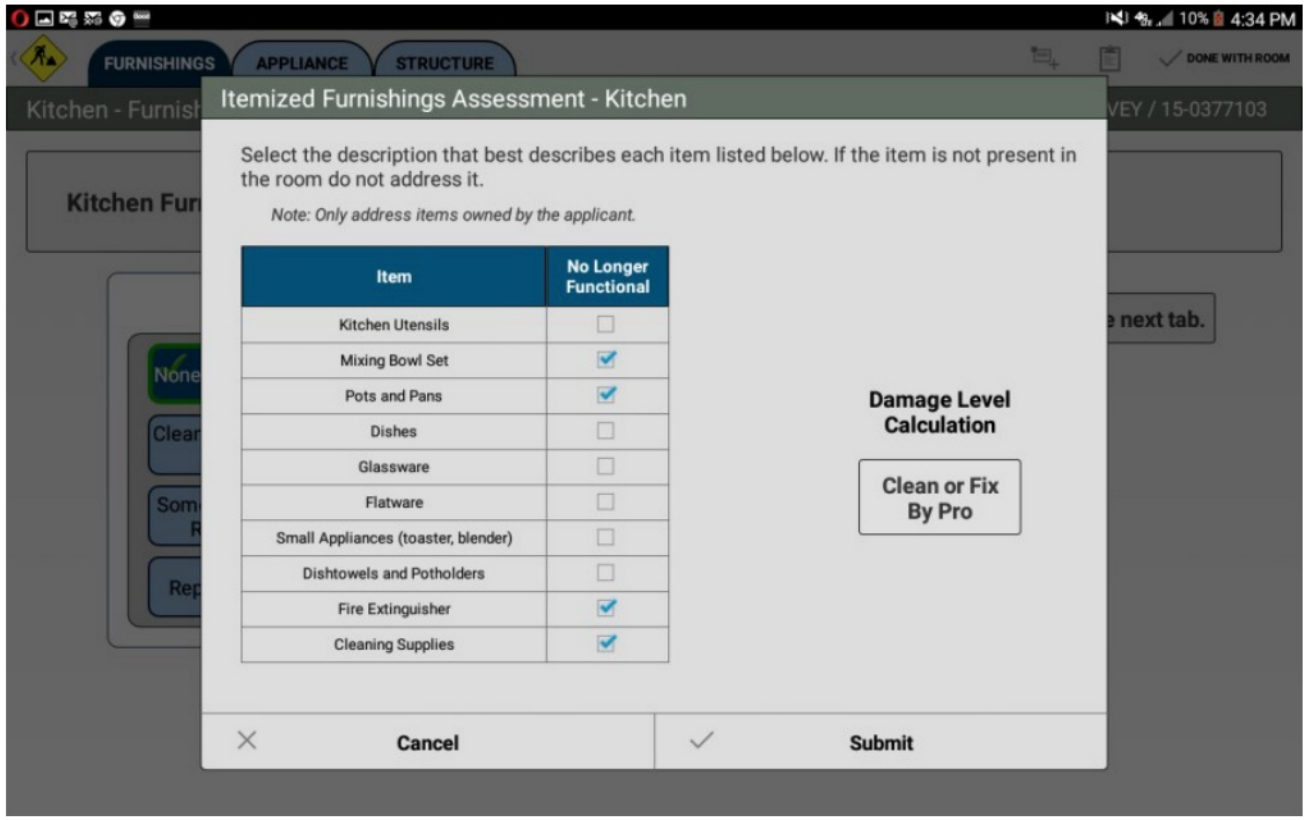
Build Home

Assessing room furnishings in kitchen using Itemized Furnishings assessment.



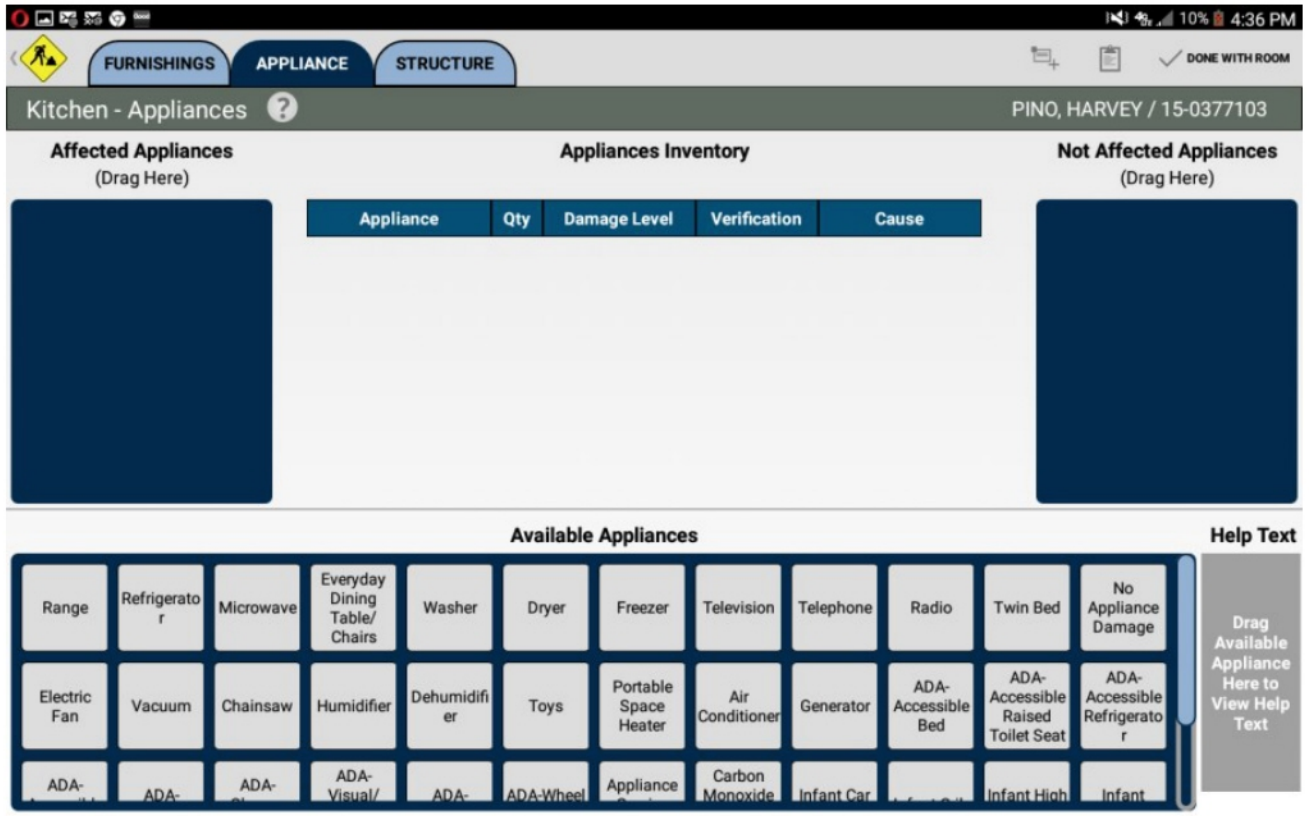
Kitchen Itemized Furnishing assessment

Select the checkbox for items that are no longer functional.For this example some items were selected. Note the recommended level of damage Clean or Fix by a Pro.Tap Submit. The itemized Furnishings Assessment tool will close and return to the Kitchen Furnishings screen with the Damage Level of Clean or Fix By Pro. Select the appropriate Cause of Damage and Verification of Viewed or Verbal.Tap Submit and the essential Kitchen room will close and will return to the Build Home screen. Tap the room to open again and add the appliances and if for an owner, record any structural line items.



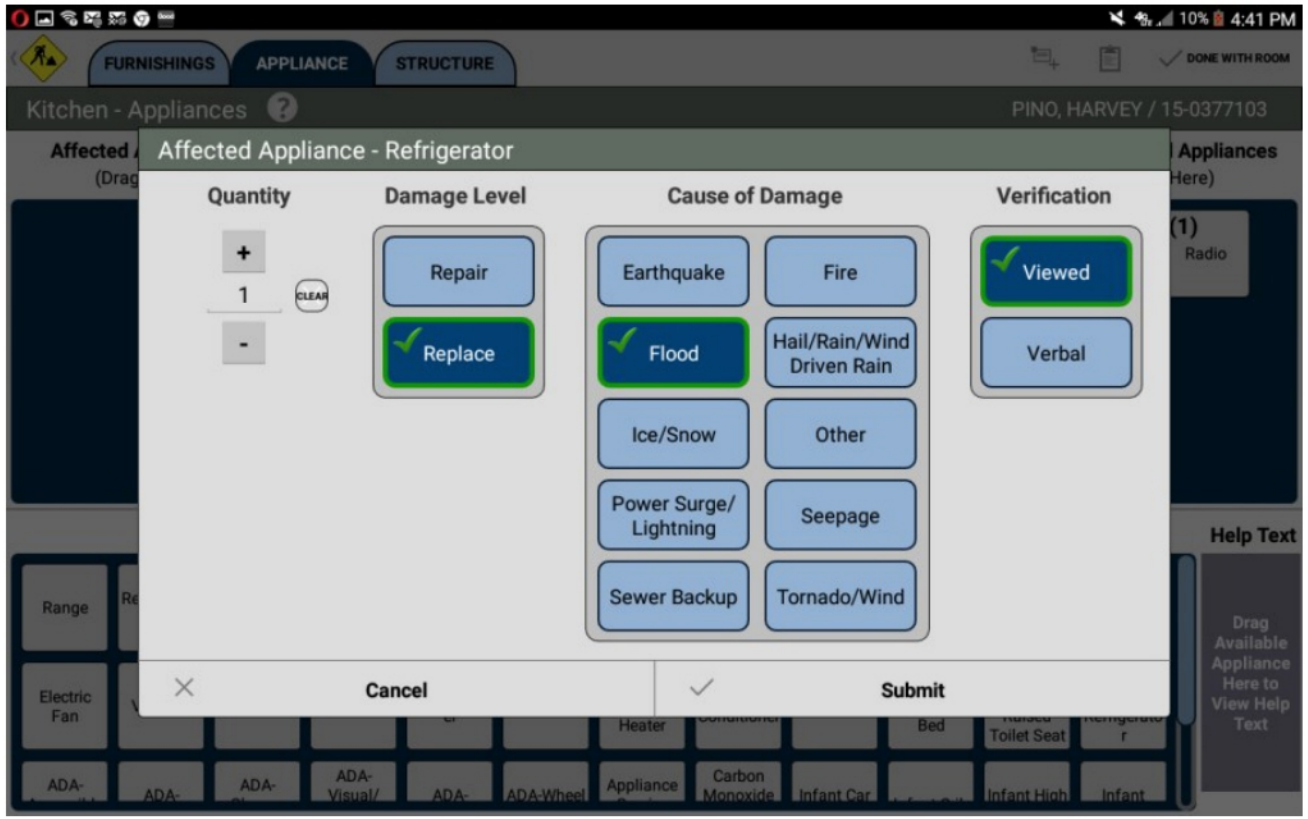
Recording Appliances

Tap appliance tab at the top.Drag appliance items just like the bedroom. If the item is not affected drag into the Not Affected Appliances box on the right.If it was affected, drag into the Affected Appliances box on the left. Note: To record Landlord owned appliances, drag the appliance into the Affected Appliances area and select Landlord Owned as the level of damage.



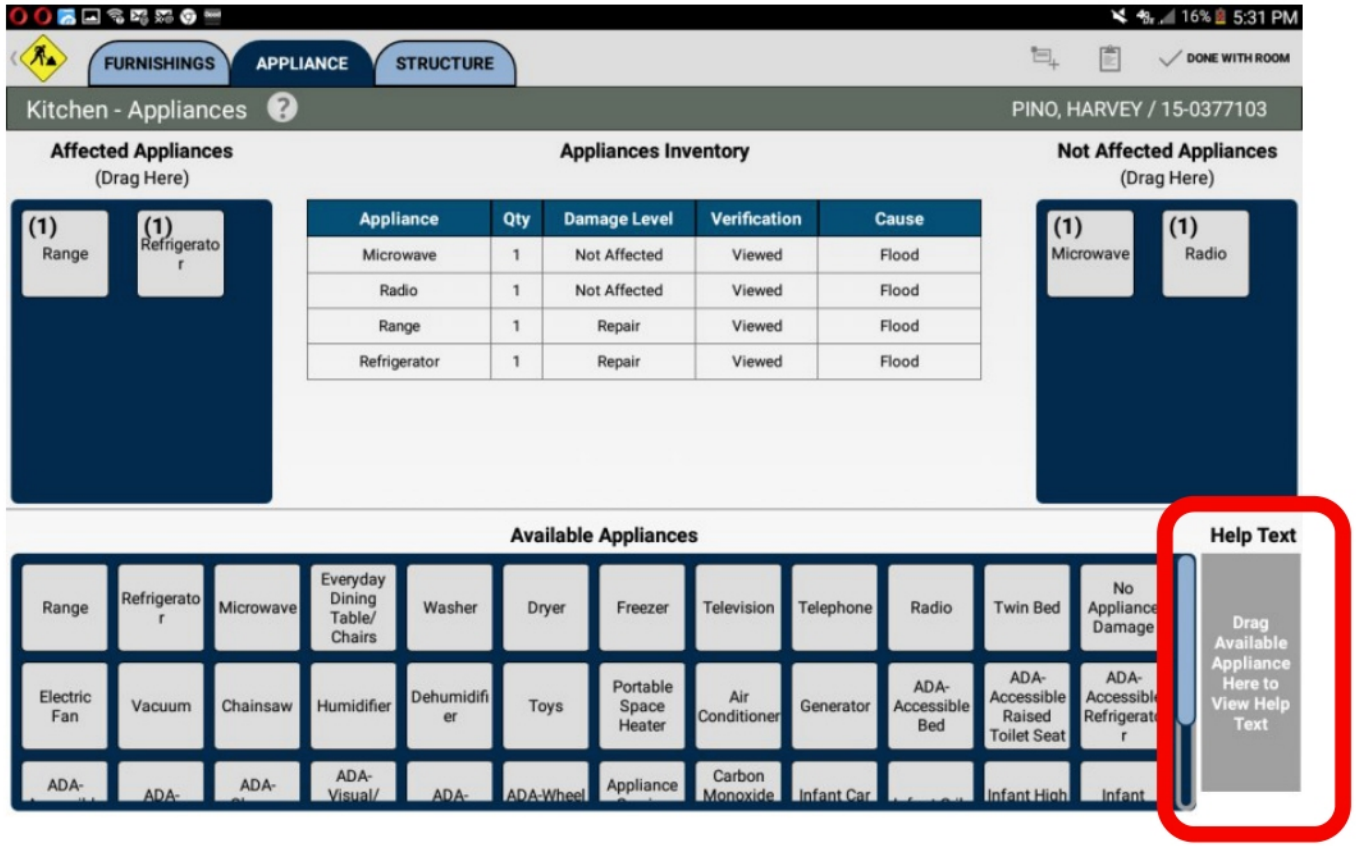
Recording Appliances

Addressing the affected refrigerator.Select the Quantity, Damage Level, Cause of Damage and the Verification.Tap Submit.



Appliances addressed in Kitchen

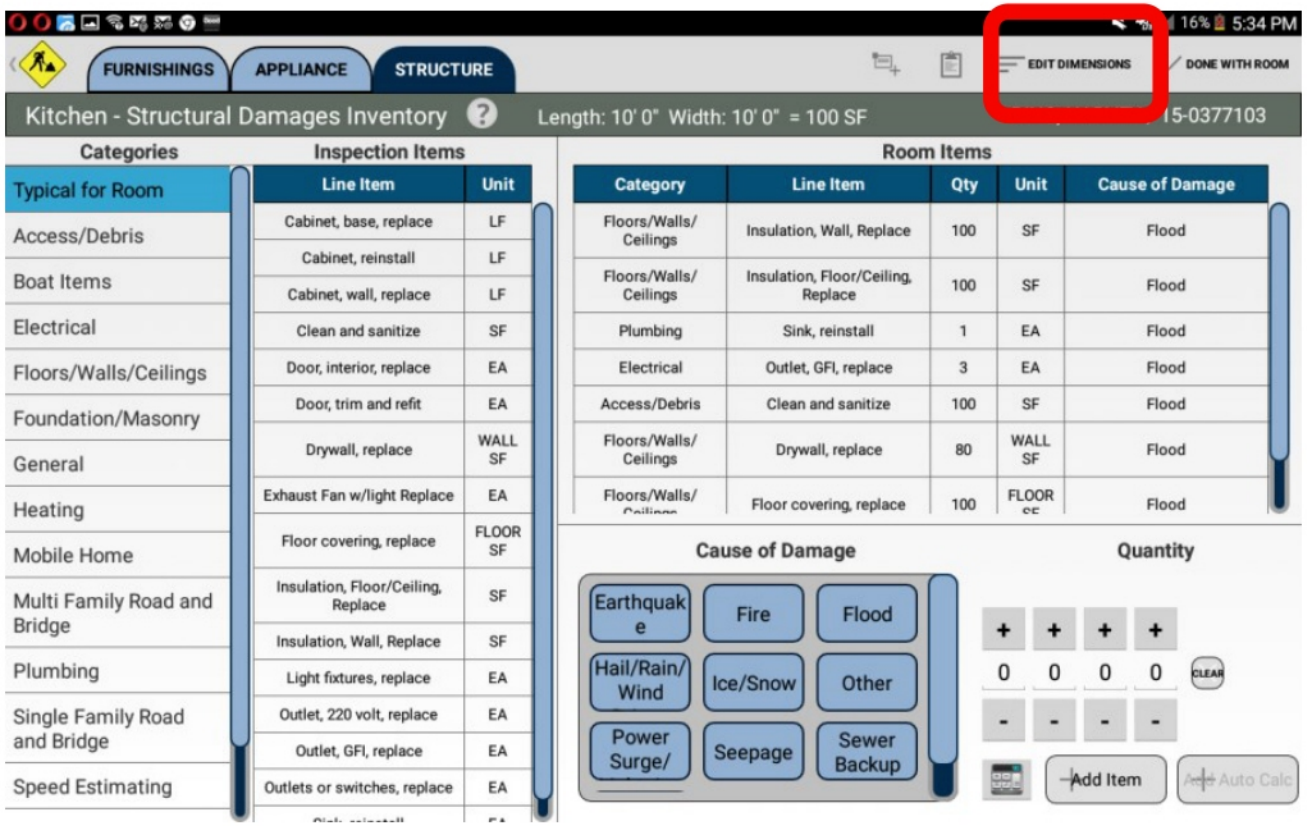
Note Affected Appliances on the left. Note Not Affected Appliances on the right. NOTE help text available. Drag item to box to display help info. Not all items have a help text description.



