Incident Cost Reporting

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

Presentation Outline

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

Purpose of Smartsheet Reporting

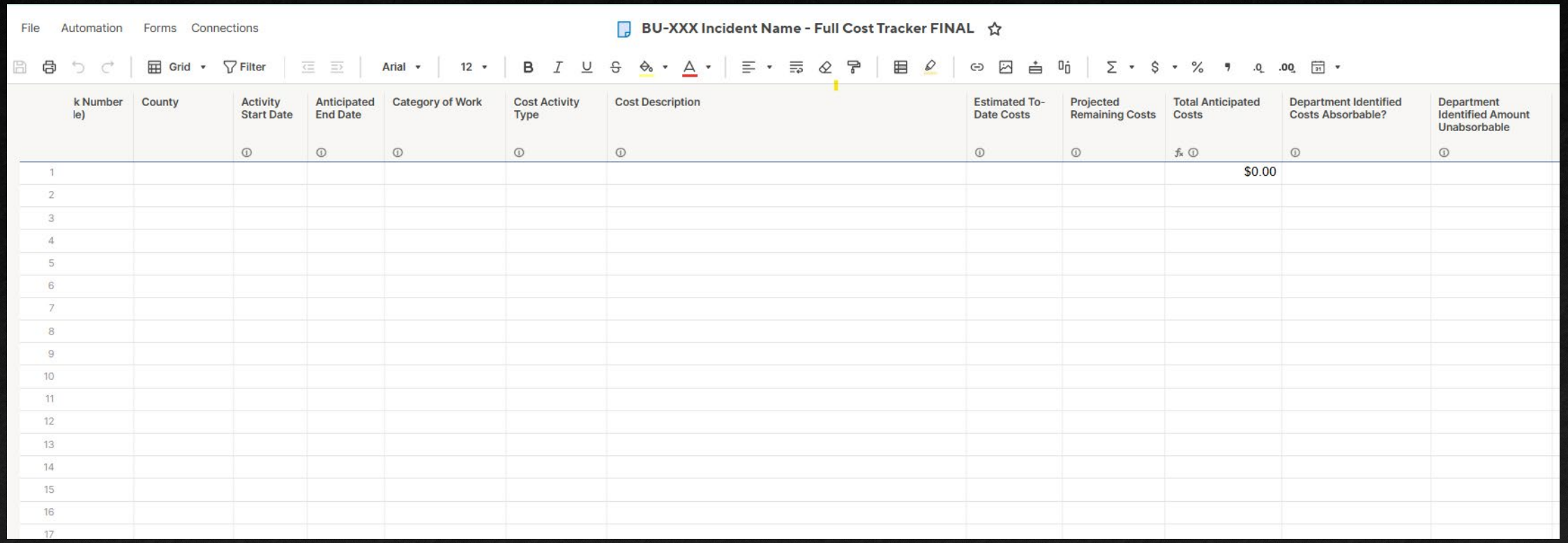
- Why are we tracking Response Cost?
  - Fiscal Impact to California State Budget.
  - DREOA or Other Supplemental Funding Needs for State Agency (SA) unabsorbable costs.
  - Major Presidential Declaration.
  - Governor's Office, Department of Finance (DOF), or other stakeholders request for transparency

Smartsheet Reporting Triggers

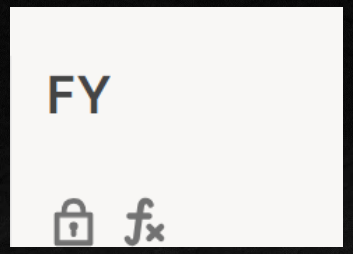
- Outreach from DFRR team.
  - State Operation Center (SOC) activation, State of Emergency (SOE) proclamation, Federal Declaration and/or SA communicate to DFRR that they are incurring cost.
- Cal OES Mission Tasking through Resource Request System (RRS).
  - DFRR may log into RRS on weekly basis to 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.

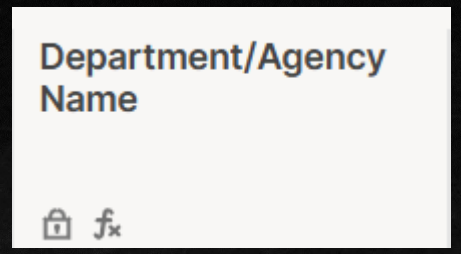
What is a Smartsheet?

