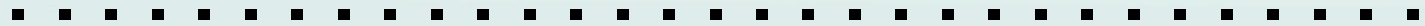


# The Disaster Financial Assistance Program



Local Authorities – The Claim Process



# Introduction

DFA public sector claims start with the resolution.....



And end when the paper work is complete.....

# Agenda

Today we will cover:

1. Eligible assistance
2. Preparing submissions
3. Completing evaluations
4. Payment



# DFA Eligible Costs



## Pre-emptive

Examples:

- Preparing sandbags
- Emergency diking
- Closing ring dikes



## Response

Examples:

- Mandatory evacuations
- Reception centres
- Pumping
- Emergency Operation Centres



## Recovery

Examples:

- Clean up & debris removal
- Restore homes to functional/habitable state
- Repair damaged infrastructure

# Eligible Costs - Before

- Evacuations
- Sandbagging
- Construction of temporary dikes
- Equipment rental
- Municipal equipment use
- Establishing emergency operation centers

# Eligible Costs - During

- Rescue
- Special security measures
- Registration and inquiry
- Emergency health arrangements
- Temporary personnel

## Eligible Costs - After

- Debris cleanup of waterways and drainage systems
- Infrastructure damage
  - Roads
  - Bridges
  - Uninsurable buildings and structures

# Eligible Costs

- Pay overtime for regular staff
- Backfilling of regular positions assigned to the disaster
- Temporary employees hired for disaster related work
- Engineers and technical reports



# Eligible Costs

Must be:

- Event related
- Supported by a detailed damage report or engineer report
- Supported with documentation of incurred costs

# Eligible Costs

Eligible costs are generally:

Almost all reasonable and incremental costs incurred from responding to recovering from a disaster

# DFA Ineligible Costs

- Losses that could have been covered by insurance
- Costs recoverable through other government programs
- Losses recoverable through legal proceedings
- Non-essential items
- Normal operating/maintenance costs
- Capital purchases
- Upgrades or improvement
- Long-term maintenance issues unrelated to the event
- Banked overtime
- Costs not directly related to the disaster

# Municipal Inspections

- Manitoba EMO will arrange for our contracted engineering consultant (Stantec) to inspect your damages
- Full inspections occur once water recedes & sites are accessible
- If municipalities have non-engineering sites requiring emergency or temporary repairs, work can begin before inspection
  - Emergency repairs are eligible for DFA so long as it's a repair to pre-disaster condition and not an upgrade
- If municipalities have engineering sites requiring emergency repairs, contact EMO immediately
  - Contact Phoenix Nguyen 204-945-3050 phoenix.Nguyen@gov.mb.ca
  - Stantec can be deployed on short notice for emergency sites requiring an engineer

# Municipal Inspections

- Ensure the process goes smoothly by:
  - Identifying the damaged sites in a document.
  - Prepare a map of your municipality, locating all damaged sites.
  - Take photos of all damaged sites.
  - Identify sites where pre-emptive action was taken or where emergency repairs were done.
  - Identify a municipal representative to accompany the consultant during inspection.

# Municipal Inspections

- Temporary repairs may be eligible for DFA. If they are required before inspectors can view a site, be sure to photograph the site and document materials, labour hours etc.
- The inspector along with a local representative (e.g. public works foreman) will inspect each damaged site. The inspector will:
  - determine if the site is 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 condition, and
  - ensure the site report is signed by both the inspector and municipal representative.
- Manitoba EMO will review the inspection report to determine eligibility
  - If you find that a site requires more work than noted in the inspection report, notify Manitoba EMO immediately so the additional work can be considered.

# Individual Site Damage Reports

- ISDRs are the reports that are prepared by Stantec when completing inspection of sites that do not require an engineering report.

