

Incident Cost Reporting

Disaster Financial Recovery and
Reconciliation (DFRR) and Public
Assistance (PA)



We will cover these topics:

- What is Smartsheet?
- Incident Cost Reporting Process – DFRR (Response Cost) and Public Assistance (Permanent Work)
- Setting Up A Smartsheet Account

Presentation Outline

Purpose of Smartsheet Reporting

- Why are we tracking Response Cost?
 - DREOA or Other Supplemental Funding Needs for State Agency (SA) unabsorbable costs.
 - Fiscal Impact to California State Budget.
 - Major Presidential Declaration.
 - Governor's Office, Department of Finance (DOF), or other stakeholders request for transparency

Smartsheet Reporting Triggers

- Outreach from DFRR team.
 - State Operation Center (SOC) activation, State of Emergency (SOE) proclamation, Federal Declaration and/or SA communicate to DFRR that they are incurring cost.
- Cal OES Mission Tasking through Resource Request System (RRS).
 - DFRR may log into RRS on weekly basis to see if SA are Mission Task (MT) and then can send outreach.
- DFRR– Incident Cost Estimates for response activities towards the incident.
- Public Assistance – Cost Estimates for Preliminary Damage Assessments (PDA) that can be utilized to request major Presidential Declaration.

What is a Smartsheet?

- Web-based software that provides a user-friendly hub to report and store data with collaboration in mind.

The screenshot shows a Smartsheet interface with a spreadsheet titled "BU-XXX Incident Name - Full Cost Tracker FINAL". The spreadsheet has the following columns: k Number (le), County, Activity Start Date, Anticipated End Date, Category of Work, Cost Activity Type, Cost Description, Estimated To-Date Costs, Projected Remaining Costs, Total Anticipated Costs, Department Identified Costs Absorbable?, and Department Identified Amount Unabsorbable. The first row contains the value "\$0.00" in the "Total Anticipated Costs" column. The interface includes a menu bar with "File", "Automation", "Forms", and "Connections", and a toolbar with various icons for editing and formatting.

k Number (le)	County	Activity Start Date	Anticipated End Date	Category of Work	Cost Activity Type	Cost Description	Estimated To-Date Costs	Projected Remaining Costs	Total Anticipated Costs	Department Identified Costs Absorbable?	Department Identified Amount Unabsorbable
									\$0.00		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											

Incident Cost Reporting Process- Phase 1- Estimated Response Cost

FY



Department/Agency Name



Incident Number & Name



Incident Type



Fiscal Year

(Completed by DFRR Analyst)

Auto populates the current Fiscal Year (FY)

*Hidden column



Department/ Agency Name

(Completed by DFRR Analyst)

Auto populates the Department/Agency Name

*Hidden column



Incident Number & Name

Completed by DFRR Analyst)

Auto populates Incident Number and Name.

*Hidden column



Incident Type

(Completed by DFRR Analyst)

Auto populates the Incident Type

*Hidden column

Incident Cost Reporting Process- Phase 1- Estimated Response Cost

Mission Task Number
(If Applicable)



County



Activity
Start Date



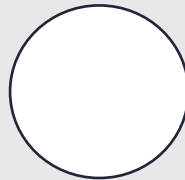
Anticipated
End Date



**Mission Task Number
(If Applicable)**

(Completed by SA)

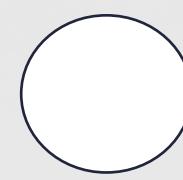
This is the Task Number assigned to your agency by SOC Operations via Cal OES RRS. If no mission task, put N/A.



County

(Completed by SA)

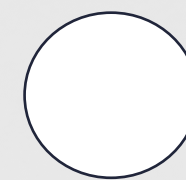
Counties for which the activities were performed, or goods/services were delivered.



**Activity Start
Date**

(Completed by SA)

The initial date of the line item.



**Anticipated End
Date**

(Completed by SA)

When the agency believes the work related to this line item will be completed (TBD if unknown).

Incident Cost Reporting Process- Phase 1- Estimated Response Cost

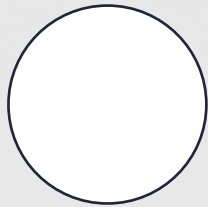
Category of Work



Cost Activity Type



Cost Description



Category of Work

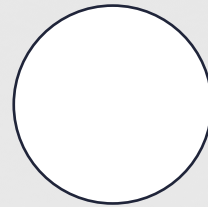
(Completed by SA)

FEMA's standard categories of emergency response work.

Cat A: Debris Removal

Cat B: Emergency Protective Measures

Cat H: Fire Suppression (FMAG only)



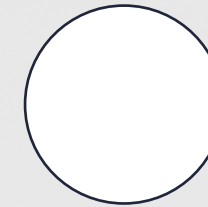
Cost Activity Type

(Completed by SA)

Cost Activity such as Personnel Services and OE&E related to the Cost Category.

