

Guidelines For Proposals

The Mitigation and Preparedness Program (MPP) is an opportunity for municipalities to build local resiliency against extreme weather events and invest in disaster mitigation and preparedness. When Manitoba establishes a Disaster Financial Assistance (DFA) program that is cost-shareable with Canada under the Disaster Financial Assistance Arrangements, municipalities have the option to either:

- Pay the municipal DFA deductible based on the current cost-sharing formula; or
- Under the MPP, receive 100 per cent of eligible DFA costs back from Manitoba and invest the amount that would have been the deductible into an approved disaster mitigation and preparedness project.

These guidelines provide program information to municipalities that are considering the MPP and provide guidance when completing a proposal to the MPP.

Program Description

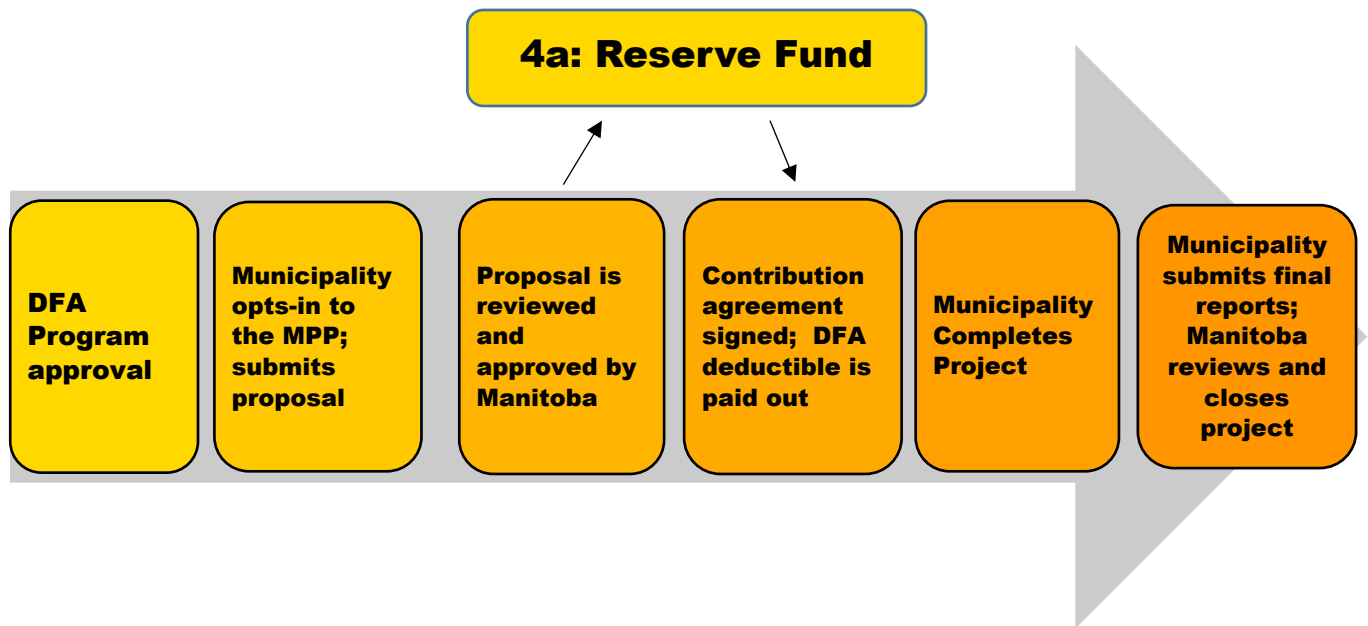
The MPP enables municipalities to invest their municipal DFA deductible into a mitigation or preparedness project, in instances when the municipality is eligible for participation in a DFA program that is cost-shareable with Canada.

For municipalities that opt-in to the MPP, Manitoba Emergency Measures Organization (EMO) will review their DFA claims using the standard process and will reimburse municipalities for 100% of their eligible DFA costs once the municipality has received approval for its MPP proposal. In the payment sheet to municipalities, the municipal deductible will become the MPP amount.

