

Preparation of Claim Forms

Disaster Financial Assistance (DFA) Program

DFA Claim Forms workbook is designed to help guide the user through the claims process to prepare a straightforward and properly documented claim submission that can be processed quickly and will result in maximum cost sharing for the local authority and the province.

Evidence

1. Must verify work was done at a specific disaster damage site and on a specific related function (time sheets, work orders, gravel, haul cards, specific invoices, rental records etc.).
2. Must verify the cost of this work (invoices, payroll records, records of hourly wages, evidence of equipment rates etc.).
3. Organize evidence by site. Attach evidence directly to site specific or non-site specific reports.
4. Attach all supporting documentation together for easy reference (invoices, cheques, employee timesheets, etc.). When one piece of evidence supports work at multiple sites, copy the evidence and attach to each form for each site.
5. Must verify the local authority incurred the expense by paying for the cost of the work (cheques numbers, copies of cancelled cheques, records of direct deposit etc.).
6. Ensure incurred PST is documented on the applicable forms.

Contact Information

Emergency Management Organization
1525-405 Broadway
Winnipeg, MB R3C 3L6
Phone: 945-3050 or toll free at 1-888-267-8298
Fax: 948-2278
Email: dfa@gov.mb.ca

Version : September 19, 2025




[COVER] – Cover Sheet

Purpose

Designed to be completed once for the submission. Information entered on the Cover Sheet populates other tabs in the Claim Forms workbook.

Procedures

- Enter:
 - Local Authority name (Ex: Municipality of Glendale)
 - Date (Ex: September 25, 2025)
 - Event (Ex: 2025 September 12-14 Flood)
 - Submission # (Ex: 1)
 - Description of Work – A brief description of the main costs of each activity in the submission.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
2	Emergency Management Organization																		 EMO EMERGENCY MANAGEMENT ORGANIZATION Manitoba				
3	Disaster Financial Assistance Claim Forms																						
5	Cover Sheet																						
7	Local Authority:																						
9	Date:																						
11	Event:																						
13	Submission #:																						
15	Descriptions of Work																						
16	Provide a brief description of the main costs of each activity reported in this submission.																						
17	Response																		Description of Work				
18	Pre-impact preparations																						
19	Emergency support services																						
20	General Response																						
21	Response Coordination and eligible staffing																						
23	Restoration																		Description of Work				
24	Repair/restoration of public spaces and infrastructure																						
25	Repair/restoration of protective natural infrastructure																						
26	Disaster resilience enhancements																						

Claim Form tabs

COVER

Submission Summary

Equip

Personnel

Prep

ESS

Resp

Coord & Staff

Claim Submission Summary

Purpose

Designed to provide a summary of the claim submitted by the Local Authority. The values in the TOTAL column automatically update based on the values in the various Claim Forms (tabs) in the workbook.

Procedures

- None

Disaster Financial Assistance Claim Forms	
CLAIM SUBMISSION SUMMARY	
	TOTAL
RESPONSE - Pre-Impact Preparations Worksheet: Prep	
RESPONSE - Emergency Support Services Worksheet: ESS	
RESPONSE - General Response Worksheet: Resp	
RESPONSE - Response Coordination & Eligible Staffing Worksheet: Coord & Staff	
RECOVERY - REPAIR / RESTORATION OF PUBLIC SPACES & INFRASTRUCTURE Worksheet: Rec	
RECOVERY - REPAIR / RESTORATION OF PROTECTIVE NATURAL INFRASTRUCTURE SUMMARY Worksheet: Rec Nat	
RECOVERY - Recovery Coordination and Claim Administration (Non Site Specific) Worksheet: Rec NSS	
RELIEF - Mental Health Supports Worksheet: Ment Hlth	
RELIEF - Temp Housing Worksheet: Temp Hous	
RELIEF - General Disaster Relief and Supports to People Worksheet: Relief Gen	
RELIEF - Recovery Planning & Lessons Learned Worksheet: Plan-Learn	
MITIGATION - Site Worksheet: Mit Site	
MITIGATION - Non Site Specific Worksheet: Mit NSS	
CLAIM SUBMISSION TOTAL	\$0.00
DISASTER RESILIENCE ENHANCEMENT DRE	\$0.00

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[illegible]

[Prep] – RESPONSE – Pre-impact Preparations

Purpose

Document the costs related to activities undertaken in advance of a disaster to reduce the impact of the natural hazard.

