

Preparing for Site Inspections and Temporary Repairs (for local authorities)

After you receive written confirmation that your local authority is accepted into the Disaster Financial Assistance (DFA) program, Manitoba Emergency Management Organization (EMO) will arrange for a third-party engineering service provider (ESP) to inspect and document the damages. You can ensure the process goes smoothly by preparing for the inspection in advance. Be sure to:

- Assign all damaged sites a number starting at 1. Ensure there are no duplicate site numbers, numbers are in sequence without skipping, no letters appear in the site numbers and each site is only one-mile increment long.
- Prepare a map with the Section-Township-Range grid of your local authority locating all damaged sites and include the site numbers.
- Take photos of all damaged sites before and after any repairs and label each photo with the corresponding site number.
- Identify a local authority employee to accompany the ESP during inspection.
- Identify sites where pre-impact preparation action was taken or where emergency repairs were done.

Temporary repairs

Manitoba EMO understands temporary and emergency repairs may be necessary to maintain a safe community before inspection can take place. It is up to the local authority to determine if repairs are necessary. Be sure to photograph damaged sites before and after temporary or emergency repairs and use a [Site Repair Worksheet](#) (SRW) to track costs including materials used, machine type & hours, etc. This worksheet must be sent to the ESP prior to inspection. This documentation will be reviewed during the inspection.

Please note inspection **will not take place** until the ESP's inspector receives the required documents outlined above and a complete SRW (if temporary or emergency repairs were made to damaged sites).

The ESP's inspector along with a local representative (e.g., public works foreman) will inspect each damaged site. The inspector will:

- Determine if the site was damaged as a result of the eligible event.
- Estimate the type of repair, amount of material and equipment required to repair the site to pre-disaster conditions.

- Ensure the site report is signed by both the ESP's inspector and local authority representative.
- Leave a copy of the signed inspection report with the local authority representative.

Manitoba EMO will review inspection reports to determine what is eligible for DFA and will inform the local authority of what work has been approved to perform.

It is the responsibility of the local authority to ensure it can justify the need to perform work beyond that noted in the inspection report. Contact Manitoba EMO if you find a site requires more work than previously noted during inspection or if additional equipment time or permits are needed. This is critical to ensure that the cost of the additional work is eligible for DFA – the sooner we know the better.

Any questions or concerns regarding your site inspections are to be directed to Manitoba EMO.

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