* Contracts & Procurements should be one per row, if of different type (i.e. equipment rental, food, etc.)

* Personnel & Travel should be rolled up according to same criteria (ex: county, date range and category of work)



Cost Description

(Completed by SA)

Brief explanation of what was being done and why it was a necessary response activity.

Incident Cost Reporting Process- Phase 1- Estimated Response Cost

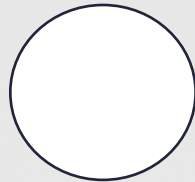
Estimated To-Date Costs



Projected Remaining Costs



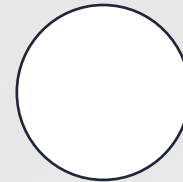
Total Anticipated Costs



Estimated To-Date Costs

(Completed by SA)

A rough calculation of incurred expenses between the Start Date and the most recently completed date.



Projected Remaining Costs

(Completed by SA)

A rough calculation of outstanding expenses from today through the Anticipated End Date.



Total Anticipated Costs

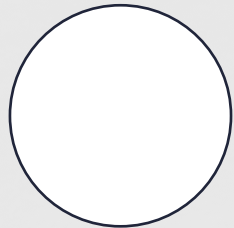
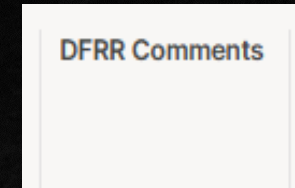
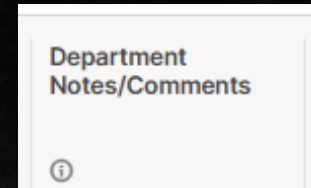
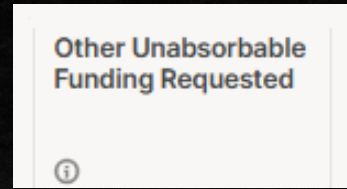
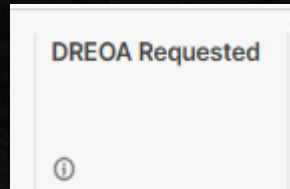
(Auto populated)

The total of the line items Estimated To-Date Costs and Projected Remaining Costs.

Incident Cost Reporting Process- Phase 1- Estimated Response Cost



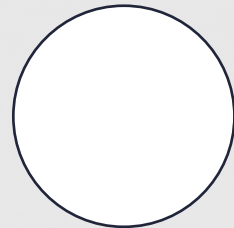
Incident Cost Reporting Process- Phase 1- Estimated Response Cost



DREOA Requested

(Completed by DFRR Analyst)

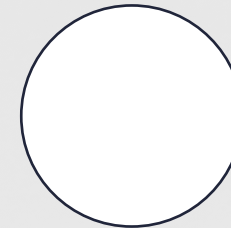
Agency's requested amount submitted to DOF for their review.



Other Unabsorbable Funding Requested

(Completed by DFRR Analyst)

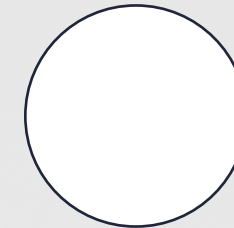
Extraordinary costs not eligible for DREOA that are submitted to DOF.



Department Notes/Comments

(Completed by SA)

Additional explanation, projection methodology, and/or questions related to the cost in this row.



DFRR Comments

(Completed by DFRR Analyst)

Any comments made by DFRR Analyst.

Incident Cost Reporting Process- Phase 1- Estimated Response Cost

Executive Order #



DREOA/Other
Supplement
Funding (OSF)
Received



Executive Order #

(Completed by DFRR Analyst)
Executive Order (EO) # of
the DOF approved
supplemental funding.



**DREOA/Other
Supplement Funding
(OSF) Received**

(Completed by DFRR Analyst)
DOF's allocated amount of
DREOA/OSF to a State Agency.

Incident Cost Reporting – Phase 1 - Public Assistance: Permanent Work

- Permanent work costs reported by State Agencies are collected as Initial Damage Estimates (IDEs) to inform potential requests for a Major Disaster Declaration (MDD).
- Outreach for the reporting of permanent work costs will be distributed concurrently with DFRR’s Incident Cost Reporting outreach.

	Facility Name	Mission Task Number (If Applicable)	County	Category of Work	Damage Description	GPS Coordinates	Start Date of Facility Damage	End Date of Facility Damage	Ant Wor Dat
1	Cal OES Bldg E F	N/A	Sacramento	Cat E: Public	On February 2, 2024, rain bega	38.567602, -121.30381	02/02/24	02/04/24	
2							Friday, February 2, 2024		
3									

Incident Cost Reporting Process:

Permanent Work

- Detailed cost reporting of permanent work demonstrates the extent of damage, and the scope of repairs needed. This helps justify the request for federal assistance to repair or replace damaged public infrastructure through FEMA's Public Assistance (PA) program.