Pre-impact preparations are based on an impending natural hazard from an appropriate public authority and are distinguished from regular seasonal preparedness or maintenance. Pre-impact preparations may include sandbagging, temporary relocation of at-risk assets, deploying sprinklers, and creating fire breaks.

Protection of life safety activities include search and rescue, evacuations or sheltering-in-place, wellness checks, water or air quality testing to determine risk to people.

Protection of livestock and domestic animals includes transportation, feeding temporary shelter and care.

Procedures

- Reference # is used as an identifier for the cost submitted.
- Provide the supplier information related to the invoice submitted or a description of the cost submitted for municipal works.
- Provide the cheque number used to pay for the supplier's cost.
- Provide the invoice number related to the supplier's cost.
- The sub-total is the total supplier cost submitted less the PST and GST.
- Indicate PST amounts where applicable.
- The Total should be the costs identified in the sub-total and any PST charged.

[ESS] – RESPONSE – Emergency Support Services

Purpose

Document costs of emergency support and services and emergency medical assistance to provide immediate relief to people affected by disaster.

Emergency support and services include emergency shelter/housing for evacuees (including food, clothing and basic necessities), transportation, reception centres, registration and inquiry, warming, cooling centres; including those delivered by host jurisdictions.

Emergency medical assistance is the delivery of disaster-related medical assistance and care and fatality management. Includes site triage, emergency medical assistance, patient stabilization, medical evacuation, etc.

Procedures

- Reference # is used as an identifier for the cost submitted.
- Provide the Supplier information related to the invoice submitted or a description of the cost submitted for municipal works.
- Provide the cheque number that was used to pay for the supplier's cost.
- Provide the invoice number that relates to the supplier's cost.
- The Sub Total is the total supplier cost submitted less the PST and GST.
- Indicate PST amounts where applicable.
- The Total should be the costs identified in the sub total and any PST charged.
- Medical services delivered through normal health resources are ineligible. Capacity related expenses due to disaster-related surge in volume are eligible.

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[Resp] – RESPONSE – General Response

Purpose

Designed to provide response costs related to hazard containment, incident stabilization/clearing and re-establishing route access for temporary and urgent activities required to operate essential public infrastructure.

Hazard containment and stabilization activities limit further damage and impacts such as constructing berms, protective structures, structural firefighting, short-term fencing/security and emergency demolition.

Re-establishing safe access routes focuses on rapidly clearing routes to enable first responder, response equipment and essential goods movement in the disaster area.

Temporary operation of essential public infrastructure includes creating temporary access routes, temporary water lines and deploying temporary waste or sanitation facilities.

Procedures

- Reference # is used as an identifier for the cost submitted.
- Provide the Supplier information related to the invoice submitted or a description of the cost submitted for municipal works.
- Provide the cheque number that was used to pay for the supplier's cost.
- Provide the invoice number that relates to the supplier's cost.
- The Sub Total is the total supplier cost submitted less the PST and GST.
- Indicate PST amounts where applicable.
- The Total should be the costs identified in the sub total and any PST charged.
- Permanent repairs/reconstruction work are recorded on the RECOVERY claim forms.
- Wildland firefighting costs are only eligible for wildland urban interface fires (pose a threat to communities or essential infrastructure)

Disaster Financial Assistance Claim Forms

RESPONSE - General Response

(Non Site Specific)

Date:

Local Authori

Event:[illegible]

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[Coord & Staff] – RESPONSE – Response Coordination & Eligible Staffing

Purpose

Designed to list activities including response coordination, volunteer coordination and initial damage assessments.

Response coordination activities provide situational awareness, coordination of resource to respond such as activation of incident command posts, operation and coordination centres.

