

From: [Kelli Merriweather](#)
To: [Sue Seet](#); [Monica Watt](#)
Subject: FW: COVID-19 Cost Tracking Tools
Date: Monday, March 16, 2020 11:32:58 AM
Attachments: [image001.png](#)
[COVID-19 Cost Tracking.pdf](#)
[ATT00001.htm](#)
[COVID-19 Cost Report Example Spreadsheet.xlsx](#)
[ATT00002.htm](#)

Please see attached per our conversation this morning about tracking costs related to COVID-19 response. Thank you.

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Sent: Sunday, March 15, 2020 6:30 AM
To: Lorrain Meek <lorrainm@csec.texas.gov>; Jackie Doan <jackied@csec.texas.gov>; Johnnie Johnson <johnniej@csec.texas.gov>
Cc: Kelli Merriweather <kellim@csec.texas.gov>
Subject: Fwd: COVID-19 Cost Tracking Tools

Sent from my iPhone

Begin forwarded message:

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Date: March 14, 2020 at 4:42:58 PM CDT
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Subject: FW: COVID-19 Cost Tracking Tools

Good evening,

You are all my Points of Contact with your agencies, so this is being addressed to you with the hope that you will forward it on to the Finance/Administrative personnel who need it. Many of your agencies probably already have procedures for cost tracking; this

is simply a recommendation and the way that TDEM is tracking their costs. As this is now a Federally Declared Disaster, the funding streams change. These documents are simply a method to track costs, submit those costs to TDEM, and attempt to get reimbursement for the time and materials spent on this disaster.

Thank you,
Rob

Robert Andrews, CEM
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Texas Division of Emergency Management
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From: State of Texas SOC2 <SOC2@dps.texas.gov>

Sent: Friday, March 13, 2020 5:40 PM

Subject: COVID-19 Cost Tracking Tools

Colleagues,

On Friday, March 13, 2020, Governor Greg Abbott signed a Declaration of a State Disaster for all counties in the State of Texas in response to COVID-19. **As you are aware, tracking costs for all emergencies or disasters is imperative to the success of recovery in local jurisdictions, public health emergencies included. TDEM has created a short video to provide local jurisdictions with best practices and considerations for tracking COVID-19 cost. This video can accessed by clicking this link**
<https://vimeo.com/396787483/e6e692cf27>

Attached to this email, you will find guidance for COVID-19 cost tracking. Additionally, you will find an example cost tracking spreadsheet, which can be used to capture daily labor, equipment, supplies, lease, contract, and other miscellaneous cost associated with efforts surrounding COVID-19 preparedness and response efforts. To ensure we are capturing statewide expenses cities, counties, special districts, and non-profits should be submitting costs through the Disaster Summary Outline (DSO) process via the TDEM website.

The DSO PIN for this event is **200003**.

Thank you for your continued commitment to protecting the health and safety of Texans. Please contact your local District Coordinator with questions.

