



Municipal Disaster Recovery Assistance Claim Forms User Guide

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1. Introduction

This Claim Forms User Guide provides technical instructions to help prepare Municipal Disaster Recovery Assistance claim forms. This includes organizing documentation, entering data into the claim forms and submitting a claim. This guide should be read in conjunction with the Municipal Disaster Recovery Assistance guidelines.

Rebuilding communities after a natural disaster is challenging. While your first and foremost responsibility is ensuring the public health and safety of residents, tracking costs and maintaining good financial records are also important. The Claim Forms User Guide is intended to help municipalities prepare comprehensive and properly documented claims under the Municipal Disaster Recovery Assistance program. A complete claim can be processed quickly and effectively, helping your municipality receive the funds needed to get your community back on its feet.

2. Supporting Documentation

Municipal Disaster Recovery Assistance is intended to assist municipalities with **incremental** costs incurred as a result of a natural disaster. Municipalities must provide supporting documentation to establish that costs are:

- Directly linked to the natural disaster
- Incremental to standard operating budgets
- Not covered by the municipality's insurance policy

Municipalities are encouraged to attach as much supporting information as possible to help substantiate claims. Supporting documentation includes documents such as invoices, work orders, receipts and other materials to establish that costs were related to the disaster and actually incurred and paid. The program also requires detailed estimates of future costs and supporting documentation.

2.1 Tips to Organizing Supporting Documentation:

- Establish a segregated General Ledger account to track the disaster-related costs separately from regular expenses.
- Assign accounting codes that clearly distinguish between operating and capital costs. Refer to **Section 3** of the Municipal Disaster Recovery Assistance guidelines for program definitions and examples of capital and operating costs.
- Attach accounting codes to supporting documentation (e.g. timesheets, invoices, or work orders.) **Proper recording will save the claimant time** and is an important step in determining if there is sufficient documentation to demonstrate that the municipality meets the eligibility threshold for program activation.
- **Goods and Services:** Ensure invoices from external service providers include a detailed description of the work contractors are completing. Contractors may be working on multiple activities, some of which may be ineligible under the program. The municipality is responsible for demonstrating that expenses are directly linked to the disaster.
- **Employee Costs:** Maintain detailed timesheets, with dates, that illustrate that employee costs are related to the disaster. If temporary or backfill employees are required, be sure to include job descriptions indicating that the employee was hired specifically to work on disaster-related activities and include timesheets for these employees.
- **Claimant-Owned Equipment:** Keep accurate equipment logs. These logs should include the type of equipment (e.g., make and model number), hours, and dates the equipment was used. Clearly indicate that the equipment was used to address natural disaster-related activities and what project was worked on, if applicable.
- **Insurance:** Municipalities must demonstrate that insurance does not cover the costs being claimed. Necessary supporting documentation includes:
 - A letter from the municipality's insurer indicating that the policy does not cover costs being claimed.
 - A review by an insurance adjuster (or an industry expert) of the municipality's insurance policy, indicating that the policy does not cover costs being claimed.

2.2 Creating a Master Reference Document

In organizing claim support documentation, municipalities are asked to create a **Master Reference Document**, a scanned document that contains all supporting documentation in a manner that is organized and numbered sequentially.

- Scan documents into one PDF file and number all the pages sequentially.
- If you have too many documents for one PDF file, separate your documents and continue to number the pages sequentially (e.g., 1-1000, 1001-2000, etc.).
- The PDF file(s) and the Claim Forms should be password protected and titled with:
 - The year in which the disaster occurred, full legal name of your municipality and the number of each file within your batch of PDF files (if applicable)
 - e.g., **2016 – City of Gold Standard – 2 of 4.pdf**

2.3 Referencing Supporting Documentation

Municipalities are required to reference supporting documentation fully in each line of each claim form:

- Page numbers from the reference document must be included in each Document Reference Page Number cell on each claim form to support each claimed expense.
- Multiple documents may be necessary to prove any one expense. For example, to demonstrate that tree-cutting work was necessary for hazard abatement on a frequently travelled sidewalk, a claimant may refer to a consultant's damage appraisal, an arborist's report, a contract for work tendered for tree-cutting and an invoice from the firm hired to cut the tree branches, as well as before and after photographs.
- One document can be used to support multiple entries in the forms. For example, one damage appraisal report may provide evidence for several different costs. In those cases, that document should be referenced multiple times throughout the claim forms.
- If any entries in the claim forms are missing supporting documentation, provide an explanation in your Master Reference Document and reference that page number in the appropriate Document Reference Page Number cell in the appropriate form.