Volunteer coordination includes volunteer registration centres, travel/deployment expenses and reimbursement of materials/equipment used for volunteers.

Initial damage and impact assessments are used to understand the initial scope of the impacts such as rapid damage assessments, surveillance flights and satellite/aerial imagery.

Procedures

- Reference # is used as an identifier for the cost submitted.
- Provide the Supplier information related to the invoice submitted or a description of the cost submitted for municipal works.
- Provide the cheque number that was used to pay for the supplier's cost.
- Provide the invoice number that relates to the supplier's cost.
- The Sub Total is the total supplier cost submitted less the PST and GST.
- Indicate PST amounts where applicable.
- The Total should be the costs identified in the sub total and any PST charged.

[Rec] – RECOVERY – Repair / Restoration of Public Spaces and Infrastructure

Purpose

Designed to record costs related to debris removal, repair, restoration and replacement of public assets to functional condition.

Debris removal includes expenses to clear, cleanup, remove and dispose of debris. Waste management costs are debris transportation, hazardous waste disposal and services to increase waste management.

Repair of damage to private property caused by public sector authorities during response and/or recovery are eligible. The repair/replacement of public sector spaces and assets including protective infrastructure to functional condition is eligible. Expenses that increase or enhance the disaster resilience of public spaces and infrastructure may be eligible.

Procedures

- List site by #'s in numerical order
- List the amount claimed for supplies/materials before PST.
- List the amount claimed for personnel for the specific site.
- List the amount claimed for municipal equipment for the specific site.
- List the amount claimed for contractors equipment for the specific site.
- List the amount claimed for contracts before PST.
- List the PST amount claims for the specific site.
- List the total amount claimed for the specific site. (Total column will calculate automatically if using the electronic version of the Excel forms.)
- If it is impractical to separate debris management costs between Response (short-term/immediate) and Recovery (long-term/permanent), all debris management costs may be submitted in Recovery.

[Rec Nat] – RECOVERY – Repair / Restoration of Protective Natural Infrastructure

Purpose

Designed to list the costs related to debris removal, repair, restoration and replacement of natural protective infrastructure.

Examples of natural protective infrastructure are wetlands or vegetation. The natural protective infrastructure must primarily and intentionally be used to protect from natural hazard risk as part of the flood or fire management plan and be managed/maintained for the protective benefit.

Procedures

- List site by #'s in numerical order
- List the amount claimed for supplies/materials before PST.
- List the amount claimed for personnel for the specific site.
- List the amount claimed for municipal equipment for the specific site.
- List the amount claimed for contractors equipment for the specific site.
- List the amount claimed for contracts before PST.
- List the PST amount claims for the specific site.
- List the total amount claimed for the specific site. (Total column will calculate automatically if using the electronic version of the Excel forms.)
- If it is impractical to separate debris management costs between Response (short-term/immediate) and Recovery (long-term/permanent), all debris management costs may be submitted in Recovery.

[Rec NSS] – RECOVERY – Recovery Coordination and Claim Administration (Non Site Specific)

Purpose

Designed to list the costs related to recovery coordination and claim administration. These costs are not specifically related to a site.

Damage assessments and repair appraisals to understand the extent of damage at sites and to determine the repair/restoration needs.

Claim administration expenses that are a direct result of the disaster financial assistance submission.

Recovery coordination including project management for recovery resources, coordination and monitoring and reporting recovery activities.

Procedures

- Costs for non-site specific activities are subject to the same restrictions and evidence requirements as site specific costs of the same type (i.e. labour, materials, equipment, etc.)
- In the case of councilor's expenses, please include a copy of the appropriate municipal indemnity-by-law, a copy of the indemnity claim covering the claimed expense, and the cheque number. Payment of these expenses is allowed.
- Claims made on the Non Site Specific Report are subject to the same restrictions as these made on the Site Specific Report using the more detailed format.
- Cost of temporary employees to replace regular staff assigned to disaster work is an eligible cost. Time sheets for both must be submitted. Back filling expenses are only eligible to the extent of regular employee hours on disaster work.
- Indicate PST amounts where applicable.

