

**CIRCULAR**


To: All Municipalities, Local Service Districts & **Engineering Consultants**

Re: **Extension of Deadline** – Receipt of Applications  
Proposed 2011/2012 Municipal Capital Works Program

Date: **September 27, 2010**

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Due to the impact of Hurricane Igor and the number of municipalities affected, please be advised that the deadline for the receipt of applications for the Proposed 2011/2012 Municipal Capital Works Program is hereby extended from October 31, 2010 to **November 30, 2010**.



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**CLUNEY MERCER, P. ENG., ADM**  
Municipal Engineering & Planning Branch

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cc: Regional Engineers  
cc: Regional Managers  
cc: Regional Directors  
cc: MHA  
cc: Ms. C. Powell, ACOA

September 22, 2010

To: All Municipalities, Town Managers/Clerks

Re: Disaster Financial Assistance Arrangements (DFAA) Program

This circular is intended for all municipalities that had damages as a result of Hurricane Igor, 21 September 2010. The province is in the process of determining whether this recent weather event will be eligible for assistance under the federal government's Disaster Financial Assistance Arrangements (DFAA) Program. In this regard, municipalities are advised to provide the appropriate infrastructure damage claim and supporting documentation to Mr. John Dawe, Regional Engineer, Eastern Regional Office, Confederation Building, 1<sup>st</sup> Floor, West Block, P.O. Box 8700, St. John's, NL, A1B 4J6. Where applicable, please provide the following information:

**Photograph all areas of damage in a pre-engineering report which will include material and cost estimate.**

- All DFAA funds receivable and payable for disaster financial relief shall be accounted for separately from the Municipalities general revenue and expenditure accounts. A general ledger identifying all expenses incurred and payments made related to this event **ONLY** must be kept by the town. This ledger will be required to be submitted to Fire & Emergency Services – Newfoundland and Labrador (FES-NL) once all repairs are completed.
- To verify incurred costs by a municipality during an immediate response to a disaster event (i.e., flooding), the municipality must ensure that all invoices submitted (from contractors and suppliers) for payment, clearly identifies the following items:
  - Project title, identify the specific disaster event (i.e., Hurricane Igor, 21 September, 2010 Rainstorms Damage Repairs)
  - Location/job where materials and equipment are used (i.e., 8 hrs – 320 Cat Excavator, 15 tonnes Class A, Main Street)
  - Provincial Department of Transportation and Works approved equipment rental rates.
  - Invoices and work summaries submitted to a Municipality for disaster related work performed must not include other regular municipal operating expenses (i.e., a contractor's invoice showing charges for regular road maintenance and flood damage repairs).
  - Date
- **A Financial statement must be completed by a certified accountant, that clearly identifies all disaster related accounts receivable and payable for each municipal operating year the project is ongoing.**
- All paid invoices must be proven paid by submitting copies of the invoices along with a copy of the cancelled cheques (front and back), once returned to the municipality.

- All invoices must be closely scrutinized for duplications to avoid double payments for the same work claimed.
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- The municipality may claim payroll expenses provided the following conditions and backup documentation can be provided. Please note that employee costs for normal working hours are not eligible.
    - Payroll expenses for employees hired specifically to conduct flood related duties (administration and construction) may be DFAA eligible, provided appropriate back up information can be provided (Records of Employment, etc.) Overtime payroll expenses for all employees (regular, temporary, those hired specifically for flood related duties, etc.) are DFAA eligible, provided the following documentation can be provided to support the claim:
      - Proper time records,
      - Pay rates are in accordance to the Town's regular overtime policies,
      - Employees must be paid for incurred overtime (and proven through pay stubs, etc.) rather than accumulating time for time off in lieu of overtime, and
      - Provided the employees time is DFAA eligible, other payroll expenses such as the employers payroll burden expenses are also DFAA eligible (i.e., employers CPP, E.I., etc.)
  - The claim report shall include all of the HST, but separated from the accumulated costs from all of the invoices. FES-NL Officials will adjust the HST portion prior to issuing approved funds to the town.
  - A letter is required from the municipality stating that they are not eligible to receive other funding from any other source including insurance for the damages caused by this incident. A separate letter is required from your insurance provider stating either that they do not offer flood coverage or that the town purchased a policy that did not include flood coverage.
  - It is important to note that funding under DFAA only provides funds to repair damaged infrastructure to pre-disaster condition. Any enhancements (i.e., larger culverts) that the town decides to undertake **may be funded** through this program. Any mitigation/enhancements to pre-disaster condition will be considered on a case to case basis and **must** be approved by the Regional Director of Public Safety Canada with a limit of 15% of the estimated cost of repair to pre-disaster condition. The municipality will be responsible for all costs in excess of 15% and all work will have to be approved by the engineer assigned to this project by the Department of Municipal Affairs.
  - **It is imperative that these guidelines be followed. Failure to do so could result in delays in receipt of compensation.**

If you have any questions or concerns regarding the above items, please do not hesitate to contact FES-NL at 709-729-3703 or 1-888-395-5611.