3. Claim Forms Instructions:

3.1 Claim Forms Excel Workbook

The Municipal Disaster Recovery Assistance claim forms are provided as an Excel Workbook comprising the following 11 tabs:

0. Claimant Home Page
1. Goods and Services (Operating Costs)
2. Goods and Services (Capital Costs)
3. Employee Costs (Operating Costs)
4. Employee Costs (Capital Costs)
5. Claimant-Owned Equipment (Operating Costs)
6. Claimant-Owned Equipment (Capital Costs)
7. Natural Disaster-Related Revenue
8. Total Claim Summary
9. Future Estimated Costs
10. Claim Attestation Form

Municipalities must use the claim forms in the Excel Workbook provided to prepare submissions. Claim forms must be submitted electronically.

Copies of the claim forms and this Claim Forms User Guide may be requested by contacting the regional Municipal Services Office of the Ministry of Municipal Affairs and Housing.

3.2 Tips on using the Municipal Disaster Recovery Assistance Claim Forms

Enter information into the correct form: The claim forms are named at the top, and the worksheet tabs at the bottom are named and numbered. Always make sure you are entering information into the correct form.

Enter the exact amount and do not embed formulas: Do not round numbers. The number will automatically format to two decimal places. Formulas to auto-calculate costs are locked. Do not enter formulas into the claim forms.

Do not group your costs: Enter one cost per line. For example, enter one invoice per line, one employee per line, one future estimated cost per line, etc.

Documents: One document can be used to support multiple entries in the forms. For example, one damage appraisal report may provide evidence for several different costs. In those cases, that document should be referenced multiple times throughout the claim forms.

Enter the net cost amount being claimed: Provide the expense amount **excluding taxes**. One invoice does not necessarily represent one expense if it includes work done at a number of different sites or different kinds of work.

All costs must be supported with documentation: Municipalities must demonstrate that each claimed expense meets program criteria.

Choosing your date range: For the Goods and Services and Equipment forms, the date or date range entered should reflect when the item was purchased or when the activity took place. This is **not** necessarily the date of the supporting invoice or documentation. For Employee Costs, the date or date range must reflect the duration of time the employee worked on natural disaster work.

Claimant Home Page functions: Claimants can easily reach other tabs from Tab 0. **Claimant Home Page**. Simply click on any of the links on the bottom right-hand side of the page to go to the desired tab. Additionally, below the heading of each form, there is a Go Back to Home Page option that, when clicked, takes the user back to the **Claimant Home Page**.

Claim Forms functions: All costs are separated into operating or capital costs. See the Municipal Disaster Recovery Assistance program guidelines section 3.1 for definitions and examples of operating and capital costs. Within each of the goods and services, employee costs, and claimant-owned equipment forms is a function (below the header) that allows the user to switch between operating and capital costs.

Adding rows: To add additional rows in a form, select the Add Row button located on the bottom right hand corner of the claim forms. Adding rows in this manner will ensure that any formulas embedded in the form carry over to the next line.

Print: To print the entire Excel Workbook, click on the Show All Tabs button located in tab 0. Claimant Home Page. Clicking on the Show All Tabs button opens all the tabs. All tabs **must be open** to print the entire Excel Workbook.

4. Goods and Services Costs

Form	Excel Workbook	Examples of Eligible Costs
Goods & Services Operating Costs	<ul style="list-style-type: none"> TAB 1 	<ul style="list-style-type: none"> Costs paid to external service providers for operating costs can include, for example: <ul style="list-style-type: none"> External forestry crews to address emergency tree-cutting. Extra goods drawn from existing inventory (e.g., road salt).
Goods & Services Capital Costs	<ul style="list-style-type: none"> TAB 2 	<ul style="list-style-type: none"> Costs paid to external service providers for capital can include, for example: <ul style="list-style-type: none"> Commissioned engineering or arborist's reports. Construction services to restore or repair public property.

