



Disaster Assistance

Claim number: \_\_\_\_\_

## Form – Registration for Local Authorities

**Note:** In order to receive Disaster Assistance, you must be registered. Please submit this form within **90-days** of the implementation of the Disaster Assistance Policy for your area.

We understand that, depending on your circumstances as a result of the disaster, you will not have access to some or all of the information that is asked on this form. Please fill it out to the best of your ability now, and a Pathfinder will follow-up with you to complete the form at a later time.

### 1. Overview

You should fill this form if (all must apply):

1. The Government of the Northwest Territories (GNWT) has announced that the Disaster Assistance Policy has been implemented in your area.
2. The disaster caused damage to your public infrastructure and/or equipment.
3. You need financial assistance to help with restoring essential items and property.

If your application is approved,

- MACA will open a file for your Claim for Disaster Assistance.
- The local authority will assess the damage to their public infrastructure and equipment and provide a detailed damage assessment to MACA. The detailed damage assessment is used to support your application for Disaster Financial Assistance, and for an advance payment if you require one. The costs of the assessment are reimbursable.



It may take time for a professional to assess your damage, so take pictures of the damages to your property and any repairs you make.



Keep invoices and receipts of repairs you make.

Log hours for overtime, response activities and contracted work related to the disaster.

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](mailto:MACA_ATIPP@gov.nt.ca) or call (867) 767-9162 ext. 21036.



## 2. Applicant Information

Name of the local authority:	
Address:	
City/Town:	Po Box:
Territory: <b>NT</b>	Postal Code:
Is it located on a First Nation Reserve? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Contact person</b>	
First Name:	Last Name:
Title:	
Telephone:	Other telephone:
Email address:	
<b>Alternate contact person</b>	
First Name:	Last Name:
Title:	
Telephone:	Other telephone:
Email address:	



### 3. Eligibility

Did your local authority have damage to public infrastructure (including contents) built in an area after it was identified as a risk zone (e.g., flood zone), other than roads or structures for riverbank stabilization?

- Yes
- No

Damaged to public infrastructure built in an area after it was identified as a risk-zone (e.g., flood zone) may not be eligible, however, if you put measures in place to mitigate possible damage from disasters, or a flood level exceeded historic high water mark the cost may be eligible.

If yes, please describe the steps taken to mitigate possible damages from disasters.

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### 4. Insurance

You must submit a claim to your insurance first. The program does not provide payments for damaged public infrastructure or equipment is covered by insurance.

Does your local authority have insurance?

- Yes
- No

If yes, what will your insurance cover?

- The cost to repair/replace **all** the damaged property/contents.
- The cost to repair/replace **some** of the damaged property/contents.
- The cost to repair/replace **none** of the damaged property/contents.

If no, why not?

- Insurance was not available.
- Insurance was not affordable.
- Did not think insurance was needed.
- Other. Please explain: \_\_\_\_\_

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## 5. Your claim

Disaster financial assistance does not cover the full cost of damage and/or loss that was preventable, insurable or covered by any other type of assistance. Local Authorities must contribute an amount equivalent to five percent (5%) of the operations and maintenance budget, as per audited financial statements, averaged over three (3) years, before assistance can be provided.

Do you think the value of damage or loss to public infrastructure and/or equipment is more than 5% of your operations and maintenance budget averaged over three years?

- Yes
- No

### Select all costs for which assistance is being requested.

- Emergency response operations.
- Appraisal of damage and loss.
- Personnel and equipment.
- Actions to prevent damage.
- Cleaning-up.
- Repairs to roads.
- Repairs to exterior facilities, earthworks, lawn, fence or landscaping.
- Repair of public infrastructure and equipment.
- Mitigation enhancements to protect the property from future disasters.
- Other. Please explain: \_\_\_\_\_

### Assistance for past disasters

Has your local authority ever received disaster assistance in the past?

- Yes
- No – **Skip to Section 6.**

If yes, which disaster and what year did it occur?

Name of the disaster:

Year (yyyy):



After receiving disaster assistance, to what extent was the property modified to prevent damage from other disasters? **Select all that apply:**

- Moving buildings or structures to an area less at risk of being flooded.
- Elevating your buildings or structures.
- Installing weeping tiles and sump pumps on either the interior or exterior of buildings or structures.
- Using water-resistant building materials instead of drywall or water-resistant insulation.
- Making structural changes to your buildings or structures to increase flood-proofing.
- Adding protection for earthquakes (e.g., installing foundation bolts, cripple wall bracing and shear walls).
- Making your buildings or structures more resistant to wind and ice damage.
- No modification were made.
- Other. Please explain: \_\_\_\_\_

## 6. Documents to provide

With this form, you need to provide documents to show your local authority is eligible to the program. The documents are part of your application-- if you need more time to gather your documentation we understand, please follow up with your documentation within 60 days of submitting this form.

### Documents checklist

✓	Document	Examples
	Proof of what your insurance covers.	<ul style="list-style-type: none"><li>• A letter or email from your insurance explaining what they will pay to repair/replace damaged property.</li></ul>
	Proof of ownership of your buildings and authorization to occupy the land <b>or</b> Proof of authorization to occupy the rented space.	One of the following: <ul style="list-style-type: none"><li>• Signed mortgage.</li><li>• Property tax bill.</li><li>• Certificate of title.</li><li>• Land title or lease or letter from the Department of Lands.</li><li>• Rental agreement or lease.</li><li>• Letter from your landlord.</li></ul>
	Detailed Damage Assessment	Not applicable



## 7. 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 damaged property 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 my situation that may change my 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 my information with other departments, governments and organizations that are providing assistance for this disaster, and
  - ✓ Use all information to assess my claim and my community's circumstances after the disaster.
- My consent is valid for five years 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please submit this form to the Department of Municipal and Community Affairs at:

[flood@gov.nt.ca](mailto:flood@gov.nt.ca)

If you do not have access to the internet or an email, please contact your Pathfinder to assist you.

You can reach your Pathfinder at (867) 767-9161 ext 21031.

Pour le service en français, composez le 1-888-561-1664.