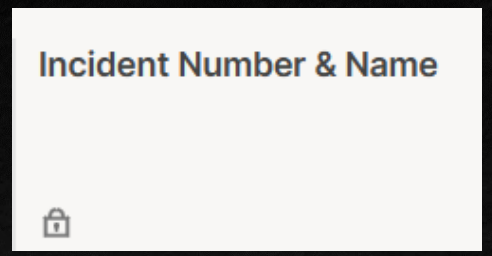
- Web-based software that provides a user-friendly hub to report and store data with collaboration in mind.

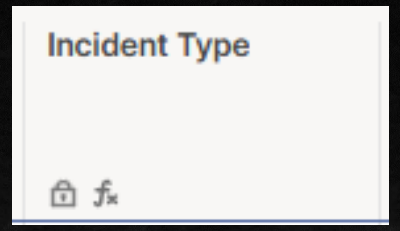


Incident Cost Reporting Process- Phase 1- Estimated Response Cost









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

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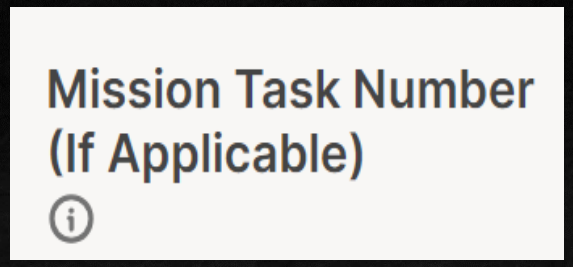
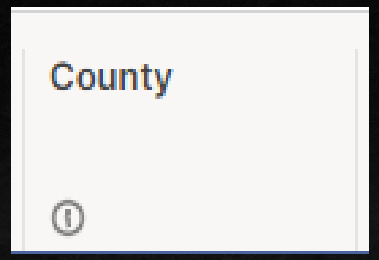
Incident Cost Reporting Process- Phase 1- Estimated Response Cost



Mission Task Number (If Applicable)

(Completed by SA)

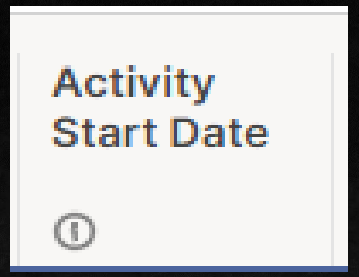
This is the Task Number assigned to your agency by SOC Operations via Cal OES RRS. If no mission task, put N/A.



County

(Completed by SA)

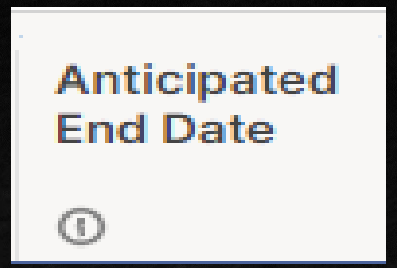
Counties for which the activities were performed, or goods/services were delivered.



Activity Start Date

(Completed by SA)

The initial date of the line item.

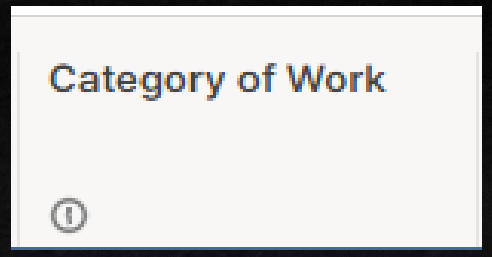


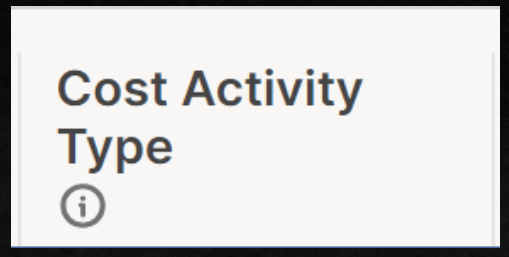
Anticipated End Date

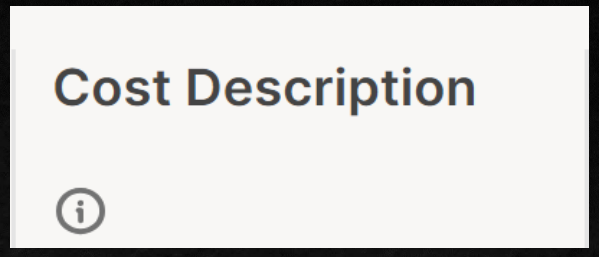
(Completed by SA)

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

(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.)