# Disaster Financial Assistance

## Individual Site Damage Report

### Location

Municipality \_\_\_\_\_ GPS \_\_\_\_\_ Site # \_\_\_\_\_  
Legal \_\_\_\_\_

### Cause of Damage

Spring Flood  Heavy Rains  Overland Flooding  Wind Storm Event Date \_\_\_\_\_

### Description of Damage (include photos)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Repairs  Eligible  
 Not Eligible

**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) \_\_\_\_\_ Rip Rap (yds) \_\_\_\_\_ Concrete (yds) \_\_\_\_\_ Shale (yds) \_\_\_\_\_  
Clay (yds) \_\_\_\_\_

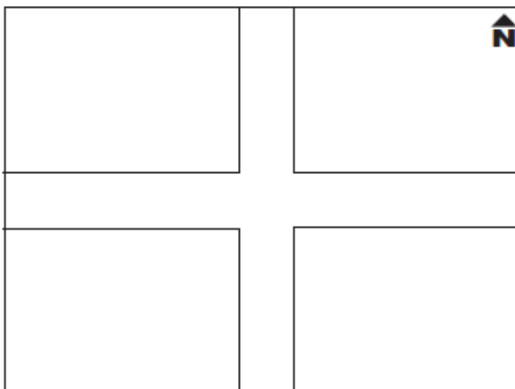
### Equipment Requirements

Type	Hrs	Type	Hrs	Type	Hrs	Type/Other	Hrs
Grader		Tandem Truck		Skid Steer			
Backhoe		Truck & Traller		Loader			
Excavator		Rock Truck		Dozer			

### Required Repairs

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sketch of Damaged Area



Temporary Repairs  Yes  No

Site Complete Prior to Inspection  Yes  No

Site Partially Complete at Time of Inspection  Yes  No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Inspector \_\_\_\_\_

*I hereby accept this description of damage, quantities of material and equipment time*

\_\_\_\_\_  
Municipal Representative



# Individual Site Damage Reports

- There are three copies of the ISDR
  - Inspection copy
  - Local Authority copy
  - Manitoba EMO copy

# Repair and Restoration

- Once the inspection and site reports are complete and approved, then you can proceed with restorations.
- Upgrades are not eligible for DFA unless required by code.
- Contact Manitoba EMO immediately if you find a site requires more work than previously noted during inspection or additional equipment time is needed.
- It is the responsibility of the municipality to ensure they have received approval for work beyond that noted in the inspection report (e.g. waterway permits, environmental permits, etc.).

# Claim Submission

- The municipality will prepare and submit claim submission(s).
  - A claim submission per site will include:
    - A claim form
    - Supporting evidence
- Municipalities can download claim submission forms from the Manitoba EMO's website.
  - <https://www.gov.mb.ca/emo/dfa/municipality.html>  
(Claim forms are in the **Step 7 – Claim Submission** section of this webpage.)
- Municipalities can upload submissions on the MMO portal.

# Submissions

Forms and Evidence that are required only once per submission:

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

**Emergency Measures Organization  
Disaster Financial Assistance Claim Forms**



**Cover Sheet**

**Local Authority:**

**Date:**

**Event:**

▲ Information entered on COVER sheet will automatically populate the subsequent forms. This COVER sheet does not need to be printed or submitted with the claim forms.

▲ Click on the tabs below to view the various Claim Forms.

▲ Each form can be printed and filled in by hand. Or, enter the data in the appropriate forms and print the completed forms to submit to EMO.

▲ View the Preparation of Claim Forms Instruction Guide for additional information.

