



Disaster Financial Assistance Public Sector Inspections

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Emergency Measures Organization



Inspection

The inspection function is to ensure that works done by local authorities are recorded and documented in a manner that allows the local authority to make a complete submission for reimbursement and allows EMO staff to evaluate claims with accuracy.

Agenda

- Resolutions and Community Impact Assessments
- Inspections
- Emergency Repairs
- Case Management
- Frequently Asked Questions

During a Disaster

Keep track of all your activities and expenses directly relating to the event.

Wherever possible, photographs or videos of the event and resulting damages should be taken and made available to EMO.

Resolutions and Community Impact Assessments

- Council Resolution
 - Formal requests for assistance must be made within 90 days of the provincial announcement.
- Community Impact Assessment
 - Preliminary reports should be made as soon as possible after the event.

Resolutions requesting assistance must include:

- event date,
- an explanation of the conditions leading up to the incident and a description of the event,
- specific geographic areas impacted,
- a statement requesting disaster financial assistance,
- a copy of the current impact assessment including the estimated losses.

**EMERGENCY MEASURES ORGANIZATION
COMMUNITY IMPACT ASSESSMENT**



Local Authority / Municipality: _____ Date Prepared: _____

Contact Person: _____ Position/Title: _____ Phone: _____

Alternate Person: _____ Position/Title: _____ Phone: _____

Event

Type: _____ Date(s): _____
(flood, heavy rains, wind storm, etc.)

Description: _____

Pre-emptive actions and activities (evacuations, diking, etc.)

Number of persons evacuated: _____ Evacuated to: _____ Number of days: _____

Pre-emptive actions (briefly describe actions taken to prevent or reduce damages):

Damages

Private Property (Private Sector)

Number of homes: Minor: _____ Major: _____ Destroyed: _____

Number of farm operations: Minor: _____ Major: _____ Destroyed: _____

Number of businesses: Minor: _____ Major: _____ Destroyed: _____

Describe damages (basement and/or main floor flooding, wind & rain damages, fire losses, etc.):

Public Property (Public Sector)

DAMAGE TO BUILDINGS (owned by local authority)

Building description (use)	Damage description
_____	_____
_____	_____
_____	_____

Municipal Infrastructure (Public Sector)

Number of sites (road washouts, culvert and drainage system damages)

Estimated at: _____ site(s) under \$1000 _____ site(s) \$1000 to \$1999

_____ site(s) \$2000 to \$3999 _____ site(s) \$4000 and over

Number of bridges damaged: Minor: _____ Major: _____ Destroyed: _____

Number of bridges and major damage site(s) that require engineer reports or contractor estimates: _____ site(s)

Comments and Additional Information

Fax or mail the completed form to: Emergency Measures Organization
800-259 Portage Ave
Winnipeg, Manitoba R3B 2A9
Email: dfa@gov.mb.ca

Phone: 204-945-3050
Toll Free: 1-888-267-8298
Fax: 204-948-2278

The Community Impact Assessment should be:

- prepared accurately,
- submitted as soon as possible.

The CIA should also include non-site specific incurred costs

DFA Program Approval

Local Authority Resolution from council and Impact Assessments

Local Authorities prepare impact assessments and damage estimates.



Approval Process

If DFA criteria are satisfied and a TB submission recommending the province establish a program is approved.



If a Program is Established

Applications are processed and assistance is provided.

When a DFA Program is announced....

EMO will assign a Recovery Advisor to:

- answer your questions regarding eligibility and procedures,
- contact you if additional information is required,
- be available to answer questions and
- arrange a site inspection by technical experts.

Before the Inspection

The Local Authority will be requested to:

- Provide municipal maps,
- indicate the location of damage sites,
- assign consecutive numbers for each site to allow for accurate record keeping and
- identify sites where response (non-site specific) action was taken and/or damage occurred.

Inspections

The inspector along with a local authority representative will inspect each damaged site.