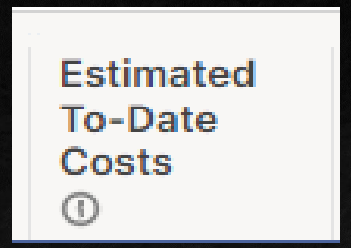
* Personnel & Travel should be rolled up according to same criteria (ex: county, date range and category of work)

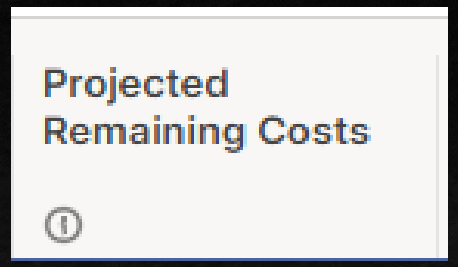
Cost Description

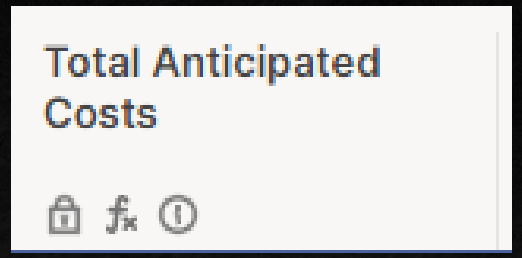
(Completed by SA)

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

(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)

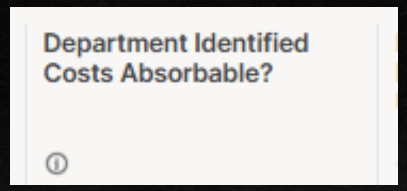
A rough calculation of outstanding expenses from today through the Anticipated End Date.

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

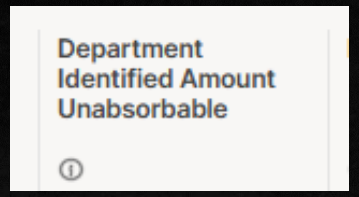


Department Identified Costs Absorbable?

(Completed by SA)

Are Anticipated Costs absorbable within your agency's budget? Verify this with your budget/admin office.

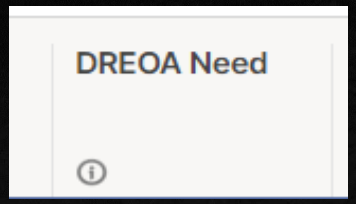
* Yes, No, Partially



Department Identified Amount Unabsorbable

(Completed by SA)

Amount Department Identified Unabsorbable. (Use $0.00 format)

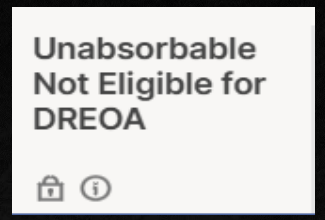


DREOA Need

(Completed by SA)

DREOA-eligible extraordinary costs which an agency cannot absorb within its budget.

(Use $0.00 format)



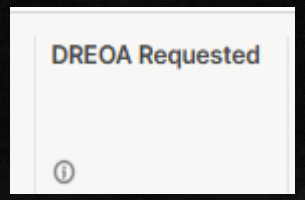
Other Unabsorbable Funding Need

(Completed by SA)

Extraordinary costs not eligible for DREOA, that are not absorbed within an agency's budget

*Confirm with SA budget/admin office.

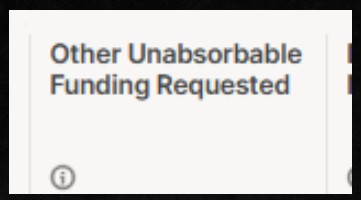
Incident Cost Reporting Process- Phase 1- Estimated Response Cost



DREOA Requested

(Completed by DFRR Analyst)

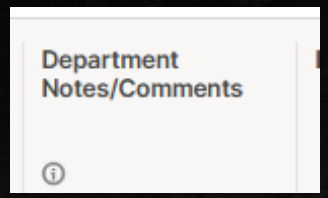
Agency's requested amount submitted to DOF for their review.