CF - 07 CLAIM SUBMISSION SUMMARY

Date: July 25, 2010

Local Authority: RM of Abotnam

Event: 2010 Spring Flood

Site #	Supplies / Material	Labour	Claimant's Equipment	Contractor's Equipment	Contracts	Total
9	\$3,388.00	\$9,383.00	\$337.13	\$1,372.00		\$14,480.13
<b>Total:</b>						<b>\$14,480.13</b>

# Disaster Financial Assistance Claim Forms

## CF - 01 CLAIMANT'S EQUIPMENT INFORMATION

Date : July 25, 2010

Local Authority : RM of Aboitinam

Event : 2010 Spring Flood

Equipment	HP	Model Number	Year	Accessories / Yardage capacity *	Equipment Rate **
John Deere grader - 6 wheel drive	210	JD772	2008		\$143.00
John Deere compact track loader	65	CT332	2008		\$82.00
Case IH tractor	80	5230 MFD	1994	96" grapple bucket	\$72.00

\* 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 25, 2010

Local Authority : RM of Abotnam

Event : 2010 Spring Flood

Equipment	HP	Model Number	Year	Accessories / Yardage Capacity *	Invoice Rate
Bobs Trenching					
Excavator	115	EX200-3	1995	twist bucket (ditching - hyd. Thumb)	\$90/hr
tandum dump truck	350	GMC general	84	10 yards	\$60/hr
loader / back hoe	69	580		extend-a-hoe / front bucket - 1 yd/rear 6yd	\$60/hr

\* Accessories to include Haul Capacity and Bucket Size



# Disaster Financial Assistance Claim Forms

**CF - 03 EMPLOYEE INFORMATION**

Date : July 25, 2010

Local Authority : RM of Abotnam

Event : 2010 Spring Flood

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		6.25%	foreman	8	\$21.15	\$31.73
John Fox	F	1-Oct-99		6.25%	grader operator	8	\$17.50	\$26.25
Ron Jones	TS	1-May-04		6.25%	grader operator	8	\$16.00	\$24.00
Ivan Brock	TE	1-Jun-11		0.00%	labourer	8	\$14.00	\$21.00
Darwin Bueckert	TE	1-May-11		0.00%	labourer	8	\$15.00	\$22.50
Archie Cornwallis	F	15-Jan-45		6.25%	operator	8	\$26.86	\$40.21

# Submissions

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

- Paid invoices with copy of cheque
- Time sheet and cards
- Equipment operation records

# Disaster Financial Assistance Claim Forms

**CF - 04 OTHER EXPENSES / NON SITE SPECIFIC**

Date: July 25, 2010

Local Authority: RM of Abotnam

Event: 2010 Spring Flood

Description / Supplier	Cheque #	Invoice #	Total
Bob's Trenching & Excavation - pre-emptive clearing ditches, drains	13835	3818	\$3,345.00
Pete's Plumbing - clear out ice and tree jams	14034	1843	\$599.20
<b>Total:</b>			<b>\$3,944.20</b>

BOB TRENCHING

April 14/09

3818

GST #R111072070  
 P.O. Box 376, Gladstone, Manitoba R0J 0T0  
 Bus. 385-2270 Res. 385-2277

DATE OF ORDER *April 16/09*

CUSTOMER'S ORDER NO.	TELEPHONE	WORKER	HELPER	STARTING DATE
BILL TO <i>R.M. of ABO TINAM</i>		ORDER TAKEN BY		
ADDRESS		<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA		
CITY	PROVINCE	POSTAL CODE		TELEPHONE
JOB NAME AND LOCATION <i>Flood</i>				JOB FAX

DESCRIPTION OF WORK				
<i>April 1</i>	<i>EXCAV</i>	<i>5</i>	<i>Emerson</i>	<i>450.00</i>
<i>2</i>	<i>"</i>	<i>3 1/2</i>	<i>Walker</i>	<i>315.00</i>
<i>3</i>	<i>"</i>	<i>9</i>	<i>Walker + Emerson</i>	<i>810.00</i>
<i>11 3</i>	<i>"</i>	<i>3 1/2</i>	<i>Haultain + Walker</i>	<i>315.00</i>
<i>5</i>	<i>"</i>	<i>3</i>	<i>Revolution</i>	<i>270.00</i>
<i>11 7</i>	<i>580 backho</i>	<i>3</i>	<i>Whitehead + Paul + Red</i>	<i>180.00</i>
<i>11 8</i>	<i>"</i>	<i>16</i>	<i>2 1/4 " " " "</i>	<i>150.00</i>
<i>11 10</i>	<i>EXCAV</i>	<i>5</i>	<i>McClure Park</i>	<i>* 450.00</i>
<i>11</i>	<i>"</i>	<i>7 1/2</i>	<i>Down rd by T. Sullivan</i>	<i>675.00</i>
<i>11 12</i>	<i>Tandem</i>	<i>3</i>	<i>Grid Road + Elmhurst</i>	<i>180.00</i>

