

Cost-Tracking After a Disaster

In the aftermath of a disaster, cost-tracking and analysis are important steps to your overall recovery. Tidal Basin can help you manage and track costs while going through your response and recovery efforts. The following key points can get you started.

Perform preliminary damage inspections

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

Perform an assessment of the damage, documenting everything with notes and photos. This will aid the Federal Emergency Management Agency (FEMA) in performing an expeditious Preliminary Damage Assessment (PDA) if you are a participant in their programs.

Document everything

Institute standardized work and cost documentation procedures.

- Take photos of all damage
- Create narratives describing damage, including dimensions and specifications
- Make sure you have detailed work orders describing work performed to prepare for, respond to, and recover from the disaster
- Gather 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

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 (i.e., debris removal, emergency protective measures like sandbagging, and immediate repairs to facilities)
- Communicate with finance and accounting to ensure all expenses are accounted for and tracked
- Coordinate closely with department leads to ensure staff are utilizing correct 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 to enlist an outside consultant to provide additional staff and/or assist with your recovery applications and implementation programs.



Preparedness



Response



Recovery



Mitigation

For more information on how we can help, contact us today.



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