

The Disaster Financial Assistance Program

Local Authorities



What is Disaster Financial Assistance (DFA)?

- When a natural disaster occurs, the Manitoba government may declare the event eligible for Disaster Financial Assistance (DFA).
- Provides assistance with basic and essential items which are uninsurable.

Who is DFA for?

- Municipal governments
- Manitoba's provincial departments
- Private residences
- Small businesses
- Farms
- Non-Profit Organizations (NPOs)

DFA Eligible Costs



Pre-emptive

Examples:

- Preparing sandbags
- Emergency diking
- Closing ring dikes

Response

Examples:

- Mandatory evacuations
- Reception centres
- Pumping
- Emergency Operation Centres

Recovery

Examples:

- Clean up & debris removal
- Restore homes to functional/habitable state
- Repair damaged infrastructure

DFA Ineligible Costs

- Losses that could have been covered by insurance
- Costs recoverable through other government programs
- Losses recoverable through legal proceedings
- Non-essential items
- Normal operating/maintenance costs
- Capital purchases
- Upgrades or improvement
- Long-term maintenance issues unrelated to the event
- Costs not directly related to the disaster

What steps should our municipality take?

1. Review Fact Sheets
2. Reduce Impacts and Document
3. Apply
4. Application Screening
5. Inspection
6. Repair and Restoration
7. Claim Submission
8. Evaluation
9. Payment
10. Deadline
11. Appeal (if needed)

Step 1: Review Fact Sheets

- Manitoba EMO publishes fact sheets with detailed information about DFA programs.
- These fact sheets are designed to help municipalities work through their DFA claims.
- Fact sheets include information about:
 - Administering a DFA claim
 - Inspections
 - Record keeping
 - Repairs
 - Eligibility of various items
- https://www.gov.mb.ca/emo/dfa/municipal_factsheets.html

Step 2: Reduce Impacts and Document

- After a disaster, municipalities should immediately take actions necessary to respond to event.
- Municipalities should also report their impacts to Manitoba EMO through a Community Impact Assessment (CIA).
 - The sooner the CIA is completed, the better – CIAs let Manitoba EMO know about your impacts, and will be easier to reconstruct timeline of events.
 - CIA can be updated, and does not limit the amount of DFA available to a municipality.
 - Can be filled out by Municipal staff with best knowledge of damages.

Step 3: Apply for DFA

- To apply for DFA, a municipality must pass a Council Resolution requesting DFA.
- To apply to the 2022 Spring Flood DFA program, a Council Resolution requesting assistance must be received by Manitoba EMO by August 8, 2022.
 - Mandatory step in DFA process
 - A Council Resolution is a formal record of a local government's request for financial assistance from the Manitoba Government
- If the municipality has not sent in a CIA at the time of the council resolution, they should be sent together.
 - Additionally, if a CIA had been sent in earlier but better information is now available, an updated CIA can be sent in with the resolution.

Step 4: Application Screening

- Manitoba EMO assesses all CIAs received as well as private sector applications to better understand event.
- May take several weeks for Manitoba EMO to assess a CIA and gather more information.
- Manitoba EMO staff will contact you to discuss:
 - Questions regarding eligibility and procedures;
 - Additional information that may be required;
 - Be available to answer questions; and
 - Process your claim.

Step 5: Municipal Inspections

- Manitoba EMO will arrange for our contracted engineering consultant (Stantec) to inspect your damages
- Full inspections will occur once water recedes and sites are accessible
- If municipalities have non-engineering sites requiring emergency or temporary repairs, work can begin before Stantec inspection
 - Emergency repairs are eligible for DFA so long as it's a repair to pre-disaster condition and not an upgrade
- If municipalities have engineering sites requiring emergency repairs, contact EMO immediately
 - Call 204-945-3050, ask for Phoenix Nguyen
 - Stantec can be deployed on short notice for emergency sites requiring an engineer

Step 5: Municipal Inspections

- Ensure the process goes smoothly by:
 - Identifying the damaged sites in a document.
 - Prepare a map of your municipality, locating all damaged sites.
 - Take photos of all damaged sites.
 - Identify sites where pre-emptive action was taken or where emergency repairs were done.
 - Identify a municipal representative to accompany the consultant during inspection.