*- RATT DRAIN*

*Water shed*

*Flood # 3,345.00*

SPECIAL INSTRUCTIONS <i>EXCAV. - 90.00</i> <i>580 - 60.00</i> <i>Tandem - 60.00</i>	TOTAL MATERIALS	
	TOTAL LABOUR	
	SUBTOTAL	<i>3795.00</i>
	GST	<i>189.75</i>
	PST	
<input type="checkbox"/> NO ONE HOME <input type="checkbox"/> TOTAL AMOUNT DUE FOR WORK                    OR: <input type="checkbox"/> TOTAL BILLING TO BE MAILED AFTER COMPLETION OF WORK	DATE COMPLETED	WORK ORDERED BY
		TOTAL <i>3984.75</i>

BOB TRENCHING

April 14/09

GST #R111072070 3818  
 P.O. Box 376, Gladstone, Manitoba R0J 0T0  
 Bus. 385-2270 Res. 385-2277

DATE OF ORDER *April 16/09*

CUSTOMER'S ORDER NO. TELEPHONE WORKER HELPER STARTING DATE

BILL TO *R.M. of ABO TINAM* ORDER TAKEN BY

ADDRESS

CITY PROVINCE POSTAL CODE

JOB NAME AND LOCATION *Flood* TELEPHONE

JOB FAX

DAY WORK  
 CONTRACT  
 EXTRA

DESCRIPTION OF WORK				
<i>April 1</i>	<i>EXCAV</i>	<i>5</i>	<i>Emerson</i>	<i>450.00</i>
<i>2</i>	<i>"</i>	<i>3 1/2</i>	<i>Walker</i>	<i>315.00</i>
<i>3</i>	<i>"</i>	<i>9</i>	<i>Walker + Emerson</i>	<i>810.00</i>
<i>11 3</i>	<i>"</i>	<i>3 1/2</i>	<i>Haultain + Walker</i>	<i>315.00</i>
<i>5</i>	<i>"</i>	<i>3</i>	<i>Revolution</i>	<i>270.00</i>
<i>11 7</i>	<i>580 backho</i>	<i>3</i>	<i>Whitehead + Paul + Red</i>	<i>180.00</i>
<i>11 8</i>	<i>"</i>	<i>11</i>	<i>2 1/4 " " " "</i>	<i>150.00</i>
<i>11 10</i>	<i>EXCAV</i>	<i>5</i>	<i>McClure Park</i>	<i>* 450.00</i>
<i>11</i>	<i>"</i>	<i>7 1/2</i>	<i>Down rd by T. Sullivan</i>	<i>675.00</i>
<i>11 12</i>	<i>Tandem</i>	<i>3</i>	<i>Grid Road + Elmhurst</i>	<i>180.00</i>