Other Unabsorbable Funding Requested

(Completed by DFRR Analyst)

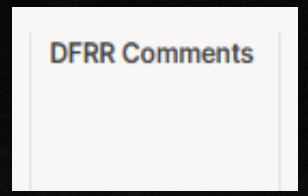
Extraordinary costs not eligible for DREOA that are submitted to DOF.



Department Notes/Comments

(Completed by SA)

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

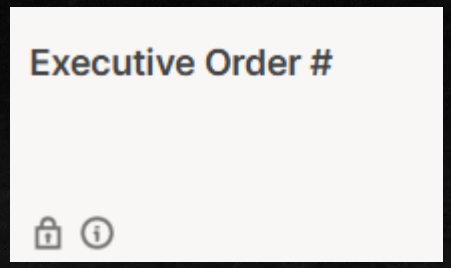


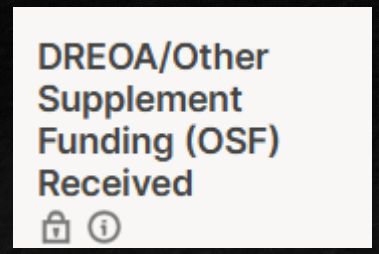
DFRR Comments

(Completed by DFRR Analyst)

Any comments made by DFRR Analyst.

Incident Cost Reporting Process- Phase 1- Estimated Response Cost





Executive Order #

(Completed by DFRR Analyst)

Executive Order (EO)# of the DOF approved supplemental funding.

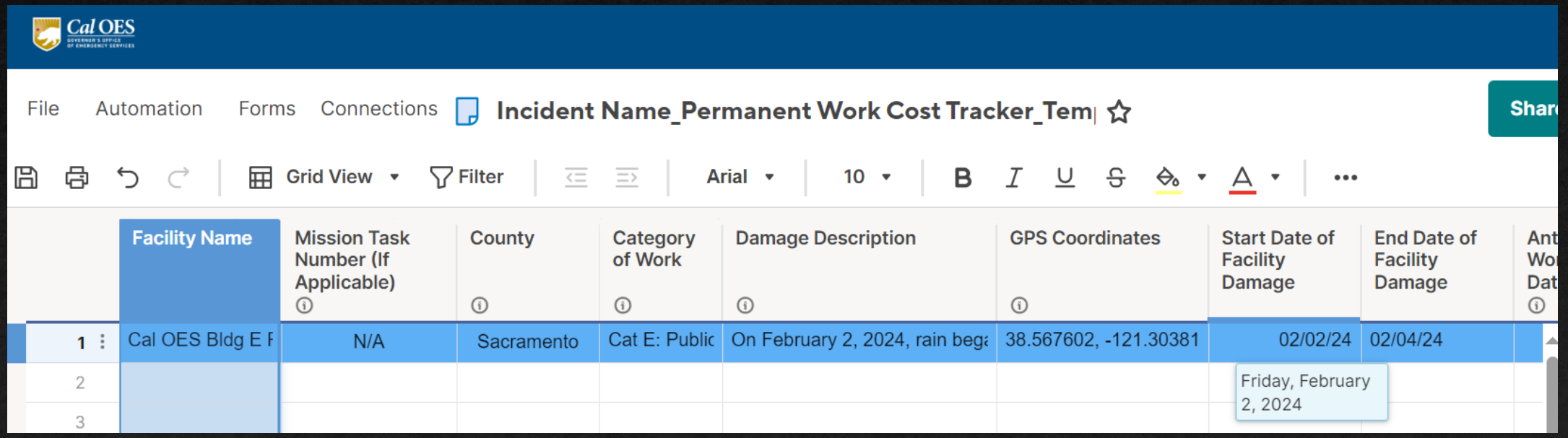
DREOA/Other Supplement Funding (OSF) Received

(Completed by DFRR Analyst)

DOF's allocated amount of DREOA/OSF to a State Agency.

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

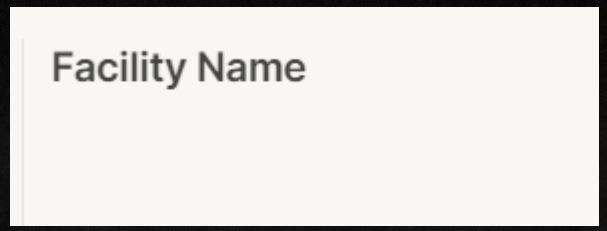
- Permanent work costs reported by State Agencies are collected as Initial Damage Estimates (IDEs) to inform potential requests for a Major Disaster Declaration (MDD).
- Outreach for the reporting of permanent work costs will be distributed concurrently with DFRR's Incident Cost Reporting outreach.

