

# FACT SHEET: Recovery

## Disaster Cost Recovery



**AFTER THE EMERGENCY:** In the case of major emergencies and natural disasters, the university may request assistance through the FEMA Public Assistance program, which has required documentation, processes and protocols needed for applicants to be positioned to have the highest level of cost recovery possible.

### ! NEED TO KNOW:

#### 1. REQUIRED DOCUMENTATION:

- **Emergency Work:** List of work performed, post-event photos
- **Permanent Work:** Bid, Contracts, Advertisement, RFP, Invoices
- **Emergency Purchases:** Receipts, purchase orders, requisitions
- **Temporary Repairs:** Rental Equipment, Material receipts
- **Labor Costs:** Essential Personnel, Timesheets, Payroll Policy
- **Equipment Costs:** Log Sheets, Mileage

#### 2. REQUIRED FEMA FORMS:

- **Summary Records:** Force Account Labor and Equipment, Material and Contract Work

*“Managed by FEMA, the PA program funds are passed through GOHSEP to eligible applicants. Minimum cost share is 75%.”*



### ✓ ACCEPTABLE CONTRACT METHODS:

- Lump Sum
- Unit Price
- Cost plus fixed fee
- Time & Materials (must have a ceiling clause and loaded rate)



### ✗ UNACCEPTABLE CONTRACT METHODS:

- SOW in contract is not advertised.
- Work/Task orders go beyond original contract SOW.
- Lack of monitoring contracts.



### 📱 MORE INFO:



### ADDITIONAL RESOURCES:

- FEMA: [General Forms and Documents](#)
- GOHSEP: [General Information and Resources](#)