*- RAMP DRAIN*

*Water shed*

*Flood # 3,345.00*

SPECIAL INSTRUCTIONS

*EXCAV. - 90.00*  
*580 - 60.00*  
*Tandem - 60.00*

TOTAL MATERIALS	
TOTAL LABOUR	
SUBTOTAL	<i>3795.00</i>
GST	<i>189.75</i>
PST	
TOTAL	<i>3984.75</i>

NO ONE HOME  TOTAL AMOUNT DUE FOR WORK OR:  TOTAL BILLING TO BE MAILED AFTER COMPLETION OF WORK

DATE COMPLETED WORK ORDERED BY



RURAL MUNICIPALITY OF  
Box 159  
Gladstone, Manitoba R2J 0T8

*POSTMAN*

Auton Direct Union Limited  
Gladstone Branch  
Box 159  
Gladstone, MB R2J 0T8

13835

04142009  
DATE M E M B E R Y Y Y

PAY

\$1394 DOLLARS AND 75 CENTS

\$ 3984.75

TO  
THE  
ORDER  
OF

ENGINEERING & RECREATION  
BOX 376  
GLADSTONE MB R2J 0T8

RURAL MUNICIPALITY OF WESTBOURNE

*Dean J. Kueck*  
\_\_\_\_\_  
*Patricia A. Leckell*  
\_\_\_\_\_  
MAYOR

13835

04/24/2009

3984.75



PETES PLUMBING  
CHAIN TRENCHING  
385-2311



Box 537, Gladstone MB, R0J 0T0

Date June 9th/09.

R.M. ABOTINAM

Gladstone M.B.

700.

		pre-emptive	
Re Dig out iron + trees - bridge Hill Station			
Road 2 trips. 3.5 + 2 hrs. 5.5 hrs. x 80		440	00
Check Low Level Bear Creek			
180 x 1.5 hrs. x 80		120	00
Dig out Level Level + Re pack			
With stone 3-hr. x 80 (Bear Creek Site # 23)		240	00
Install culvert 7' x 5' x 80		400	00
Dig out roots + trees Travis Ferguson's		280	00
Lane 3.5 x 80			
SUB TOTAL		1480	00
GST		79	00
PST		103	60
TOTAL		1657	60

GST No. R0118002773

1843

Printed at The Banner

Flood # 85600

Change # 14634

July 14/09

# Disaster Financial Assistance Claim Forms

Date: July 25, 2010

CF-05 SHORT FORM "A" Site Specific Report

Local Authority: RM of Abotnam Event: 2010 Spring Flood Site #: 9 Legal Description: \_\_\_\_\_

## Supplies / Materials

Supplier / Description	(I) or (E)*	Cheque #	Invoice #	Quantity	Unit Price	Total
Slate Rock Quarry Ltd.	E	451	6219	121	\$28.00	\$3,388.00
<b>Supplies / Materials Total:</b>						<b>\$3,388.00</b>

## Hired Equipment / Contracts

Supplier	Equipment Type	Cheque #	Invoice #	Rate **	Hours	Total
Gepinniw Contractor	Backhoe	571	41	\$98.00	14	\$1,372.00
<b>Hired Equipment / Contracts Total:</b>						<b>\$1,372.00</b>

\* (I) Inventory, (E) Supplied Externally  
 \*\* Rate = Invoice Price

**'CF-05' Total (Supplies/Materials + Hired Equipment/Contracts):** **\$4,760.00**



SLATE ROCK QUARRY

13

INVOICE

NO 6219  
DATE 04/30/2010  
PAGE 1 of 1

Rm of ABOTINAM

DESCRIPTION	QTY	UNIT	DESCRIPTION	GST	UNIT PRICE	AMOUNT
Flood Repairs	8,161.8	tonnes ✓	A - Base ✓	4	16.00	130,588.80
Flood Repairs	3,595.2	tonnes ✓	Pit Run ✓	4	12.50	44,940.00
Flood Repairs	59.7	tonnes ✓	Limestone (Site: 10-09) ✓	4	28.00	1,671.60
Flood Repairs	121.0	tonnes ✓	Limestone (Site: 10-04) ✓	4	28.00	3,388.00
4 - GST 5%						
GST						9,029.42

Ch# 451

**TOTAL** → 189,617.82

**Cheque Image**

Account: OPERATING 000  
Cheque #: 20100451  
Date: 2010-05-17  
Amount: \$217,789.32

Click on the cheque image to enlarge it.