RECOVERY - Recovery Coordination and Claim Administration (Non Site Specific)

Local Authority

Event:

Totals for Recovery Coordination and Claim Administration:

[DRE] – RECOVERY – Disaster Resilience Enhancements (DRE)

Purpose

DRE is to lessen the impact of future hazards, prevent recurrent losses and reduce long-term disaster costs. Local Authorities can rebuild beyond current standards, codes and bylaws to reduce future risk.

DRE funding is up to 15% of the estimated cost to restore the asset to standard replacement value.

The form is used to track the amount of DRE funding spent.

Procedures

- Enter the name of the site and short description of the enhancement project.
- Standard Replacement Value: Enter the cost of the repair if the repair was only to repair the site to pre-disaster condition. This could be an estimate of material, labour, equipment etc to repair to pre-disaster condition only.
- Repair Costs Including Enhancement: Enter the cost of the repair including the cost disaster resilience enhancement.

Disaster Financial Assistance Claim Forms						
Disaster Resilience Enhancements Cost Tracking		Date:				
Local Authority		Event:				
Site / Project Name / Enhancement Description	Standard replacement value (cost to repair to pre-disaster condition only)	Maximum DRE (15% of standard replacement value) A	Repair Cost Including Enhancement (total cost of the repair/replace ment including the disaster resilience enhancement)	Cost of DRE (the cost of the disaster reillience enhancement) B	Eligible DRE cost (the lesser between A and B) C	Remainder for potential Mitigation Project (difference between B and C)
		\$0.00			\$0.00	\$0.00
		\$0.00			\$0.00	\$0.00
		\$0.00			\$0.00	\$0.00
		\$0.00			\$0.00	\$0.00
		\$0.00			\$0.00	\$0.00
		\$0.00			\$0.00	\$0.00
		\$0.00			\$0.00	\$0.00
Total Disaster Resilience Enhancement Costs:						\$0.00
Page: of						

[Ment Hlth] – RELIEF – Mental Health and Psychosocial Supports

Purpose

Designed to document the relief and recovery support costs related to mental health and psychosocial supports.

Mental health and psychosocial services and supports delivered to people affected by a disaster beyond normal health infrastructure and resources. These include critical stress management, virtual or in-person counselling, psychological first aid, support groups, crisis phone lines, peer support, outreach, emotional and spiritual services.

Procedures

- Reference # is used as an identifier for the cost submitted.
- Provide the Supplier information related to the invoice submitted or a description of the cost submitted.
- Provide the cheque number that was used to pay for the supplier's cost.
- Provide the invoice number that relates to the supplier's cost.
- The Sub Total is the total supplier cost submitted less the PST and GST.
- Indicate PST amounts where applicable.
- The Total should be the costs identified in the sub total and any PST charged.

[Temp Hous] – RELIEF – Temporary Housing

Purpose

Designed to list costs related housing needs for people who are displaced from their homes for an extended period of time while their homes are being repaired once evacuation orders are lifted.

Temporary housing may include temporary trailers, rent supports, hotels or other short-term rentals, services to support unsheltered/precariously sheltered populations.

Procedures

- Reference # is used as an identifier for the cost submitted.
- Provide the Supplier information related to the invoice submitted or a description of the cost submitted.
- Provide the cheque number that was used to pay for the supplier's cost.
- Provide the invoice number that relates to the supplier's cost.
- The Sub Total is the total supplier cost submitted less the PST and GST.
- Indicate PST amounts where applicable.
- The Total should be the costs identified in the sub total and any PST charged.

Disaster Financial Assistance Claim Forms

RELIEF - Temporary Housing
(Non Site Specific)

Date:

Local Authority

Event:

Ref. #	Description / Supplier of TEMPORARY HOUSING	Cheque #	Invoice #	Sub-total	PST	Total
			Totals:			

Totals:

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[Relief Gen] – RELIEF – General Relief & Supports

Purpose

Designed to provide costs related to financial counselling, reducing barriers and targeted supports.