Refer to Section 4.1 of the Municipal Disaster Recovery Assistance guidelines for important information regarding goods and services eligibility requirements.

4.1 Instructions:

The following describes how to enter data into the operating and capital Goods and Services claim forms. For reference, the image below is a screenshot of the Goods and Services Operating Costs claim form. To switch to the Capital Costs claim form click the Switch to Enter Capital Costs button, located below the header, of the Goods and Services Operating Costs claim form.

Goods and Services Costs

Switch to Enter Capital
Go Back to Home Page

Claimant: Municipality of Gold Standard

Purpose: This form is to be used to document incremental costs incurred for purchases of goods or services for **operating costs**. These could include costs for procuring necessary external service providers or for incremental costs of goods necessary to address the immediate post-disaster needs of the affected community. (e.g. sandbagging, setting up emergency shelter, procuring snowplough services) Refer to section A of the Claim Form User Guide for detailed instructions on how to complete this form.

Work Start Date YYYY/MM/DD	Work End Date YYYY/MM/DD	Goods/Services Supplier	Description of Work	Eligible Cost (Excluding HST)	Unrecoverable HST calculated at 1.76%	Unrecoverable HST - NOT calculated at 1.76% (must be manually entered)	Total: Eligible Cost + Unrecoverable HST	Document Reference Page Number
Examples	2016-May-05	2016-May-14	The Razzle Dazzle Tree Company	<i>Invoice number 113: Emergency tree-cutting and clearance of fallen tree limbs from roads and sidewalks at the following locations:</i> <ul style="list-style-type: none"> • St George St. • Spadina Ave. • Burkley Blvd. 	\$ 1,500.00	\$ 26.40	\$ 1,526.40	1043
	2017-Sep-30	2017-Oct-12	Canadian Red Cross	<i>Invoice number 226: Cost of volunteer meals for emergency responders located at:</i> <ul style="list-style-type: none"> • Ellington Rd • Baker St 	\$ 478.00		\$ 5.74	880
				\$	-	\$	-	
				\$	-	\$	-	

4.1.1 Work Start Date/ Work End Date YYYY/MM/DD (Columns C & D):

- The date or date range entered should reflect when the item was purchased. For services, indicate the day when the activity took place and the day that the activity was completed. This is **not** necessarily the date of the supporting invoices or documentation.

Work Start Date YYYY/MM/DD	Work End Date YYYY/MM/DD
2016-May-05	2016-May-14

4.1.2 Goods/Services Supplier (Column E):

- Provide the full legal name of the goods or services provider and ensure that the name provided in the form is consistent with invoices or supporting documentation. Do not use acronyms.

Goods/Services Supplier
<i>The Razzle Dazzle Tree Company</i>

4.1.3 Description of Work (Column F):

- If an invoice or receipt number is applicable, enter the number.
- Provide a description of the work performed by the external service provider or the goods purchased. Enter the invoice number. If the external service provider is performing work at multiple locations, reference each site location. For example, Debris clean-up: St. George St., Spadina Avenue, and Burkely Blvd.
- If the procured item or service corresponds to a specific project (e.g., repairing the roof of city hall) enter in the description.

Description of Work
<i>Invoice number 113: Emergency tree-cutting and clearance of fallen tree limbs from roads and sidewalks at the following locations:</i> <ul style="list-style-type: none">• St George St.• Spadina Ave.• Burkley Blvd.

4.1.4 Eligible Costs, Unrecoverable HST, and Total Eligible Costs (Column G-J):

- In column G of the Goods and Services Claim Form, enter the net cost being claimed for the expense in the line, excluding HST.

