Pre-disaster Finance Prep Guide

What Should I Be Tracking?

- **Activation protocols**
  - **Personnel, equipment, supplies, contracts, leases**
- **All operations associated with the incident**
  - **Evacuation, sheltering, feeding, etc.**
- **Donated Resources**
  - **Volunteers, Supplies, and Equipment)**

Daily Burn Rate

Examples to include in **Daily Burn Rate:**

- Repairs
- Personnel Cost
- Commodities
- Food
- Travel Cost
- Leases
- Equipment Costs
- Contracts
- Fuel
- Other
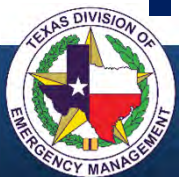
The Five W's & One H of Documentation

- Who?
  - Who was working the disaster?
  - Who purchased it?
  - Who approved the work/time/purchase?
  - Who used the equipment/vehicle?
- What?
  - What kind of work was done?
  - What was purchased?
  - What equipment/vehicle was used?
- Where?
  - Where was the work done?
  - Where are the timesheets/logs/sign-in sheets?
  - Where did the employee travel to?

The Five W's & One H of Documentation

- When?
  - When was the work done?
  - When was the item delivered?
  - When was the equipment/vehicle in use?
  - When did the event start and end?
- Why?
  - Why was the work needed?
  - Why was the purchase needed?
- How?
  - How was the purchase done?
  - How was time/travel documented?
  - How was equipment/vehicle use logged?

Tips on Estimating Costs

- Track hours and costs of your force account labor, equipment and material
- Use contract estimates or historical cost data
- Base estimates on return to pre-disaster design, function and capacity
- Base estimates for vehicles or equipment on the same type make, year, model and condition

Declaring a Local State of Disaster

- **Step 1** Declare a local State of Disaster and Letter to Governor submit to the State Operations Center (SOC)

- **Step 2** Prepare and submit a Disaster Summary Outline (DSO) to the SOC

TEXAS EMERGENCY MANAGEMENT
Executive Guide
FY 2019 Edition

- **Step 3** Preliminary Damage Assessments (PDAs)

- **Step 4** Governor Requests a Federal Disaster Declaration

What is a Disaster Summary Outline (DSO)?
Why is it so important?

The DSO is the tool utilized by the

Texas Division of Emergency Management to determine the size and scope of damage following a disaster or emergency.
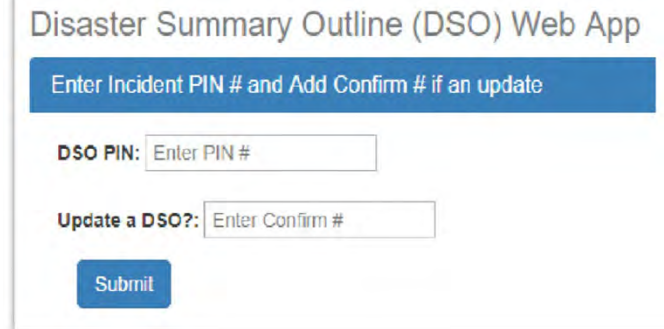
Submit A Disaster Summary Outline

You will need an event specific PIN in order to submit a DSO.

Contact your TDEM District Coordinator or call the State Operations Center at 512-424-2208 for help.

If you prefer to receive and use an offline fillable or printable DSO form, please contact TDEM CIS at support@soc.texas.gov or call 512-424-5333.

