



Disaster Financial Assistance Public Sector Submissions

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Emergency Measures Organization



Submissions

A claim submission per site will include:

- Applicable DFA claim forms
- Supporting evidence
 - Invoices
 - Timesheets
 - Proof of Payment

Submissions

Forms and Evidence that are required only once:

- Claimant's equipment (CF-01)
- Hired / contracted equipment (CF-02)
- Municipal employee information (CF-03)



Disaster Financial Assistance Claim Forms

CF - 01 CLAIMANT'S EQUIPMENT INFORMATION

Date : July 22, 2013

Local Authority : RM of Anytown

Event : Spring Flood 2013

Equipment	HP	Model Number	Year	Accessories / Yardage capacity *	MHCD ** Equipment Rate	MHCD Page #
Case Backhoe	76	580M	2006		\$90.00	238
Backhoe (Cros-Man)	93	420E	2006	Front 1 1/4 bucket, 24" back bucket	\$96.00	238

* Accessories to include Haul Capacity and Bucket Size
** MHCD: Manitoba Heavy Construction Directory (current year)



Disaster Financial Assistance Claim Forms

CF - 02 HIRED EQUIPMENT INFORMATION

Date : July 22, 2013

Local Authority : RM of Anytown

Event : Spring Flood 2013

Equipment	HP	Model Number	Year	Accessories / Yardage Capacity *	MHCD Page #	MHCD ** Equipment Rate	Claimed Equipment Rate
Bahstej Construction - Cat Grader	218	140M	2011	Mowboard	258	\$176.40	\$176.40
Bahstej Construction - Skelton Backhoe		580 Super "M" Series 2		4x4 extended hoe, 1 yard front bucket	239	\$106.70	\$106.70
Bahstej Construction Hitachi Hydraulic Excavator		ZX200LC	2009		228	\$114.00	\$114.00

* Accessories to Include Haul Capacity and Bucket Size
 ** MHCD: Manitoba Heavy Construction Directory (current year)



Disaster Financial Assistance Claim Forms

CF - 03 EMPLOYEE INFORMATION

Date : July 22, 2013

Local Authority : RM of Anytown

Event : Spring Flood 2013

Employee Name *	(F), (TE) or (TS) **	Hire Date	Termination Date	Eligible Benefits (% of hourly wage)	Function	Hours in Regular Work Day	Hourly Wage	Overtime Wage
Richard Smith	F	1-Jun-79		7.14%	Foreman	8	\$21.15	\$31.73
John Fox	F	Oct. 1 1991		7.14%	Grader Operator	8	\$17.50	\$26.25
Ron Jones	TS	May 1 2013		7.14%	Backhoe Operator	8	\$16.00	\$24.00

* List employees alphabetically (last name, first name)
** (F) Full time, (TE) Temporary for Event Only, (TS) Temporary Seasonal

Submissions

Form and Evidence required for non-site specific and site-specific claims:

- Paid invoices with cheque number(s)
- Paid invoices with copy of cheque (over \$2500)
- Time sheet and cards
- Equipment operation records



Disaster Financial Assistance Claim Forms

CF - 04 OTHER EXPENSES / NON SITE SPECIFIC

Date: July 22, 2013

Local Authority: RM of Anytown

Event: Spring Flood 2013

Ref. #	Description / Supplier	Cheque #	Invoice #	Total
1	Bahstej Construction- Pre-emptive clearing ditches, drains	10026	8844	\$2,736.00
Total:				\$2,736.00

Bahstej Construction Ltd

INVOICE

4321 Molson St.
 Anytown, MB
 R3X OZ9

Phone 204-888-4444
 Fax 204 999-5555

INVOICE 8844
DATE: 4/16/2013

TO:
 RM of Anytown
 1478 General St.
 Anytown, MB
 R3X 9X9

FOR: PRE-EMPTIVE DITCH CLEANING

Sites: Various Locations

DESCRIPTION	HOURS	RATE	AMOUNT
April 9, 2013, Hitachi Model ZX200LC, Pre-emptive cleaning ditches and drains	6	114.00	456.00
April 11, 2013, Hitachi Model ZX200LC, Cleaned out ditches	5	114.00	570.00
April 12, 2013, Hitachi Model ZX200LC, Cleaned out ditches	6	114.00	342.00
April 14, 2013, Hitachi Model ZX200LC, Cleaned out ditches	7	114.00	798.00
	Sub – Total		\$2,736.00
GST #444444444	GST		
	PST		
		TOTAL	\$2,736.00

Make all checks payable to Bahstej Construction Ltd
 Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your Business!



