

DISASTER RECOVERY ASSISTANCE

In the event of a disaster, the recovery process begins as soon as the response effort begins. "It is critical that entities track and monitor potentially eligible expenses so that when and if funding becomes available, the entity is in a position to maximize reimbursement and other forms of assistance as part of the recovery process."¹

The ability to track and monitor potentially eligible expenses is the key to maximizing recovery efforts. In order to do so, all disaster-related costs should be separated from regular expenses.

Eligible Expense Requirements:

- Required as the direct result of the declared emergency or major disaster;
- Located within the designated disaster area, except for sheltering, evacuation activities, and mobilization center, which may be located outside the designated disaster area; and
- The legal responsibility of the eligible applicant at the time of the disaster.

The chart below is a general guideline on how to categorize expenses:

Labor Costs

- Regular employee labor hours, by individual, rates of pay, duty assignment and work locations
- Temporary hires, by individual, hours of work, and rates of pay
- Breakdown of fringe benefits for regular employees and temporary hires, including regular and overtime rates

Equipment, Supplies, and Contract Costs

- Equipment used for eligible disaster recovery work, hours of use, applicable equipment rates charged (local or government cost code), location of work, and name of supervisor
- Services contracted for and/or purchased for use on eligible work, location of work purchase orders, costs, and invoices to support the costs
- Lists of equipment damaged and costs to repair or replace
- The contractual scope of work should be included to document the specifics of the work and services provided

Other Supporting Records

- Copy of declaration/proclamation
- Mutual aid and assistance agreements in effect
- Insurance adjustments and settlements, and other documents and records related to project worksheets
- Photographs of work sites, before and after, labeled with location and date
- Labor policies in effect at time of disaster
- Volunteer labor documentation, for each volunteer, a record of hours worked, location, description of work performed, and equivalent information for equipment and materials
- Source documentation such as cancelled checks, copies of paid bills, payroll sheets, time and attendance records, etc.
- All other documents or costs associated with the disaster

1. For in-depth guidance, please review the Disaster Financial Assistance section in the California Public Health and Medical Emergency Operations Manual: [CDPH Public Health and Medical EOM](#)