



Dear Neighbor,

As part of the City's FEMA-Eligible Roadway and Sidewalk Overflow Patching Services Project, representatives from the Department of Public Works and FEMA walked the minor streets of New Orleans to identify damage caused by the debris removal process; however, there may be damages that were not identified.

After using the web-based map to identify repairs in your area, if you believe damage caused during the debris removal process is not included, use the Additional Damage Report on the next page to alert us.

To complete the form:

1. **Date:** Fill in the date you are submitting the Additional Damage Report.
2. **Neighborhood:** Include the neighborhood where the damage is located.
3. **Inspector:** Include the name of the inspector for the neighborhood where the damage is located, if known.
4. **Resident Information:** Fill in your name, address and phone number. It is required that this information is included on the form. A City and/or FEMA representative may need to contact you for more information.
5. **Description:** Include the exact location of the damage. For example: "The damage is located at 1340 Poydras Street on the sidewalk to the west of the property." Please be as detailed as possible when describing the damage to eliminate confusion when inspectors assess the damage.
6. **Documentation:** Provide as many before and after photographs or other documentation of the damage.
7. **Photograph Number and Description:** Attach all photographs with numbers and descriptions when submitting the Additional Damage Report form to the City.

Once the form is completed, send the form, photos and other documentation to:

MWH  
Attn: Kensley Evans  
1340 Poydras Street, Suite 1420  
New Orleans, LA 70112

The Department of Public Works will submit the information provided to a FEMA representative for further evaluation. The FEMA representative will be responsible for determining whether the repair of the identified damage will be included in the project.

