

FEMA Cost Tracking Simplified, (As simple as it can be Cheat Sheet)

First and foremost are the FIVE-W's:

1. **Who** did the work? (Full name as listed in the official records)
2. **When** did they do the work? (Date & time, be sure to record both straight time and overtime separately.)
3. **Where** did they do the work? (Street address or GPS coordinates)
4. **What** was the work done? (Be very specific)
5. **Why** was the work done? (Most important - connect the work done to the problem caused by the disaster. The work done should address an immediate threat to life safety, public health or a danger to improved property.)
6. **How** long did it take to do the work?

The FIVE-W's apply equally to both labor, equipment, and materials used.

Additionally for equipment used, each piece of equipment must have the driver/operator identified, by legal name, on the work report.

For materials, the work crew must spell out what materials were used at each specific location. If the materials were taken from inventory, there must be a written record of the materials taken from inventory and where those materials were used. If the materials were purchased, the invoices, and copies of the payment checks must be attached when they become available.

In one way or another, the FIVE-W's apply to every employee tracking their time.

(Full time, part time, hourly, exempt, and volunteers.)

**General and very important note:
No form is complete until it has been signed and dated**

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Basic Guidelines For the Proper Form to Use For FEMA Documentation

The Simplest Way

If the employee is working at the same location all day, they can often use a simple sign-in sheet. For example, anyone working a full shift in the Emergency Operations Center (EOC), an employee working at a emergency call center, an employee working at a shelter, a feeding operation, or at a Point-of-Distribution may use a sign-in sheet, provided they also have some running record of their activities at that site. For an EOC worker, the **EOC Individual Job Log** should suffice. A similar job log will do for other employees. It's nothing more than a list of tasks performed during their shift, with a reference to the time involved.

A Little More Detailed Way

If the employee is moving around often during their shift, they should use the ICS-214(Modified) to record their activities, with reference to their locations, the problems they addressed, and the work they did to deal with those problems. They will need to document the use of their vehicle with hours used and miles driven.

The Very Detailed Way

Use the Disaster Field Unit - Incident Work Report. This is primarily for field personnel that need equipment (trucks, tractors, etc.) to do their work, and materials to complete their tasks. Field crews need to fill out one of these forms for each different work site the visit, even if they are doing the same basic task at each different location. These workers should also take photographs at the site **BEFORE** they begin work, and more photographs **AFTER** they have completed the job.