

## 13.0 DFA Payments to Municipalities (for local authorities)

Manitoba Emergency Management Organization (EMO) issues payments for the DFA program. Payments may be issued at several points throughout the life of a DFA claim as long as the required information is received by Manitoba EMO.

Manitoba EMO recognizes that, in the case of large-scale infrastructure damages and repairs, municipalities may benefit from receiving payments before the entire DFA claim is closed.

**Progress payments** can be issued for engineered sites (sites that require inspection by a specialized engineer, such as a bridge). Once a tender to award the contract is signed by the municipality, the municipality can submit this contract and a council resolution to Manitoba EMO requesting progress payments as they incur costs to complete their project. Manitoba EMO requires detailed invoices with proof-of-payment to provide assistance.

**Advance payments** may be requested by the municipality to assist with a percentage of recovery costs. Advance payments can be considered once Manitoba EMO's third-party contracted engineering consultant has completed inspections and estimates the costs to repair damages. The municipality can contact Manitoba EMO for more information on advance payments.

**Overpayments** may occur under a number of different scenarios (for example, when estimated costs exceed actual costs, for duplicate invoices, etc). Overpayments must be paid back to the Manitoba government. Keeping advance payments in a separate, dedicated bank account will help keep DFA funds separate in case repayment is required.

Keep in mind that Manitoba EMO requires supporting documents for all payments, including progress or advance payments. You can ensure your claim is prepared properly by:

- Keeping disaster expenses in a dedicated flood ledger separate from regular expenses.
- Separating pre-emptive response costs from recovery costs.
- Ensuring all infrastructure damages have an inspection report; and
- Including paid invoices that outline the date, location, and description of the good or service.