Financial counselling is intended to help people navigate post-disaster recovery without long-term negative financial impacts. Financial counselling services and supports include establishing a financial counselling centre, providing mobile/virtual counselling services, vouchers, delivering training, one-on-one and group financial counselling or door-to-door.

Reducing barriers and improving access for people to access disaster relief may involve increasing services and supports in remote and rural communities, extending hours, offering child care at disaster assistance centres or meetings, interpretation/translation services and supports to navigating assistance programs.

Targeted and temporary supports to populations who are more likely to experience disproportionately negative recovery outcomes.

Procedures

- Reference # is used as an identifier for the cost submitted.
- Provide the Supplier information related to the invoice submitted or a description of the cost submitted.
- Provide the cheque number that was used to pay for the supplier's cost.
- Provide the invoice number that relates to the supplier's cost.
- The Sub Total is the total supplier cost submitted less the PST and GST.
- Indicate PST amounts where applicable.
- The Total should be the costs identified in the sub total and any PST charged.

[Plan-Learn] – RELIEF – Recovery Planning and Lessons Learned

Purpose

Designed to list costs related to community recovery planning, resilience planning and post disaster lessons learned reports.

Procedures

- Reference # is used as an identifier for the cost submitted.
- Provide the Supplier information related to the invoice submitted or a description of the cost submitted.
- Provide the cheque number that was used to pay for the supplier's cost.
- Provide the invoice number that relates to the supplier's cost.
- The Sub Total is the total supplier cost submitted less the PST and GST.
- Indicate PST amounts where applicable.
- The Total should be the costs identified in the sub total and any PST charged.

Mit Site – MITIGATION – Site Specific Mitigation

Purpose

Mitigation assists with costs to increase risk reduction in disaster affected areas connected to the natural hazard that occurred and can apply to undamaged structures or areas.

Structural disaster mitigation is physical construction to reduce or avoid hazard impacts such as engineered riverbank or shoreline stabilization, culverts, retention ponds, breakwaters, permanent fire breaks, etc.

Procedures

- List site by #'s in numerical order
- List the amount claimed for supplies/materials before PST.
- List the amount claimed for personnel for the specific site.
- List the amount claimed for municipal equipment for the specific site.
- List the amount claimed for contractors equipment for the specific site.
- List the amount claimed for contracts before PST.
- List the PST amount claims for the specific site.
- List the total amount claimed for the specific site. (Total column will calculate automatically if using the electronic version of the Excel forms.)
- Select Mitigation type applicable to the work completed.

Disaster Financial Assistance Claim Forms

MITIGATION - SITE SPECIFIC

Date:

Local Authority:

Event:

Mitigation Type:

- - - select mitigation type - - -

[illegible]

Note: GST is not eligible and should not be claimed.

Total:

Mit NSS – MITIGATION – Non-Site Specific

Purpose

Mitigation assists with costs to increase risk reduction in disaster affected areas connected to the natural hazard that occurred and can apply to undamaged structures or areas.

Non-structural mitigation to reduce disaster risk uses policies/regulations, land use planning, moving assets out of high risk areas, risk awareness and education.

Community or property-level mitigation may include financial incentives, grants/rebates, distribution of sump pumps, driveway elevation, etc.

Procedures

- Reference # is used as an identifier for the cost submitted.
- Provide the Supplier information related to the invoice submitted or a description of the cost submitted.
- Provide the cheque number that was used to pay for the supplier's cost.
- Provide the invoice number that relates to the supplier's cost.
- The Sub Total is the total supplier cost submitted less the PST and GST.
- Indicate PST amounts where applicable.
- The Total should be the costs identified in the sub total and any PST charged.
- Select Mitigation type for the work completed.

Site Costs A – Supplies/Materials and Contractor's Equipment / Contracts

Purpose

The Short Forms are designed to group information for repairs to a specific damage site. Where the space will allow, the short forms can accommodate the combined repair information.

