

3.0 Disaster Financial Assistance (DFA) Record-Keeping Requirements (for local authorities)

Solid record-keeping ensures that your local authority recovers eligible costs after the disaster. It is also key to the smooth processing of your claim. There are some very important points to keep in mind:

Keep disaster expenses separate. Event-related costs must be separated from your regular operational costs.

Separate pre-impact preparation, response, recovery, relief and mitigation costs.

For some disasters, your local authority may have expenses before the disaster occurs, for example, diking or pumping costs. These are known as pre-impact preparation costs. Ensure you keep pre-impact preparation costs and response costs separate from costs for recovery, relief and mitigation after a disaster.

All infrastructure damages require an inspection report. Any invoices you submit for your DFA claim that include repairs and restoration of damaged infrastructure must include an inspection report completed by Manitoba Emergency Management Organization's third-party engineering service provider.

Include paid invoices for goods and services. Claims cannot be processed unless accompanied by an invoice clearly showing that the goods and services have been paid for. Invoices must include:

- Date of the service.
- Location of the service; and
- An explanation of the service provided and/or the work performed.
- Proof of payment.

Note: Time sheets and payroll records are a suitable replacement for an invoice when using local authority equipment and personnel.

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