Appliance	Qty	Damage Level	Verification	Cause
Microwave	1	Not Affected	Viewed	Flood
Radio	1	Not Affected	Viewed	Flood
Range	1	Repair	Viewed	Flood
Refrigerator	1	Repair	Viewed	Flood

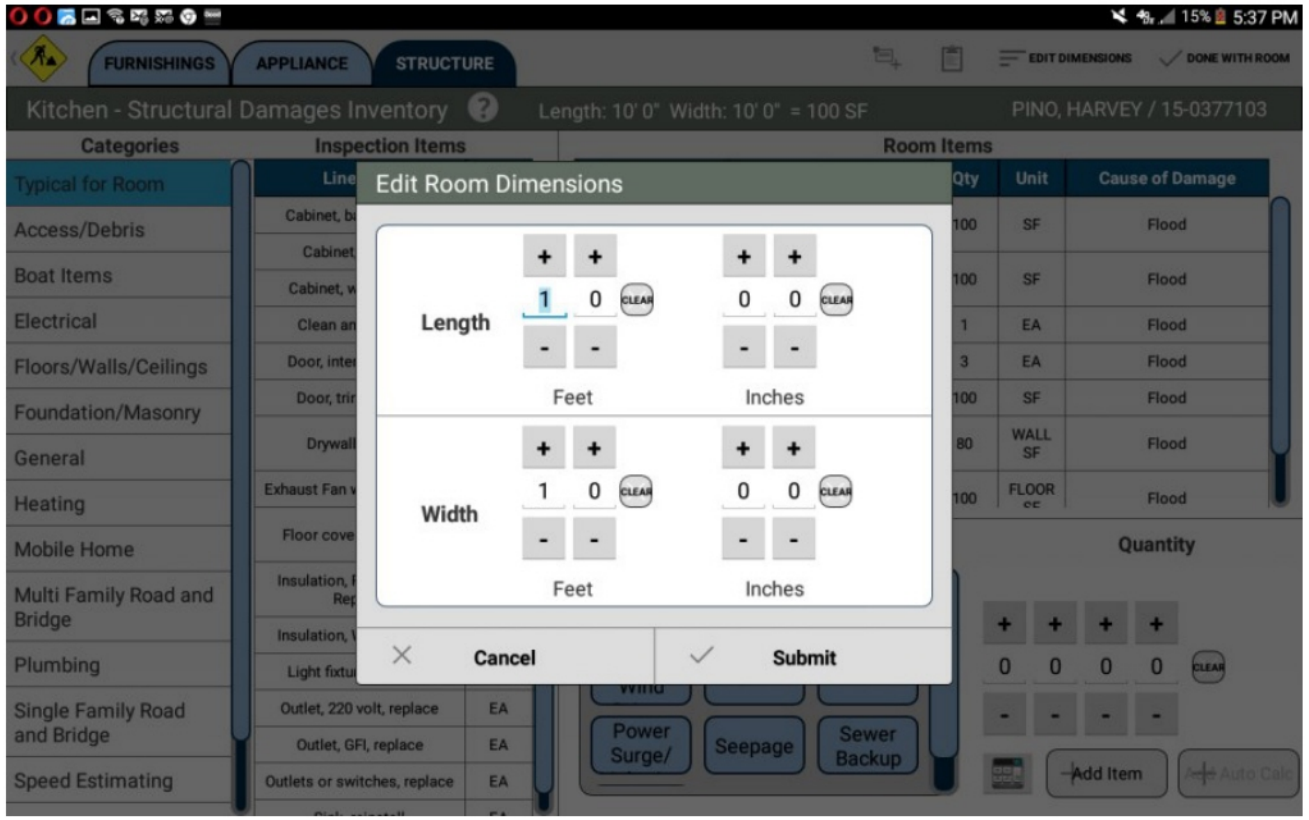
Build Home Structure tab

Note the default Category – Typical for RoomThis category contains items most commonly used for the selected room. Items are measured several ways: Linear Feet Square Feet Cubic yards Each Note: If there is a flood level, inspectors can use the Edit Dimensions feature to enter the room dimensions which can be used for auto-calculating and recording line items (see next screen).



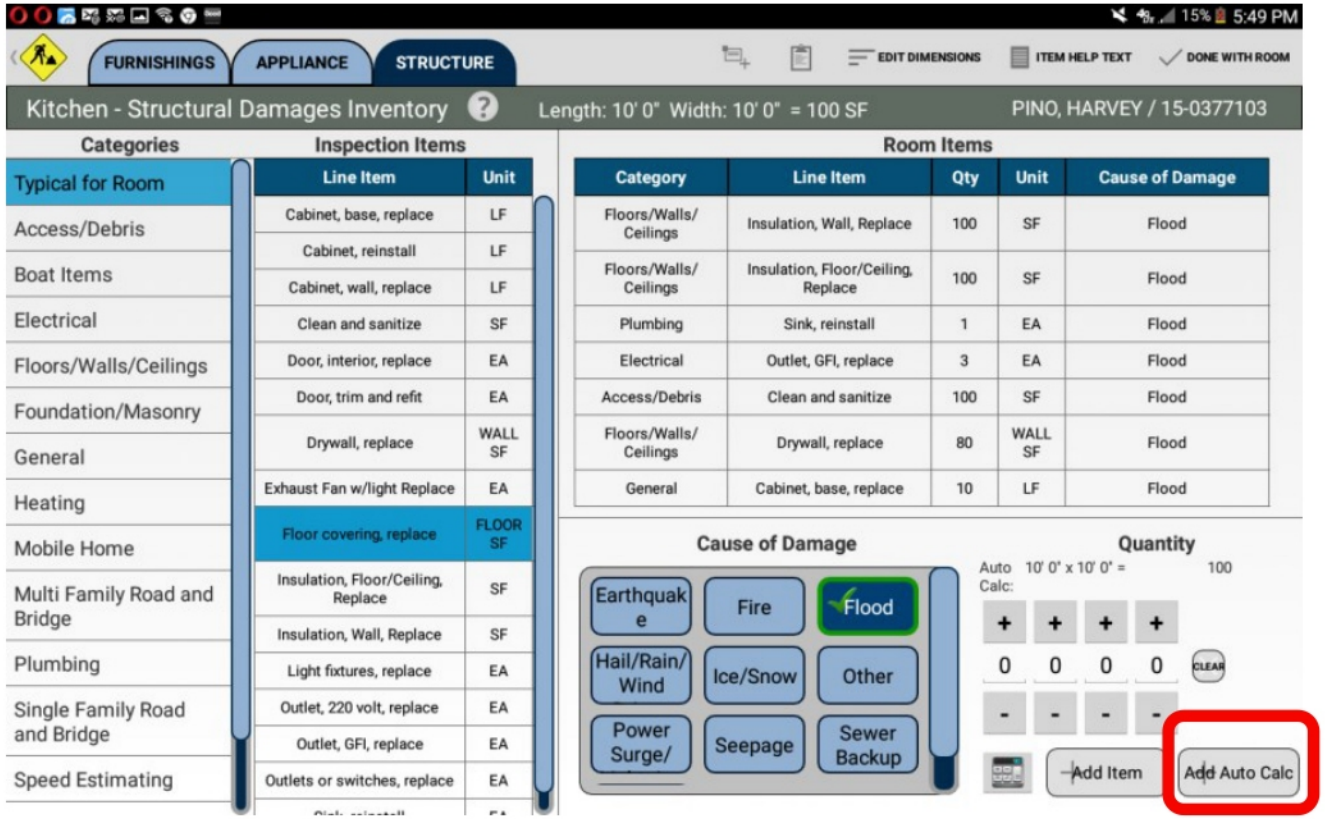
Build Home Structure tab

By tapping Edit Dimensions, it allows the inspector to enter the room dimensions. Example used is 10 feet 00 inches by 10 feet 00 inches. Tap submit.



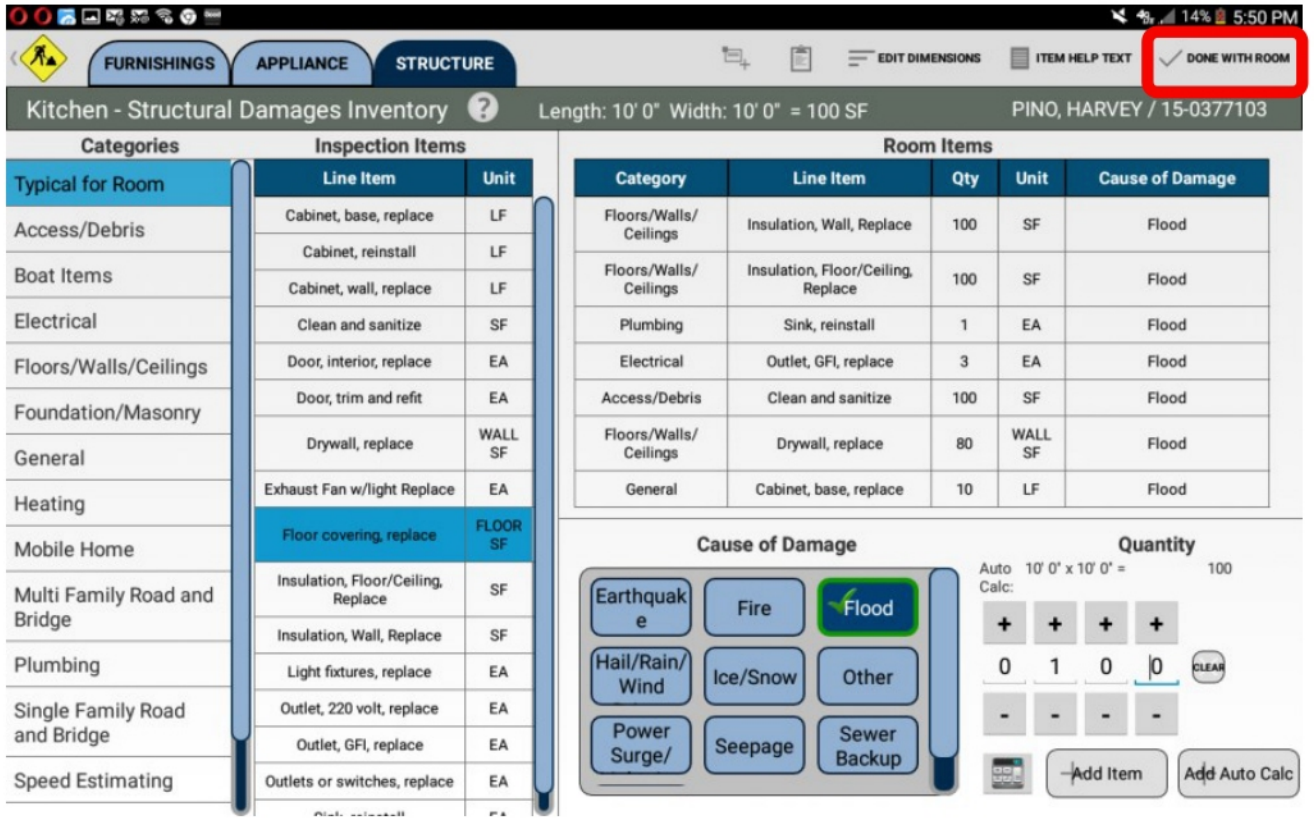
Adding Real Property line items

To add flooring, select the appropriate floor covering. In this case we will use Floor covering replace. Per the item help text, floor covering is labor and materials to remove dispose of, and replace floor covering consisting of carpet, floor tiles, sheet vinyl laminate or linoleum flooring. Factor Replace = 1X affected floor of home if carpet or combination of carpet and linoleum throughout.Select floor covering, cause of damage “Flood” then tap add auto calc.



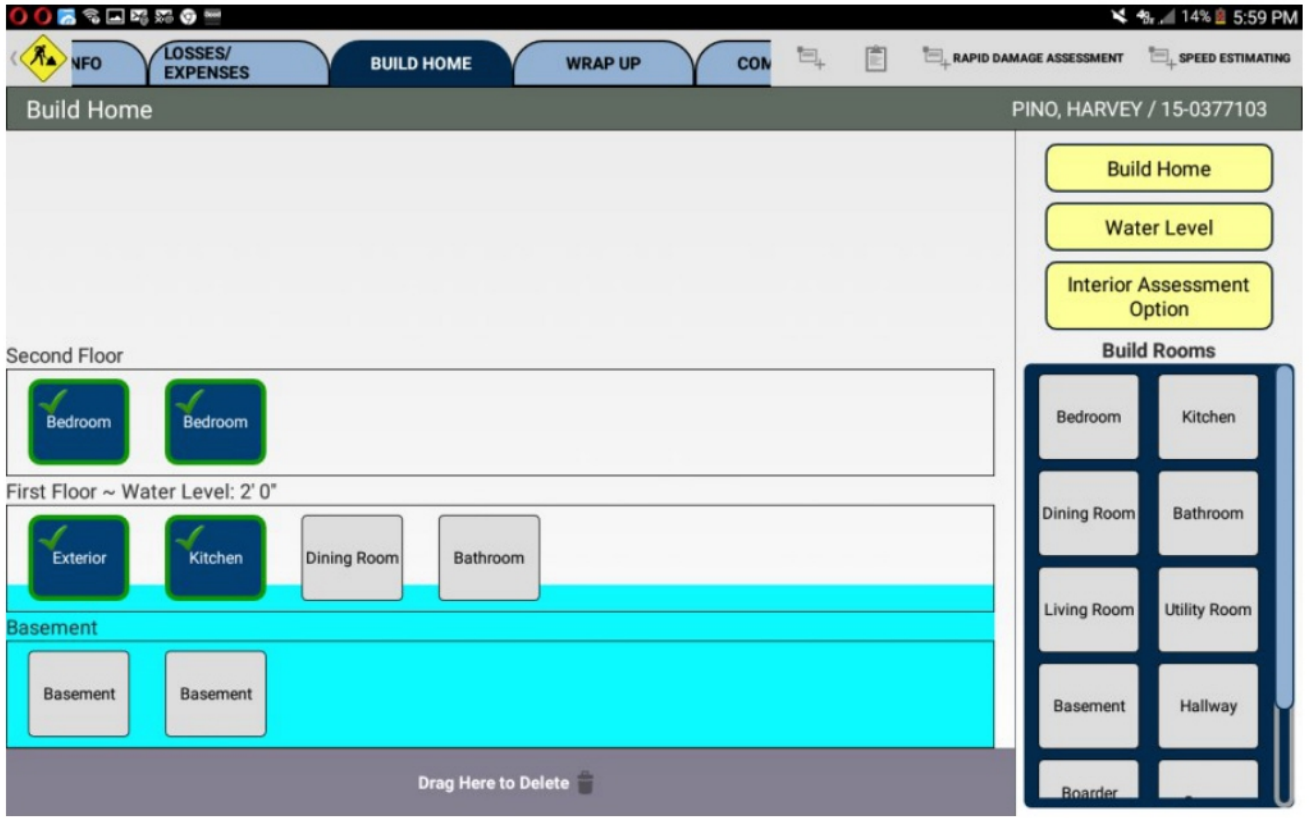
Adding Real Property line items

Note that the quantity box for the line item will display the correct amount of material.Next tap Add Item to record the calculated quantity of Floor Covering Replace. You are ready to enter the next item. When you have finished addressing all of the RP damages for the room, tap Done With Room. Note: Auto Calc cannot be used to calculate wall insulation.



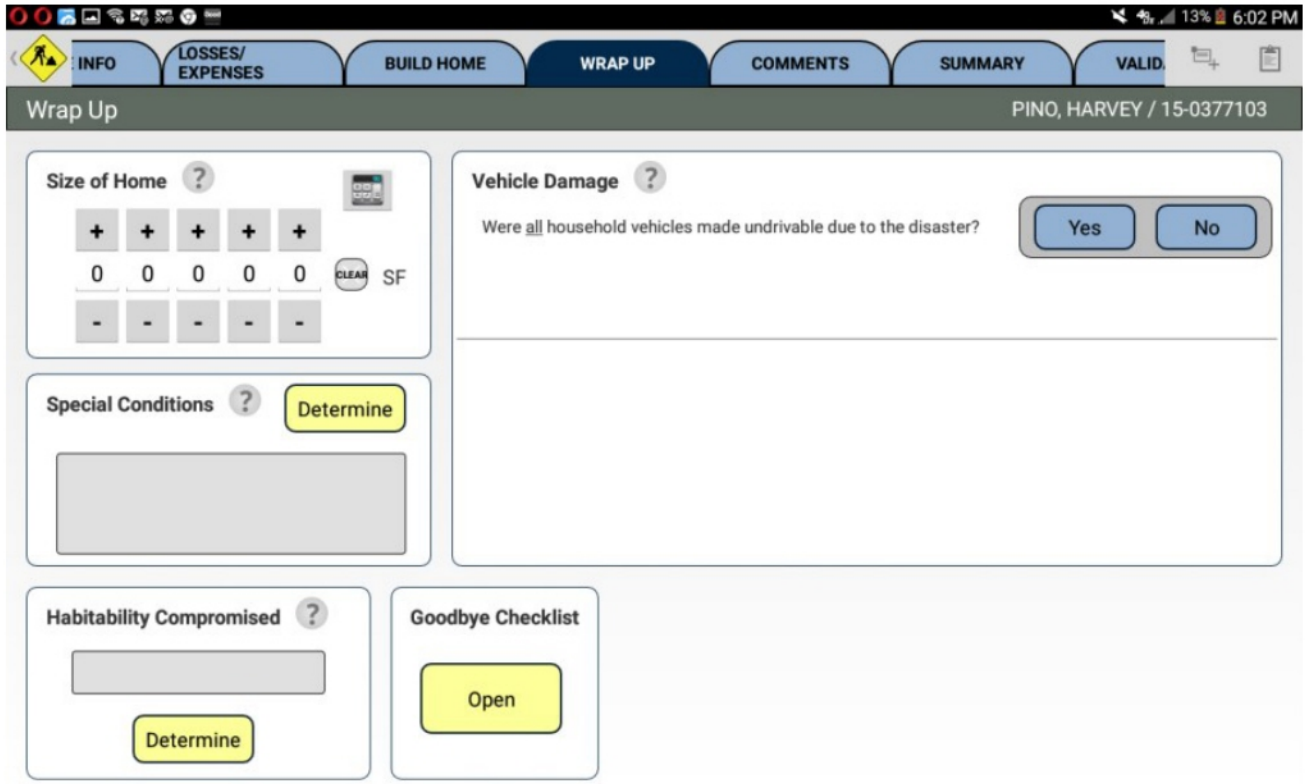
Room added mistake

Build room by mistake: Example- 2 basements were built Tap and hold on room until it turns red Then drag to bottom of screen “Drag Here to Delete” The computer will ask if you really want to do this. Tap yes.