BE SURE TO COPY YOUR DISTRICT COORDINATOR!

https://olympus.soc.texas.gov/services/dso/Default.aspx

Disaster Summary Outline (DSO) Web App
Enter Incident PIN # and Add Confirm # if an update
DSO PIN: Enter PIN #
Update a DSO?: Enter Confirm #
Submit

2 C.F.R.
§§ 200.317-326

318	General Procurement Standards
319	Competition
320	Procurement Methods
321	Socioeconomic Contracting
322	Recovered Materials
323	Contract Cost or Price
324	Review of Procurements
325	Bonding Requirements
326	Contract Provisions

Field Manual

Procurement Disaster Assistance
Team (PDAT)

*Procurement Information for FEMA
Public Assistance Award Recipients and
Subrecipients*

2019

FEMA

Resource Page

- Texas Emergency Management Executive Guide

  https://tdem.texas.gov/wp-content/uploads/2019/10/FY-2020-TDEM-Executive-Guide.pdf

- Sample Forms:
  - TDEM Grants Management System (GMS)
    https://grants.tdem.texas.gov/site/Forms.cfm
  - TDEM Form Library – Recovery Forms - Disaster Recovery
    https://tdem.texas.gov/form-library/#1566250025177-71e34cc7-6502

- FEMA Field Manual Procurement Disaster Assistance Team

  https://www.fema.gov/media-library-data/1570129404293-8d938ec9c10063348edca477a7b24bbd/PDATManualUpdate_10-03-19.pdf

- FEMA Policy, Guidance & Fact Sheets

  https://www.fema.gov/assistance/public/policy-guidance-fact-sheets

- FEMA Public Assistance Program and Policy Guide V.4

  https://www.fema.gov/sites/default/files/2020-06/fema_public-assistance-program-and-policy-guide_v4_6-1-2020.pdf
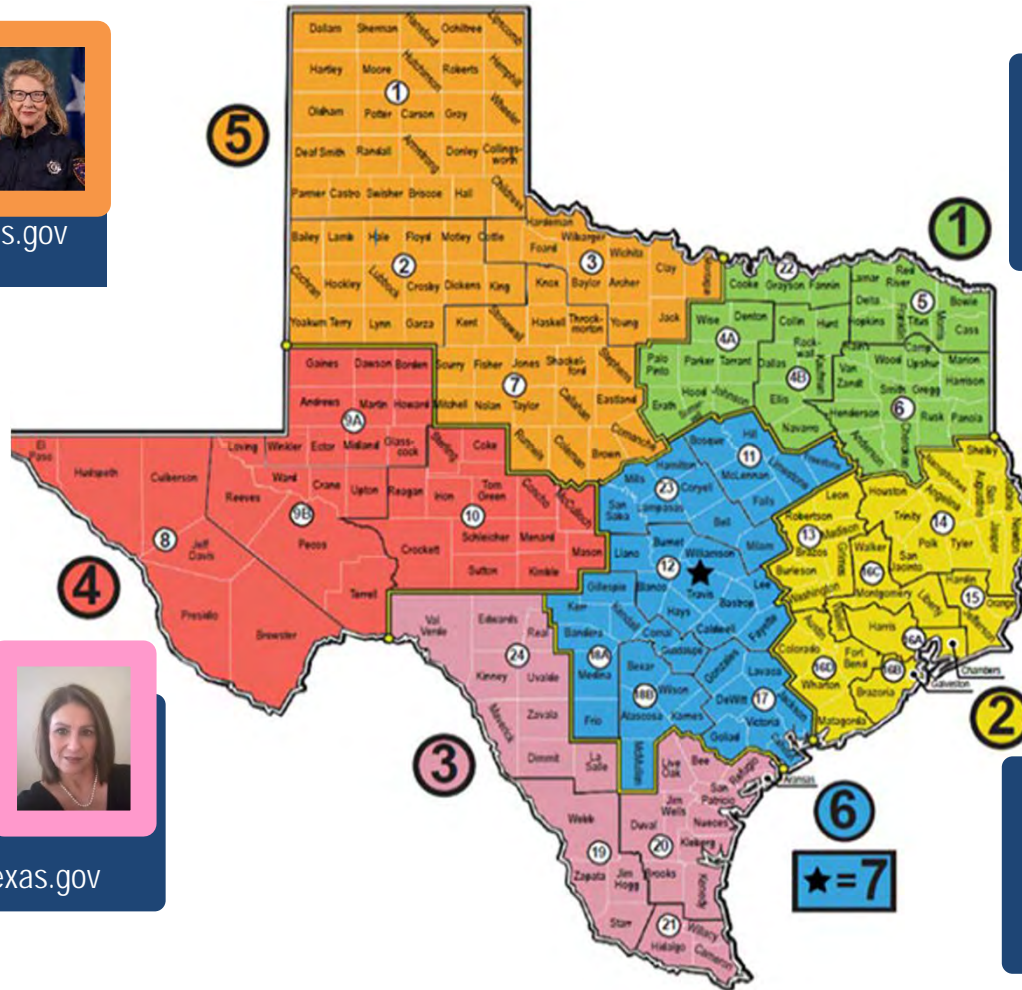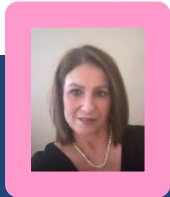
TDEM
Regional Disaster Finance Coordinators

