

18.0 Applying for Disaster Financial Assistance (for local authorities)

After a disaster event, a local authority is required to submit a Community Impact Assessment (CIA) and pass a council resolution in order to apply for Disaster Financial Assistance. Local authorities should also thoroughly document their impacts in order to maximize the amount of assistance they receive.

- Community Impact Assessment
 - Manitoba EMO requests your local authority complete a [Community Impact Assessment](#) (CIA) as soon as possible after the disaster. This form lets Manitoba EMO know of the disaster-related impacts in your area.
 - Information provided on the CIA will help the Manitoba Government assess whether a DFA program will be established.
 - Manitoba EMO understands a CIA is only a best estimate of damages at the time of submission. Local authorities may submit an updated CIA at any time. This will not affect the amount of assistance the local authority is entitled to.

- Council Resolution
 - In addition to a CIA, a local authority must pass a council resolution requesting DFA from the Manitoba Government. Manitoba EMO considers the council resolution to be a local authority's official application. **This must be separate from other council resolutions**, such as those declaring a state of local emergency.
 - Your local authority may have experienced impacts to the public sector, the private sector or both. Make sure your council resolution states which sectors have been affected.
 - An example of acceptable wording for the council resolution may be: "Be It Resolved the [municipality name] requests Disaster Financial Assistance for public sector costs incurred to the municipality as well as private sector costs incurred by its residents and property owners during the [insert disaster event]."

- Documentation
 - Local authorities should document all their costs related to the disaster on a separate ledger, including machine hours, staff time, materials, invoices, etc.
 - Damaged infrastructure should be assigned site numbers, and costs must be documented based on site number for easy reference.
 - Damaged sites must be photographed before and after repair in order to establish DFA eligibility. **No photos = no assistance.**