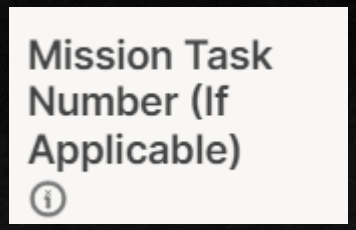


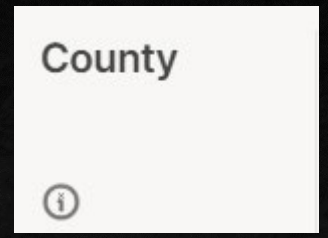
Incident Cost Reporting Process:
Permanent Work

- 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.

Incident Cost Reporting of Permanent Work







Facility Name

Enter an identifiable name for the damaged site.

EXAMPLE: CalOES Bldg E Roof Damage

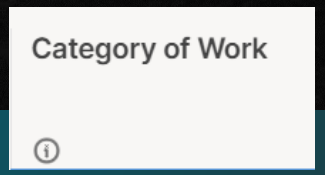
Mission Task Number

(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

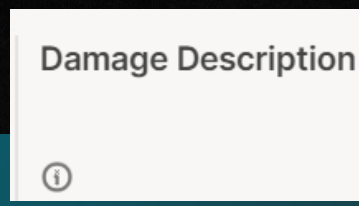
The County the line item relates to. All Counties are available to select, along with SOC when applicable.

Incident Cost Reporting: Process Permanent Work



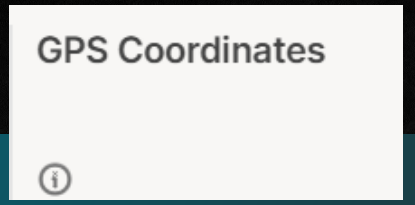
Category of Work

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



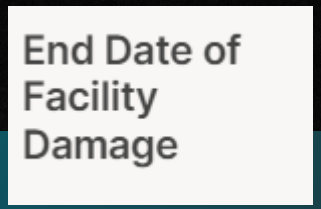
Damage Description

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

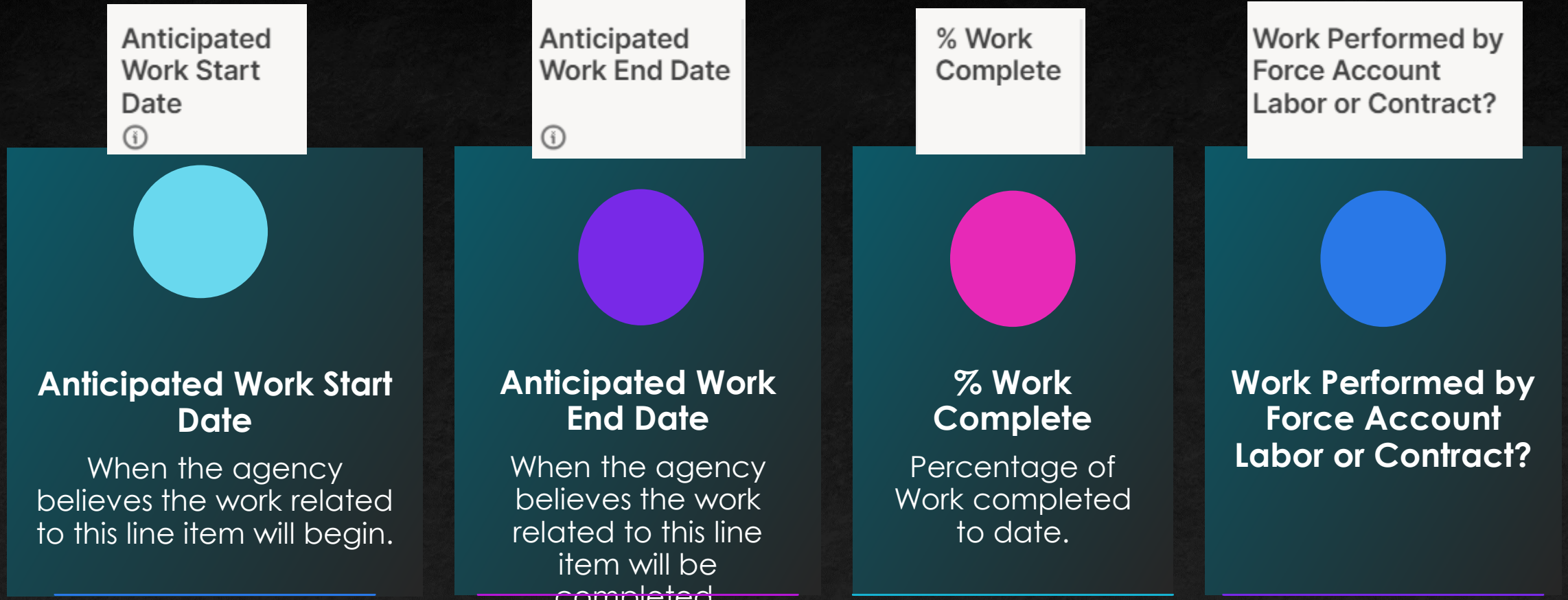
Latitude and Longitude of the Damaged Facility.



