Preparation of Claim Forms

Disaster Financial Assistance Program

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

The following few pages illustrate the use of the Claim Forms guideline.

Evidence

- 1. Must verify that 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 over \$2,500, 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

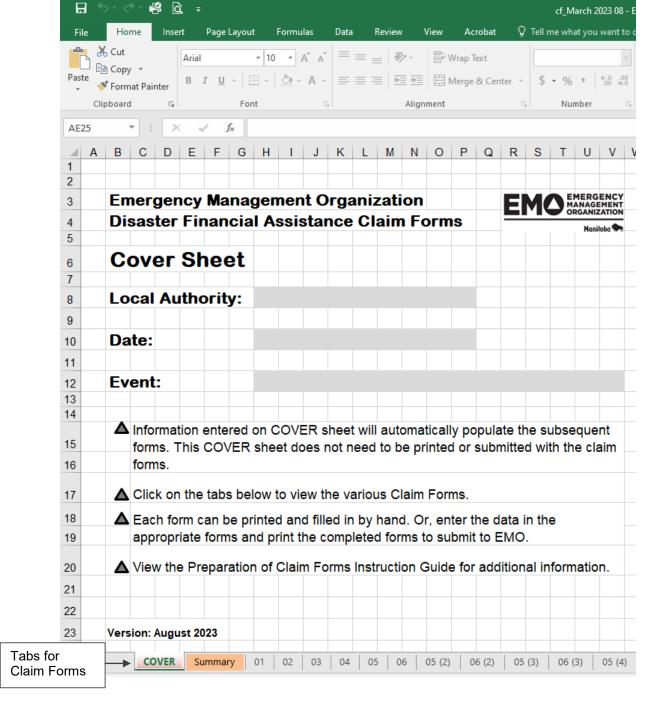
Email: dfa@gov.mb.ca



Cover Sheet

Purpose

Designed to be filled in using Microsoft Excel to populate information so that the user doesn't need to enter repeated information on each Claim Form.



Procedures

Fill in Local Authority, Date, and Event.

Claim Submission Summary

Purpose

Designed to provide a summary of the site specific claim submitted by the Local Authority.

LA	IM SUBMIS	SION SUMMA	RY		Date:		
L	ocal Authority:				Event:		
Τ			SUBTOTALS				
•	Supplies / Material	Personnel	Claimant's Equipment	Contractor's Equipment	Contracts	PST	Total
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Procedures

- List site by #'s in numerical order
- List the amount claimed for supplies/materials before PST.
- List the amount claimed for Equipment and 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.)

Claim Form 01- Claimant's Equipment Information

Purpose

Designed to describe equipment owned by the local authority and to establish hourly rates.

- 01 CLAIMANT'S EQUIPMENT IN	NFORM	IATION	Date:			
cal Authority :			Event:			
Equipment	НР	Model Number	Year	Accessories / Yardage capacity *	MHCD ** Equipment Rate	MHCI Page
				1000		

Procedure

- List all equipment used and being claimed throughout the entire submission.
- List the type of equipment (tractor, loader, grader, etc.).
- List horsepower (HP) of the specified equipment.
- List the make & model number (i.e. 740A) and year of the equipment.
- List only those accessories used for this claim plus their capacity.
- To calculate the Equipment Rate, use the Manitoba Heavy Construction Directory (MHCD) rate and list the page number the rate is found.
- Claimant's equipment: rate minus operator's regular rate x 65% = Claim amount per hour

There are two forms for the Detailed Equipment List: the Claimant's and Contractor's.

Claim Form 02- Contractor's Equipment Information

Purpose

Designed to describe privately owned equipment and rates at which the equipment is rented.

F - 02 CONTRACTOR'S EQUIPMEN	NT INF	ORMATION	Date:					
ocal Authority :			Event :					
Equipment	HP	Model Number	Year	Accessories / Yardage Capacity *	MHCD Page #	MHCD ** Equipment Rate	Claimed Equipment Ra	
. ,								

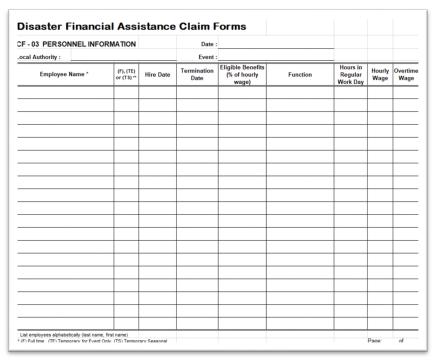
Procedure

- List all of the hired (contractor) equipment used and being claimed throughout the entire claim submission for the specific event.
- List type of equipment (tractor, loader, grader, etc.).
- List horsepower (HP) of specified equipment.
- List the make & model number and year of the equipment.
- List only those accessories and yardage capacity used in this claim.
- List the contractor equipment rate charged for this claim.
- To calculate the MHCD Equipment Rate, use the Manitoba Heavy Construction Directory (MHCD) rate and list the page number the rate is found.