Any questions or concerns from the municipality regarding their site inspections are to be directed to EMO.



Site Damage Report

Site damage report will include:

- full details of the damage,
- will indicate if the damage is eligible or not eligible,
- estimates of materials, labour hours and equipment,
- photographs of the damage and
- signatures (municipal representative and EMO rep)

**Disaster Financial Assistance
Individual Site Damage Report**



Location

Municipality ANYTOWN GPS _____ Site # 206
 Legal NW-12-12-12

Cause of Damage

Spring Flood Heavy Rains Overland Flooding Wind Storm Event Date MARCH 25, 2011

Description of Damage (include photos)

MAJOR Road Washout from Flooded Repairs Eligible
ditches. Not Eligible
Debris in ditches
Gravel Washed off Road

Bridge Damage Yes No Engineer's Report Required Yes No

Materials Required to Repair Site

A Base (yds) _____ Limestone (yds) _____ Fill (Pit Run) (yds) _____ Culvert Size _____
 B Base (yds) _____ Rock 2", 4", 6" (yds) _____ Geotex _____ Couplers _____
 Traffic Gravel (Road) (yds) 100 Rip Rap (yds) _____ Concrete (yds) _____ Shale (yds) _____
 Clay (yds) _____

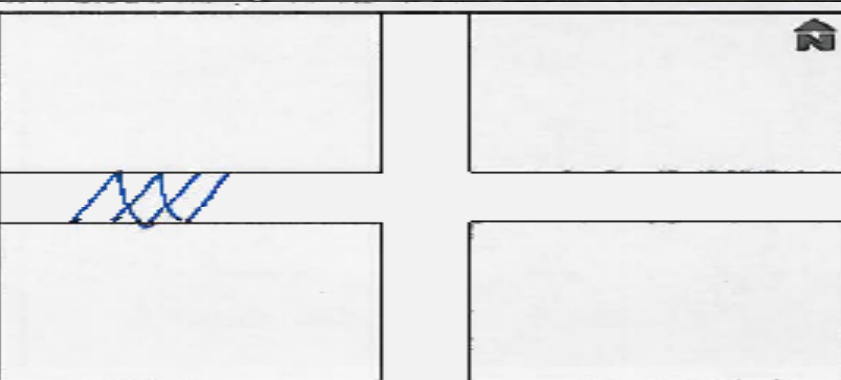
Equipment Requirements

Type	Hrs	Type	Hrs	Type	Hrs	Type/Other	Hrs
Grader	<u>3</u>	Tandem Truck		Skid Steer			
Backhoe	<u>6</u>	Truck & Trailer		Loader			
Excavator	<u>7</u>	Rock Truck		Dozer			

Required Repairs

Remove debris from ditches
Spread gravel
Grade Road

Sketch of Damaged Area



Temporary Repairs Yes No
 Site Complete Prior to Inspection Yes No
 Site Partially Complete at Time of Inspection Yes No

Comments NO damage to culvert.

Date April 8, 2011
 Inspector MM

I hereby accept this description of damage, quantities of material and equipment time
 Municipal Representative Coan

Additional Damage or Equipment Time

- Contact EMO immediately if the local authority finds that a site requires more work than previously noted during inspection or additional equipment time is needed. Failure to notify EMO of any changes may result in that portion of the claim being denied.
- It is the responsibility of the local authority to ensure they have received approval for work beyond that noted in the inspection report.

Emergency Repairs

- EMO acknowledges that temporary and emergency repairs to maintain a safe community are required in the immediate aftermath of an event.
- It is the local authority's responsibility to determine what repairs should be done to ensure safe use prior to an inspection.

Photograph and Document Emergency Repairs



Purpose of Site Damage Reports

1. To assist in determining whether the DFAA threshold has been met.

2. To support Provincial and Municipal claims for damage repairs by:
 - Identifying the cause and nature of the damage.
 - Assessing the repairs required to return to pre-disaster condition.
 - Identifying ineligible improvements, non essential repairs and routine maintenance activities.