Theresa West
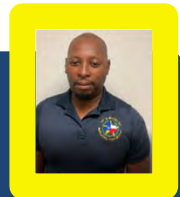Region 5, Covering 4
M: 806-543-9407
Theresa.West@TDEM.texas.gov
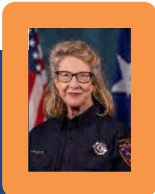
Karen Hershey
Region 1
M: 903-343-3432
O: 903-939-6071
Karen.Hershey@TDEM.texas.gov

Ivonne Garza
Region 3, Covering 6
M: 512-538-5382
O: 512-975-9370
Ivonne.Garza@TDEM.texas.gov

Paul Stevens
Region 2
M: 346-325-9300
O: 281-517-1486
Paul.Stevens@TDEM.texas.gov

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ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	
3. Name:	**4. ICS Position:**	**5. Home Agency** (and Unit)**:**

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1   Date/Time: _____

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:
- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned**	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Public Assistance Program
Categories of Work Fact Sheet

Emergency Work

A. Debris Clearance

Category A: Debris Clearance

Work to clear public roads, including the right away, public improved property, and damaged materials placed on roadside for pickup. The faster it is completed and if you have a FEMA-approved debris plan, the greater the potential check from FEMA by the new alternative procedures for debris removal.

B. Protective Measures

Category B: Protective Measures

Actions taken to protect lives and property, which accounts for providing safety barricades, signs, area security. It also includes actions such as sandbagging efforts. Overtime for force account employees, both regular and overtime for temporary hires are eligible, along with equipment and materials.

Permanent Work

C. Roads & Bridges

Category C: Roads & Bridges

Work to repair eligible roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs that are under the jurisdiction of a disaster-affected town, village, city, county, tribal organization, or private non-profit. Most projects cover costs to repair facilities to pre-disaster function and design; however, it is an opportunity to upsize a culvert or install a bridge for a repetitively damaged facility!

D. Water Control Facilities

Category D: Water Control Facilities

Work to repair drainage channels and pumping facilities that are under the jurisdiction of an eligible disaster-affected town, village, city, county, tribal organization, or private non-profit organization.

E. Buildings & Equipment

Category E: Buildings and Equipment

Work to repair or replace buildings, including their contents and systems, heavy equipment and vehicles that are under the jurisdiction of an eligible disaster-affected town, village, city, county, tribal organization, or private non-profit organization.

F. Utilities

Category F: Utilities

Work to repair water treatment and delivery systems, power generation facilities, power distribution facilities, sewage collection and treatment facilities, and communications facilities that are under the jurisdiction of an eligible disaster-affected town, village, city, county, tribal organization, or private non-profit organization.

G. Other

Category G: Parks, Recreational Facilities, and Other Facilities

Repair and restoration of parks, playgrounds, pools, cemeteries, mass transit facilities and beaches that are under the jurisdiction of an eligible disaster-affected town, village, city, county, tribal organization, or private non-profit organization. Other work that cannot be characterized adequately by Categories A through F.