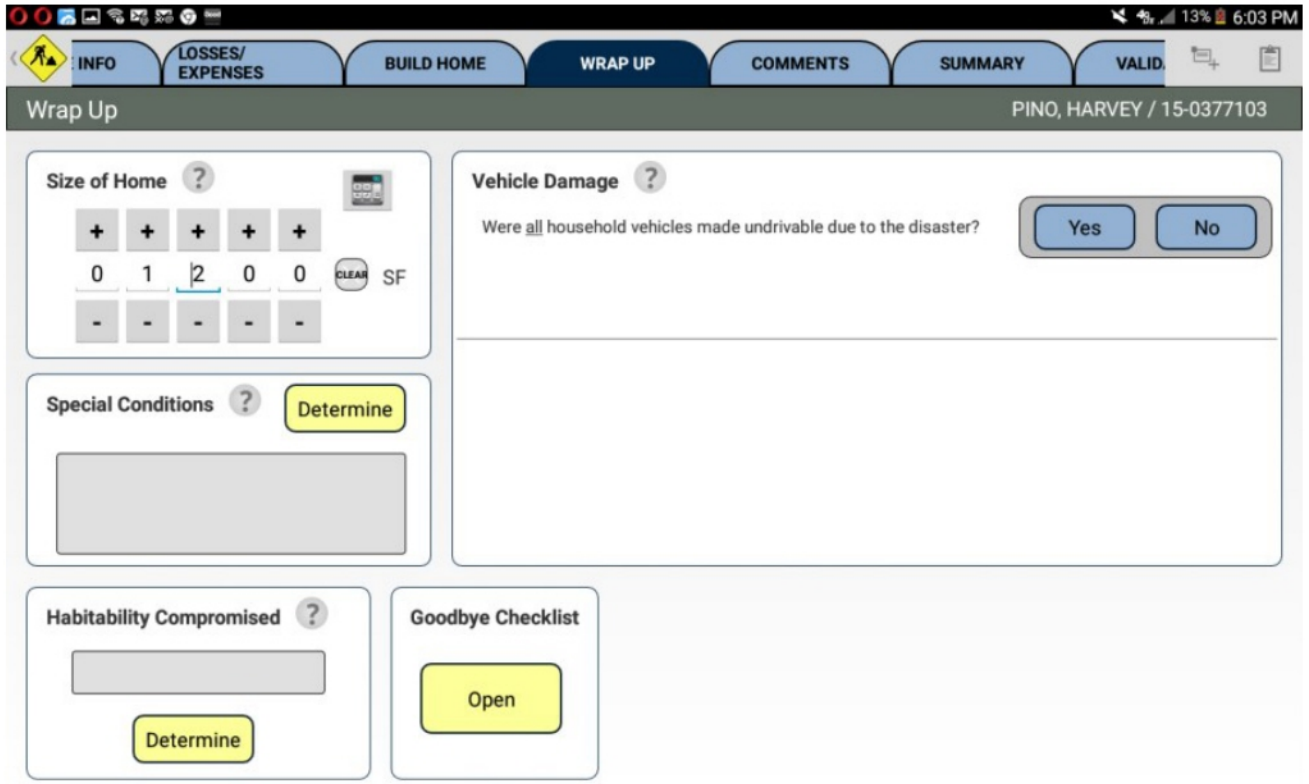
Wrap up tab

Size of Home: Enter the total square footage of the home, including the basement, as the Size of Home. Exclude the following areas: garages, porches, unoccupied outbuildings, crawlspaces and enclosed areas separated from the main living area by a locking exterior door (enclosed porches, Florida rooms, etc.). If a renter occupies any portion of the owner's dwelling, the Size of Home in the owner's inspection will include the renter's occupied area. If the renter's occupied area is separate and totally self-contained, such as a basement apartment or attic apartment with separate entrance/exit, such areas will be considered apartments and not part of the square footage for the Size of Home.



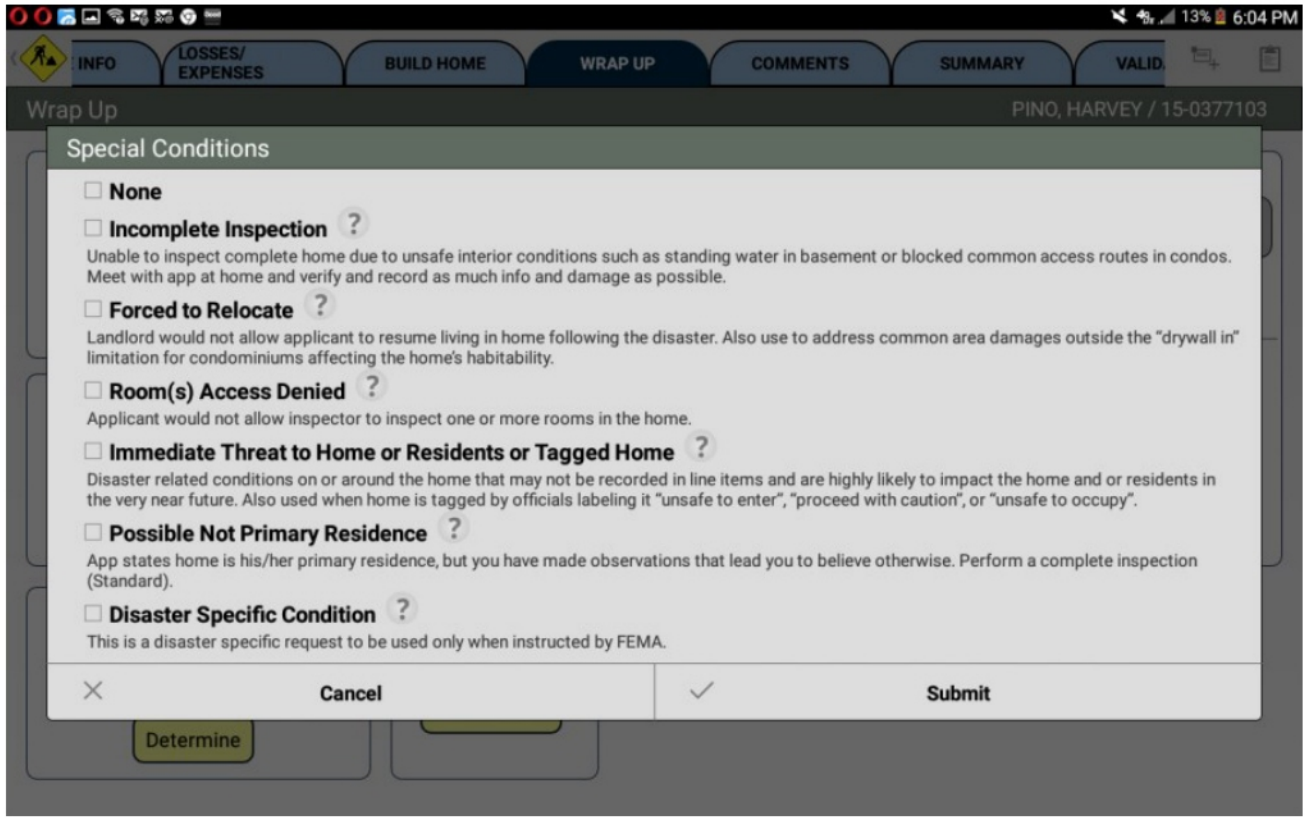
Wrap Up screen

Special Conditions: Tap yellow Icon- Determine.



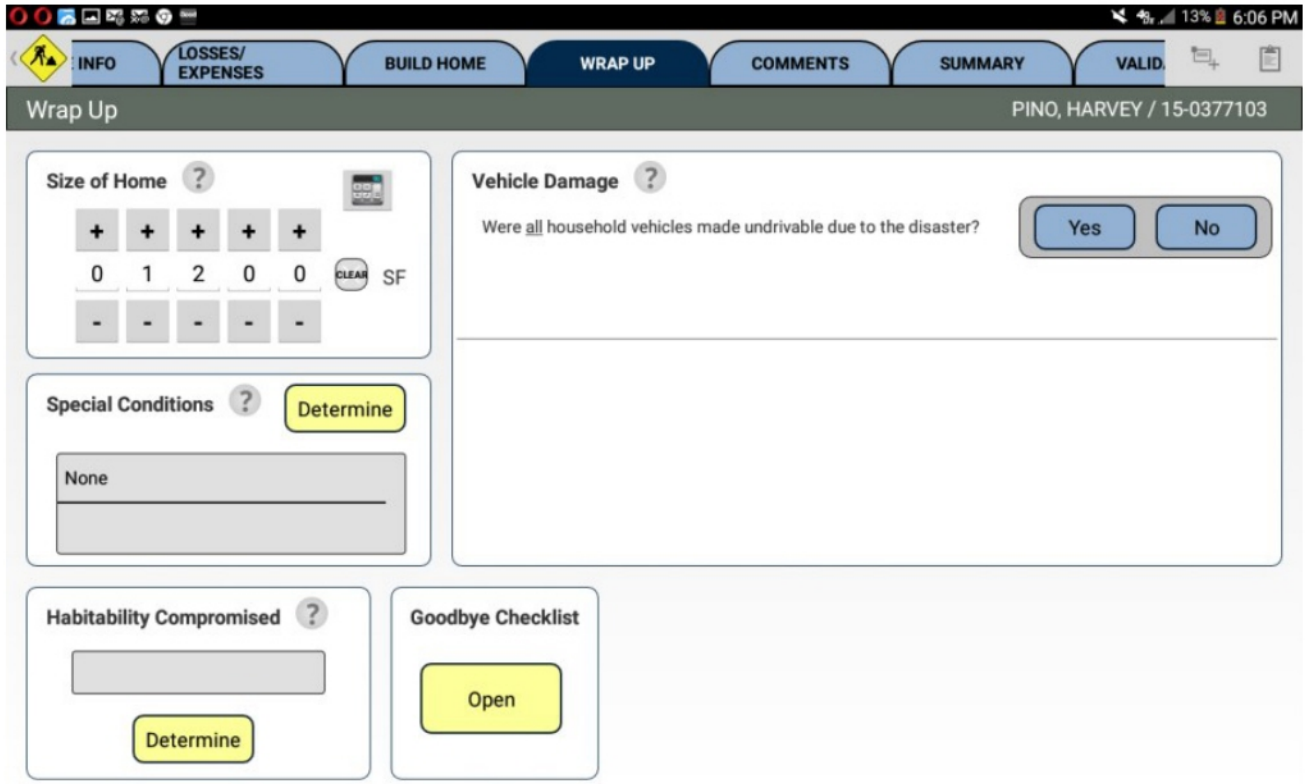
Wrap Up screen

Special Conditions:Tap appropriate box and submit. In this case we tapped None.



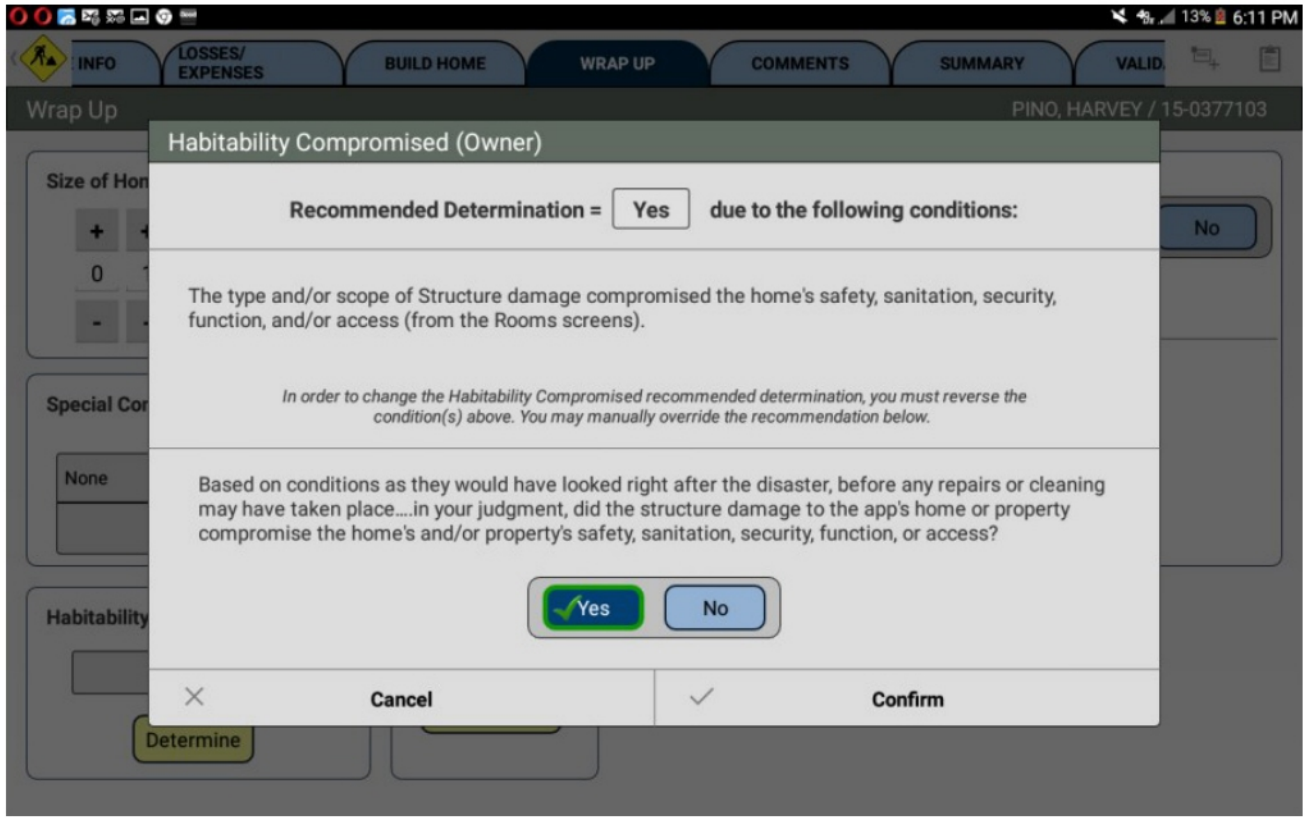
Wrap Up screen

Special Conditions auto filled the line after making selection. Habitability Compromised: Habitability will be based on the homes safety, sanitation, security, function and/or access. Tap the yellow Determine button and the Habitability Compromised screen will open.



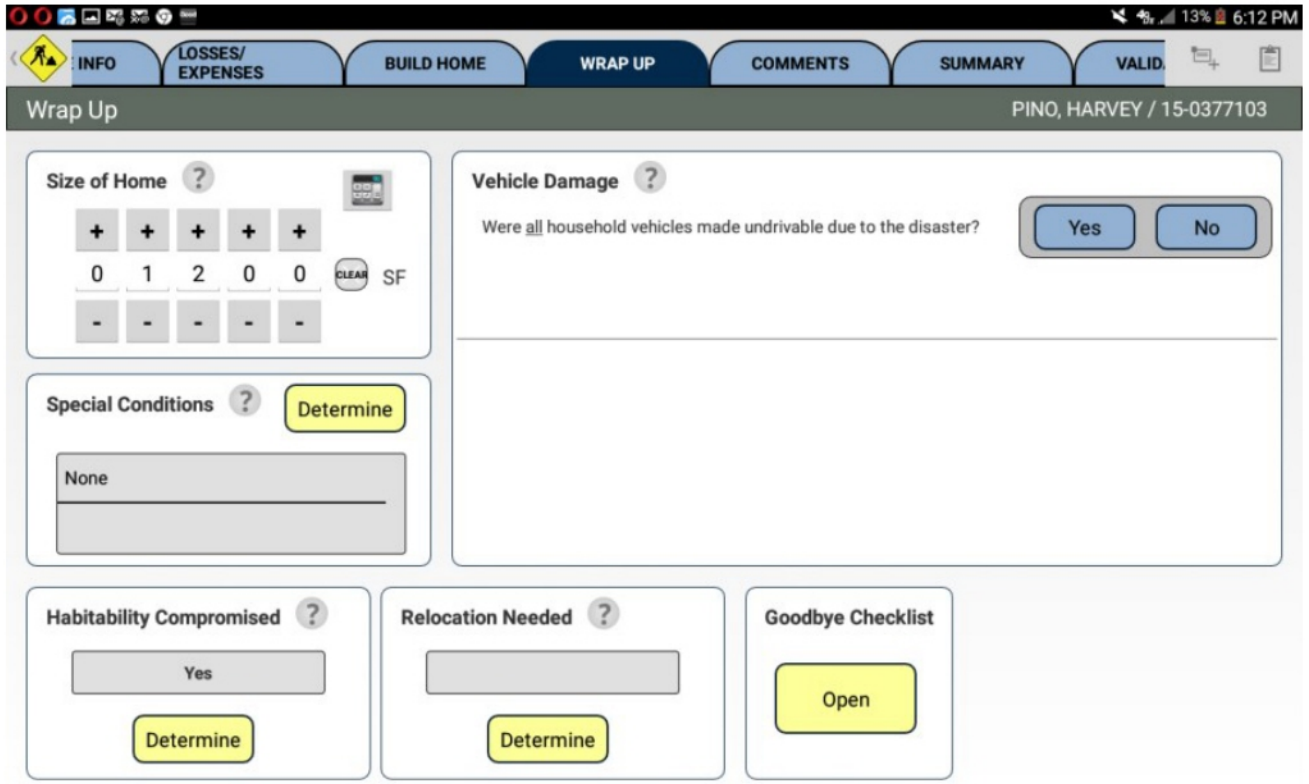
Wrap Up screen

Habitability Compromised: For owners, the Recommended Determination will populate with 1 of three possible recommendations: No – Indicating the damages are minor in nature. Yes – The damages make the home unsafe and are beyond the applicants ability to repair.Unable to determine – Which means the inspector will make a judgement call of yes or no. Generally the recommendation is good to use. In this example, the Recommended Determination for the Habitability Compromised call is Yes. Tap Confirm to record this habitability call.



