

Administrative Costs for DFA Claims (for local authorities)

Local authorities are expected to use their own internal resources wherever possible to manage the administrative aspects of their Disaster Financial Assistance (DFA) claim. There may be times, however, where additional administrative help is necessary for things like:

- Claims adjustment or claims preparation services.
- Emergency coordination.
- Professional engineering services.
- Recovery and mitigation planning including hazard mapping, risk assessment studies, updating land use regulations and bylaws, and public engagement.

Eligible costs for administration are limited to costs over-and-above the regular annual operating expenses of the local authority such as contractors or temporary staff hired to administer the DFA claim. See Hiring Temporary Administrative Staff or Contractors section below for more information.

- Any administrative costs submitted to Manitoba Emergency Management Organization (EMO) must be reviewed by the local authority to ensure they are reasonable and must include:
 - A copy of the council resolution, correspondence or contractual agreement confirming the need for administrative services.
 - Detailed activity list outlining the date(s), time(s), hours and description of the disaster-related work (the local authority must ensure that the administrative costs being submitted are reasonable in relation to the scope and magnitude of the claim).
- Any meeting costs submitted must identify the disaster related activity and the individuals who participated in the meeting.
- Related travel and other expenses must be fully documented.
- For engineering services, a copy of the professional services agreement is required.

Ineligible costs include site supervision. Site supervision is considered a routine function of the local authority and is not eligible for DFA. Exceptions can be referred to Manitoba EMO for consideration.

Hiring Temporary Administrative Staff or Contractors

Local authorities have three options if they need help to manage the administrative aspects of disaster recovery:

1. Hire temporary staff. All hours worked by the temporary staff to manage recovery and/or 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 local authority positions to allow regular employees to manage recovery and prepare your claim. All hours worked by the temporary staff to backfill 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 local authority employees 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 local authority must advise Manitoba EMO (on local authority letterhead) that they have hired a contractor to manage recovery or prepare their claim. Notify Manitoba 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 local authority may hire a contractor, the local authority must review all expenses submitted on their behalf. Manitoba EMO will contact the local authority should there be any questions about the claim, and the local authority 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.

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

A dedicated liaison will be assigned to each local authority to answer claim questions and respond to local needs.