Procedures

- Each site will have been assigned a number at inspection and will be dealt with independently.
- Supply both legal and local descriptions for easy identification.
- The Claim Form Excel Workbook contains multiple sets of Site Costs A and Site Costs B forms.

Supplies / Material Procedures

- Enter a reference # is as an identifier for the cost submitted.
- Provide type and description as part of the information of what is being supplied.
- Provide whether taken from inventory (I) or purchased externally (E).
- Provide cheque numbers and photocopies of cancelled cheques for payment of these invoices.
- Provide copies of original paid invoices as proof of purchase. Quantity and unit price of items purchased must be clearly identified.
- Indicate PST amounts where applicable.

Contractor's Equipment / Contracts Procedures

- Enter a reference # is as an identifier for the cost submitted.
- Invoice amounts for contract (hired) equipment are eligible as long as they do not exceed contractor's normal hourly rate.
- List make, model and type of equipment (i.e. grader or loader) and show rate and number of hours equipment is used for the site.
- Supply cheque numbers (photocopies of cheques for payment of these invoices).
- Provide invoices for this equipment.
- Indicate PST amounts where applicable.

Disaster Financial Assistance Claim Forms

Date: 0

Site Costs A - Site Specific - Supplies / Material and Contractor's Equipment / Contracts

Local Authority 0

Event 0

Leg Desc:

Supplies / Materials

Site #:

Ref #	Supplier / Description	(I) (E)	Cheque #	Invoice #	Qty	Unit Price	Subtotal	PST	Total	DRE
Supplies / Materials Totals:										\$0.00

Contractor's Equipment / Contracts

Ref #	Supplier	Equipment Type	Cheque #	Invoice #	Rate **	Hours	Subtotal	PST	Total	DRE
Contractor's Equipment / Contracts Totals:										\$0.00
'A' Totals (Supplies/Materials + Contractor's Equipment/Contracts):										\$0.00

* (I) Inventory, (E) Supplied Externally

** Rate = Invoice Price

DRE: the portion of the cost that represents Disaster Resilient Enhancement (the cost of the repair over and above the cost to repair an asset to pre-disaster condition)

Site Costs B - Claimant's Equipment and Personnel

Purpose

The Short Forms are designed to group information for repairs to a specific damage site. Where the space will allow, the short forms can accommodate the combined repair information.

Procedures

- Each site will have been assigned a number at inspection and will be dealt with independently.
- Supply both legal and local descriptions for easy identification.
- The Claim Form Excel Workbook contains multiple sets of Site Costs A and Site Costs B forms

Claimant's Equipment Usage Procedures

- Enter a reference # is as an identifier for the cost submitted.
- List the type of equipment and accessories associated with the work completed on each specific site.
- List the name of the equipment operator and ensure they are listed on the CF-03 Personnel Information form with all appropriate information.
- Supply equipment time cards to support your claim for hours at the site and employee overtime.
- Suggested hourly rate for claimant's equipment can be determined by using the Manitoba Heavy Construction Directory (MHCD) from the current year.
- To claim equipment use at inspected sites, the amount eligible to claim is:

$$[\text{MHCA rate}] - [\text{Operator}] \times 65\% = \text{Claim amount per hour}$$

Example: \$100.00 - \$12.00 = \$88.00

$$\$88.00 \times 65\% = \$57.20 \text{ per hour}$$

Personnel Procedure

- Enter a reference # is as an identifier for the cost submitted.
- Ensure that any employee claimed for is listed with complete information on the CF-03 Personnel Information form.
- Provide time cards, payroll records and cheque numbers (copy of the cancelled cheque) for payment of eligible wages.
- Claim for eligible benefits as calculated on the employee information list.
- Provide proof of deposit for direct deposit payment systems.
- Indicate whether employees are full-time (F), temporarily hired specifically for the event (TE) or temporary seasonal (TS).
- Claim overtime hours for regular employees from time cards submitted with equipment claim.
- Claim all hours for employees temporarily hired for the event.
- Banked time is not eligible unless it is paid out as overtime at a later date.

