



## COVID-19 Cost Tracking Guidance

**It is urgent that all state agencies, local jurisdictions and non-profit organizations:**

- Track all COVID-19 costs
- Report costs through the TDEM Disaster Summary Outline (DSO) under Category B (emergency protective measures)

**Local jurisdictions can utilize the cost tracking spreadsheet provided by TDEM to determine their daily expenses.**

Local jurisdictions, non-profits and state agencies and organizations should submit costs through the DSO process via the [TDEM Website](#). The DSO Pin is 200003. Remind local responders to track their activity through the local established process or utilize an ICS 214 form. Please contact your TDEM District Coordinator with any questions.

Tracking costs will provide the best support for eligibility of any related funding for COVID-19 to include federal supplemental funding and/or any additional funding that might be available as a result of the national emergency declaration.

**Most costs for COVID-19 response will likely be related to:**

- Personnel costs
- Preparedness activities

**Some examples of expenses local jurisdictions should be tracking now include:**

- Pandemic preparedness costs (e.g. employee time in planning meetings, creation and/or distribution of preparedness material or public outreach meetings)
- Costs in excess of regular operating expenses for sanitation supplies, lab submissions, or equipment for sample storage
- Points of Dispensing, Points of Distribution, or drive thru testing activity

Local jurisdictions should be preplanning for contracts and leasing agreements now. Some areas of that need to be considered are contracting for additional medical staff, food services, delivery services, and biological/decontamination response teams or lease agreements for clinic and office space.

**Remember whether it's local, state or federal procurement procedures, a local jurisdiction seeking support is obligated to follow the most stringent process to be eligible for funding.**