Municipalities must invest the MPP amount in their approved project or place this amount into a reserve fund for a project to be completed within an agreed-upon time, up to a maximum of five (5) years. More details on the reserve fund process can be found in the sections below.

MPP is administered by EMO with the support of other government agencies as required.

How does the program work?



Step 1: DFA Program Approval

If a DFA program is approved for a natural disaster, and if the cost of the program is sufficient for federal cost-sharing through the Disaster Financial Assistance Arrangements, the MPP will be activated. Manitoba Emergency Measures Organization (EMO) will then notify municipalities that they have been accepted into the DFA program, and at that time, will direct municipalities to the [MPP webpage](#) for information on how to apply for an MPP project if they choose to opt-in.

At this point, municipalities would have the option either to:

- Pay the municipal DFA deductible (based on the current cost-sharing formula); or
- Submit a proposal to the MPP, to opt-in to the program, as outlined in the next step. If approved, the municipality will invest an amount equal to the municipal DFA deductible into a disaster mitigation and preparedness project. Manitoba would then reimburse municipalities for 100% of their eligible DFA claim. Projects must be approved by the Manitoba government.

For planning purposes, the amount of MPP funding that your municipality may expect to receive can be calculated using EMO's [cost-sharing calculator](#). The municipality's DFA deductible is equal to the MPP amount. This will help you to figure out at the earliest point possible the amount you will have to invest in mitigation and preparedness, rather than waiting until all of your disaster expenses have been submitted and reimbursed by Manitoba.

Step 2: Municipality Opt-in to the MPP; Submits Proposal

Municipalities will access the MPP proposal template, program guidelines, and other resources from the [MPP website](#). Council must pass a resolution to accompany the proposal. The MPP proposals will be submitted to mpp@gov.mb.ca.

Examples of eligible projects can be found in the appendix. Municipalities may also contact the MPP team if they wish to discuss a project that is not listed in the appendix.

Step 3: Proposal is Reviewed and Approved by Manitoba

Once proposals are received, EMO will consult with applicants when necessary for additional detail and then review and approve projects. Municipalities will receive notice, in writing, that their proposal was reviewed and approved by Manitoba. Manitoba strives to provide notice as quickly as possible. More complex projects, or projects that have regional implications may take longer to review.

Step 4: Contribution Agreement is Signed; DFA Deductible is Paid Out

Once projects have been reviewed and approved, municipalities will be notified and asked to sign a project agreement that sets the terms for the project to proceed.

Following the signing of project agreements, EMO will reimburse the municipality's DFA deductible. Reimbursement will be done during the claims evaluation process. EMO will review municipal DFA claims using its standard process and will reimburse the municipality for 100% of its **eligible** DFA costs (rather than withholding the deductible). The payment sheet will still outline the municipal deductible, which the municipality must set aside to spend on its approved MPP project.

If a municipal project is not approved until after part of their DFA claim has already been reimbursed, Manitoba will reimburse the deductible with the next municipal payment.

Step 4a: Reserve Fund

If a municipality cannot undertake its project immediately or the project requires more time to complete, a municipality can set aside its MPP funds in a reserve account. The municipality can specify that it has chosen the reserve fund in its proposal. Once the proposal is approved and the contribution agreement is signed, municipalities wishing to utilize a reserve fund must pass a by-law to establish a reserve fund via normal municipal procedures and forward a copy of the bylaw to mpp@gov.mb.ca.

Step 5: Municipality Completes Project

The Municipality can now complete the project as outlined and approved. Once the project starts (whether immediately or later on using funds in the reserve fund), municipalities will be required to submit a brief monthly report to EMO. (Monthly reporting

for projects utilizing a reserve fund is not required until the project actually begins.) A reporting template will be included in the contribution agreement.

