

Disaster Cost Recovery Training

Presented by

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The response following a disaster may last only a few days or weeks, but the post disaster cost recovery process typically goes on for years. In some cases the cost recovery process will last for a decade or more. Ironically, training for getting through this long, drawn out recovery period is seldom available. Public agencies can and often do lose millions of dollars because they are not prepared to deal with the disaster cost recovery process.

This Disaster Cost Recovery training program provides a broad overview of disaster cost recovery processes, including requirements for obtaining and retaining federal disaster assistance grants, specifically, FEMA's "Public Assistance" program. The training includes detailed information on disaster response cost documentation and disaster assistance eligibility guidelines. The training includes actual FEMA case studies, group exercises, examples taken from actual disasters, and Department of Homeland Security audits.

The primary audience for this training are those who may find themselves assigned to a Disaster Cost Recovery team. Others who can greatly benefit are managers at all levels, emergency response personnel, procurement staff and risk managers. This is a two-day training program. The first day covers the Finance and Administration role in the Emergency Operations Center; the fundamentals of the FEMA Public Assistance grant program; audit defense; insurance issues; case studies; exercises; disaster purchasing fundamentals; and an introduction to the documentation process.

The second day consists of case studies and exercises; a review of policies that can make the recovery of disaster response costs more effective; in depth work with disaster documentation; and cost recovery forms.

Included are over 24 custom Excel spreadsheets and forms for managing cost recovery data and FEMA Project Worksheets. A special focus is placed on procurement and risk management, which are two of the areas most often cited in Inspector General audits, and sometimes cost agencies millions of dollars.



Agenda - Day One

- Introduction, Purpose and Course Overview
- Setting the Stage - A Disaster Perspective
- Damage Assessment
- The EOC: “What It Is” and “What Is the Finance and Administration Role”
- Log Keeping
- Information Flow
- Finance and Administration Section Responsibilities
- The Organization of the Finance and Administration Section
- Disaster Payroll Issues
- Points of Administrative Confusion
- Pre-Disaster Information Needs and Reference Materials
- Federal “Public Assistance” and the Grant Process
- Eligibility Issues
- Introduction to FEMA Project Worksheets
- Codes and Standards
- Audit Problems
- Insurance Issues
- Documentation and Work Flow
- Purchasing and Contracts
- The “Six Deadly Sins of Recovery”
- Public Assistance FAQs

Agenda - Day Two

- Expanded Case Study - Memorial Medical Center
- Detailed Review of Project Worksheet Forms
- Incident Work Reports
- The Excel Spreadsheets:
 - (Requires each student to have a laptop computer and Excel software)
 - Force Account Labor, Equipment and Materials Tracking
 - Project Worksheet Deadlines and Progress Tracking
 - Damage and Needs Assessment Summary
 - Disaster Overtime “Burn Rate” Estimator
 - List of Projects and Preliminary Damage Assessment Site Information
 - 44 CFR §13.36 Compliance Self-Assessment Worksheet and many more
- The “What To Do List”
- Disaster Policies That Can Save Money
- Expanded Case Study - County Public Works Department OIG Audit
- Advance Planning for Financial Recovery
- Debris Removal Planning and Management

Client agencies of the Finance and Administration Section Training include:

- Alliance of Schools for Cooperative Insurance Programs (ASCIP) Anaheim, CA
- Area B Office of Disaster Management (Los Angeles County, CA)
- California Emergency Services Association, San Diego Conference
- California Municipal Treasurers Association, San Francisco Conference
- City and County of Denver, CO (2 classes)
- City of Anaheim, CA
- City of Beverly Hills, CA
- City of Fort Collins, CO (Poudre Fire Authority)
- City of Huntington Beach, CA
- City of Irvine, CA
- City of Oakland, CA (2 classes)
- City of Ontario, CA
- County of San Bernardino, CA
- City of San Francisco, CA (5 classes)
- City of San Ramon, CA (3 classes)
- County of Kern, CA (2 classes)
- County of Marin, CA
- County of Sacramento, CA
- County of San Mateo, CA
- County of Santa Clara, CA
- County of Stanislaus, CA
- County of Tulare, CA (3 classes)
- Government Finance Officers Association, New Orleans, LA
- International Association of Emergency Managers - Reno Conference (2007)
- International Association of Emergency Managers - Orlando Conference (2009)
- Metropolitan Water District of Southern California
- North Central All Hazards Emergency Management Region, Denver, CO
- Port of San Francisco
- San Francisco International Airport
- University of California, Davis, CA
- University of California, Riverside, CA
- Willdan Homeland Solutions (City of Anaheim, CA)

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