

# Cost Tracking After a Disaster



We know there are many things to handle when dealing with a disaster. Cost tracking and analysis are important steps to your overall recovery. As your disaster recovery experts, Tidal Basin has put together a list of key cost tracking measures to consider while going through your response efforts.



## PERFORM PRELIMINARY DAMAGE INSPECTIONS

Work with your departments to determine the extent of damage to facilities you own and rent.

To the best of your ability, perform an assessment to determine the extent of the damage, documenting everything with notes and photos.

This will aid FEMA in performing an expeditious Preliminary Damage Assessment (PDA) if you are a participant.



## DOCUMENT, DOCUMENT, AND DOCUMENT SOME MORE

- Institute standardized work and cost documentation procedures, including:
  - Photos of damage
  - Narratives describing damages, including dimensions and specifications
  - Detailed work orders describing work performed to prepare for, respond to, and recover from the disaster
  - Receipts, invoices, purchase orders, contracts, etc.
- Establish folders for each anticipated project (i.e., by facility, work category, etc.).
- Document procurement processes, including any applicable emergency procurement policies.
- Document the vendor selection process.



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## ESTABLISH COST TRACKING PROTOCOLS

- Create cost centers and accounting codes. Accounting codes should be:
  - Trackable by disaster event
  - Trackable by facility
  - Trackable by work category, such as debris removal, emergency protective measures such as sandbagging, and immediate repairs to facilities
- Coordinate closely with finance and accounting to ensure all expenses are accounted for and tracked
- Coordinate closely with department leads to ensure staff are utilizing accounting codes
- Determine a process for retroactively capturing labor and cost data associated with work already performed but not documented



## SUBMIT NECESSARY PAPERWORK AS SOON AS POSSIBLE

- Submit FEMA Request for Public Assistance (RPA)
- Register your organization via FEMA Grants Portal at: [Grantee.FEMA.gov](https://www.fema.gov/grantee)
- Complete Private Non-Profit (PNP) Facility Questionnaire if applicable



## GET HELP IF NEEDED

Decide if your organization needs the help of an outside consultant to provide additional staff during your response and/or assist with your recovery applications and implementation programs.

**Tidal Basin can partner with you and assist with the process to ensure you receive full cost reimbursement for your response and recovery efforts. Contact us today.**



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