THIS CHEQUE CONTAINS A MICROLINE BORDER AND SECURITY FEATURES

20100451

DATE 2010 05 13  
YYYY MM DD

Pay Two Hundred Seventeen Thousand Seven Hundred Eighty Nine Dollars and Thirty Two Cents \$ 217,789.32

108  
PAY TO THE ORDER OF: SLATE ROCK QUARRY 280

PER [Signature]

PER [Signature]

Endorsement - Signature or Stamp

BACK/ENDOS

DEPOSIT TO THE CREDIT OF THE PAYEE

MAY 17 2010

Date format: All dates are displayed in the format YYYY-MM-DD.  
Important note: Cheque images are kept on file for a period of six months.

# Disaster Financial Assistance Claim Forms

Date: July 25, 2010

CF - 05 SHORT FORM "A"      Site Specific Report

Local Authority: RM of Abotnam      Event : 2010 Spring Flood      Site # : 9      Legal Description: \_\_\_\_\_

### Supplies / Materials

Supplier / Description	(I) or (E)*	Cheque #	Invoice #	Quantity	Unit Price	Total
Slate Rock Quarry Ltd.	E	451	6219	121	\$28.00	\$3,388.00
<b>Supplies / Materials Total:</b>						<b>\$3,388.00</b>

### Hired Equipment / Contracts

Supplier	Equipment Type	Cheque #	Invoice #	Rate **	Hours	Total
Gepinniw Contractor	Backhoe	571	41	\$98.00	14	\$1,372.00
<b>Hired Equipment / Contracts Total:</b>						<b>\$1,372.00</b>

\* (I) Inventory, (E) Supplied Externally  
 \*\* Rate = Invoice Price

**'CF-05' Total (Supplies/Materials + Hired Equipment/Contracts):** \$4,760.00

# GEPINNIW CONTRACTOR

DATE May 2010

NAME Rm of ABOTINAM

ADDRESS \_\_\_\_\_

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Backhoe Service		
2	Job # 10-06		
3	Backhoe Service		
4	590 SL. 4x4 - extension		
5	4 swing "lyd. rear Backhoe		
6	14hr x 98	1372.00	
7	121634786	68.60	
8	Total		1440.60
9	Flood		
10	10-2520 - SCORERS		
TAXES TO		PST	
41		TOTAL	
		SIGNATURE	

CF - 06 SHORT FORM "B" Site Specific Report

 Local Authority: RM of Abotnam Event: 2010 Spring Flood Site #: 9 Legal Description: NW 22-11 5E

### Claimant's Equipment Usage

Equipment	Operator	Equipment Rate *	Operator's Wage	=	Subtotal	x 65% =	Allowable Rate	x	Hours	Total
Grader 16314	Archie Cornwallis	\$175.00	\$26.81	=	\$148.19	x 65% =	\$96.32	x	3.5	\$337.13
		-	=	=		x 65% =		x		
		-	=	=		x 65% =		x		
		-	=	=		x 65% =		x		
		-	=	=		x 65% =		x		
		-	=	=		x 65% =		x		
		-	=	=		x 65% =		x		
		-	=	=		x 65% =		x		
<b>Claimant's Equipment Usage Total:</b>										<b>\$337.13</b>

### Labour

Name	(F), (TE) or (TS)**	Cheque #	Eligible Benefits (% of hourly wage)	Regular Hours or Overtime Hours	Rate	Total
Archie Cornwallis	F	123	n/a	3.50	\$26.81	\$93.84
<b>Hired Equipment / Contracts Total:</b>						<b>\$93.84</b>

\* 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): **\$430.97**

 'CF-05' + 'CF-06': **\$5,190.97**

MUNICIPALITY OF \_\_\_\_\_

# OPERATOR'S DAILY REPORT

*Deny reports*

**EQUIPMENT HRS**

LOCATION OF WORK ward 6

TYPE OF WORK \_\_\_\_\_

DATE March 29

STATE WHAT MACHINE 163 H

WORKING HOURS \_\_\_\_\_

HOURS

10.

