General

Question Text	Input Type	Is Req'd	Help Information
Contact First / Last Name (person submitting damage notice)	Textbox	Y	
Name of Business / Non-Profit / Municipality	Textbox	Y	
Physical Address Note: Please submit a separate report for each affected address.	Textbox	Y	Provide E911 address for impacted area. E-911 is used so that we can geocode and map if necessary
Provide physical city for impacted area. Choose from the dropdown list	Dropdown List	Y	Provide City/town for impacted area. Choose from the dropdown list
Provide postal code for impacted area	Textbox	Y	Provide postal code for impacted area
Primary Contact Phone Number	Textbox	Y	No special format needed – ie no dots or dashes
Contact Home Phone Number	Textbox	N	No special format needed – ie no dots or dashes
Contact Mobile Phone Number	Textbox	N	No special format needed – ie no dots or dashes
Contact Email. If survivor does not have one, type "none" as this is a required field	Textbox	Y	Required field. If survivor does not have one, type "none" as this is a required field
Contact Email 2 - alternate	Textbox	N	Requested in case the primary is unable to respond
Secondary Contact Full Name	Textbox	N	
Secondary Contact Mobile Phone	Textbox	N	No special format needed – ie no dots or dashes
Secondary Contact Email Address	Textbox	N	

Property

Question Text	Input Type	Is Req'd	Help Information
County	Dropdown List	Y	
Are you the owner of the building or property? **We ask if they own the building/property and if not we request contact information on the owner of the building. There are different funding and assistance programs for each and we want to make sure that people are aware of the support that is available**	Radio Button	Y	
Building Owner's Name	Textbox	N	
Building Owner's Phone	Textbox	N	No special format needed – ie no dots or dashes
Building Owner's Email	Textbox	N	
Building Owner's Address	Textbox	N	
Building Owner's City	Textbox	N	
Building Owner's State	Dropdown List	N	
Building Owner's Postal Code	Textbox	N	
Structure or Property Use / Type of Structure	Checkboxes (multi – select)	N	Note: this is check boxes. If the use or structure is not listed, please use other and fill out the use/type of structure
Is the affected structure, or are any parts of the structure/complex affected, over 50 years old?	Radio Button (defaults to Unknown)	Y	We also ask about the age of the structure as historic structures may be treated differently in terms of rebuilding and may have special assistance programs as well.
Is the structure listed in the National or State Register of Historic Places?	Radio Button (defaults to Unknown)	N	This defaults to unknown
Is the property/structure subject to a recorded conservation/historic easement?	Radio Button (defaults to Unknown)	N	This defaults to unknown. If you hit yes to historic or conservation easement, a question will pop up asking what type of easement is on the property or structure

Damage

Question Text	Input Type	Is Req'd	Help Information
Date the Damage Occurred	Calendar Control	Y	Please select the date the damage occurred (initial date if over a sustained period) from the calendar control provided in the text box. Format: MM/DD/YYYY
Cause of Damage	Checkboxes (multi – select)	Y	Please select the cause(s) for the damage.
Is the damaged location in a flood zone / flood way / flood plain?	Radio Button (Defaults to Unknown)	Y	Defaults to unknown. Please indicate whether or not the damaged location is in a flood plain. Please select unknown if not sure.
Building or Property Damage Type & Estimated Cost **If this is a mobile home, please contact 211 for individual assistance but if you speaking with the owner of a mobile home park, please fill out the form.** **If this is a home-based business, concentrating on damage/loss to business inventory, assets, etc. rather than the building.**	Checkboxes for types and Textboxes for amounts or # of acres	N	If you do not know the estimated costs to repair damage, just keep going. That can be filled out at a later date. Structural damage is damage to a building while non-structural damage would include things like damage to roads, inventory, etc.
Other Damage	Checkboxes for types and Textboxes for amounts	N	This can include damage to roads, livestock, crops, manure pits, etc.
Is the organization, business, municipality, non-profit open?	Checkboxes (multi – select)	N	
Are employees working onsite or elsewhere? If you rely on volunteers for your work, please note number of volunteers.	Radio Button (Defaults to Yes)	Y	

SubQuestion for Employees working onsite – **If no, or partially, how many are affected?**	Textbox	N	We are looking for how many employees are impacted. Ie did you have to lay off, reduce hours, etc.
SubQuestion for Employees working onsite – **What are the Operational Limits?**	Textbox	N	We are looking for impacts to operations – reduced hours, limited access to site so employees and customers can't access, etc.
Regarding Cultural Institutions, were your collections impacted? And what was the estimated cost?	Texbox Checkboxes (multi – select)	N	We are looking for the impact to the actual collection – artifacts, documents, paintings, sculptures, etc. Items such as display cases, gift shop inventory, bookcases etc. should be documented in the general property/business damage information above.
Do you have insurance?	Checkboxes (multi – select)	N	This type of information can be helpful for Hazard Mitigation funding and other federal programs that require FEMA registration and applying for that funding first.
Have you registered with the Federal Emergency Management Agency (FEMA), Small Business Association (SBA), U.S. Department of Agriculture (USDA) or any other agency or organization?	Checkboxes (multi – select)	N	This type of information can be helpful for Hazard Mitigation funding and other federal programs that require FEMA registration and applying for that funding first.
Has a prior FEMA, SBA, VEDA, or USDA claim been filed for this property?	Checkboxes (multi – select)	N	This can indicate repetitive damage and be helpful when considering potential funding streams.
Subquestion - for "Has a prior FEMA, SBA, VEDA, or USDA claim been filed for this property?" **What year or disaster declaration?**	Textbox	N	This can indicate repetitive damage and be helpful when considering potential funding streams.
Do you have a Vermont Economic Development Authority (VEDA) loan?	Checkboxes (multi – select)	N	

Subquestion - for "Do you have a Vermont Economic Development Authority (VEDA) loan? **What year or disaster declaration?**	Textbox	N	