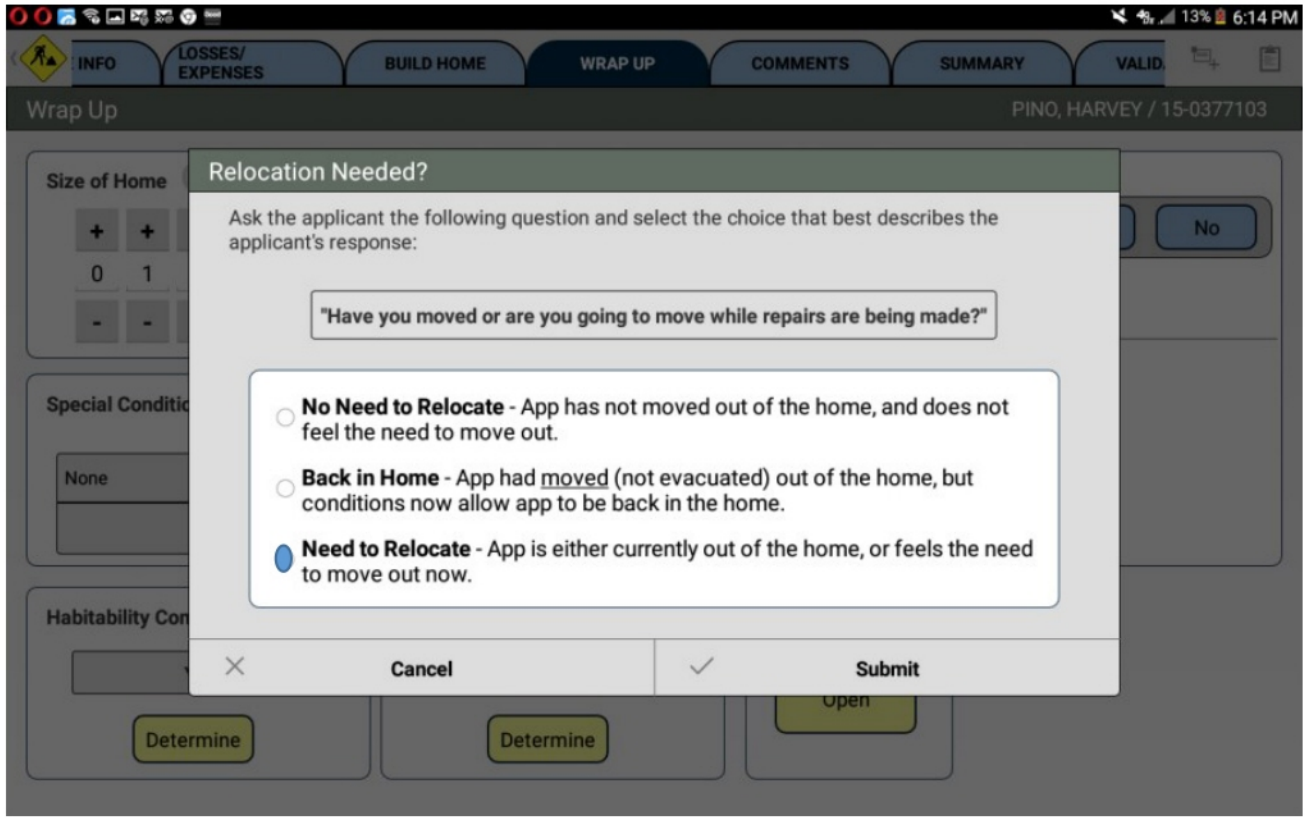
Wrap Up screen

Habitability Compromised has now filled with Yes.The Relocation Needed question will populate when the Habitability Compromised is Yes or if the Utilities Out question is marked Yes. When present, tap the yellow Determine button.



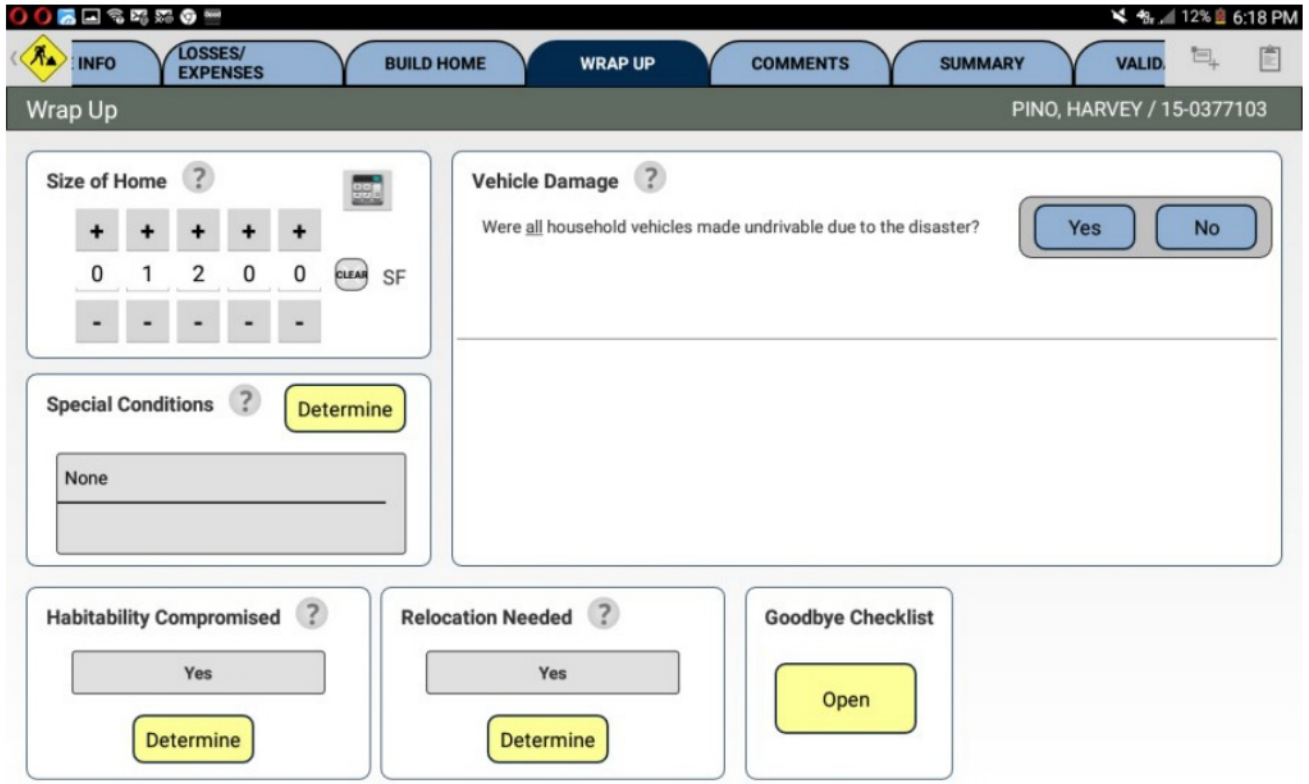
Wrap Up screen

Relocation Needed:Ask the applicant the question as it is written: “Have you moved or are you going to move while repairs are being made?” Based on the applicants response tap the appropriate box and submit.



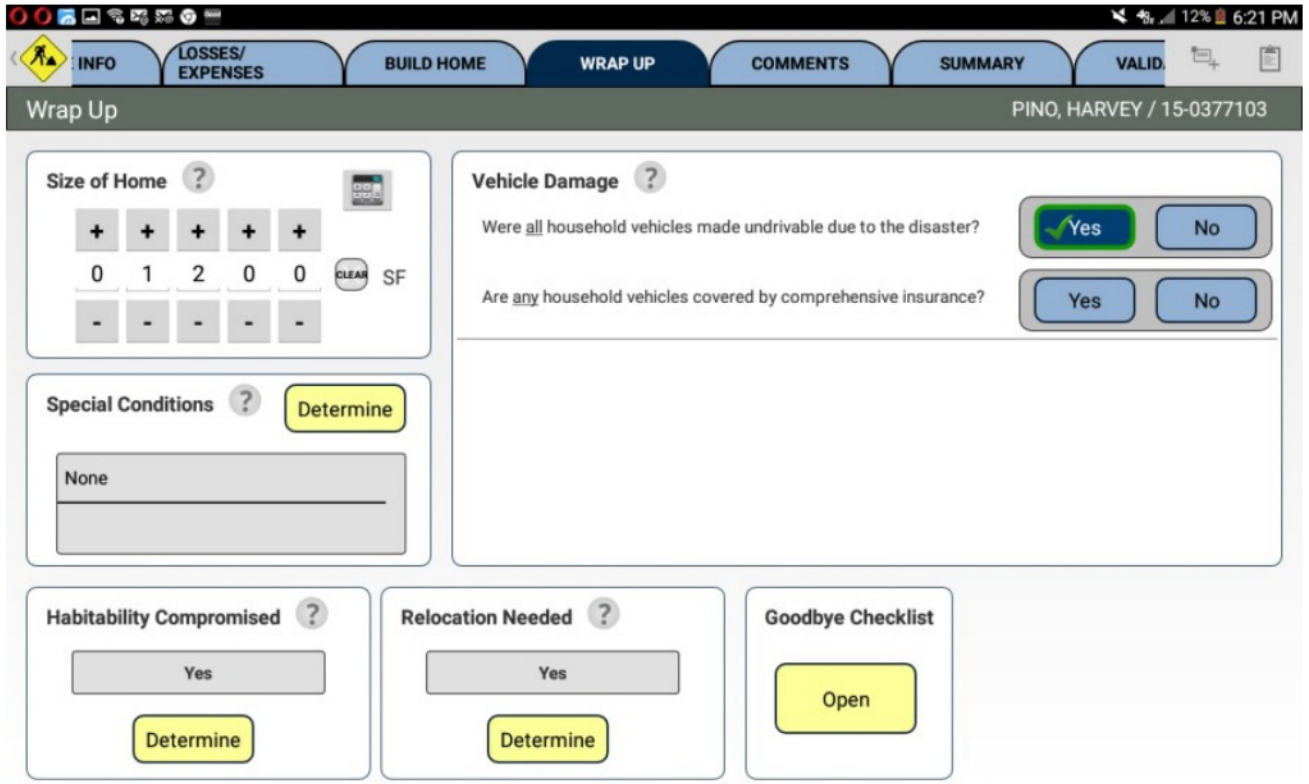
Wrap Up screen

Vehicle Damage: Ask the applicant the question as it is written: “Were all household vehicles made un-drivable due to the disaster?”If not all of the vehicles owned by the applicant were damaged select No. All of the vehicle questions are done. If yes, tap Yes and ask the next question.Vehicles not to Record: Do not address motorcycles, mopeds, bicycles, golf carts, 4 wheelers and all-terrain vehicles (ATV). If this type of vehicle is downloaded and is the primary mode of transportation, comment on the level of damage and flag the inspection for review. Do not record a need through the vehicle questions.



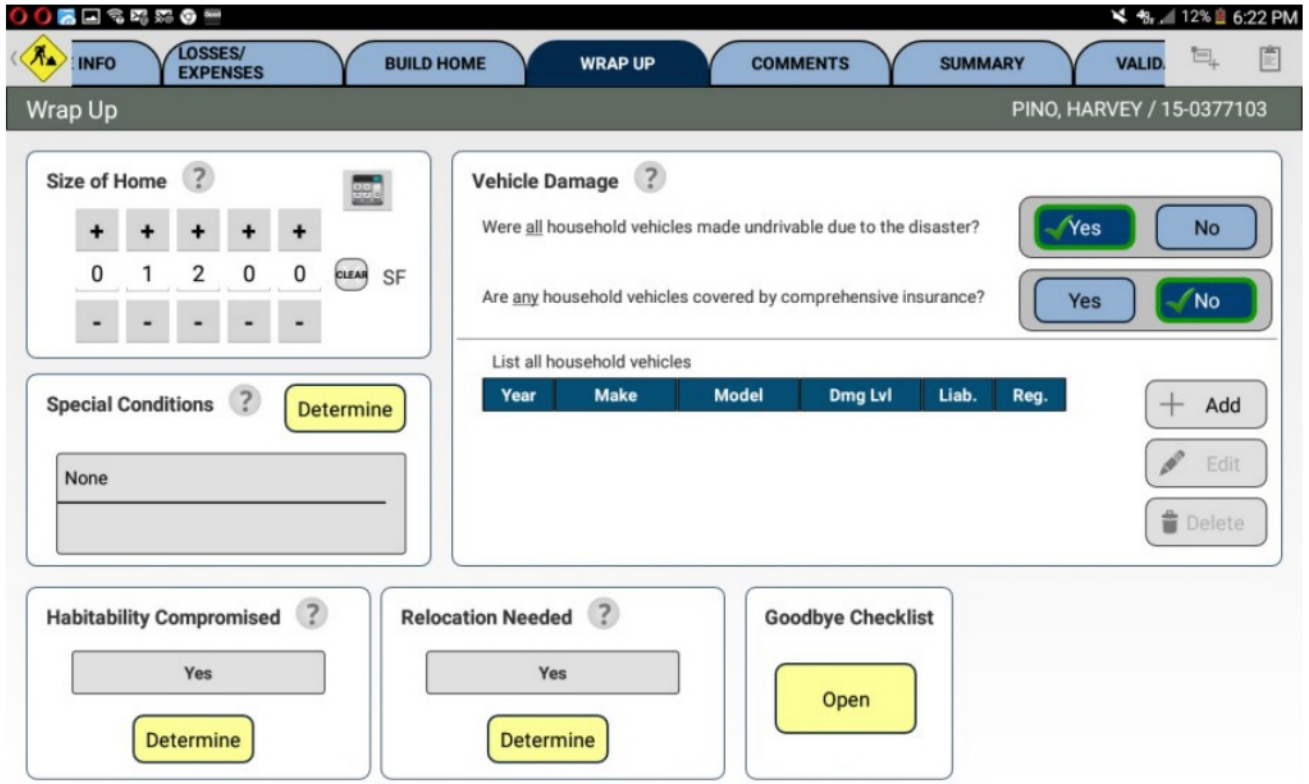
Wrap Up screen

Vehicle Damage:Ask the applicant the question as it is written: “Are any of the household vehicles covered by comprehensive insurance?”If the answer is yes, tap Yes and the vehicle questions are done. If the answer is no, tap No then list vehicles see next screen.



Wrap Up screen

Vehicle Damage:All household vehicles will need to be recorded.Tap Add, to add vehicle information.If vehicles were recorded at RI they will be listed. Select a listed vehicle and tap Edit.If a listed vehicle does not belong to a member of the household, select the vehicle and tap Delete.

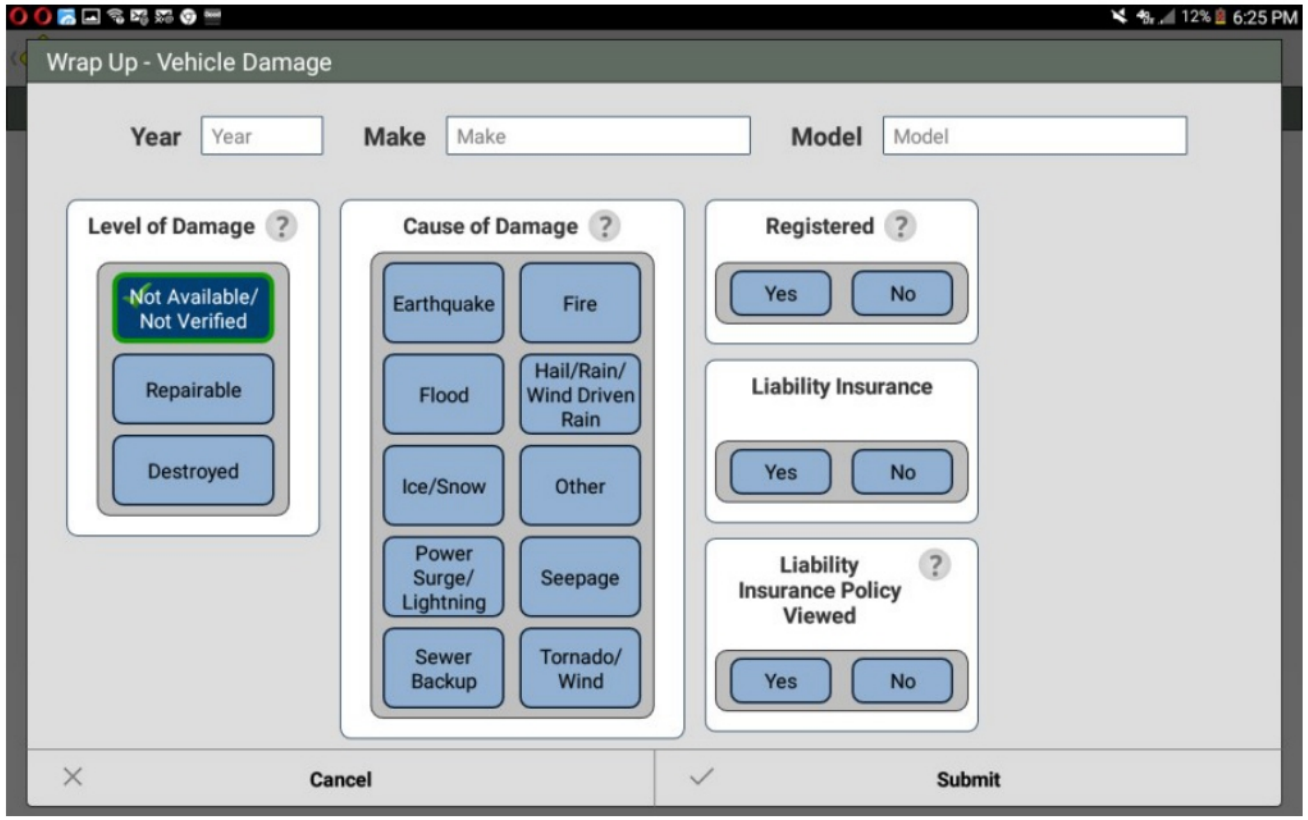


Wrap Up screen

Wrap Up – Vehicle Damage:Record the following:Year Make Model Tap level of damageNot Available/Not Verified - The damaged vehicle is not at the home, is in the shop, was swept down the river and is no longer present, or is otherwise not available for assessment of the damages. Use this option when unable to verify the applicant's claim of damages. There is a required comment on why the vehicle is unavailable / not verified and what level of damage the applicant is claiming. Repairable - The vehicle sustained damage that affects operation. Examples: broken windshield or window glass, mirror, or headlight assembly, minor mechanical repairs to brakes. Cosmetic damages (minor dents, scratches, and similar low levels of damage) do not apply here as the vehicle would still be drivableDestroyed - The vehicle has been totaled. Examples: flood waters over the engine, major body damage, crushed by a falling tree, completely burned.

