



Date: March 26, 2020  
To: All City Employees  
From: John Gross, Director of Financial Management *DN FR*  
Subject: **COVID-19 Project Codes - Appropriate Use and Time Entry**

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In response to the COVID-19 outbreak, the City has created a series of disaster project codes for use in tracking the costs of this declared emergency. As we refine our response protocols and programs, there is a need to clarify what activities should be using the currently established project codes and which of these project codes should be used. In addition, this communication will clarify the appropriateness of recording operational costs to the disaster programs and how to complete your timesheet to reflect your efforts.

At present, there are three COVID-19 related project codes. Additional codes may be established as needed. All disaster project codes can be used citywide with any fund and any department. Please note that this guidance is effective for periods beginning on or after March 21, 2020.

### **Project Code 3100202001**

This code should only be used by:

- Health Department personnel (non-grant funded) assigned to the COVID-19 response. This includes all COVID-19 related Health department personnel costs and supplies and services procured by Financial Management at the direction of the Health Department.
- Personnel time and operational expenses for those assigned to the Emergency Operations Center (EOC), the Incident Management Team (IMT) or *related* Department Operations Center (DOC) operations. This includes all COVID-19 related personnel costs, supplies and services procured by Financial Management at the direction of the EOC or IMT.
- For Payroll purposes, this code is entered with any index code as:
  - Project: 310020
  - Project detail: 2001

### **Project Code 3100202002**

- This project code is to be used for FEMA/CalOES reimbursable costs. At present, the parameters for allowable costs and the timeframe applicable for accumulating those costs has not yet been established.
- No one should be using this project code as of the date of this communication.
- For payroll purposes, this code is entered with any index code as:
  - Project: 310020
  - Project detail: 2002

**Project Code 3100202003:**

This code should be used by:

- All departments to track their COVID-19 related costs and programs. This includes all COVID-19 related department personnel costs and supplies, not specifically directed by the EOC, IMT or a related DOC.
- All hourly or non-management personnel not specifically assigned to the Health Department COVID-19 response, EOC, IMT or a related DOC, to record their worked hours related to the preparation for and response to this declared emergency.
- All management personnel not specifically assigned to the Health Department COVID-19 response, EOC, IMT or a related DOC, to record their worked hours related to the preparation for and response to this declared emergency.
- In certain cases, civilian personnel may be temporarily assigned tasks to cover for staff who have been assigned to the EOC, IMT, DOC or other directly related COVID-19 response functions. These civilian personnel should not code their time to this project code.
- For Payroll purposes, this code is entered with any index code as:
  - Project: 310020
  - Project detail: 2003

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