- Once the eligible cost amount is entered, the second column automatically calculates the unrecoverable portion of HST at a rate of 1.76 per cent.
- There are instances where the unrecoverable HST amount is not calculated at 1.76 per cent (e.g., volunteer meals). The user must manually calculate the unrecoverable HST portion and enter the amount in the third column. **Please do not embed a formula** into the column; only enter the unrecoverable HST amount. When an amount is entered into the third column, it will override the 1.76 per cent auto-calculation in the second column.
- The fourth column automatically adds together the total eligible costs and unrecoverable HST.
- In cases where an expense entered in the claim form does not match the dollar amount on an invoice or a line item in an invoice, please ensure that you include an explanatory note with the invoice in your Master Reference Document to explain the discrepancy.
 - For example, if you have an invoice for \$1,000 for road salt but only \$500 of that amount is incremental, you should only claim \$500 in the cost column. In your supporting documentation in your Master Reference Document, make it clear that \$500 is the incremental amount being claimed.

Eligible Cost (Excluding HST)	Unrecoverable HST calculated at 1.76%	Unrecoverable HST - NOT calculated at 1.76% (must be manually entered)	Total: Eligible Cost + Unrecoverable HST
\$1,500.00	\$26.40		\$1,526.40
\$478.00		\$5.74	\$ 483.74

4.1.5 Document Reference Page Number (Column K):

- For each entered cost, indicate the page numbers of supporting documentation. When information is entered in each line of the claim form, the Document Reference Page Number cell turns red as a reminder that a reference number is required. Once a reference number is entered, the cell returns to grey.

- In most cases, you will need to reference multiple documents to demonstrate that the cost is: related to the natural disaster; incurred and paid out; incurred as a result of operating or capital activities and incremental to standard operating budgets.

Document Reference Page Number
1043

4.2 Goods and Services Documentation:

The following supporting documentation must be included to substantiate goods and services costs:

Invoices – All expenses claimed for goods and service must be supported by valid invoices. Invoices should include a notation or description that clearly demonstrates that the procured service or good was for the natural disaster. In the case of supplies/inventory used from existing stocks (e.g., sand, salt for road maintenance), original invoices that predate the natural disaster can be used with an explanation of the amount claimed for the natural disaster.

- ❖ **Proof of Payment** – Includes relevant documentation such as: general ledger reports, financial reports, purchase requisitions, receipts or e-payment transaction confirmations, to establish that payment for natural disaster work was made and accepted.
- ❖ **Contracts** – When claiming contractor costs, claimants must describe the nature of the work as a result of the disaster **and** the project/location on which work was completed.

Where applicable, municipalities must provide the following documentation:

- ❖ **Requests for Proposals, Bids or Purchase Orders** – for external service providers where the goods or services were required because of the natural disaster. The bids and/or purchase orders must establish a link between the goods or services requested and the natural disaster.

5. Employee Costs

Form	Excel Workbook	Examples of Eligible Costs
Employee Operating Costs	<ul style="list-style-type: none"> TAB 3 	<ul style="list-style-type: none"> Overtime wages for regular municipal workers (not including time in lieu of pay)
Employee Capital Costs	<ul style="list-style-type: none"> TAB 4 	<ul style="list-style-type: none"> Hiring a municipal worker to manage capital projects

Refer to Section 4.2 of the Municipal Disaster Recovery Assistance guidelines for important information regarding employee eligibility requirements.

5.1 Instructions:

The following describes how to enter data into the operating and capital Employee Costs claim form. The image below is a screenshot of the Employee Costs Operating Costs claim form, provided for reference. To switch to the Capital Cost claim form, click the 'Switch to Enter Capital Costs' button, located below the header of the Employee Costs Operating Costs claim form.

Employee Costs

Claimant: Municipality of Gold Standard

Purpose: This form documents **operating** costs incurred either for overtime of regular employees (R); the costs of temporary employees (TE) on contracts; or for backfilling (BF). Refer to section XXX of the Claim Form User Guide for detailed instructions on how to complete this form.

