

14.0 Preparing your Municipal 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 prepare their claim for Manitoba Emergency Management Organization's (EMO) consideration. There may be times, however, where additional administrative help is necessary. Municipalities have three options if they need help to prepare their DFA claim:

1. Hire temporary staff to prepare their claim. All hours worked by the temporary staff to prepare the claim can be considered for eligibility. Timesheets and a detailed log of the work completed by the temporary staff person are required.
2. Hire temporary staff to backfill regular municipal positions to allow regular municipal employees to prepare your claim. All hours worked by the temporary staff to backfill municipal positions can be considered for eligibility. Timesheets and a detailed log of the work completed by the temporary staff person are required. Overtime hours worked by municipal employees to prepare your claim can also be considered for eligibility.
3. Hire a contracted service provider.

When hiring a contracted service provider, there are some very important points to keep in mind:

- The municipality must advise EMO (on municipal letterhead) that they have hired a contractor to prepare their claim. Notify EMO if you would like your contractor to be carbon copied (cc'd) on correspondence related to your submitted claims.
- Clearly define with the contractor the level of service and the scope of work.
- Although a municipality may hire a contractor, the municipality must review all expenses submitted on their behalf. EMO will contact the municipality should there be any questions about the claim, and the municipality needs to be aware and able to answer those questions.
- Ensure that all administrative expenses paid to the contractor are directly related to the claims submitted. Not all contractor expenses are eligible for DFA.
- Questions about the eligibility of expenses or advice regarding repairs should be directed to Manitoba EMO (dfa@gov.mb.ca or 1-888-267-8298).

Your final claims submission to EMO must include all costs for claims preparation service providers and any other administration costs.