Step 6: Municipality Submits Final Reports; Manitoba Reviews and Closes Project

Once the project is complete, the municipality is required to complete a final report. Once reviewed, Manitoba will notify the municipality that its project is closed.

How will projects be evaluated?

Proposals will be evaluated to determine whether or not the proposed MPP project will enhance municipal preparedness and/or mitigate the impact of future disaster events.

In completing its review, Manitoba will also assess whether or not the project meets one or more of the program's guiding principles:

1. Investments are cost-effective and evidence-based.
 - Success of this type of project can be demonstrated by examples or evidence.
 - A positive return-on-investment can be shown.
2. Projects to include regional implications.
 - Impacts on neighbouring municipalities have been considered, if applicable, and evidence of collaboration is shown.
3. Projects focus on the management of risk.
 - Selected project mitigates a risk identified in the municipal emergency plan.
 - Funding to be used to better understand hazards, risks and vulnerabilities in the municipality.
4. Partnerships are developed.
 - Municipalities partner on investments in mitigation equipment, where possible, that will benefit both municipalities and make more efficient use of funding.
 - Funding is pooled to partner on projects that will mitigate common risks in a regional area.
5. A sustainable approach is undertaken.
 - Projects consider impacts on the natural environment.
 - Projects may consider nature-based solutions to reduce disaster risk.
 - Projects will provide lasting risk reduction benefits.
6. Projects lead to resilient municipalities.
 - Community leaders adopt a long-term, holistic, and community-reflective perspective when selecting projects.
 - Community leaders take proactive steps to help reduce risks tomorrow when selecting projects.

What types of projects are eligible?

A list of example projects can be found as an Appendix to these guidelines.

What are the eligible and ineligible costs?

Municipalities may propose other investments for consideration by the Manitoba government that would increase preparedness or mitigate the impacts of natural disasters that are not listed as eligible below. It is possible that municipalities may have undertaken a mitigation project while repairing infrastructure immediately following a disaster - if this is the case, municipalities may provide a description of the project in its application, and it will be considered for eligibility under the MPP.

Eligible costs are costs **that are direct and necessary** for the successful implementation of the project.

In general, ineligible costs are costs which are not necessary for the project and include general municipal maintenance costs that are part of municipal responsibilities.

ELIGIBLE COSTS:

Eligible Costs are costs, excluding Ineligible Costs, considered by Manitoba to be direct and necessary for the successful implementation of the Project, and can be amended by Manitoba from time to time:

- the capital costs of acquiring, constructing, rehabilitating or renovating a tangible capital asset;
- the costs of surveying, engineering, design, supervision, testing, and management services, including fees paid to professionals, technical personnel, consultants and contractors;
- the costs of environmental assessments, monitoring and follow-up programs as required by federal or provincial legislation or the MPP contribution agreement;
- costs related to performance bonds and labour and materials payment bonds;
- land acquisition costs;
- the costs to support applications to other mitigation-related provincial and/or federal programs;
- public awareness campaigns, public education, and public seminars related to mitigating against the impacts of natural disasters and increasing preparedness;
- any costs proposed by the municipality and determined by Manitoba to be eligible that would increase preparedness or mitigate the impacts of natural disasters.

INELIGIBLE COSTS:

Ineligible Costs are:

- costs incurred prior to a certain date (to be determined for each MPP project);
- costs related to all emergency services infrastructure;
- costs incurred for cancelled projects;
- costs related to leasing of land, buildings and other facilities;
- costs related to leasing of equipment, other than equipment directly related to the construction of the Project;
- real estate fees and related expenditures;
- any overhead costs, including salaries and other employment benefits for any employees of the Recipient, direct or indirect operating or administrative costs of the Recipient, including expenditures related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, with the following exceptions:
 - the Recipient is able to demonstrate to Manitoba's satisfaction that it is not economically feasible to tender a contract for the services to be provided by the employees; or
 - the arrangement is approved in advance and in writing by Manitoba;
- financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
- any goods and services costs which are received through donations or in-kind;
- provincial sales tax, GST/HST and any other costs whatsoever for which the Recipient is eligible for a tax credit, refund or rebate;
- costs associated with operating expenses and regularly scheduled maintenance work;
- costs related to furnishing and non-fixed assets which are not essential for the operation of the Resulting Asset/Project;
- any other costs determined by Manitoba to be ineligible.