[Switch to Enter Capital Costs](#)

[Go Back to Home Page](#)

Employee Name (Last, First)	Employee Type (R, TE, BF)	Work Start Date YYYY/MM/DD	Work End Date YYYY/MM/DD	Function/Work Performed	Regular Employees Only			Temporary or Backfill Employees Only	Benefits	Document Reference Page Number	Total Cost
					OT Hours Worked	Overtime Hourly Wage	Total Wage (R)	Total Wage (TE) or BF			
<i>Allan, Deanna</i>	R	2017-Feb-06	2017-Feb-06	<i>Electrician. Worked overtime to ensure essential services regained power.</i>	6.00	\$ 45.00	\$ 270.00	\$ -	\$ -	27	\$288.00
<i>Zehr, Michelle</i>	BF	2021-Jun-22	2021-Jul-15	<i>Backfilled as a financial analyst while the regular employee was diverted to landslide recovery work.</i>			<i>Regular (R) Only</i>	\$ 950.00	57	801	\$1,007.00
Select One							R Only				\$0.00
Select One							R Only				\$0.00
Select One							R Only				\$0.00

5.1.1 Employee Name (Column C):

- Enter the name of the employee in the format: last name, first name.
- Ensure that the employee's name is the same as it appears on supporting documentation such as contracts, payment records, time sheets, etc.

Employee Name (Last, First)
Allan, Deanna

5.1.2 Employee Type (Column D):

- Select the appropriate employee type: R=Regular, TE=Temporary Employee, BF=Backfill Employee. Refer to appendix B of the Municipal Disaster Recovery Assistance guidelines for a glossary of key program terms that defines these roles.

Employee Type (R, TE, BF)
R

5.1.3 Work Start Date/ Work End Date YYYY/MM/DD (Columns E and F):

- The date or date range entered should refer to the duration of time the employee worked on operating or capital activities linked to the natural disaster.

Work Start Date YYYY/MM/DD	Work End Date YYYY/MM/DD
2017-Feb-06	2017-Feb-06

5.1.4 Function/Work Performed (Column G):

- Enter a description of the natural disaster work performed by the employee.
- Ensure that the activity described is clearly explained in the supporting documentation and backed up by contracts, employee time sheets, work orders, task assignments, etc.

Function/Work Performed
<i>Electrician. Worked overtime to ensure essential services regained power.</i>

5.1.5 Overtime (OT) Hours Worked Regular Only (Column H):

- Enter the number of overtime hours worked by a regular employee assigned to disaster-related work that was paid out and not taken as time in lieu of pay.
- Note that the **regular** wages and benefits of regular employees are **not eligible** under the Municipal Disaster Recovery Assistance program, even when those employees were assigned to disaster-related work. Time in lieu of pay for regular employees is also ineligible under the program.

5.1.6 Overtime (OT) Hourly Wage Regular Only (Column I):

- Enter the hourly wage paid to the regular employee for the overtime hours worked.

5.1.7 Total Wage Regular Only (Column J):

- The form will automatically multiply the amount entered in the OT Hours Worked column by the OT Hourly Wage entered and display the total.
- This column refers to regular employees only (R Only).

OT Hours Worked	Overtime Hourly Wage	Total Wage (R)
6.00	\$45.00	\$270.00

5.1.8 Total Wage TE or BF (Column K):

- Enter the total wage paid to a temporary or backfill employee.

Total Wage (TE) or BF
\$950.00

5.1.9 Benefits (Column L):

- Enter the amount of any benefits paid to the temporary or backfill employee named in the line for the period and activity being claimed in this entry.
- Regular employee benefits are not eligible under most circumstances. They are only eligible if they represent additional costs.

Benefits
\$57.00

5.1.10 Document Reference Page Number (Column N):

- From your Master Reference Document, enter the page number or page range that provides evidence for the expenses claimed (e.g., timesheet, backfill contract). When information is entered in each line of the claim form, the Document Reference Page Number cell turns red as a reminder that a reference number is required. Once a reference number is entered, the cell returns to grey.

Document Reference Page Number
27

5.1.11 Total Cost (Column M):

- For regular employees, the form will calculate the number of overtime hours multiplied by the overtime rate and add any costs claimed for benefits.

- For backfill and temporary employees, the form will calculate the total wage amount entered and add additional costs claimed for benefits.

