

## 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 (DFA). Local authorities should also thoroughly document their impacts to maximize the amount of assistance they receive.

### Community Impact Assessment

- Manitoba Emergency Management Organization (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.
- Local authorities should collect information about private sector impacts and report damage to homes, farms, businesses and non-profits along with details on public sector impacts on the CIA.
- 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 eligible for.

### 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 [local authority 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].”

- [Additional council resolution examples and templates](#) are available on the Manitoba EMO website.

## 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 to establish DFA eligibility. **No photos = no assistance.**

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