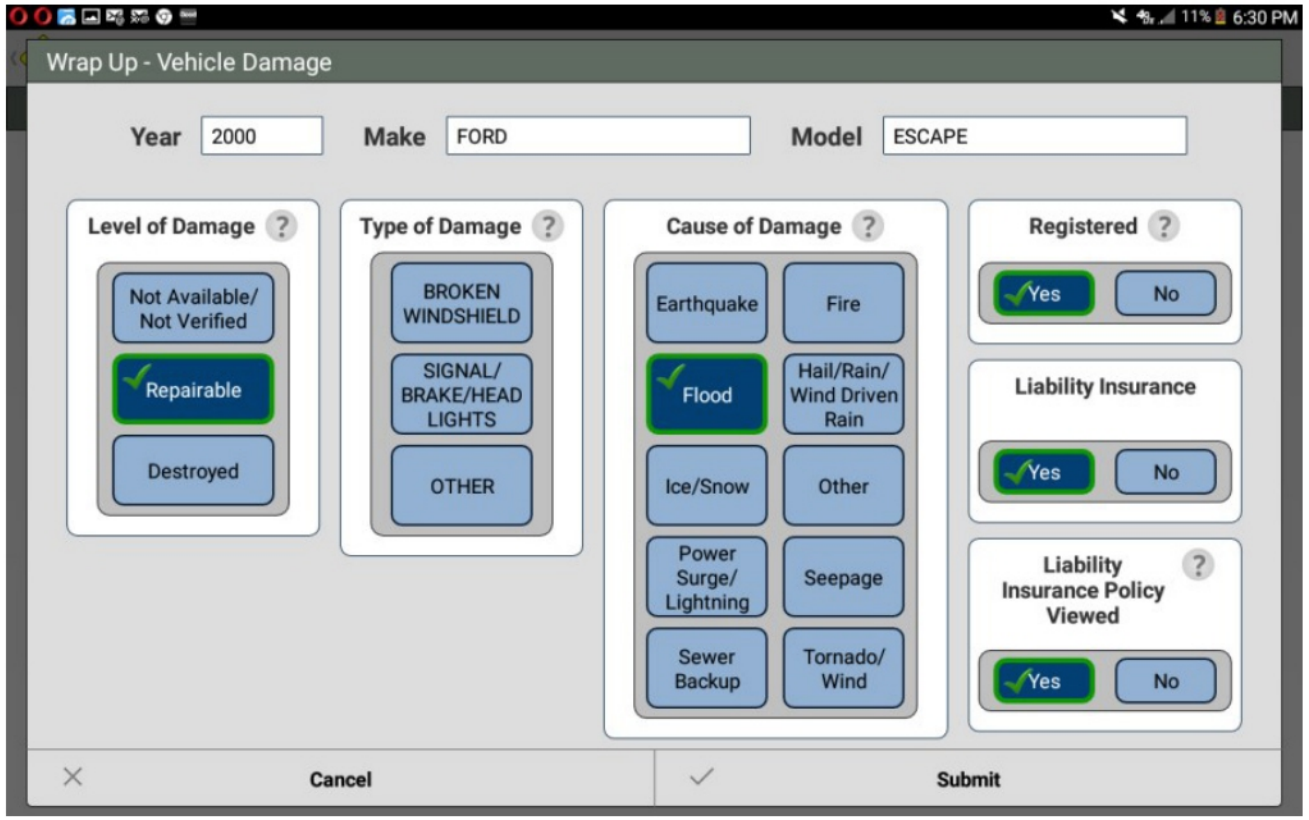
Wrap Up screen

Wrap Up – Vehicle Damage:Level of Damage – Not Available/Not VerifiedAnswer;Cause of Damage – Select CODRegistered - Tap Yes if it is registered (current at time of disaster) and the registration has been viewed. Otherwise tap No.Liability insurance (Yes or No).Liability Insurance Policy viewed (Yes or No). Then tap submit. The program will prompt a comment for Not Available/Not Verified.



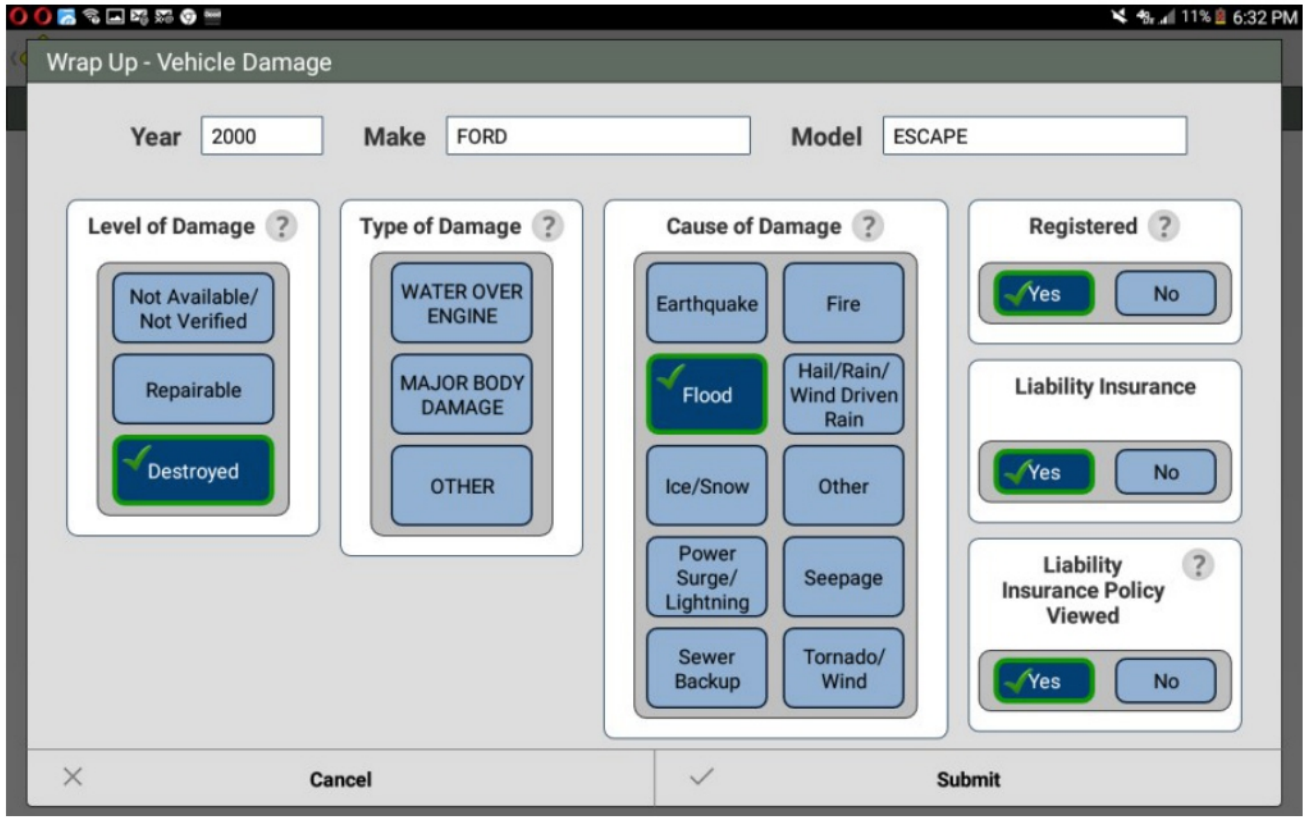
Wrap Up screen

Wrap Up – Vehicle Damage:Level of Damage – RepairableAnswer;Type of Damage – Select one of the choices. If Other is selected make a comment.Cause of Damage – Select CODRegistered - Tap Yes if it is registered (current at time of disaster) and the registration has been viewed. Otherwise tap No.Liability insurance (Yes or No).Liability Insurance Policy viewed (Yes or No). Then tap Submit.



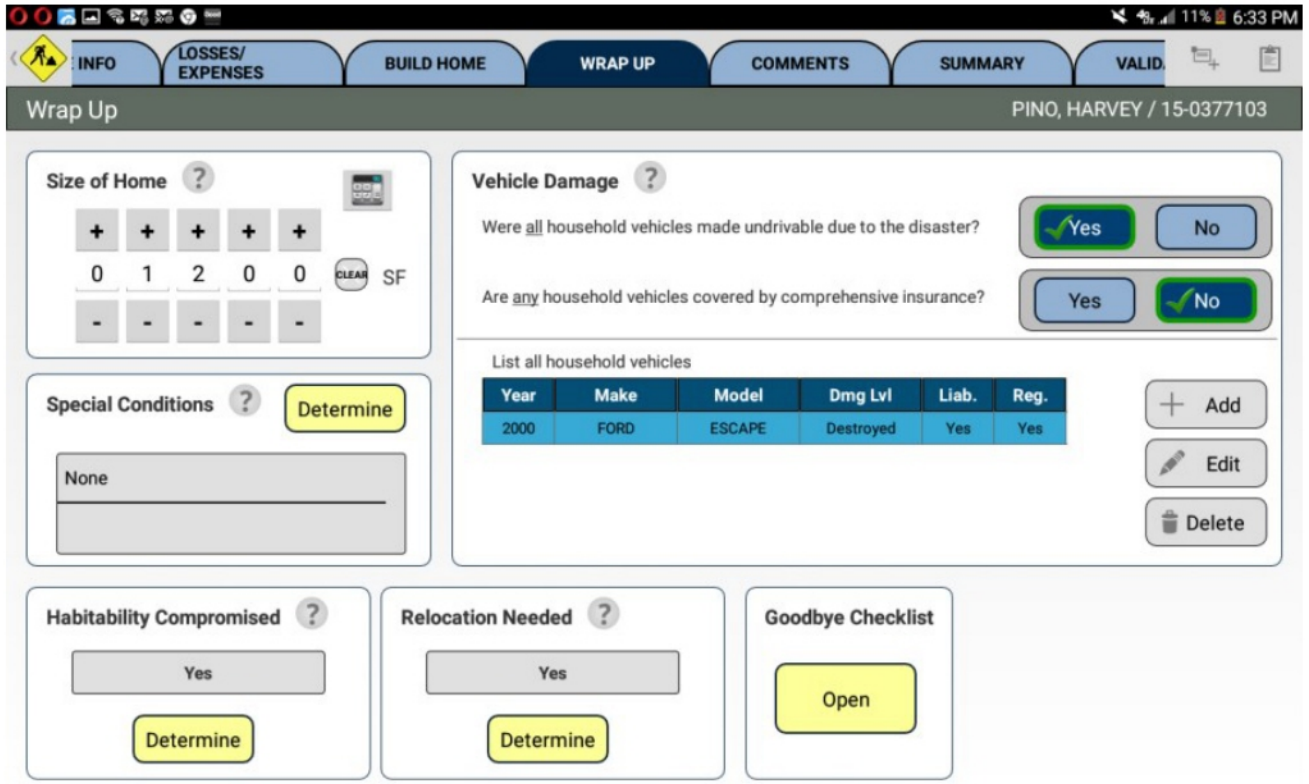
Wrap Up screen

Wrap Up – Vehicle Damage:Level of Damage – DestroyedAnswer;Type of Damage – Select one of the choices. If Other is selected make a comment.Cause of Damage – Select CODRegistered - Tap Yes if it is registered (current at time of disaster) and the registration has been viewed. Otherwise tap No.Liability insurance (Yes or No).Liability Insurance Policy viewed (Yes or No). Then tap Submit.



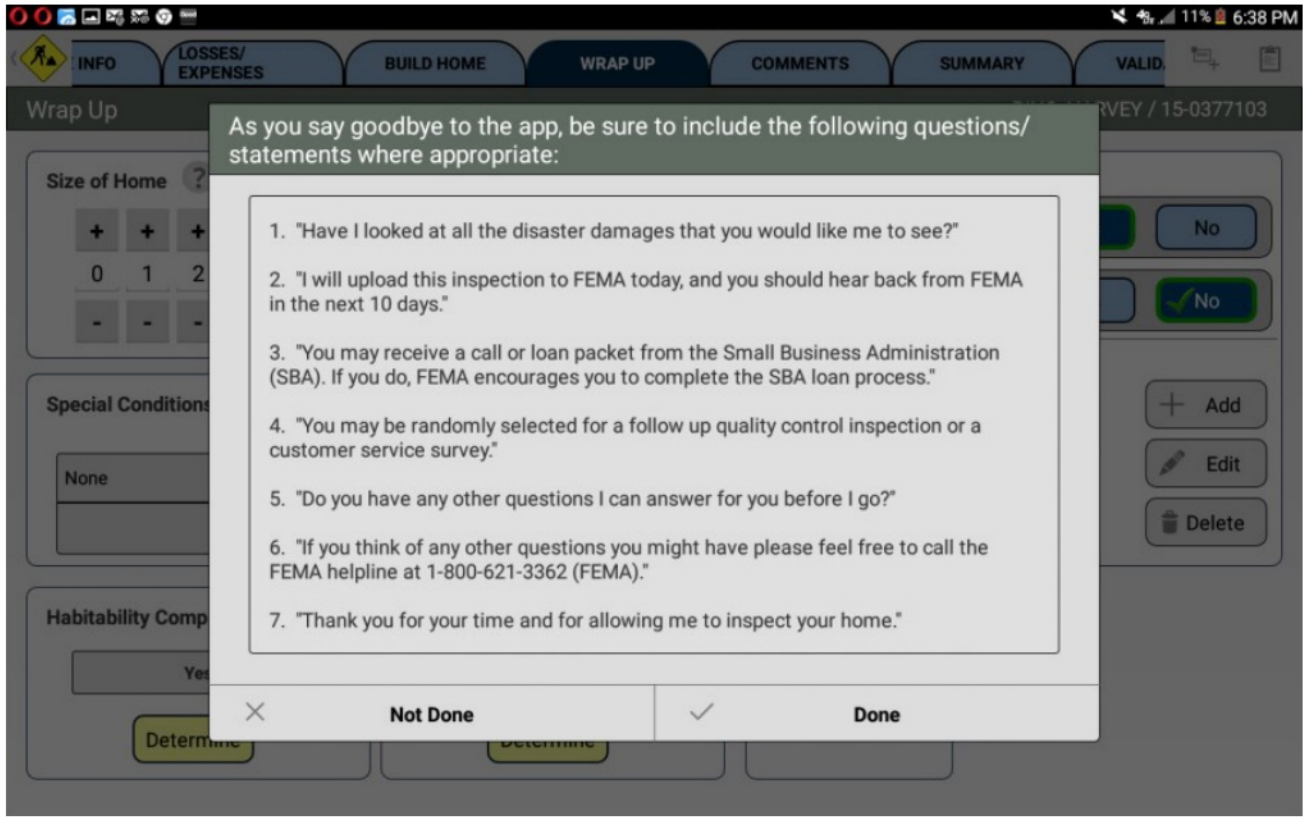
Wrap Up screen

Vehicle Damage:Continue the same process for adding/editing all vehicles owned by the household. When done entering the vehicles, continue to the Goodbye Checklist.Tap the Goodbye Checklist button.



Wrap Up screen

Good bye ChecklistGo through the statements and address as appropriate for the applicant. Tap done.

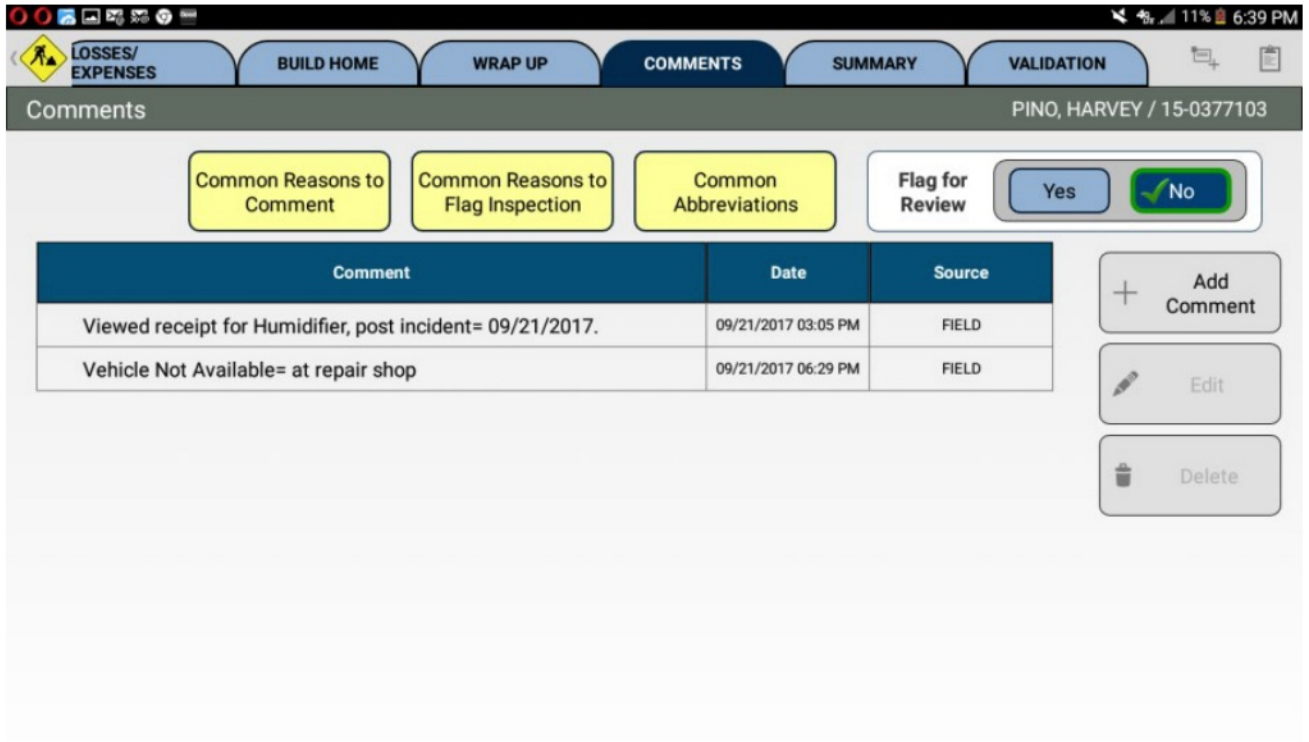


Skills Check

October 26, 2018

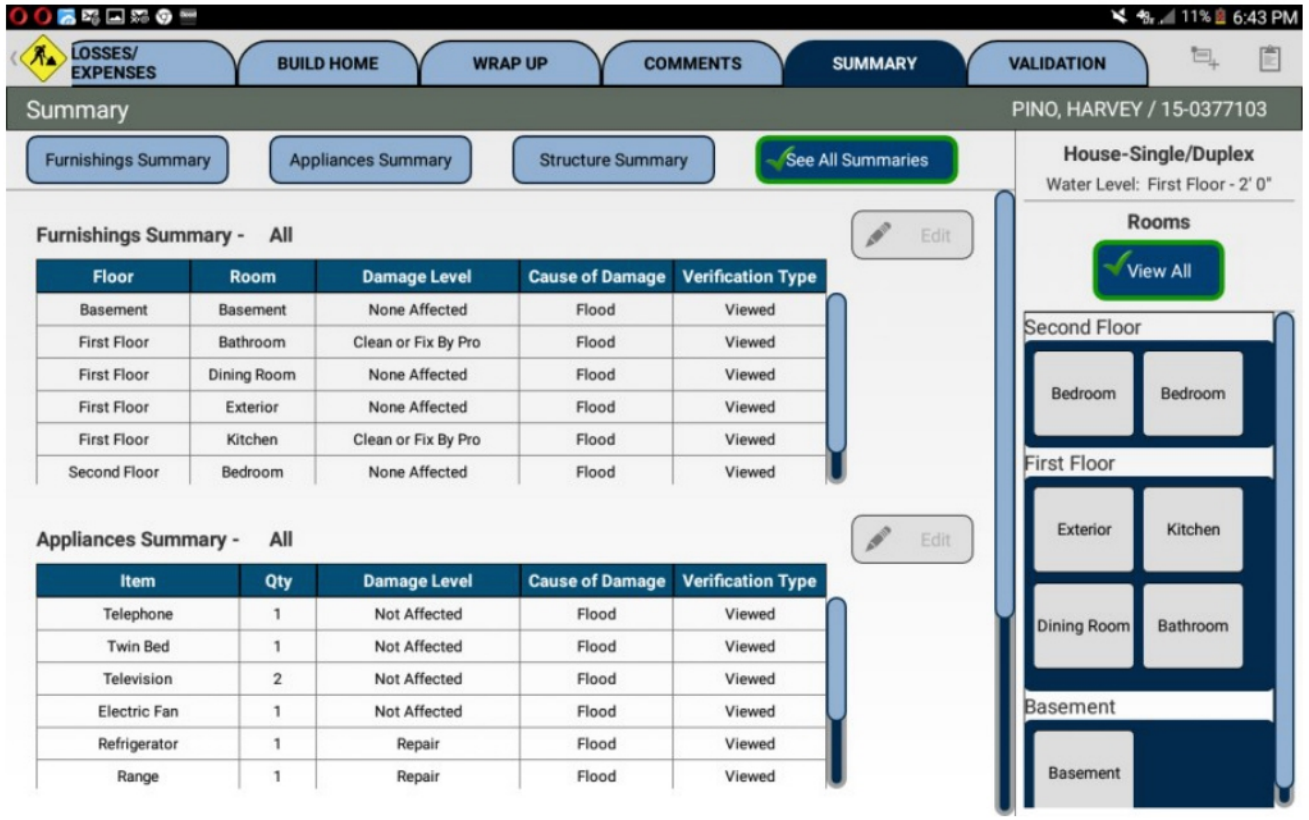
Comments Tab

Set the Flag for Review to Yes.Add an inspector comment to clarify entries as needed and include your inspector number (Your F-number; i.e. F123).It is best to keep your comments short and to point.Records are available to the public. Be mindful that any comments recorded may be seen by persons outside of FEMA.