Purpose of Site Damage Reports

3. To determine the level of eligible assistance:
 - Reports for minor infrastructure damages such as road washouts are prepared by the technician selected by EMO.
 - Reports for major damages such as structural damage to road beds, culvert and drainage works or bridges are prepared by a engineer selected by EMO.

**Disaster Financial Assistance
Individual Site Damage Report**



Location

Municipality Anytown GPS 14W 0542930
 Legal NW-13-13-13 UTM 5460624 Site # 207 bridge

Cause of Damage

Spring Flood Heavy Rains Overland Flooding Wind Storm Event Date March 15, 2013

Description of Damage (include photos)

ENGINEER'S REPORT
REQUIRED

Repairs Eligible
 Not Eligible
** Refer to engineers report*

Bridge Damage Yes No Engineer's Report Required Yes No

Materials Required to Repair Site

A Base (yds) _____ Limestone (yds) _____ Fill (Pit Run) (yds) _____ Culvert Size _____
 B Base (yds) _____ Rock 2", 4", 6" (yds) _____ Geotex _____ Couplers _____
 Traffic Gravel (Road) (yds) _____ Rip Rap (yds) _____ Concrete (yds) _____ Shale (yds) _____
 Clay (yds) _____

Equipment Requirements

Type	Hrs	Type	Hrs	Type	Hrs	Type/Other	Hrs
Grader		Tandem Truck		Skid Steer			
Backhoe		Truck & Trailer		Loader			
Excavator		Rock Truck		Dozer			

Required Repairs

** See Engineers report*

Sketch of Damaged Area



Temporary Repairs Yes No
 Site Complete Prior to Inspection Yes No
 Site Partially Complete at Time of Inspection Yes No
 Comments _____

See engineers report

Date June 5 2013
 Inspector [Signature]

I hereby accept this description of damage, quantities of material and equipment time
[Signature]
 Municipal Representative

Payment

- Submit a complete recovery submission with all supporting documents to EMO.
- **EMO will arrange for the site to be re-inspected by a technical expert.**
- After the inspection is complete and approved the payment will be released.

Case Management

- Provides information on the DFA program.
- Provides advice and guidance on preparing and submitting a claim for DFA.
- Identifies issues.
- Makes referrals to other assistance programs.

Frequently Asked Question

Q. Does the local authority or the Province have to declare a state of emergency to allow disaster financial assistance?

A. No. Eligibility for financial assistance does not depend on a declaration of a state of emergency by the province or by a local authority.

Frequently Asked Question

Q. Is financial assistance available to repair a flood-damaged bridge in such a way that reduces the chance of re-occurrence in the future?

A. *The DFA Regulation specifies that there is no allowance for betterment. Eligible recovery costs do not include “works undertaken as preventive measures to guard against future disasters,” according to the Regulation.*

However, the local authority may claim for amounts that would return a site to pre-disaster conditions, and then pay the difference required to upgrade the site to reduce risks of future damage. Coordinate such decisions with your recovery advisor prior to taking action.

Frequently Asked Question

Q: Do damage reports have to be prepared and approved by a relevant expert?

A: Yes it is a DFAA requirement. All damage reports must be prepared by a relevant expert to ensure appropriate measures are taken to restore site to pre disaster condition.

Frequently Asked Questions

Q: When can I receive payment?

A: After you have submitted a completed recovery submission with all supporting documents a representative from EMO will be out to re-inspect each site. After the site has been inspected the payment will be released.

Questions?

Manitoba Emergency Measures Organization
Disaster Financial Assistance
800-259 Portage Avenue
Winnipeg, Manitoba
R3B 2A9

204-945-3050 or 1-888-267-8298

www.manitobaemo.ca

E-mail dfa@gov.mb.ca