MOVING HOURS \_\_\_\_\_

REPAIR HOURS \_\_\_\_\_

GREASING HOURS \_\_\_\_\_

DELAY HOURS \_\_\_\_\_

TOTAL HOURS ON TIME CLOCK \_\_\_\_\_

10

## CHARGE TO WARDS AND PRIVATE PARTIES

PRIVATE PARTIES (GIVE NAME)

WARD 1 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

2 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

3 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

4 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

5 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

6 6 HRS. St. Mary's (F.P.) 10 HRS.

ROAD \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

FUEL USED \_\_\_\_\_ GALS. LUBES AND OILS \_\_\_\_\_ QTS.

AC

OPERATOR'S SIGNATURE

MUNICIPALITY OF \_\_\_\_\_ VEE (1)

# OPERATOR'S DAILY REPORT

Slit

LOCATION OF WORK ward St. Mary's (F.P.)

TYPE OF WORK \_\_\_\_\_

DATE March 28

STATE WHAT MACHINE 163 H

WORKING HOURS \_\_\_\_\_

HOURS

3.5

MOVING HOURS \_\_\_\_\_

REPAIR HOURS \_\_\_\_\_

GREASING HOURS \_\_\_\_\_

DELAY HOURS \_\_\_\_\_

TOTAL HOURS ON TIME CLOCK \_\_\_\_\_

3.5

## CHARGE TO WARDS AND PRIVATE PARTIES

PRIVATE PARTIES (GIVE NAME)

WARD 1 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

2 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

3 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

4 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

5 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

6 6 HRS. St. Mary's (F.P.) 3.5 HRS.

ROAD \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

FUEL USED \_\_\_\_\_ GALS. LUBES AND OILS \_\_\_\_\_ QTS.

AC

OPERATOR'S SIGNATURE

CF - 06 SHORT FORM "B" Site Specific Report

 Local Authority: RM of Abotnam Event: 2010 Spring Flood Site #: 9 Legal Description: NW 22-11 5E

### Claimant's Equipment Usage

Equipment	Operator	Equipment Rate *	Operator's Wage	=	Subtotal	x 65% =	Allowable Rate x	Hours	Total
Grader 16314	Archie Cornwallis	\$175.00	\$26.81	=	\$148.19	x 65% =	\$96.32	x 3.5	\$337.13
		-		=		x 65% =		x	
		-		=		x 65% =		x	
		-		=		x 65% =		x	
		-		=		x 65% =		x	
		-		=		x 65% =		x	
		-		=		x 65% =		x	
		-		=		x 65% =		x	
<b>Claimant's Equipment Usage Total:</b>									<b>\$337.13</b>

### Labour

Name	(F), (TE) or (TS)**	Cheque #	Eligible Benefits (% of hourly wage)	Regular Hours or Overtime Hours	Rate	Total
Archie Cornwallis	F	123	n/a	3.50	\$26.81	\$93.84
<b>Hired Equipment / Contracts Total:</b>						<b>\$93.84</b>

\* 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): **\$430.97**

 'CF-05' + 'CF-06': **\$5,190.97**

MUNICIPALITY OF \_\_\_\_\_

# OPERATOR'S DAILY REPORT *OT Reports*

LOCATION OF WORK Ward 6

TYPE OF WORK \_\_\_\_\_ DATE March 29

STATE WHAT MACHINE 163 H

	HOURS
WORKING HOURS	10
MOVING HOURS	
REPAIR HOURS	
GREASING HOURS	
DELAY HOURS	
TOTAL HOURS ON TIME CLOCK	10

### CHARGE TO WARDS AND PRIVATE PARTIES PRIVATE PARTIES (GIVE NAME)

WARD 1 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 2 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 3 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 4 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 5 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 6 6 HRS. St. Mary's (F.P.) 10 HRS.  
 ROAD \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

FUEL USED \_\_\_\_\_ GALS. LUBES AND OILS \_\_\_\_\_ QTS.