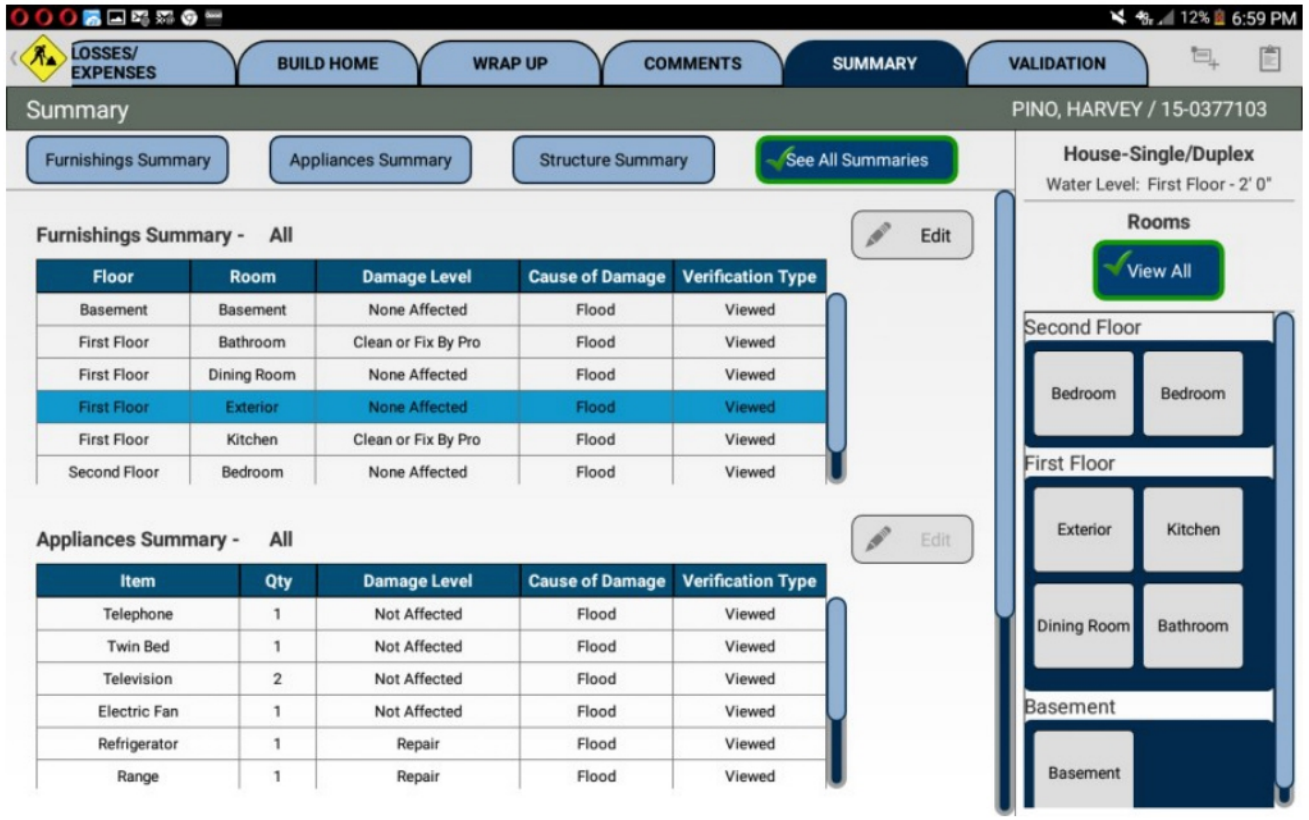
Summary Tab

This tab provides a detailed list of all line items recorded in the inspection. Review each summary;Furnishings SummaryAppliances SummaryStructure SummaryCheck to make sure items recorded and Cause of Damage makes sense. For example, a hurricane should not have items with a cause of damage Ice / snow. If this does happen tap the item to highlight and then tap edit.



Summary Tab

Once the line is highlighted then the edit function becomes active. Tap edit and make changes as needed. The summaries cover furnishings, appliances, and structure line items.

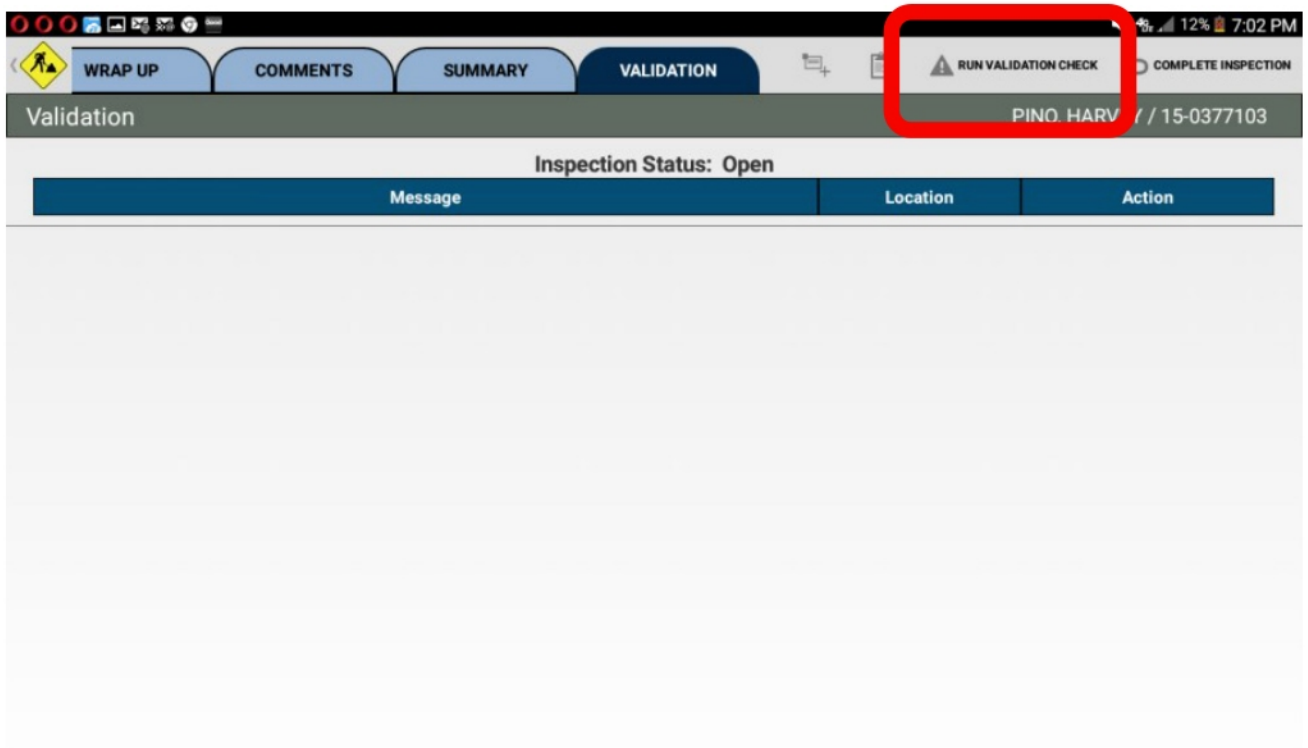


Floor	Room	Damage Level	Cause of Damage	Verification Type
Basement	Basement	None Affected	Flood	Viewed
First Floor	Bathroom	Clean or Fix By Pro	Flood	Viewed
First Floor	Dining Room	None Affected	Flood	Viewed
First Floor	Exterior	None Affected	Flood	Viewed
First Floor	Kitchen	Clean or Fix By Pro	Flood	Viewed
Second Floor	Bedroom	None Affected	Flood	Viewed

Item	Qty	Damage Level	Cause of Damage	Verification Type
Telephone	1	Not Affected	Flood	Viewed
Twin Bed	1	Not Affected	Flood	Viewed
Television	2	Not Affected	Flood	Viewed
Electric Fan	1	Not Affected	Flood	Viewed
Refrigerator	1	Repair	Flood	Viewed
Range	1	Repair	Flood	Viewed

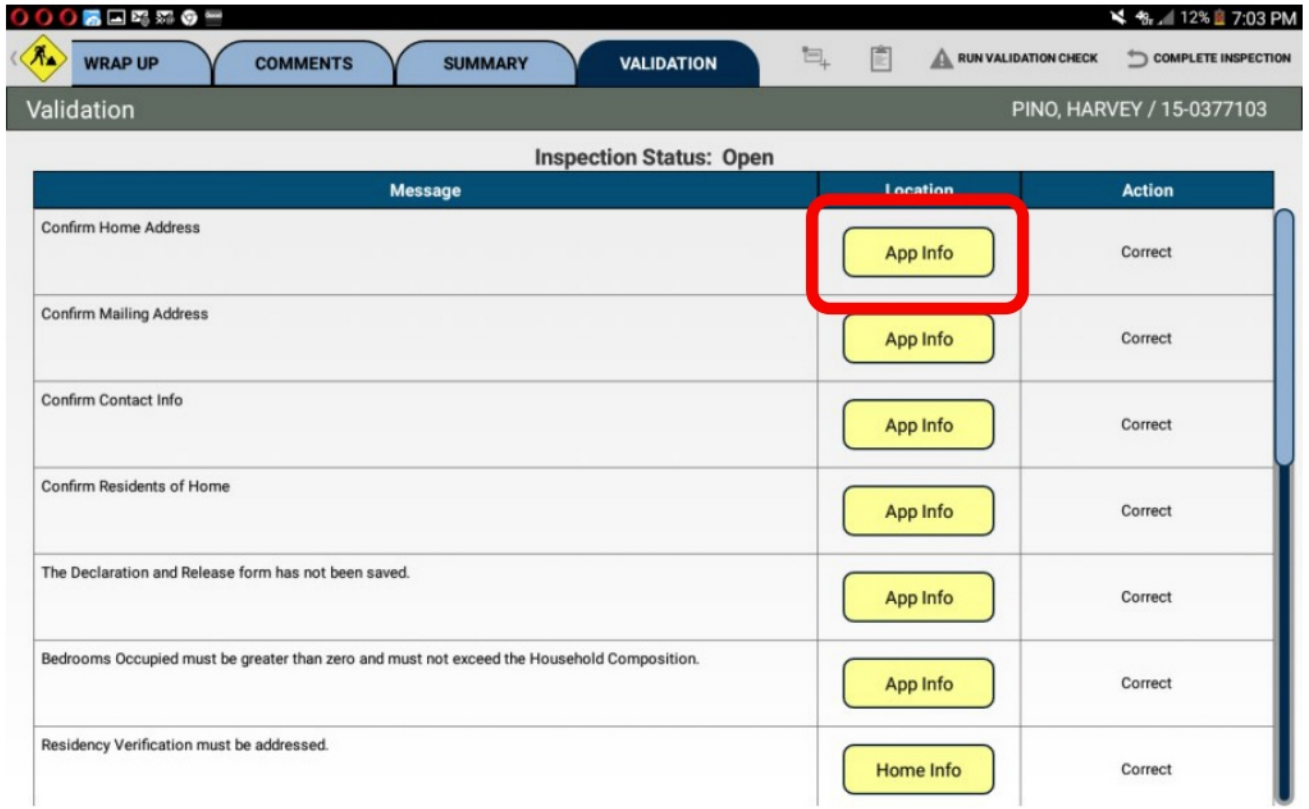
Validation Tab

Tap Run Validation Check



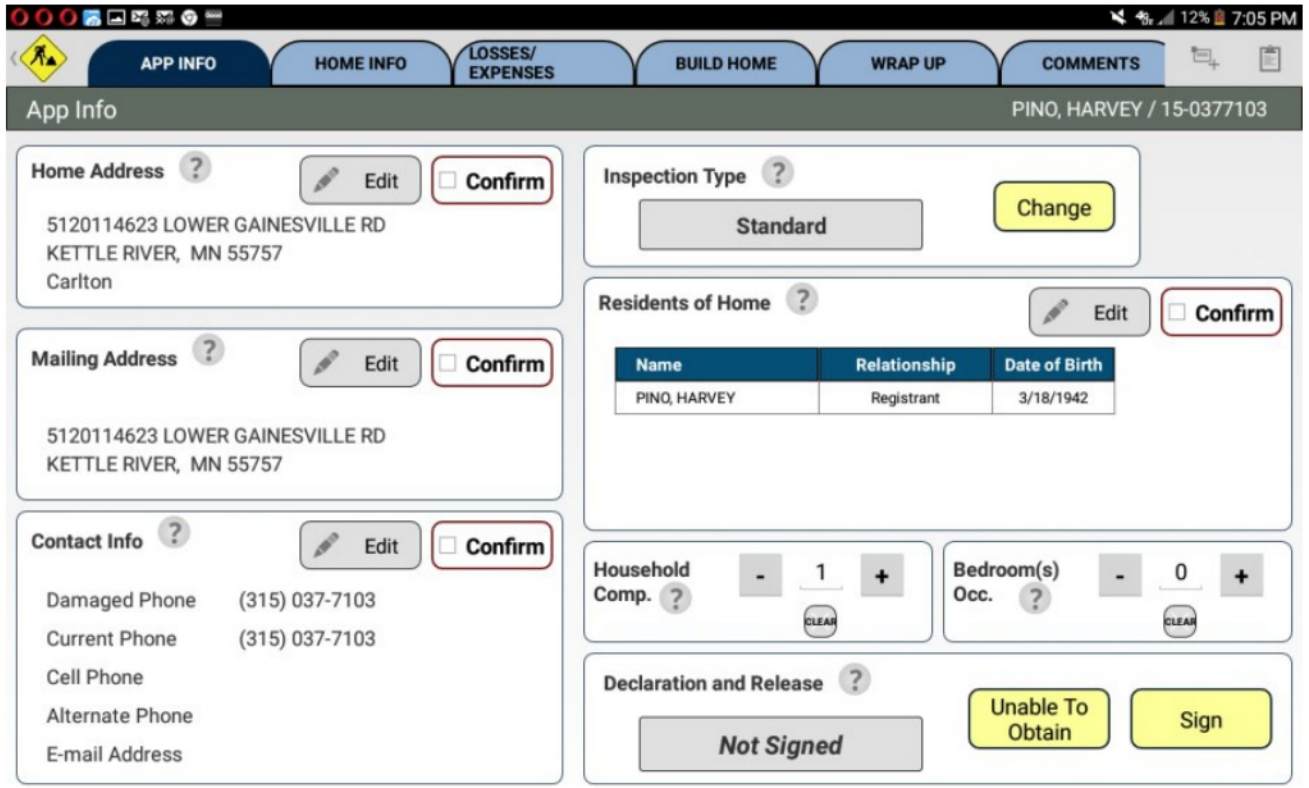
Validation Check

If a validation edit check is found, it will populate on the screen. To correct an error you can navigate to the screen or tap the yellow Location button to jump to the tab.Tap the App Info button. This automatically takes you back to the App Info tab in the inspection to address the item.



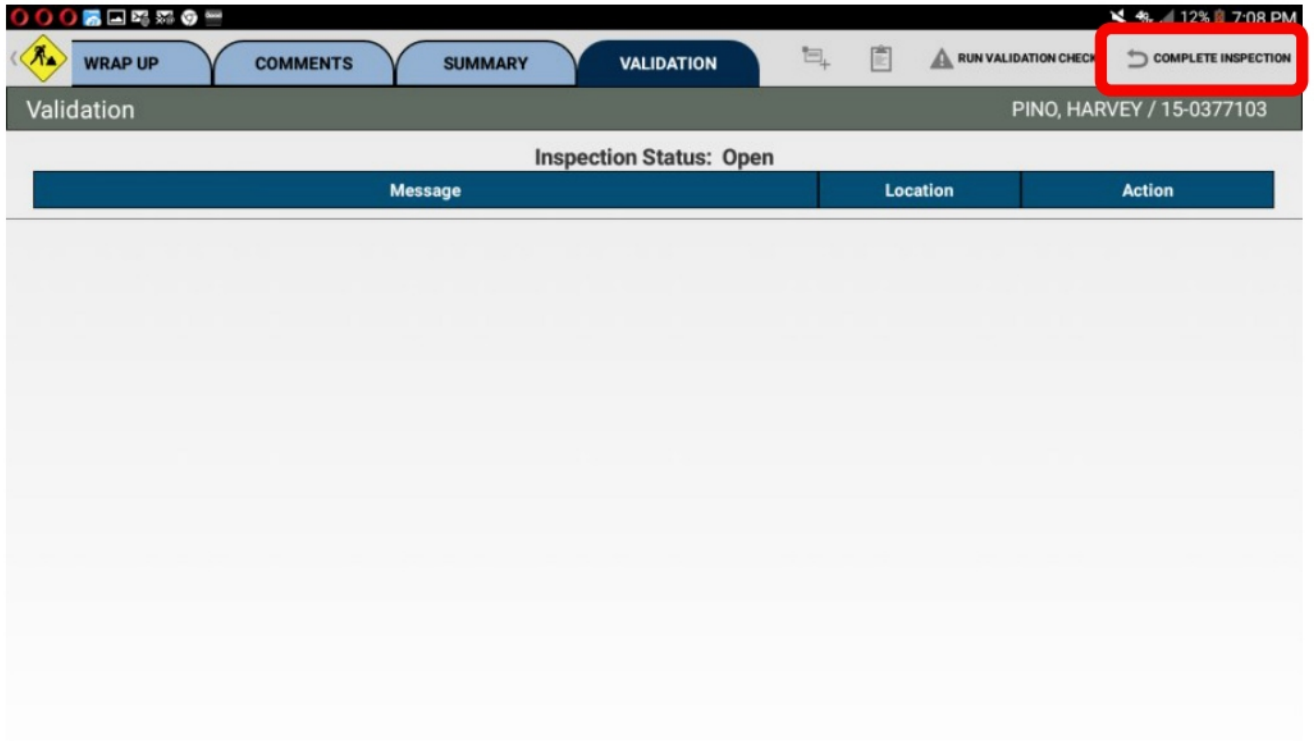
Validation Check

Note Items were not confirmed. Confirm items.Return to the Validation tab and run the validation check again.

