Emergency Activity Tracking for Transportation Programs

What to do NOW, for possible reimbursement later:

The President of the United States has declared a National Emergency due to the Novel Coronavirus or COVID - 19. Governors in several state have also declared emergencies. While you are determining what this means for your agency and your customers, you will want to track your time, resources and expenditures specific to your agency's emergency response. Receiving reimbursement is not guaranteed for these activities; however, you can guarantee no reimbursement without this information. It is much easier to track from the start, than to try to recreate numbers and documentation later.

The Federal Transit Administration (FTA) recommends the following:

"Develop recordkeeping policy and protocols. Develop a policy and procedures to document hours of asset use as well as asset losses during declared emergencies. Documentation is essential for recovery funding under the Stafford Act."

> [Response and Recovery for Declared Emergencies and Disasters: A Resource Document for Transit Agencies - FTA 2013, Section 2.3 FTA Recommendations for Transit Agencies, Strategies, Plans and Protocols](#)

According to the FTA, you must "track separately all disaster related expenses and outcomes to facilitate reimbursement later, whether from FEMA or FTA. This includes the number/type of vehicles used for emergency operations, labor, materials, number of people evacuated, number of vehicle trips, hours of service, protective measures put in place, all damages, and any emergency or permanent repairs." You must also track odometer readings for each vehicle for each trip.

> [FTA Emergency Relief Program Overview PowerPoint, FTA October 25, 2018](#)

The Federal Emergency Management Agency's National Incident Management System (NIMS) Incident Command System (ICS) provides guidelines and forms for recording activities during declared emergencies. Check with your emergency operations center or emergency management director to learn when and how to record and report your emergency response activities.

Revised 3/26/2020