AC  
OPERATOR'S SIGNATURE

MUNICIPALITY OF \_\_\_\_\_ *USE U*

# OPERATOR'S DAILY REPORT *Suit*

LOCATION OF WORK Ward St. Mary's (F.P.)

TYPE OF WORK \_\_\_\_\_ DATE March 28

STATE WHAT MACHINE 163 H

	HOURS
WORKING HOURS	3.5
MOVING HOURS	
REPAIR HOURS	
GREASING HOURS	
DELAY HOURS	
TOTAL HOURS ON TIME CLOCK	3.5

### CHARGE TO WARDS AND PRIVATE PARTIES PRIVATE PARTIES (GIVE NAME)

WARD 1 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 2 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 3 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 4 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 5 \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.  
 6 3.5 HRS. St. Mary's (F.P.) 3.5 HRS.  
 ROAD \_\_\_\_\_ HRS. \_\_\_\_\_ HRS.

FUEL USED \_\_\_\_\_ GALS. LUBES AND OILS \_\_\_\_\_ QTS.

AE  
OPERATOR'S SIGNATURE



ARCHIE CORNWALLIS

<u>Date</u>	<u>MH#</u>	<u>Site</u>	<u>O/T Hours</u>	<u>Rate</u>	<u>CH#</u>	<u>Total</u>
Payroll 7		March 21 to April 3				
28-Mar	1	10-06 ✓	1.7	30.17	300	\$ 51.29 ✓
29-Mar	1	10-06 ✓	3.5	40.22	300	\$ 140.77 ✓

Payroll 8		April 4 to April 17				
12-Apr	3	10-09 ✓	3.2	30.17	326	\$ 96.54 ✓
12-Apr	3	10-06 ✓	6	30.17	326	\$ 181.02 ✓
13-Apr	3	10-09 ✓	4	30.17	326	\$ 120.68 ✓
14-Apr	3	10-09 ✓	10	30.17	326	\$ 301.70 ✓
04-Apr	2	Check Flood Roads	4	40.22	326	\$ 160.88 ✓

Payroll 9		April 18 to May 1				
19-Apr	5	10-05 ✓	14	30.17	405	\$ 422.38 ✓
20-Apr	5	10-06 ✓	6	30.17	405	\$ 181.02 ✓
20-Apr	5	10-05 ✓	8.5	30.17	405	\$ 256.45 ✓
21-Apr	5	10-06 ✓	9.1	30.17	405	\$ 274.55 ✓

Payroll 10		May 2 to May 15				
04-May	8	10-06 ✓	11	30.17	489	\$ 331.87 ✓
06-May	8	10-09 ✓	2.9	30.17	489	\$ 87.49 ✓

83.9

\$ 2,606.64

# Submissions

Before you send in a submission:

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

# Claim Submission

- Upon receipt of a claim submission, Manitoba EMO will:
  - evaluate the submission(s) in accordance with DFA policies and guidelines
  - issue payment and prepare a reconciliation statement identifying eligible, ineligible and deferred items
  - advise about deferred items and request additional supporting documentation to determine eligibility or ineligibility; and
  - supply a full reconciliation statement with the final payment identifying eligible and ineligible items

# Evaluations

Submissions are reviewed to confirm:

- the claimed costs are eligible, and
- supporting evidence match the damage report.

Any adjustments and deferrals are recorded for further consideration

# Deferral Process

Deferral responses should:

- Be clearly identified as a response to items from a specific submission
- Include all the required information
- The information should be broken out by site, the same as the submission.

# Payment

Completed evaluations are approved and assistance payment is released.

# Advance Payment

- Advances may be supplied for:
  - Costs identified in separate flood G/L
  - Costs for non engineered sites
  - Costs for engineered sites
- Advances requests are to be sent in attention the Director of Recovery and Mitigation

# Review

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



# Questions?

Contact us:

204-945-3050 or toll free 1-888-267-8298

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[www.manitobaemo.ca](http://www.manitobaemo.ca)