

DISASTER FINANCIAL ASSISTANCE (DFA) – PRIVATE SECTOR

Information Sheet

The DFA Program

When a widespread disaster strikes and creates an unreasonable financial burden, DFA may be made available for eligible costs. DFA is intended to provide financial assistance to restore property to a habitable and functional state.

Assistance is generally provided to help local governments, individuals, farms, businesses and non-profit organizations.

This information is intended to provide you with the basic information necessary to make a DFA claim.

Eligibility

Application Types

Private Residential Property is an owner-occupied principal residence or a tenant-occupied residence. Tenants may apply for personal property and possessions only.

Farm is an agricultural based business (exclusive of hobby farms) which meets the definition of a Small Business.

Small Business is an enterprise with yearly gross revenues as reported for income tax purposes of at least \$10,000 but not more than \$2 million and employing not more than the equivalent of 20 full-time employees. It also must be other than a "hobby business" and must be an owner-operated enterprise where the individual owner-operator is acting as a day-to-day manager and owns at least 50% of the business.

Non-Profit Organization is an organization that operates "not-for-profit" and has a facility with unrestricted access by the community or provides services to the community.

Eligible Costs

Assistance is generally available for:

- **Pre-emptive costs at the direction of an authorized official**
 - Incurred for the construction and removal of temporary dikes
 - for operation of water pumps and/or other equipment and machinery to prevent or limit damage to essential infrastructure
- **Evacuation costs**
 - Incurred when an authorized official orders the evacuation of people or animals (reasonable expenses for accommodations, food and other essentials are eligible)
- **Restoration costs**
 - **Clean-up and debris removal**
 - Incurred by people who do their own clean-up
 - **Structural damage**
 - principal residences
 - buildings essential to the operation of a farm
 - buildings essential to the operation of a small business
 - limited farmland restoration (erosion) but not loss of market value of land
 - **Loss or repair of essential items**
 - essential moveables and chattels
 - loss of harvested or stored crops
 - livestock fencing
 - inventory and equipment

Ineligible Costs

Assistance is *not* available for:

- **Insurable losses** (items that are, or could have been insured at a reasonable and available rate are not eligible)
- **costs recoverable through any other programs**
- **losses recoverable at law**
- **non-essential items**
 - luxury items
 - recreational property and private roads
 - lawn and garden damage
 - fences (non-farm related)
- **loss of income and opportunity or inconveniences**
- **normal operating costs**
- **upgrading of existing facilities**
- **damages that are a normal risk of trade, occupation, or enterprise**

Step 1

Before, during and after the disaster, keep track of all your activities and expenses directly relating to the event. To verify your claim, you will need to provide documentation describing what you have done and invoices for expenses you have incurred. Wherever possible, photographs or videos of the damaged property should be taken and made available to EMO.

You are advised to contact your insurance provider to determine which if any, of your costs may be eligible under your insurance policies.

Actions to reduce damages and impacts should begin as soon as practical following a disaster. Cleaning, stripping and drying after a flood is recommended and often helps significantly reduce the time and costs of restoration. Visit EMO's web site for additional information and links about recovering from a disaster.

Once a program is in place, you have 90 days to apply for assistance.

Step 2

- Obtain a DFA application from EMO's website (manitobaemo.ca); by calling EMO; or from your local authority office.
- Complete your application. Applications for property damage to private residences must be completed by the owner. Applications for personal possession damage of rental properties must be completed by the tenant.
- Return the application to EMO or your local authority office where it will be collected and forwarded to EMO.

Step 3

Upon receipt of your application, EMO will contact you either by telephone or by letter to do a preliminary assessment of your claim.

If the preliminary assessment of your claim indicates that you are eligible to apply for DFA and may have eligible costs, an onsite inspection will be arranged.

If the preliminary assessment of your claim indicates that you are not eligible to apply for DFA or that you do not have any eligible costs, the onsite inspection will not take place.

Copies of the following supporting documentation will be collected during inspection:

- Property tax bill to verify property ownership
- For farm, business or non-profit organization claims:
 - sole proprietorship – copy of the applicant's T1 General or notarized proof of income
 - partnership – copy of the applicant's partnership agreement and T1 Generals
 - limited company – copy of the applicant's Articles of Incorporation and Income Tax Return
 - non-profit organization – copy of documentation to verify your eligibility as a non-profit organization (e.g. Revenue Canada charitable organization registration number)
- For farm applications with damage to rented land, the owner's authorization must be completed and signed by the landowner

Information obtained from the onsite inspection and any subsequent submissions to EMO will be evaluated in accordance with DFA policies and guidelines to determine the amount of assistance available to you.

Assistance payments will be mailed when all required documentation has been provided and verified by EMO. Partial payments based on work completed to date may be available.

Appeals

If you have not received all the assistance to which you feel entitled, an appeal process is available. For further information about the appeal process please contact EMO or visit their website.

Limitations

The maximum amount of DFA payable per claim is \$100,000. DFA payments are limited to 80 per cent of the eligible costs and losses.

DFA payments may be reduced by assistance received from other sources.

DFA programs will be open for a period of one year. Applicants will be advised of the program closure date and must complete repairs and submit all the required documentation by the program closure date.

Additional Information

For more information, please contact EMO at:

Phone: 204-945-3050
Toll free: 1-888-267-8298 (within Manitoba)
Fax: 204-945-4929
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