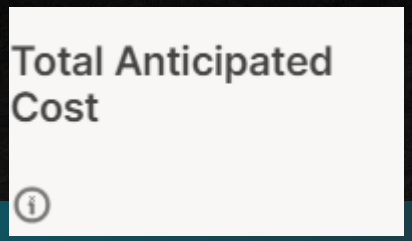
Start Date of Facility Damage

The initial damage date of the line item.

Incident Cost Reporting: Process Permanent Work

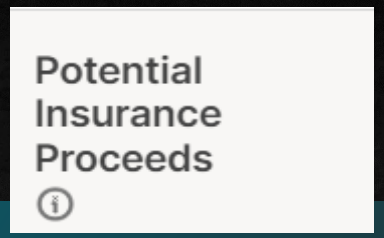


Incident Cost Reporting Process: Permanent Work



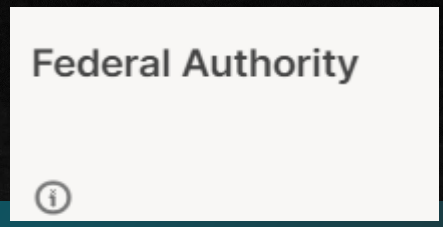
Total Anticipated Cost

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



Potential Insurance Proceeds

Please indicate if any insurance proceeds are anticipated.



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.

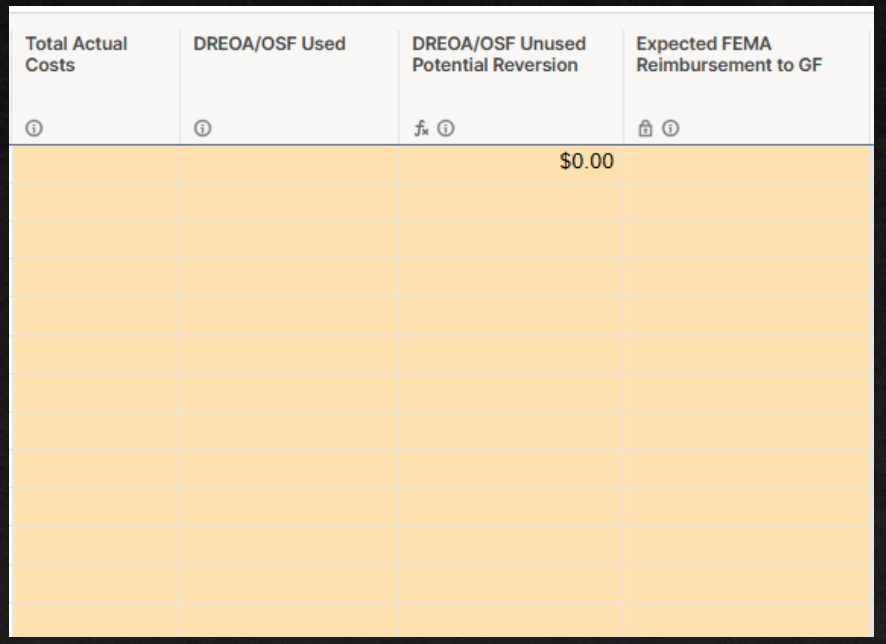
Teresa Valadez, PM I

Teresa.Valadez@caloes.ca.gov

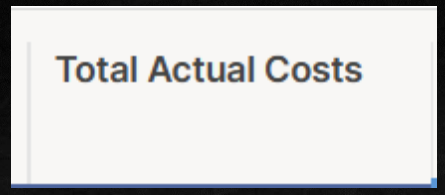
Phase 2 of Cost Reporting

- DFRR will request actuals after the incident has been closed roughly six to nine (6-9) months.
- Actuals include:
  - Total actual cost,
  - Amount of DREOA/OSF used (if SA received DREOA/OSF)
  - DREOA/OSF unused for potential reversion (auto-populated)
  - Expected FEMA reimbursement to General Fund.