Step 5: Municipal Inspections

- Temporary repairs may be eligible for DFA. If they are required before inspectors can view a site, be sure to photograph the site and document materials, labour hours etc.
- The inspector along with a local representative (e.g. public works foreman) will inspect each damaged site. The inspector will:
 - determine if the site is damaged as a result of the eligible event,
 - estimate the type of repair, amount of material and equipment required to repair the site to pre-disaster condition, and
 - ensure the site report is signed by both the inspector and municipal representative.
- Manitoba EMO will review the inspection report to determine eligibility
 - If you find that a site requires more work than noted in the inspection report, notify Manitoba EMO immediately so the additional work can be considered.

Step 6: Repair and Restoration

- Once the inspection and site reports are complete and approved, then you can proceed with restorations.
- Upgrades are not eligible for DFA unless required by code.
- Contact Manitoba EMO immediately if you find a site requires more work than previously noted during inspection or additional equipment time is needed.
- It is the responsibility of the municipality to ensure they have received approval for work beyond that noted in the inspection report (e.g. waterway permits, environmental permits, etc.).

Step 7: Claim Submission

- The municipality will prepare and submit claim submission(s). Upon receipt of a claim submission, Manitoba EMO will:
 - evaluate the submission(s) in accordance with DFA policies and guidelines
 - issue payment and prepare a reconciliation statement identifying eligible, ineligible and deferred items
 - advise about deferred items and request additional supporting documentation to determine eligibility or ineligibility; and
 - supply a full reconciliation statement with the final payment identifying eligible and ineligible items
- Municipalities can download claim submission forms from the Manitoba EMO's website.
- Municipalities can upload submissions on the MMO portal.

Step 8: Evaluation

- DFA provides assistance with basic and essential items that are uninsurable.
- Not all damages are eligible for DFA.
- The following items are typically eligible:
 - Construction and removal of temporary dikes.
 - Operation of pumps or other equipment and machinery to prevent damage to eligible infrastructure.
 - Set-up and operation of an emergency operations centre.
 - Evacuation costs for mandatory evacuations based on an order from an authorized official.
 - Clean-up and debris removal from ditches and culverts.
 - Infrastructure damages such as repair of roads, streets, bridges or other public facilities.
- It is always best to contact Manitoba EMO if you have specific questions about eligibility

Step 8: Evaluation

- The following items are typically ineligible for DFA:
 - Costs related to dry conditions.
 - Losses that could have been covered by insurance.
 - Normal operating costs.
 - Purchase or acquisition of capital assets like pumps or signs.
 - Upgrades or improvements to infrastructure made during repairs (unless approved in advance by Manitoba EMO).
 - Costs recoverable through another government program.
 - Losses that are recoverable through legal proceedings.
 - Any cost or expense not directly resulting from the specific disaster event.

Step 9: Payment

- Advance and progress payments are available for a certain percentage of recovery costs.
- Detailed and complete record keeping will ensure maximum cost recovery and a smooth administrative process.
- DFA is only paid out for incurred costs.
- DFA payments are subject to a deductible
 - Based on a formula which uses a per-capita calculation based on a municipality's population
 - Municipalities have the option of re-directing their municipal cost-sharing portion of the 2022 Spring Flood DFA program to disaster mitigation preparedness measures through the Mitigation and Preparedness Program.

Step 10: Program Deadline

- The deadline to apply for the 2022 Spring Flood DFA program is August 8, 2022.
- DFA programs are open for a period of one year from the date a DFA program is established.
- All repairs must be completed and all required documents must be submitted to Manitoba EMO by the program closure date (May 9, 2023).
- In exceptional circumstances, an extension may be granted if more time is required to repair damages to their pre-disaster condition. Formal extension requests must be submitted in writing before the program closure date.

Step 11: Appeal

- An appeal process is available for municipalities.
- Appeals may be based on:
 - Amount of DFA paid out
 - Ineligible claims
- Stage 1: Internal Review
 - Director of Recovery and Mitigation reviews claim and then confirms, sets aside, or changes the original decision
- Stage 2: Appeal to the Manitoba Disaster Assistance Appeal Board
 - Board is independent of Manitoba government and made up of municipal officials
 - Board's decision is binding and final

Questions?