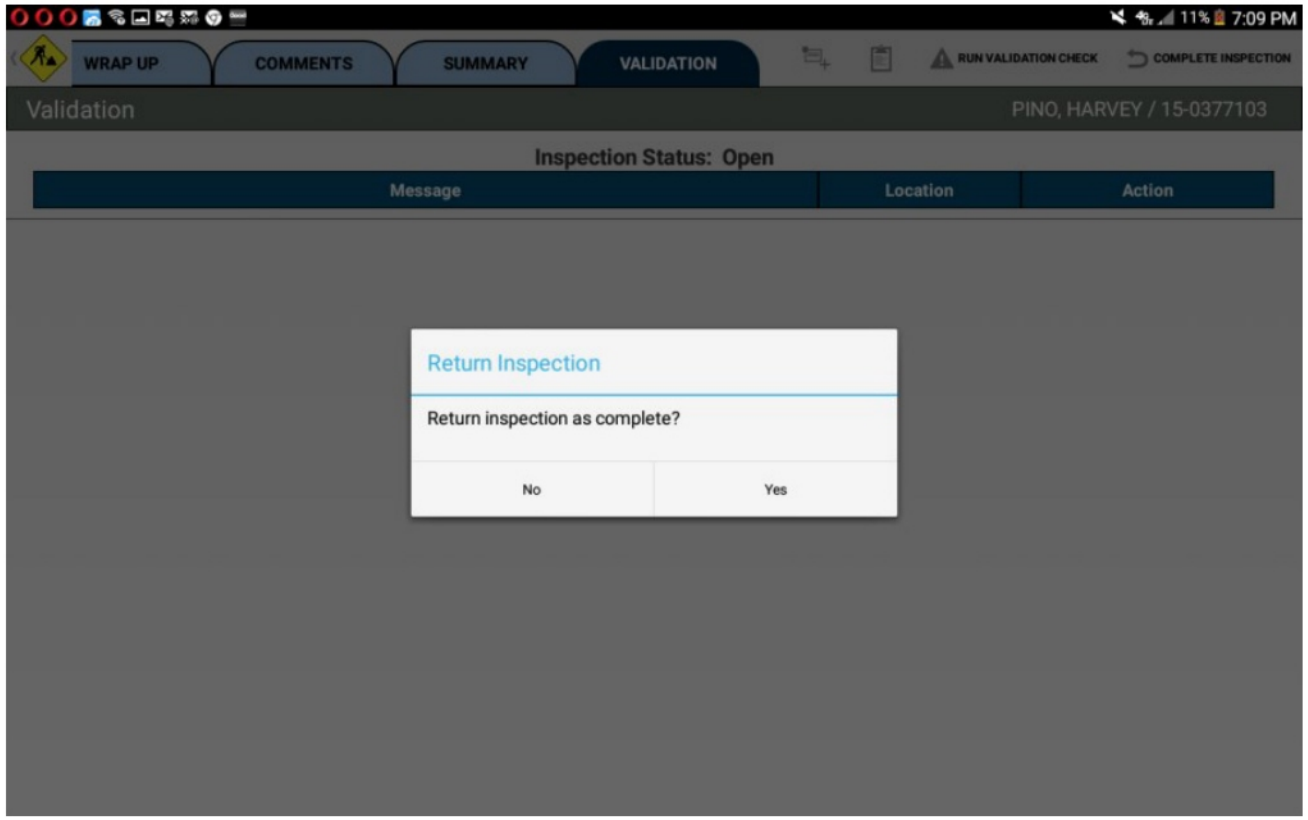


Validation screen

Continue to tap the Run Validation Check and correct any errors until there are no validation items that need to be addressed. Then tap Complete Inspection to close the inspection and send it to the Outbox, ready for communication.

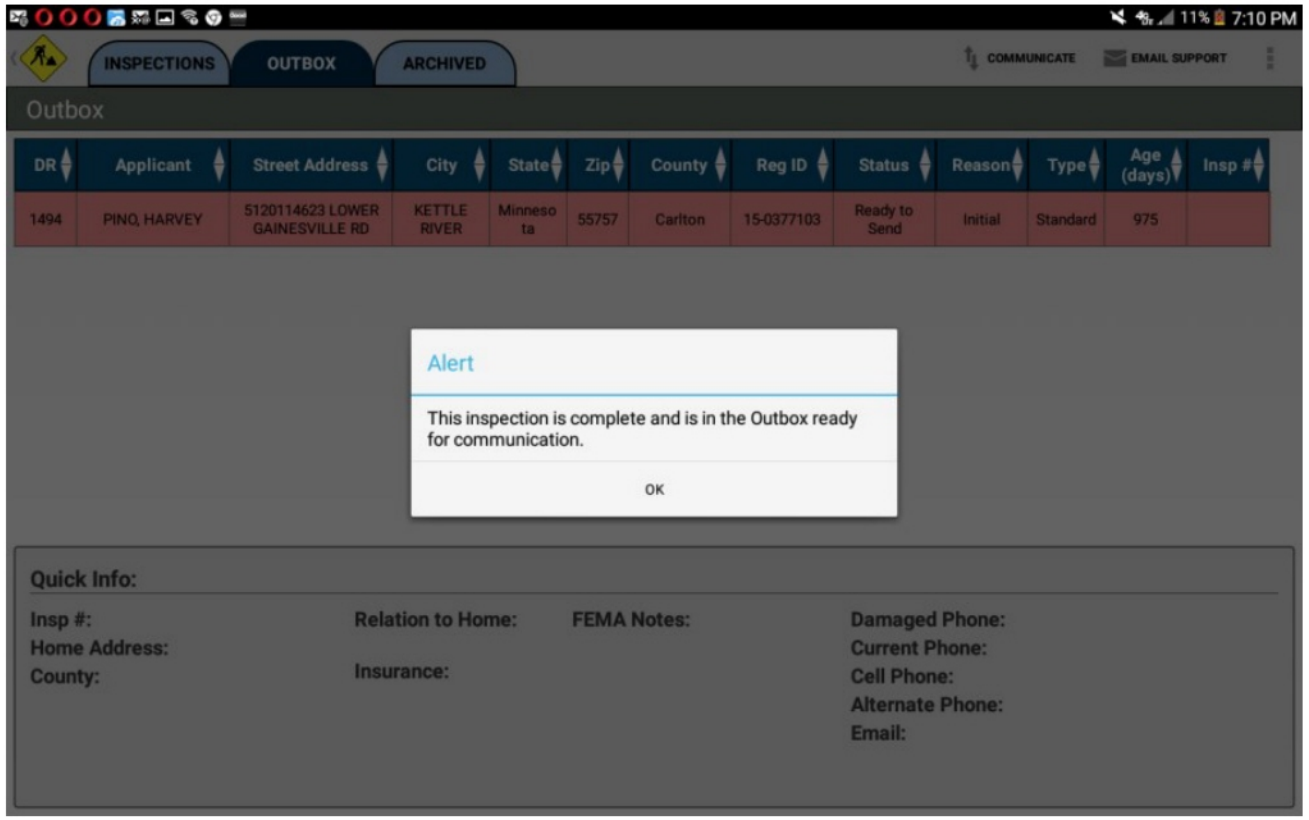


Complete Inspection



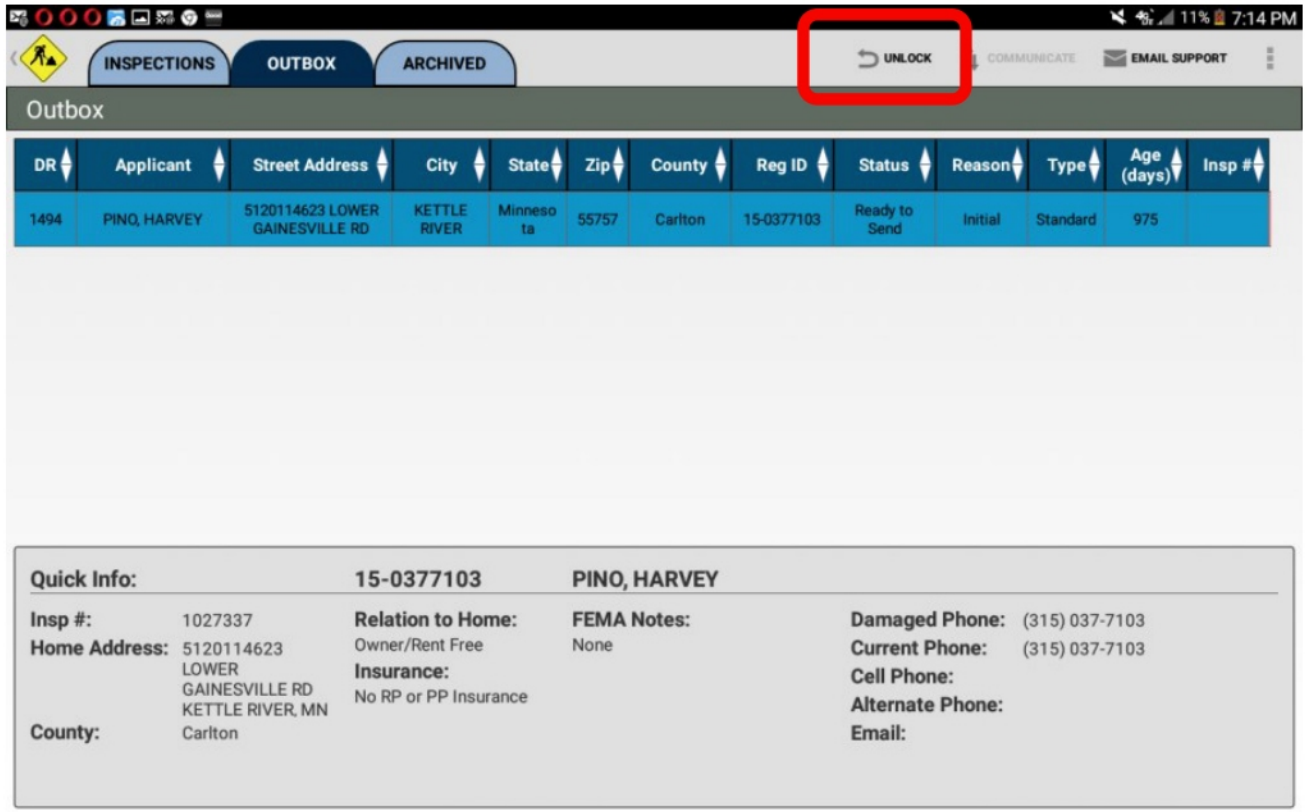
Complete Inspection

Click OK.



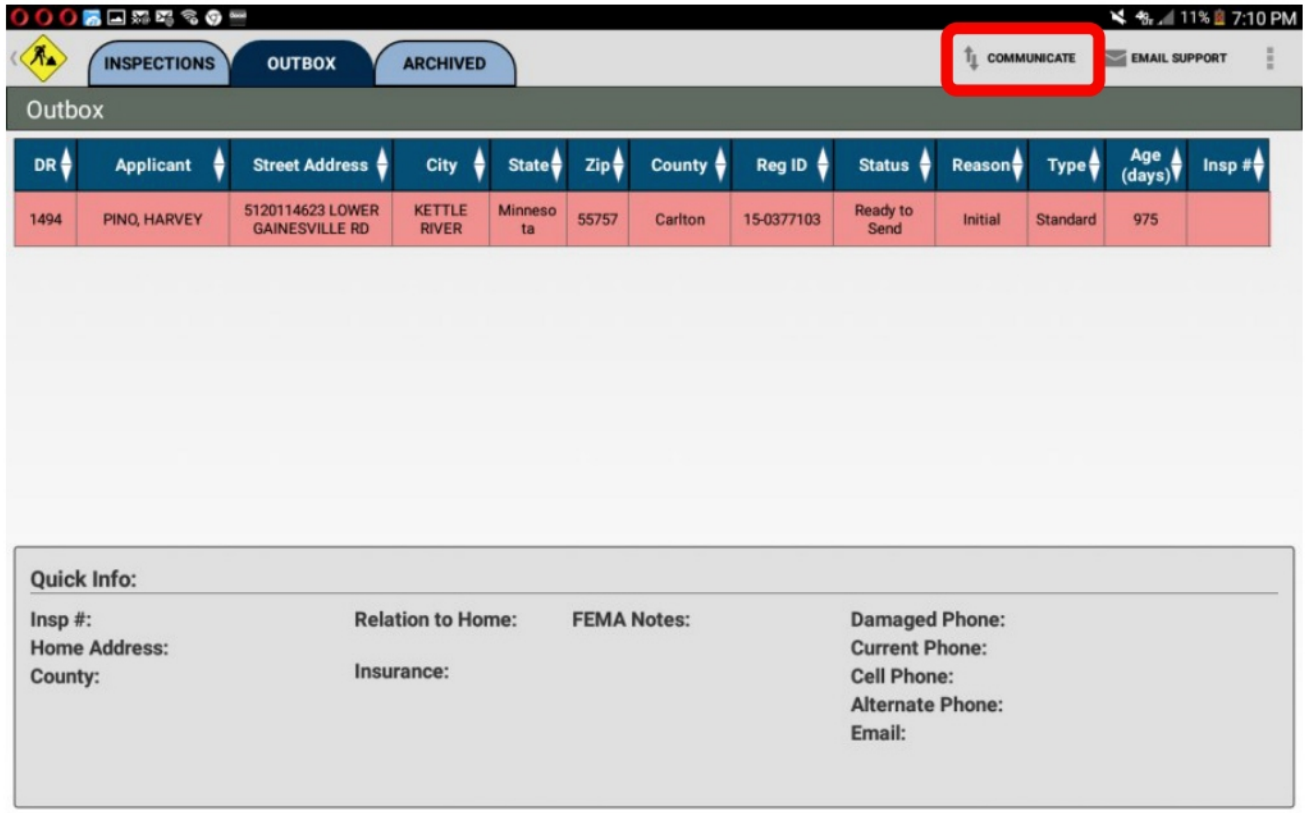
Outbox

Inspection is ready to upload. If you realize that a change is needed tap on the inspection and then tap Unlock. The inspection will go back to the Inspections tab. There it can be opened and edits can be made. It can be completed in the same manner by running the validation checks and making it complete which will send it back to the outbox.



Outbox

To upload the inspections in the Outbox back to FEMA, tap Communicate. You may need to be connected to the internet/Wi-Fi, or hotspot from phone.When successfully communicated, you will receive a pop-up that shows the total inspections downloaded and total uploaded. The Outbox screen will be blank again.



Skills Check

October 26, 2018

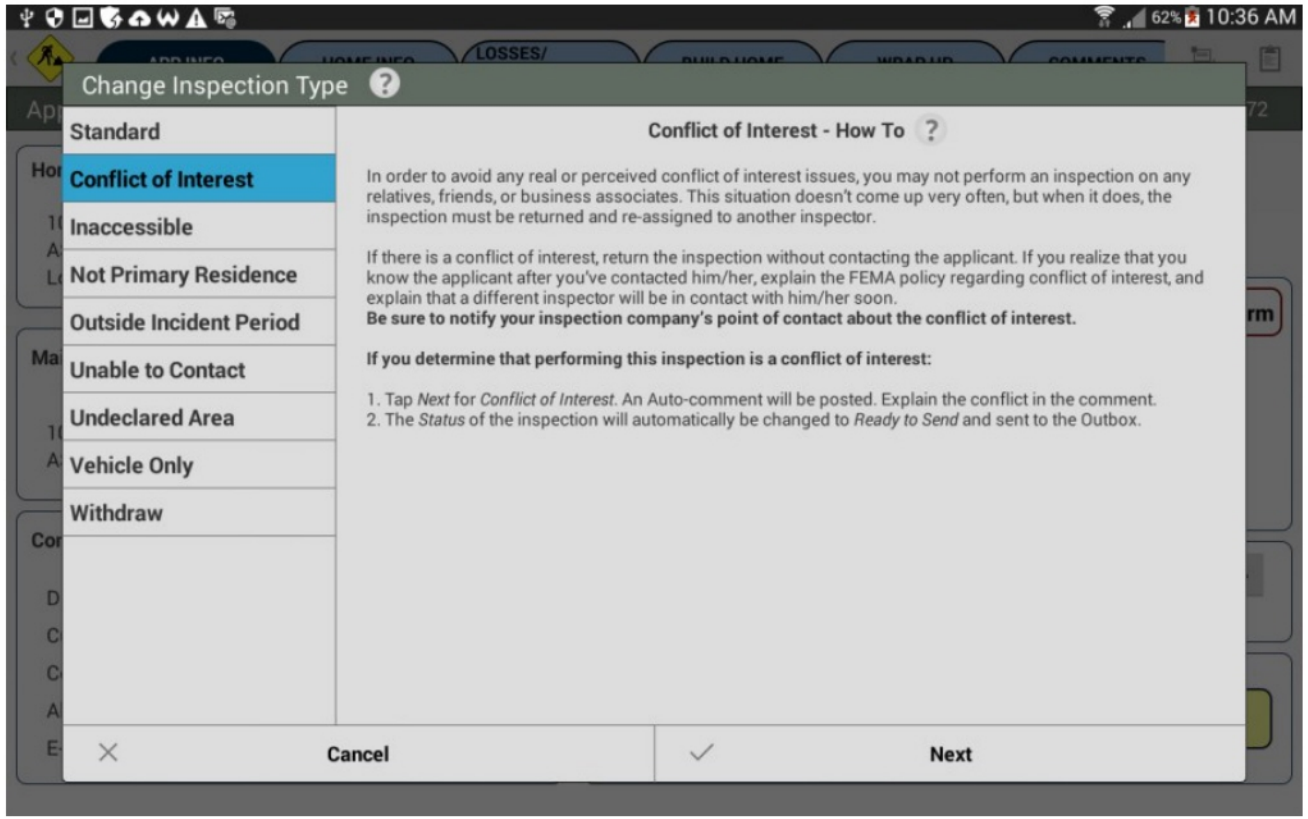
Completes the Standard Inspection Slides

- Questions ?