Rural Municipality of St. Mary's

CHEQUE NO. 10026

07123011
MAY 2011

PAY - One Hundred Seven Thousand Four Hundred Forty-Eight And 54/100 Dollars -

\$ 107,448.54

TO THE
ORDER
OF

BANSTED Learning
CHILDREN
ROXBORO, MB R0S0 1G0

ISSUED BY OFFICER

J.M.

Christina Della

010026

07/15/2011

107,448.54

Example: Specific Site Submission



**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

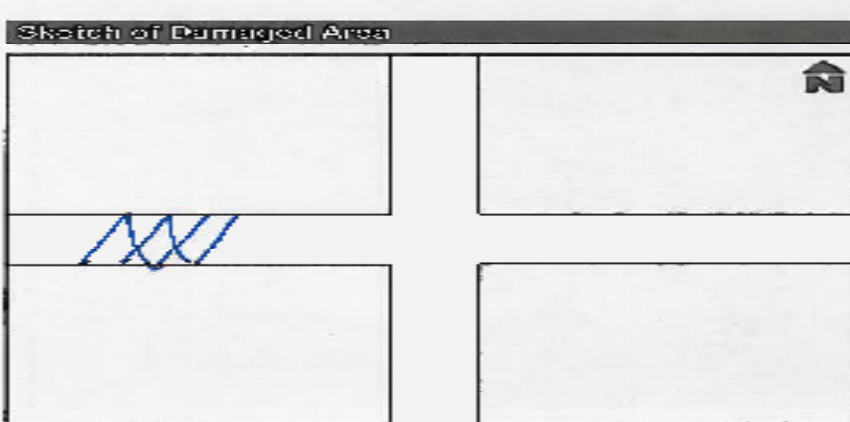
Bridge Damage Yes No **Engineer's Report Required** Yes No

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) _____ Stone (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



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



Disaster Financial Assistance Claim Forms

Date: July 22, 2013

CF - 05 SHORT FORM "A"

Site Specific Report

Local Authority: RM of Anytown

Event : Spring Flood 2013

Site # : 206

Legal Description: NW-12-12-12

Supplies / Materials

Ref #	Supplier / Description	(I) or (E)*	Cheque #	Invoice #	Quantity	Unit Price	Total
1	Bahstej Quarry - Crushed Gravel	E	2727	1326	98.16	\$8.50	\$838.40
Supplies / Materials Total:							\$838.40

Hired Equipment / Contracts

Ref #	Supplier	Equipment Type	Cheque #	Invoice #	Rate **	Hours	Total
1	Bahstej Construction	Grader	4133	4422	\$176.40	3	\$529.20
2		Backhoe	4133	4422	\$106.70	6	\$640.20
3		Excavator	4133	4422	\$114.00	7	\$798.00
Hired Equipment / Contracts Total:							\$1,967.40

* (I) Inventory, (E) Supplied Externally

** Rate = Invoice Price

'CF-05' Total (Supplies/Materials + Hired Equipment/Contracts): **\$2,805.80**

**Bahstej Quarry
4321 Molson St.
Anytown, Mb
R3X 0Z9**

Invoice

**No. 1326
Date: April, 15, 2013**

**SOLD TO:
RM of Anytown
1478 General St.
Anytown, MB
R3X 9X9**

**SHIP TO:
RM of Anytown
1478 General St.
Anytown, MB
R3X 9X9**

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
98.16		Yards crushed gravel-ward 2 Site 206	6.50	638.40
		Tickets 3559-3575-3560-3572		
		GE- GST 5%, PST exempt for Sales		31.90
		GST		
		PST Exempt		
		GST: 444444444		
			SUBTOTAL	
			SALES TAX	
			OTHER	
			TOTAL	669.94

Thank you for choosing Bahstej Quarry.

Authorized by **Date**

Bahstej Construction Ltd**INVOICE**

4321 Molson St.
 Anytown, MB
 R3X OZ9

Phone 204-888-4444
 Fax 204 999-5555

INVOICE 4422
DATE: 4/16/2013

TO:
 RM of Anytown
 1478 General St.
 Anytown, MB
 R3X 9X9

FOR: REPAIR WORK TO FIX SPRING FLOOD DAMAGE

Sites: 206

DESCRIPTION	HOURS	RATE	AMOUNT
April 1, 2013 Site 206, Cat Grader Model 140M. Spread gravel	2	176.40	352.80
April 2, 2013 Site 206, Cat Grader Model 140M. Spread gravel	1	176.40	176.40
April 8, 2013 Site 206, Hitachi Model ZX200LC, Cleaned out ditches	4	114.00	456.00
April 9, 2013 Site 206, Hitachi Model ZX200LC, Cleaned out ditches	3	114.00	342.00
April 9, 2013 Site 206, Skelton Backhoe, 580 Super "M" Series 2 Installed culvert	6	106.70	640.20
	Sub - Total		1,967.40
GST #444444444	GST		
	PST		
		TOTAL	1,967.40

Make all checks payable to Bahstej Construction Ltd
 Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your Business!