How do we apply?

To be eligible for the MPP, municipalities must have an approved DFA claim for a federally cost-shared disaster event. The proposal template, council resolution, and supporting documentation must be submitted to mpp@gov.mb.ca.

For More Information

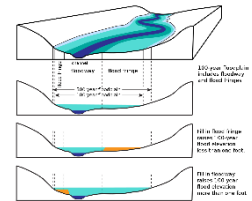
All MPP related documents can be found on the [MPP website](#). If you have any questions about the program or application process, please contact the Mitigation and Preparedness Program staff at mpp@gov.mb.ca.

Appendix - Example MPP Projects

The following is a list of examples of projects or purchases that are eligible under the MPP. Municipalities may propose other investments for consideration by the Manitoba government that would increase preparedness or mitigate the impacts of natural disasters. Wherever possible, **MPP amounts must be used for expenses that are direct and necessary** for the successful implementation of the project.

Projects that construct new (or upgrade existing) infrastructure to provide increased structural capacity and/or natural capacity to adapt to:

- **Climate change impacts**
- **Natural disasters**
- **Extreme weather events**



- Construction or expansion of floodways or diversions
- Construction of new dikes or enhancement of existing dikes, including borrow material for diking or lands from which to extract borrow material
- Relocation or raising of roads and improvements to community access and egress
- Installation of new or additional culverts
- Construction or enhancement of drainage works
- Construction or expansion of water retention infrastructure
- Retention and enhancement of wetlands
- Raising of buildings and/or structures to protect against flooding
- Buyout of properties and relocation of buildings to less disaster-prone areas
- Enhancement of critical infrastructure resiliency and creation of redundancies (e.g. backup power, tornado proofing, green energy initiatives, etc.)
- Installation of shoreline or riverbank protection measures
- Installation or expansion of shelter belts
- Measures that prevent or mitigate the impact of wildfires

The purchase of equipment and resources to support preparedness activities

- Flood protection equipment including water filled flood barriers and ancillary equipment
- Steaming equipment for culvert thawing
- Pumps and ancillary equipment such as hoses, including high volume pumps (i.e. trailer-mounted pumps)
- Generators for critical infrastructure
- Equipment for emergency operations centres (furniture and computer equipment is not eligible)
- Public alerting equipment
- Sandbag filling machines, sandbags, super sandbags
- Portable shelters/tents for emergency shelter during flood evacuations for flood response personnel
- Portable heating systems to complement portable shelters
- Public awareness campaigns, public education and outreach activities related to mitigation and preparedness



The completion of risk assessment projects to inform disaster preparedness, response, recovery and mitigation activities



- Hazard, Risk and Vulnerability Assessments
- Hydrologic studies, flood plain mapping, and similar studies
- Field/ditch drainage analyses
- Soil moisture/ground water analyses to analyze drought conditions
- Bathymetric and/or topographic surveys, including LiDAR aerial surveys
- Risk mapping
- Land use studies
- Hazardous material transportation route identification
- Industrial impact assessment
- Solid and liquid waste management analysis
- Agricultural waste management analysis
- Wildfire urban interface fire risk assessment
- Wildfire exposure assessment
- Adverse weather risk assessment
- Vulnerable people's identification analysis

The use of funds to support applications to other mitigation-related provincial and/or federal programs



- Disaster Mitigation and Adaptation Fund
- Federal Gas Tax Fund
- Investing in Canada Infrastructure Program Green Infrastructure Stream
- Growing Outcomes in Watersheds (GROW) Trust
- FireSmart
- StormReady