*The columns are highlighted in orange and are unhidden once DFRR sends the request.



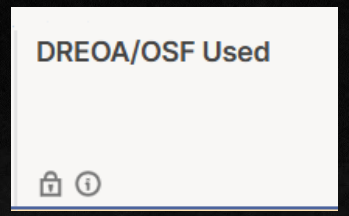
Incident Cost Reporting Process Phase 2 – (Actual Response Cost)



Total Actual Cost

(Completed by SA)

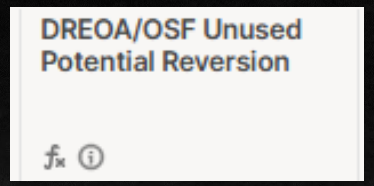
Actual incurred or encumbered expenses.



DREOA/OSF Funding Used

(Completed by SA)

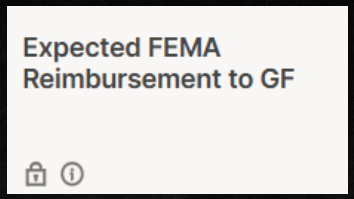
The DREOA/OSF funding that was used or encumbered for this cost (if applicable).



DREOA/OSF Unused Potential Reversion

(Auto populated)

The DREOA/OSF unused funding that needs to be returned via manual or automatic reversion.



Expected FEMA Reimbursement to GF

(Completed by DFRR Analyst)

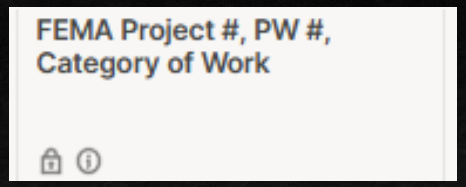
Expected FEMA Reimbursement to GF.

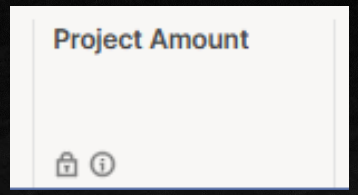
Phase 3 - FEMA Submission and Federal Reimbursement to DREOA Reconciliation

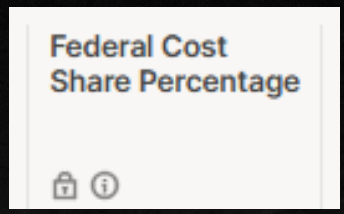
- DFRR will track the FEMA Submission and Federal Reimbursement to DREOA Reconciliation (DFRR Internal Reconciliation Process)
  - for agencies with funding allocation only
- FEMA Submission and Reimbursements include:
  - FEMA Project #, PW #, and Category of Work
  - Project Amount
  - Federal Cost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

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







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)

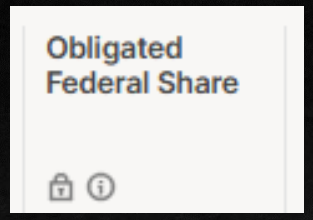
Total Project Amount submitted to FEMA.

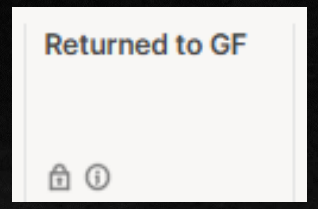
Federal Cost Share Percentage

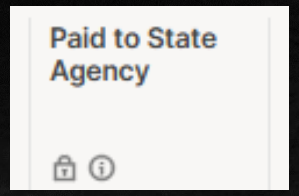
(Completed by DFRR Analyst)

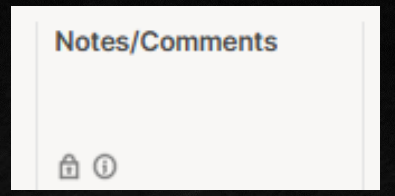
Percentage of the project amount to be reimbursed with Federal Funds.

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

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Questions?