

## **General Notes for Using the Spreadsheet Tools**

The spreadsheet tools and forms are provided to facilitate the tracking of disaster response information, disaster damage information and to assist in managing the Project Worksheets that will be used for disaster cost recovery.

This is the list of Excel spreadsheets and forms in the series:

1. FEMA Cost Codes
2. FEMA Facility Dollar Values
3. Damage And Needs Assessment Summary
4. Loss Estimation Form
5. Sample Disaster Damage Cost Worksheet
6. List of Projects & PDA Site Info
7. PW Deadline and Progress Tracking Forms
8. Materials Average Costing Worksheet
9. Labor, Equipment & Materials Cost Tracking
10. Benefits Worksheet (Open Formula)
11. A - PW Administrative Costs - Technical Staff
11. B - PW Administrative Costs - Administrative Staff
12. Claim File Envelope Label
13. Calculating Repair vs. Replacement Costs
14. A thru D - Private Property Damage Report
15. Disaster Response and Relief Donations Form
16. Post Disaster Vehicle Damage Report
17. Daily Shelter Report for Cost Recovery
18. Daily Special Operations Report
19. Shelter Daily Time Log
20. A thru D - Office Furnishings and Equipment Damage Report
21. A & B - Cost/Price Analysis
22. A thru D - Missing Documentation Request
23. Facility Damage Report Form For Cost Recovery
24. Office Relocation Expense Report
25. 44 CFR Section 13.36 Self Assessment

Each of the tools has an instruction page, except the "FEMA Cost Codes." This document is provided for information purposes only to show how FEMA accounts for various cost items.

These are not FEMA forms, but some of them are modeled closely on the FEMA forms. It may not be necessary to use all the forms in a given disaster, tool use will depend on the nature and extent of the response and recovery activities.

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All of the spreadsheets are protected, but do not have a password. This allows the user to modify the spreadsheets to suit their individual situation. If any changes are made to a spreadsheet, the sheet should then be re-protected to prevent unauthorized or accidental changes and to ensure the accuracy of the programmed calculations.

Some of the the spreadsheet cells are shaded. These shaded cells cannot be changed if the spreadsheet is properly protected. Only the unshaded cells will allow data entry.

Some of the spreadsheets have shaded columns, that need to be hidden before the spreadsheets are given to staff for their use. The shaded columns have data for the “Look-Up” functions and other standard data that will apply for proper operation of the spreadsheets.

For the Look-Up functions to work properly, the list must be sorted in alpha-numeric order whenever additions, deletions or changes are made to the data. Never add to or delete rows or columns of data without verifying the programming. Failure to re-verify the functions and calculations can result in mis-calculations and faulty data output.

Never add to or delete rows from any spreadsheet. Adding or deleting rows in most cases will cause programming errors and result in faulty calculations. If it is necessary to add to or delete rows from a spread sheet, recheck all calculations to ensure that they are working properly. This includes unhiding all hidden columns and adjusting the data in the hidden columns if necessary.

If some information is not available when the reports are first filled out, do not stop. Complete the form with what information is currently available. Missing information can be entered later on to complete the form.