

DRFA Cheat Sheet

- **Category A** – Relief and recovery for residents
- **Category B** – Emergency and reconstruction works for Essential Public Assets (Roads, bridges etc)
- **Clear annotation** of invoices and photos is essential. Use Adobe Acrobat to annotate photos and invoices. Manual annotation can be hard to read and is time consuming.
- **Create a spreadsheet for each invoice** where some costs on an invoice are not being claimed (such as being ineligible or Cat A and B costs on one invoice), prepare a spreadsheet for that invoice alone showing how the amount claimed is being calculated. Show how estimates, such as betterment are calculated to make the Assessor's job easier.
- **Keep your own spreadsheet of claims submitted.** DRFA claims are given random codes like MC93CD4E. We (very imaginatively) started at 1 and went on from there so it was easy to identify the claims internally, and our spreadsheet showed which DRFA claim code was relevant to each claim. For example Claim 1 \$445,000 MC93CD4E
- **Submit regular claims** up to \$500,000 as it shows you are making progress and keeping on top of claims.
- **Submit Cat A and Cat B claims separately** for ease of assessment – do everything you can to make the assessor's job easier.
- **Keep a reconciliation of all costs** associated with the event, including those which are not being claimed. Reasons might be no evidence, work might have been done in a park etc. Don't claim things you know aren't eligible – this just wastes the assessor's time. There may be other sources of funding (outside DRFA) that will require these records.
- **Maintain regular contact with the Assessor** – that relationship is key to a successful claims process
- **Keep track of your claims progress** and your progress in reviewing invoices.
- **Document your processes** so when the next event comes around the lessons learnt are not lost because staff have moved on