Permanent Work

Restoration of:

- C** Roads/bridges
- D** Water control facilities
- E** Buildings/equipment
- F** Utilities
- G** Parks, recreational, and other facilities

Incident Cost Reporting of Permanent Work

Facility Name

Mission Task Number (If Applicable)

County



Facility Name

Enter an identifiable name for the damaged site.

EXAMPLE: CalOES Bldg E Roof Damage



Mission Task Number

(If Applicable) This is the Task Number related to the mission provided to your agency by SOC Operations via CalEOC that this line item pertains to.



County

The County the line item relates to. All Counties are available to select, along with SOC when applicable.

Incident Cost Reporting: Process Permanent Work

Category of Work



Category of Work

Report only permanent work here (Cat C, D, E, F, or G). Category A and B should be reported in Emergency Work Tracker..

Damage Description



Damage Description

Must include dimensions (sizes, quantities, dimensions, volumes, etc.) of the facility. Dimensions of the work that has been completed including materials and work to be completed.

GPS Coordinates



GPS Coordinates

Latitude and Longitude of the Damaged Facility.

End Date of Facility Damage



Start Date of Facility Damage

The initial damage date of the line item.

Incident Cost Reporting: Process Permanent Work

Anticipated
Work Start
Date



Anticipated Work Start Date

When the agency
believes the work related
to this line item will begin.

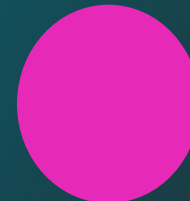
Anticipated
Work End Date



Anticipated Work End Date

When the agency
believes the work
related to this line
item will be
completed.

% Work
Complete



% Work Complete

Percentage of
Work completed
to date.

Work Performed by
Force Account
Labor or Contract?



Work Performed by Force Account Labor or Contract?

Incident Cost Reporting Process: Permanent Work

Total Anticipated
Cost



Total Anticipated Cost

The total of all Estimated To-Date Costs and Projected Remaining Costs.

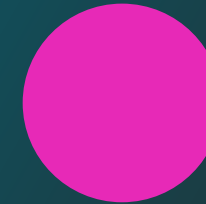
Potential
Insurance
Proceeds



Potential Insurance Proceeds

Please indicate if any insurance proceeds are anticipated.

Federal Authority



Federal Authority

Is the facility under the authority of another Federal Agency? Select all that apply.

Incident Cost Reporting
Process:

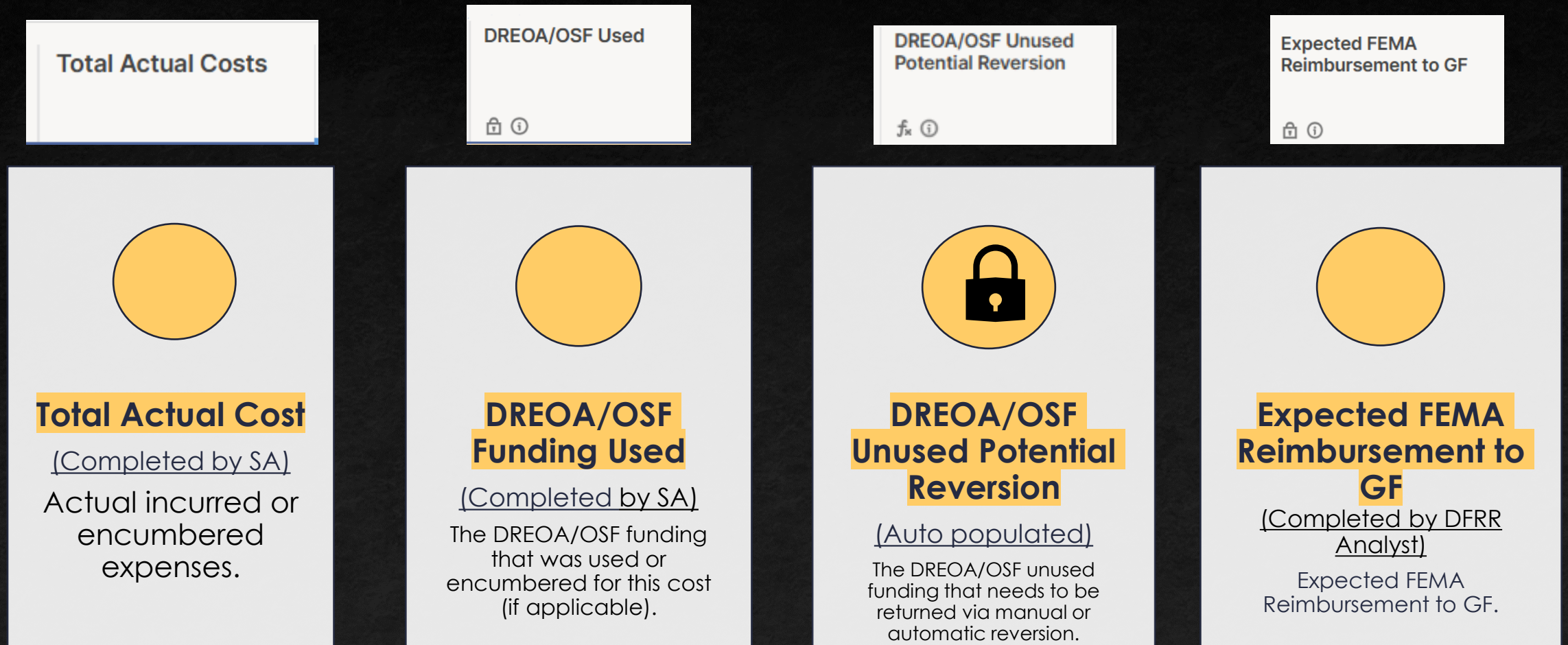
Permanent Work

- For questions as you complete the Permanent Work Smartsheet, please contact the following members of the PA State Agencies Team.

Teresa Valadez, PM I

Teresa.Valadez@caloes.ca.gov

Incident Cost Reporting Process Phase 2 – (Actual Response Cost)



Phase 3 - FEMA Submission and Federal Reimbursement to DREOA Reconciliation

- DFRR will track the FEMA Submission and Federal Reimbursement to DREOA Reconciliation (DFRR Internal Reconciliation Process)
 - for agencies with funding allocation only
- FEMA Submission and Reimbursements include:
 - FEMA Project #, PW #, and Category of Work
 - Project Amount
 - Federal Cost Share Percentage
 - Obligated Federal Share
 - Returned to GF
 - Paid to State Agency

*The columns are highlighted in blue and are unhidden once projects become available in Grants Portal

of king	FEMA Project #, PW #, Category of Work	Project Amount	Federal Cost Share Percentage	Obligated Federal Share	Returned to GF	Paid to State Agency	Notes/Comments	DRE Ren Bal
	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ

Incident Cost Reporting Process Phase 3 – (FEMA Submission and Reimbursement)

FEMA Project #, PW #,
Category of Work



Project Amount



Federal Cost
Share Percentage



**FEMA Project #, PW #,
Category of Work**

(Completed by DFRR Analyst)

The project#, PW#, and Category of Work assigned by FEMA to a project in Grants Portal.



Project Amount

(Completed by DFRR Analyst)

Total Project Amount submitted to FEMA.



**Federal Cost Share
Percentage**

(Completed by DFRR Analyst)

Percentage of the project amount to be reimbursed with Federal Funds.

Incident Cost Reporting Process Phase 3 – (FEMA Submission and Reimbursement)



Obligated Federal Share

(Completed by DFRR Analyst)

Federal Funds that FEMA has awarded for this project.



Returned to General Fund (GF)

(Completed by DFRR Analyst)

The amount of the Federal Obligation that was returned to the General Fund to offset the DREOA/OSF received.



Paid to State Agency (SA)

(Completed by DFRR Analyst)

The amount of the Federal Obligation returned to the agency.



Notes/Comments

(Completed by DFRR Analyst)

Additional explanation of any other comments.



Setting Up A Smartsheet Account

- Check your emails for the invite to the Smartsheet
- Click on the link in your email
- Follow the **Job-Aid** attached to the email
- If additional staff in your agency need access, please contact DFRR at disastercostrecovery@caloes.ca.gov.
- **Note:**
 - The free account is all you need to work on your Incident Cost Tracker within Smartsheets
 - There is no need for a license to edit existing sheets you are invited to.

Disaster Cost Tracking Summary

Here is what we learned.

- **Incident Cost Reporting:**
 - What is a Smartsheet?
 - How are incident costs reported?
 - Emergency work category A and B (DFRR).
 - Perm work trackers for cost category C-G (PA).
 - How do I get access?

Glossary

- DFRR- Disaster Financial Recovery and Reconciliation
- DR- Disaster Response
- DREOA- Disaster Emergency Operations Account
- FMAG-Fire Management Assistance Grant
- FY- Fiscal Year
- GP- Grants Portal
- IDEs- Initial Damage Estimates
- MDD- Major Disaster Declaration
- MT- Mission Task
- OSF- Other Supplemental Funding
- PA- Public Assistance
- PDA- Preliminary Damage Assessments
- RRS- Resource Request System
- SA- State Agency
- SOC- State Operation Center
- SOE- State of Emergency



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Questions?