Other Types of Inspection

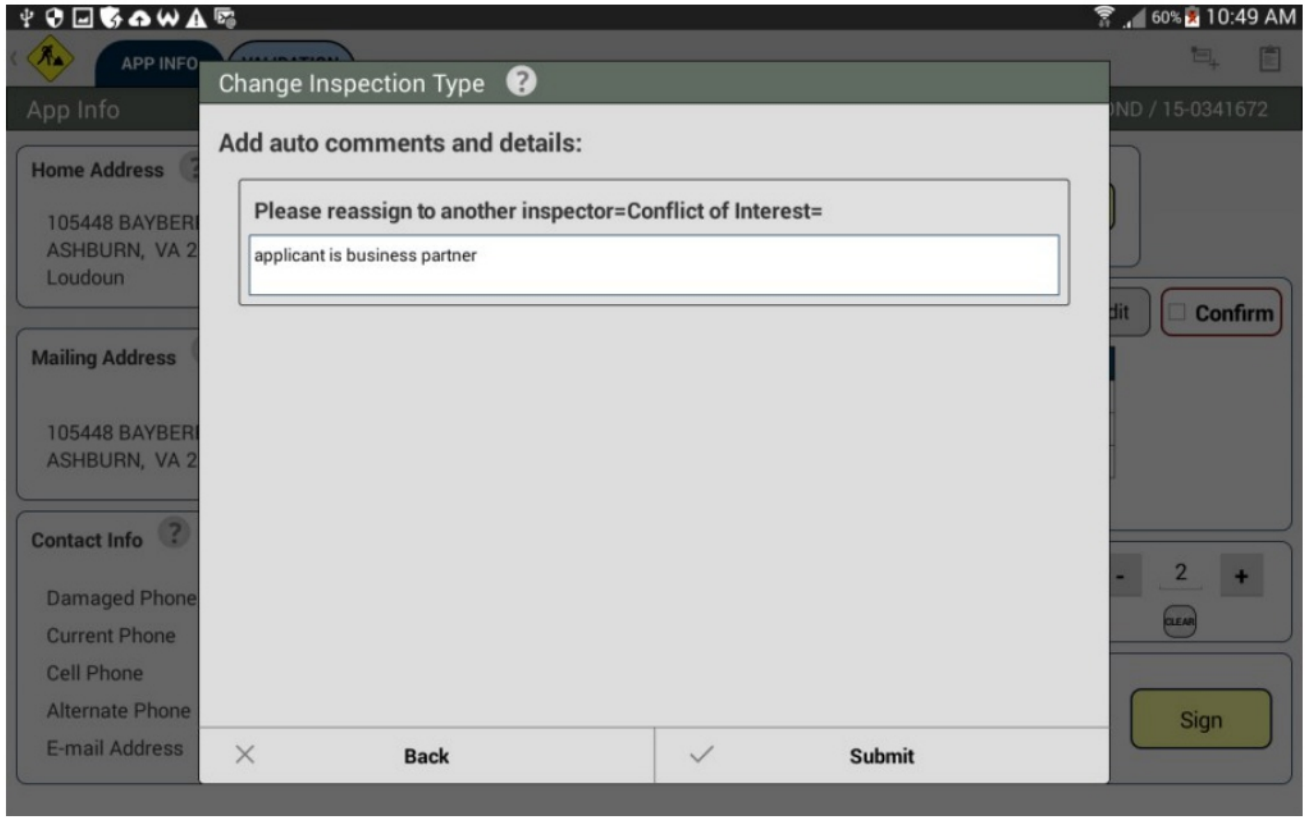
Conflict of Interest

In order to avoid any real or perceived conflict of interest issues, you may not perform an inspection on any relatives, friends, or business associates. This situation doesn't come up very often, but when it does, the inspection must be returned and re-assigned to another inspector. If there is a conflict of interest, return the inspection without contacting the applicant. If you realize that you know the applicant after you've contacted him/her, explain the FEMA policy regarding conflict of interest, and explain that a different inspector will be in contact with him/her soon.Requires a comment when Next is tapped.



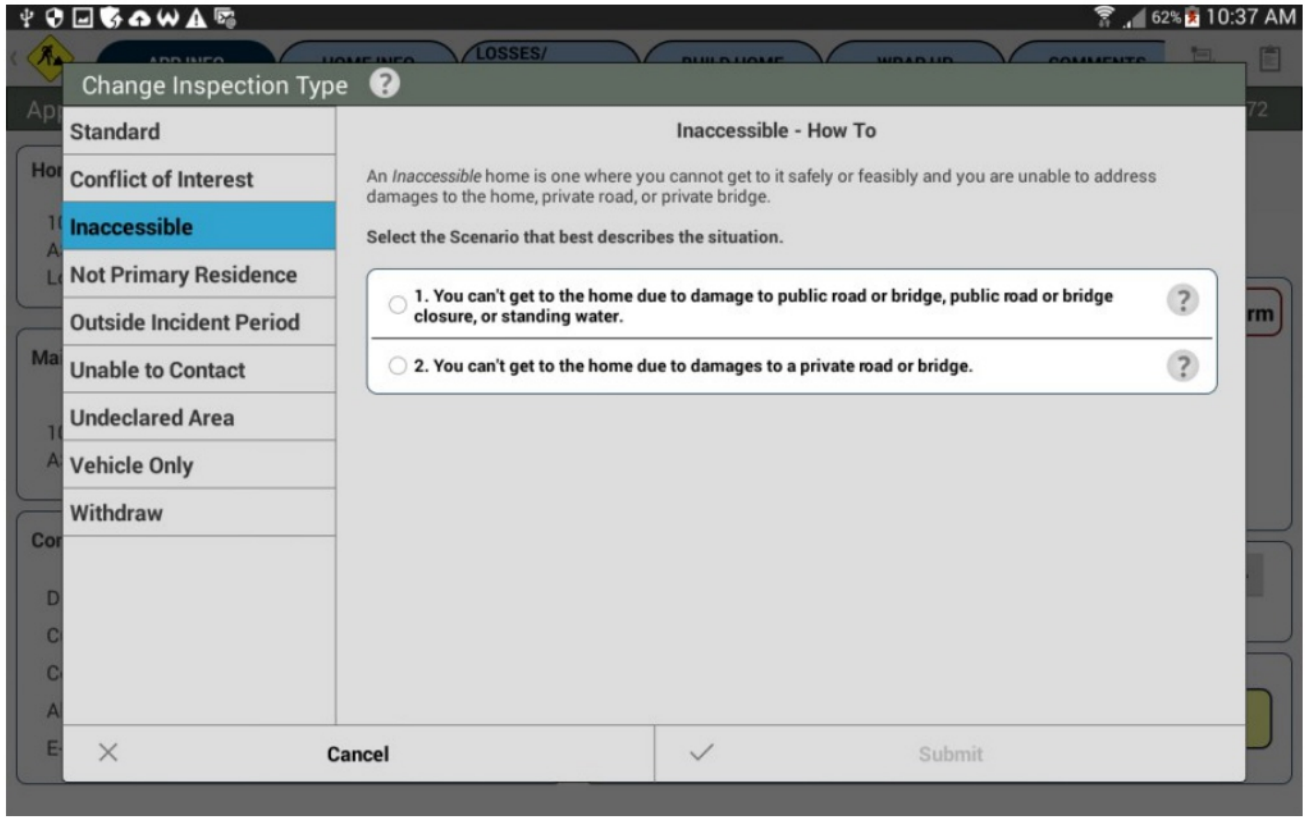
Conflict of interest

Comment about conflict of interest.Once comment is entered tap submit. Inspection automatically routes to the Outbox for upload to FEMA.



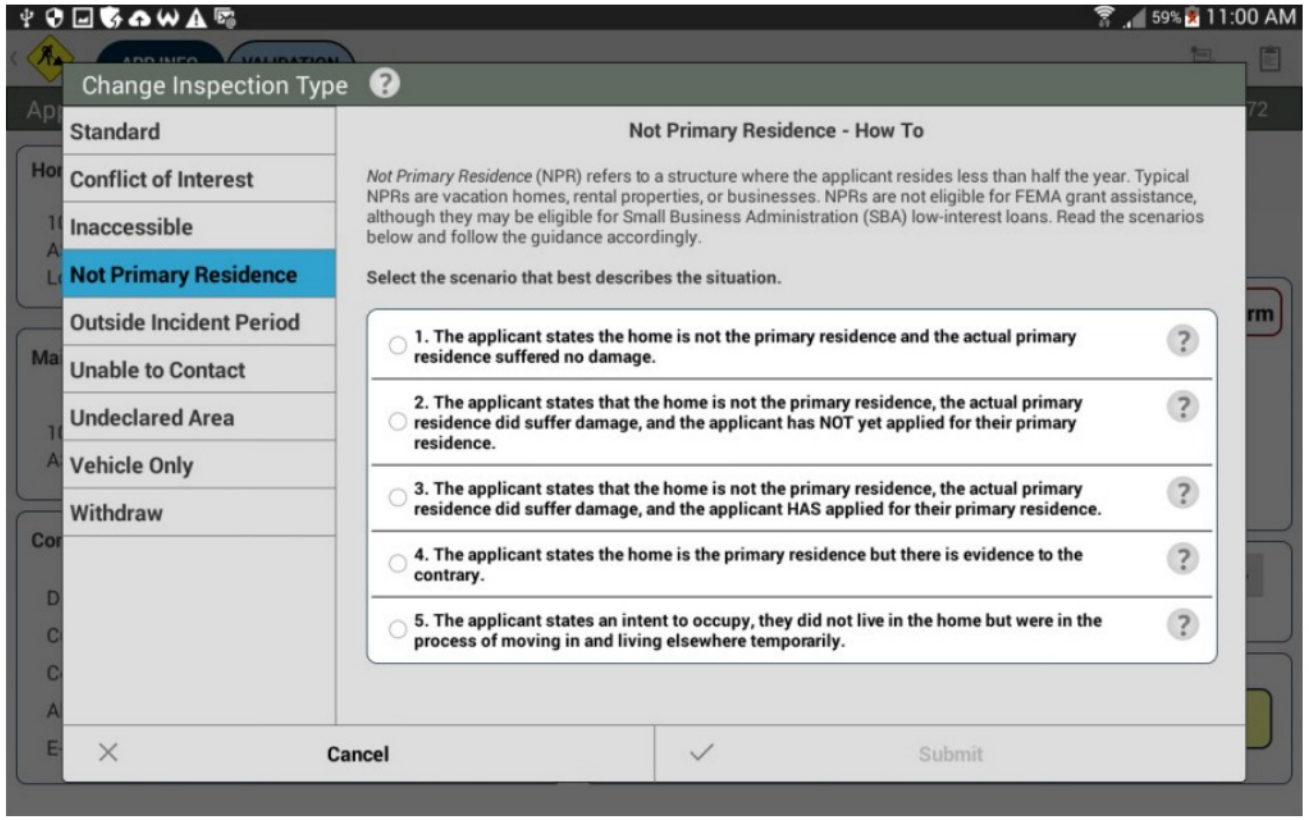
Inaccessible

An inaccessible home is one that cannot be accessed safely using traditional or alternate routes to confirm home, private road or bridge damages. Common causes of inaccessibility are standing water, damages, or closures of public roads and or bridges. Private road and bridge damages will be recorded to make the home accessible. Instruction: Select the following scenario that best describes the situation. 1) The user can't get to the home due to damage to public road or bridge, public road or bridge closure, or standing water. Schedule an appointment with the applicant at the obstruction (Ex: at the damaged road). Ask the applicant to bring documents to verify ownership (if owner) and residency. Verify the Residents List and collect Household Comp and Bedrooms Occupied totals.Record any Losses & Expense for Medical, Dental, or Funeral.Ask the Relocation question.Take photo(s) of the obstruction2) The user can't get to the home due to damages to a private road or bridge. Note: Damage to private road and bridges is not an inaccessible inspection. Selecting this option will take you back to the Standard inspection type. Record road and bridge damages to make the home accessible.



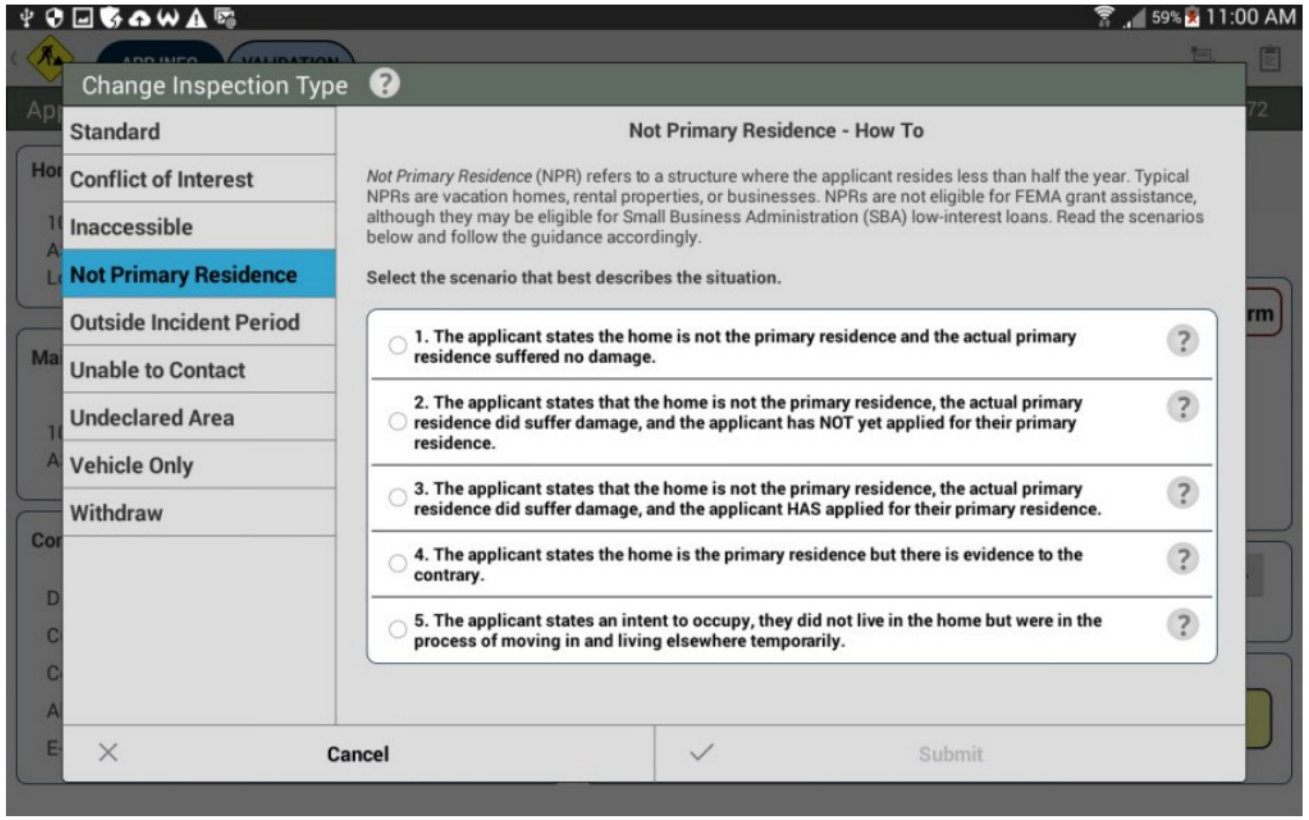
Not Primary Residence

Not Primary Residence (NPR) refers to a structure where the applicant resides less than half the year. Typical NPRs are vacation homes, rental properties, or businesses. NPRs are not eligible for FEMA grant assistance, although they may be eligible for Small Business Administration (SBA) low-interest loans.



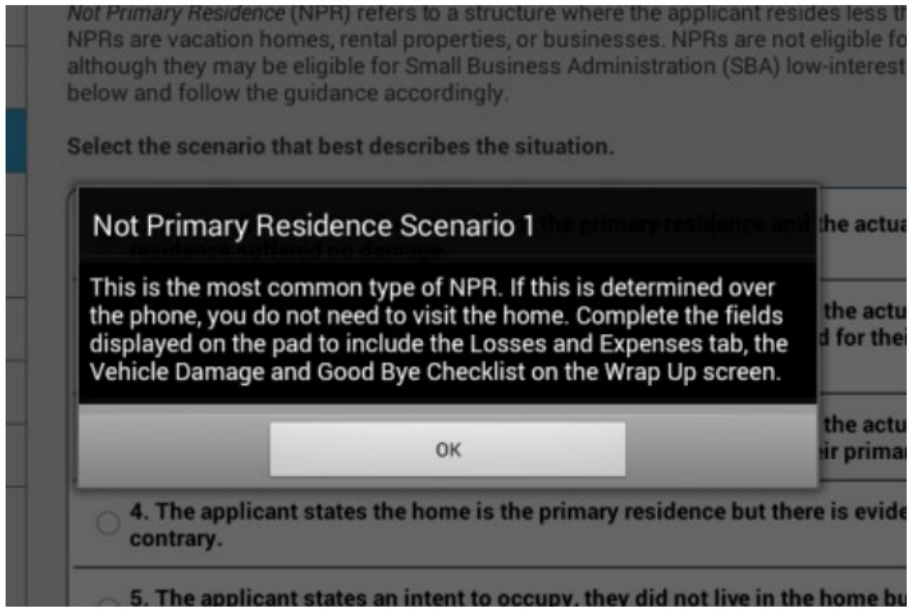
Scenario 1 = The applicant states the home is not the primary residence and the actual primary residence suffered no damage

This is the most common type of NPR. If this is determined over the phone, you do not need to visit the home. Complete the fields displayed on the pad to include the Losses and Expenses tab, the Vehicle Damage and Good Bye Checklist on the Wrap Up screen.



Scenario one

Tap Okay and address. Complete the fields displayed on the pad to include the Losses and Expenses tab, the Vehicle Damage and Good Bye Checklist on the Wrap Up screen. A signature is not required. Go through each tab and address the each section.



Completes the Other types of Inspection Slides

- Questions ?