Claim Form 03 – Personnel Information

Purpose

Designed to list the pertinent information for personnel (employees) whose labour is being claimed or who have operated equipment for which hours are being claimed.



Procedure

- List employee (last name, first name) involved in the claim alphabetically.
- Indicate whether employees are full-time (F), temporarily hired specifically for the event (TE) or temporary seasonal (TS).
- Enter the hire and termination dates for temporary employees.
- The hire date on the employee information list must show that the temporary employee was hired for and went directly to work on a disaster-related work.
- If an employee receives different hourly wages for different functions, list these functions on different lines and indicate the applicable hourly wage in the adjacent hourly wage column.
- List the total percentage of the hourly wage applicable to eligible employee benefits.
- List the number of hours in the employee's regular day before overtime begins.
- At the bottom of the Claim Form 03 explain how you calculate and pay overtime pay to employees.
- Submit the following supporting documents:
 - copy of local authority rate of pay
 - overtime policy.
- For overtime to be eligible it must be paid out.

Claim Form 04 - Other Expenses / Non Site Specific

Purpose

Designed to claim for costs incurred during a disaster, which are not related to damage at a specific site. (These could include many activities such as filling sandbags to be delivered around the municipality, evacuation costs, councilor's indemnity, pump rental, etc.)

CF - 04 OTHER E	EXPENSES / NON SITE SPECIFIC		Date:			
ocal Authority			Event:			
Ref.#	Description / Supplier	Cheque #	Invoice #	Sub-total	PST	Total

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.

Claim Form 05 – Short Form "A" (contractor's equipment - site specific)

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.

cal Autho	rity:	Specific R	vent:				Site	#:	Legal D	escription:	
	Materials										
ef i	Supplier / Description		(I) (E)*	Cheque #	Invoice #	Qty	Unit F	Price	Subtotal	PST	Total
ontracto	or's Equipment / Contrac	ts			Supplies / I	Mater	rials To	tals:			
ef	or's Equipment / Contrac Supplier	ts Equipn	nent Ty	pe Cheque#	Supplies / I	-	rials To	Hou rs	Subtotal	PST	Total
ef			nent Ty	pe Cheque#		-		Hou	Subtotal	PST	Total
ef			nent Ty	pe Cheque#		-		Hou	Subtotal	PST	Total
ontracto			nent Ty	pe Cheque#		-		Hou	Subtotal	PST	Total

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 CF-05 and CF-06 forms.

Supplies / Material Procedures

- 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 if they are over \$2,500.00 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

- 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 if they are over \$2,500 for payment of these invoices).
- Provide invoices for this equipment.
- Indicate PST amounts where applicable.

Claim Form 06 – Short Form "B" (claimant's equipment - site specific)

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.

	SHORT FORM "B"	Site Specific	Report									
ocal Aut		Event					Si	te:	Legal	Des	cription:	
_	nt's Equipment U	Isage		Ц			Ш					
Ref #	Equipment	Operator	Equipment Rate *	-	Less Operator's Wage	Subte	otal	x 65% =	Allowable Rate	×	Hours	Total
\perp				-	=			x 65% =		X		
				-	=			x 65% =		×		
				-	=			x 65% =		×		
				-	=			x 65% =		X		
				-	=			x 65% =		X		
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				-	=			x 65% =		×		
				-	=			x 65% =		X		
							C	laimant's l	Equipment U	sage	Total:	
Ref #	Name	(F), (TE) or (TS)**	Cheque #	Eligible Benefits (% of hourly wage)					gular Hours or		ate	Total
									Perso	nnel	Total:	
	Manitoba Heavy Construction D	irectory (current year)	Temporary Seaso						Perso	imei	Total:	

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 CF-05 and CF-06 forms.

Claimant's Equipment Usage Procedures

- 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:

[Rate] - [Operator] x 65% = Claim amount per hour
Example:
$$$100.00 - $12.00 = $88.00$$

 $$88.00 \times 65\% = 57.20 per hour

Labour Procedure

- 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 if it is over \$2,500) 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.