

Disaster Financial Assistance (DFA) Recovery and Funding Program Assistance Recovery Claim Instructions

Mandatory Supporting Documentation Checklist

Prior to submitting your claim, please ensure that the following information and documentation has been provided.

We will be unable to process your claim without this information.

Invoices

- Itemized invoices for all expenses. The following information must be provided:
 - Date of invoice.
 - Invoice number.
 - Date of work.
 - Supplier name and contact information.
 - Location of work (must correspond to an approved project from Cost Recovery Plan).
 - Detailed breakdown of expenditures with quantities and materials.

Invoices must be billed to Indigenous or Local Government submitting claim.

Proof of Payment

- General Ledger report printed from accounting software program. Highlight invoice numbers and amounts.

In addition to the general ledger, we must also receive the following:

- Front and back of cleared cheque.

OR

- Electronic Funds Transfer notification with bank statement showing that the funds have cleared account.

Contracts and Other Documentation

- Lease or permit agreements (if damaged property is not owned by the Indigenous or Local Government).
- Copies of lump sum contracts (if applicable, and any applicable change orders).
- Purchase Orders.

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Time and material contracts plus:

- Time sheets.
- Detailed cost breakdowns and description of work (if not included on the invoice).
- Change orders (if applicable).

Blue book rates for all equipment listed in a Time & Material contract only (not required for lump sum contracts). The correct Blue Book must be used based on the date the repair work was done.

2020 – 2021 Blue Book - date of repair: July 1, 2020 to June 30, 2021.

2021 – 2022 Blue Book - date of repair: July 1, 2021 to June 30, 2022.

Invoice or email must include the following blue book information:

- Year, make, model, and type of equipment and any attachments used.
 - Section number and page number of equipment and attachments.
- Equipment costs claimed must not exceed the Blue Book rates.**

If you have any questions on submitting your claim or the documentation required, please contact our office at: Toll Free: 1-888-257-4777

Email: DFA.Public@gov.bc.ca

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Indigenous or Local Government Claims Tip Sheet

Recovery Claim Submission form

- A Cost Recovery Plan must be submitted and approved prior to submitting a claim.
- Claims must be completed on our Local Government Recovery Claim Submission form found on our [website](#) and must be submitted in excel format.
- One line per invoice - **DO NOT** group invoices from the same supplier on the same line.
- Invoices that are split between projects must clearly indicate the proportionate amount per project on the invoice.
- Only include DFA eligible costs on the claim form. Clearly indicate on the invoice which costs are included.

DFA eligible expenses are costs required to repair or restore infrastructure to its pre-event functionality. Enhancements or betterments are eligible only if required to meet prevailing codes and bylaws in the affected area. Costs incurred or required in relation to works undertaken as a preventative measure to guard against future disasters are not eligible.

- **DO NOT** change the form.
- **DO NOT** type in the "EMCR Approved" or "EMCR Comments" columns.
- Claims may be submitted as eligible costs are incurred by the community.
- A request for funding that exceeds the recovery plan approved funding level may not be paid unless a written request substantiating the need to increase the funding level has been received and approved by EMCR.
- The \$1,000 that is deducted from your Recovery Claims will only apply to the first claim submission. The remainder of the projects will be calculated at 80% of your total invoiced costs for events prior to the Atmospheric River event of 2021. All events that take place after November 2021 will be calculated on a per capita basis at an amount between 90-95%.
- Overtime (OT) costs must be incurred costs, ineligible if taken as time off.

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- Supporting documentation for backfill position and overtime (OT).
 - HR letter (backfill positions).
 - Accurate Timesheets.
 - Payroll register.
 - Proof of payment (refer back to checklist on page 1).
- Supporting documentation for invoices could include:
 - Subcontractor invoices.
 - Supporting contracts.
 - Engineering reports.
 - Technical memos.
 - Code or regulation documentation to support enhancements.
 - Purchase Orders.
 - Fee schedule for professional work.

All supporting documentation must demonstrate a clear link to the claimed costs. If this is not shown, additional documentation and information may be required to approve costs.

- Electronic copy of Claim Submission form should be emailed to DFA.Public@gov.bc.ca. Back up documentation (invoices and proof of payment) must be attached for your claim to get approval.