



Disaster Assistance

Claim Form – Disaster Financial Assistance for Local Authorities

Overview	
To file a Disaster Financial Assistance Claim: <ol style="list-style-type: none">1. You must be registered with MACA under the Disaster Assistance Policy, and2. You must submit submitting the required documentation to support this claim.	
1. Applicant Information	
Name of the local authority:	
2. Payments from other sources	
The Disaster Assistance Policy does not provide payments for damaged public infrastructure and equipment that is covered by other sources.	
Did your local authority receive or will receive money from:	
Your insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much? \$ _____ <ul style="list-style-type: none">• You will need to provide a letter or email from your insurance explaining what they will pay to repair/replace your damaged property, if you have not already done so.
Donations? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what was the total amount? \$ _____ From where did you receive donations? _____
Other government programs (federal, territorial, other)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much? \$ _____ What is the name of this program? _____

This information is required for participation in MACA's Disaster Assistance Program and will be used to provide you with financial assistance. It is being collected under the authority of the Access to Information and Protection of Privacy Act and is protected by the privacy provisions of that same Act. All applicants have the right to examine and request correction of his or her records and to request a review by the Information and Privacy Commissioner. If you have any questions about the collection of your personal information please contact the Corporate Affairs Director, at MACA_ATIPP@gov.nt.ca or call (867) 767-9162 ext. 21036.



Another source? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much? \$ _____ What is the name of this source? _____
Settlement of a legal claim? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much? \$ _____

3. Assessment of damage

The local authority is responsible to assess the damage to their public infrastructure and equipment, and document it in a damage assessment. These costs are reimbursable.

Do you have a damage assessment showing the damage to your public infrastructure and equipment?

Yes – **Attach a copy with this form if you haven't already provided one to MACA.**

No

If yes, how did you prepare for this damage assessment? – **Select all that apply.**

With contracts to third parties (e.g., adjusters, engineering firm, etc.) - **Add your expenses in section 9 'Expenses'.**

Using employees and equipment owned by the local authority? **Add your expenses in section 0'**

Personnel and equipment

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Other. Please explain: _____



4. Measures to prevent damage

Did you put measures in place to prevent damage?

- Yes
- No

What date did you put them in place (yyyy/mm/dd)?

What measures did you put in place? **Select all that apply.**

- Moving items to higher grounds
- Board up doors and windows
- Build a dike, backfill, or rock fill
- Dig a ditch
- Install or monitor of pumps
- Putting up temporary signage
- Making temporary routes to keeping public access safe on roads
- Renting equipment to prevent damage or protect the safety of residents
- Other. Please explain: _____

Do you have expenses for putting measures in place to prevent damage?

- Yes – **Add your expenses in section 9 'Expenses'.**
- No

5. Emergency response operations

Local authorities can be reimbursed for the cost of responding to a disaster from the time it happens to maximum of six (6) months. This expense can be listed using the example in Appendix A.

Do you have expenses for emergency operations to respond to the disaster?

- Yes – **Add your expenses in section 9 'Expenses'.**
- No

What date did you start your emergency response operations (yyyy/mm/dd)?

What date did you end your emergency response operations (yyyy/mm/dd)?



6. Personnel and equipment

Local authorities are expected to use their employees, equipment, and resources before hiring external contractors.

Did any employees of the local authority work on the response and recovery of the disaster?

Yes

No

If yes, please fill the log below for all activities that employees worked on (cleanup, road repairs, evacuation, etc.) using the employee categories below.

- You also need to submit timesheets and proof of payment of employees. Please number them.
- Use one line per employee.
- If you need additional space, please provide a separate table or Excel spreadsheet outlining the additional information.

The time of employees will be reimbursed as per the categories below:

- The overtime of regular full-time, part-time, and seasonal employees. Do not include the salary of regular employees.
- The salary of regular full-time, part-time, and seasonal employees reassigned (backfill) from their usual duties to work on the disaster (maximum of six (6) months).
- The salary of new temporary employees hired just to work on the disaster (maximum of six (6) months).

Names of individuals	Title	Category of employee	Start and end dates (yyyy/mm/dd)	General description of work done by this individual	Time sheet/proof of payment #	Total (\$)
Example John Gruben	Heavy machinery operator	a	2021/05/29 to 2021/06/25	Clearing debris from roads.	1	\$7,254



Did the local authority use any of its heavy equipment to respond and recover from the disaster?

- Yes
- No

If yes, please fill the log below for all activities heavy equipment worked on (cleanup, road repairs, evacuation, etc.). If you need additional space, please provide a separate table or excel spreadsheet outlining the additional information.

Type of heavy equipment	Date (yyyy/mm/dd)	Number of hours	General description of work done
Loader	2021/05/11	6.5	Clearing debris from roads.

7. Cleanup log

Did you pay a contractor or a company to clean up after the disaster?

- Yes – **Add your expenses in section 9 ‘Expenses’.**
- No

Did you rent equipment (e.g., pumps, humidifier, dumpsters, etc.) to clean up after the disaster?

- Yes – **Add your expenses in section 9 ‘Expenses’.**
- No

Did you pay employees to clean up after the disaster?

- Yes – **Please include their time in section 0 ‘**

Personnel and equipment

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- No



8. Road repairs

Did you have expenses to repair damaged roads?

- Yes
- No – **Skip to the next section.**

If yes, what type of road repair expenses do you have? – **Select all that apply.**

- Invoices for contracts to third parties - **Add your expenses in section 9 'Expenses'.**
- Using employees and equipment owned by the local authority - **Add your expenses in section 0 '**

Personnel and equipment

9. Expenses

Use this section to list your costs for:

- emergency response operations,
- assessment of damage,
- measures taken to prevent damage before the disaster,
- cleaning up,
- repairs or replacement of public infrastructure or equipment,
- loss of content,
- road repairs, and
- mitigation enhancements.

All costs must have a proof of payment like a receipt, contractor invoice or quote for work not completed. If you are claiming for salary of employees, attach timesheets and proof of payment.

Number your receipts.

Please see Appendix A for an example of how to list your expenses.

Do you have costs for mitigation enhancements?

- Yes
- No



10. Declaration

By filling and sending this form to MACA:

- I declare that:
 - ✓ The statements made in this application are, to the best of my knowledge, information and belief, true, and
 - ✓ I am not asking for assistance for lost or damaged property as a result of the disaster paid for by another source of funding.
- I agree to:
 - ✓ Provide MACA with all the information and documents requested for this claim, no later than 30 days after a written request was sent,
 - ✓ Let MACA know if there are any changes to the local authority's situation that may change the local authority's eligibility or amount of assistance, and
 - ✓ Repay to the GNWT any payments that the local authority was not eligible to receive.
- I authorize the GNWT to:
 - ✓ Share the local authority's information with other departments, governments and organizations that are providing assistance for this disaster, and
 - ✓ Use all information to assess the local authority's claim and the community's circumstances after the disaster.
- My consent is valid from the date I signed this form, or in the case that I submitted the form electronically with no signature, from the date I submitted the form. The information contained within related to my property may be used for future claims to determine eligibility of future claims for this property.

Signature of Applicant

Date (yyyy/mm/dd)



Appendix A – Expense Claims Listing

Date (yyyy/mm/dd)	Activity	Supplier	Description	Receipt #	Cost (\$)
Example 2022-01-19	Choose one of the following: <ul style="list-style-type: none">• Preparedness• Evacuation• Clean up• Recovery• Mitigation	Example: Sahtu Building Supplies Ltd.	Example: Lumber and other materials for home repairs.	1	2,551.29