

## 10.0 Administering a Disaster Financial Assistance Claim (for local authorities)

When a Disaster Financial Assistance (DFA) program is approved, local authorities are expected to use their own internal resources wherever possible to manage the administrative aspects of their DFA claim. There may be times; however, where additional administrative help is necessary for things like:

- Claims adjustment or claims preparation services (refer to Fact Sheet “14.0 Preparing Your Municipal Claim” for more information)
- Emergency coordination
- Professional engineering services

**Eligible** costs for administration are limited to those costs over-and-above the regular annual operating expenses of the local authority.

Any administrative costs submitted to Manitoba Emergency Management Organization must be reviewed by the municipality to ensure they are reasonable and must include:

- A copy of the municipal resolution, correspondence or contractual agreement confirming the need for administrative services.
- Detailed activity list outlining the date(s), time(s), hours and description of the disaster-related work (the local authority must ensure that the administrative costs being submitted are reasonable in relation to the scope and magnitude of the claim).
- Any meeting costs submitted must identify the disaster-related activity and the individuals that participated in the meeting.
- Related travel and other expenses must be fully documented.
- For engineering services, a copy of the professional services agreement is required (refer to Fact Sheet “15.0 Professional Engineering Services”).

**Ineligible** costs include site supervision. Site supervision is considered a routine function of the municipality and is not eligible for DFA. Exceptions can be referred to Manitoba Emergency Management Organization for consideration.