Disaster Financial Assistance Claim Forms

Date: July 22, 2013

CF - 06 SHORT FORM "B" Site Specific Report

Local Authority: RM of Anytown Event: Spring Flood 2013 Site: 206 Legal Description: NW-12-12-12

Claimant's Equipment Usage

Ref #	Equipment	Operator	Equipment Rate *	-	Less Operator's Wage	=	Subtotal	x 65% =	Allowable Rate	x	Hours	Total
1	Case Backhoe	Ron Jones	\$90.00	-	\$16.00	=	\$74.00	x 65% =	\$48.10	x	4	\$192.40
				-		=		x 65% =		x		
				-		=		x 65% =		x		
				-		=		x 65% =		x		
				-		=		x 65% =		x		
				-		=		x 65% =		x		
				-		=		x 65% =		x		
				-		=		x 65% =		x		
				-		=		x 65% =		x		
Claimant's Equipment Usage Total:												\$192.40

Labour

Ref #	Name	(F), (TE) or (TS)**	Cheque #	Eligible Benefits (% of hourly wage)	Regular Hours or Overtime Hours	Rate	Total
1	Ron Jones	TS	DD	7.14	4.00	\$16.00	\$64.00
Hired Equipment / Contracts Total:							\$64.00

* M.H.C.D.- Manitoba Heavy Construction Directory (current year)

** (F) Full time - Overtime Only, (TE) Temporary for Event Only, (TS) Temporary Seasonal

'CF-06' Total (Claimant's Equipment Usage + Labour): **\$256.40**

'CF-05' + 'CF-06' : **\$2,862.20**

Municipality of Anytown

OPERATOR'S DAILY REPORT

Location of Work Ward 4 - Site 206 - Smith Road, Other

Date: June 6, 2013

Equipment used Case Backhoe - 140M Cat Grader

	HOURS
<u>Dragged Fresh Gravel</u>	<u>2</u>
<u>Cleaned ditches - Site 206</u>	<u>4</u>
<u>Hwy 2 Bleded Hwy - Reguler Ultra</u>	<u>1</u>
<u>Shop Service - Case Backhoe</u>	<u>1</u>
<u>Relocation</u>	<u>1</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u>Total Hours on time clock</u>	<u>9</u>

Fuel Used _____ Gals.

Lube and Oils _____ Qts

R. Jones

Operator's Signature

(USE SEPERATE REPORT FOR EACH MACHINE)

TIME SHEET
WEEK OF JUNE 3-7, 2013

RM OF ANYTOWN

**1478 General St.
Anytown, MB
R3X 9X9**

EMPLOYEE NAME: RON JONES

DEPARTMENT: PUBLIC WORKS

DATE	ACTIVITY/EQUIPMENT	START TIME	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
June 3, 2013	Bladed access road to community centre Replaced fencing near town hall Cat 140M grader	08:00	04:00	8		8
June 4, 2013	Shop service Cleaning park area	08:00	04:00	8		8
June 5, 2013	Bladed main street in front of fire hall Dragged fresh gravel in park area Cat 140M grader	08:00	04:00	8		8
June 6, 2013	Cleaned ditches Site 206 Case backhoe (4 hours)	08:00	04:00	8		8
	Hwy 2 bladed hwy regular mtce Cat 140M Hwy 1 bladed regular mtce Cat 140 M Shop service					
June 7, 2013	Shop service Bladed road to beach area Cat 140M grader Cleaned ditch at near park	08:00	04:00	8		8
WEEKLY TOTALS:						

Submissions

Before you send in a submission:

- Make sure the paperwork is complete, which includes:
 - Claims forms
 - Evidence

Evaluations

Submissions are reviewed to confirm that:

- The claimed costs are eligible,
- Supporting evidence matches the damage report and
- Any adjustments and deferrals are recorded for further consideration.

Payment

Completed evaluations are approved and assistance payment is released.

Review

- Damages are inspected
- Municipalities submit claims
- Submissions are evaluated
- Assistance is awarded

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