Total Cost
\$288.00

5.2 Employee Costs Documentation:

The following supporting documentation must be included to support claimed employee costs:

- ❖ **Overtime policy** – Municipalities must include their overtime policy to support any overtime costs claimed.
- ❖ **Regular employee** – payroll records, records of employment or time cards/time sheets to establish overtime costs. The regular employee’s overtime work must be related to the natural disaster the municipality is requesting assistance for, and there must be documentation to show that the overtime was incurred after the disaster date, that it was authorized by the municipality and calculated at the actual rate (not an average rate) and that it was paid out (not banked or taken as time in lieu of pay). Records of employment or time cards/timesheets must be provided.
- ❖ **Hiring documents (or contracts) for temporary or backfill employees** – Show that these employees were hired specifically to respond to the disaster (or to cover for a regular employee while they are responding to the disaster). For backfill employees, the duration of a backfill assignment can be no longer than the amount of time the regular employee was directed to complete natural disaster work.
- ❖ **Job descriptions** – for temporary or backfill employees, as well as for regular employees who have been deployed to work on disaster efforts. In backfill cases, municipalities need to show that the new contracts were to cover the same job as was performed by the regular employee deployed to respond to the natural disaster. The new contract cannot be for a longer time frame than the time spent by the regular employee dispatched to disaster work.

6. Claimant-Owned Equipment Costs

Form	Excel Workbook	Examples of Eligible Costs
Claimant-Owned Equipment Operating Costs	<ul style="list-style-type: none"> TAB 5 	<ul style="list-style-type: none"> Claimant-owned equipment to transport emergency supplies, clear roads or hazardous debris
Claimant-Owned Equipment Capital Costs	<ul style="list-style-type: none"> TAB 6 	<ul style="list-style-type: none"> Dump trucks for waste or transport equipment to import specialized construction tools or materials

Refer to Section 4.3 of the Municipal Disaster Recovery Assistance guidelines for important information regarding claimant-owned equipment eligibility requirements.

6.1 Instructions:

From the onset of a disaster, municipalities are expected to use their own equipment as much as possible. The Claimant-Owned Equipment forms are used to document the incremental costs incurred for running and operating municipal equipment, including wood chippers, tractors, dump trucks, pick-up trucks and chain saws. This includes fuel and lubricant to operate the equipment.

The image is a screenshot of the Claimant Owned Equipment Costs Operating Costs claim form, provided for reference. To switch to the Capital Costs claim form, click the 'Switch to Enter Capital Costs' button, located below the header of the Claimant-Owned Equipment Costs claim form.

Claimant Owned Equipment Costs

Claimant: Municipality of Gold Standard

[Switch to Enter Capital Costs](#)

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Purpose: This form documents the incremental costs incurred for the use of a claimant's equipment for **operating costs** (e.g., fuel, emergency debris clean up). Municipal owned equipment costs are claimed at **40%** of the current rental rate in the province for heavy equipment. Refer to section C of the Claim Form User Guide for detailed instructions on how to complete this form.

Work Start Date YYYY/MM/DD	Work End Date YYYY/MM/DD	Equipment and Activity	Classifier	Make and Model Number	Ontario Provincial Standards Specifications 127 Rates			Document Reference Page Number	Total Costs
					Hours Used	OPSS 127 Rental Rates	Total (at 40%)		
2017-May-16	2017-May-22	Wheeled Tractor, Farm, Industrial, Four-Wheel Drive to transport road salt	Power 135k W	Massey Ferguson, MF7620	72.00	\$93.40	\$2,689.92	45	\$2,689.92
2022-Aug-19	2022-Sep-01	Hydraulic Excavator, Rubber Tired used for debris cleanup	Operating weight 18 000 kg	John Deere, 190D W	12.00	\$113.65	\$545.52	83	\$545.52
						\$	-		\$0.00
						\$	-		\$0.00
						\$	-		\$0.00

Municipalities can claim their own equipment costs at 40 per cent of the current rental rate in the province for heavy equipment for all disaster-related hours. Equipment rental rates are set according to the Ontario Provincial Standard Specification 127 rates and annually updated by the Ministry of Transportation.

Municipalities are required to use the current equipment rental rates for the year they are undertaking disaster work. For example, a natural disaster occurs in April 2016 and disaster work concludes in November 2016. The claimant uses the 2016 Ontario Provincial Standard Specification 127 rates.

Ontario Provincial Standard Specification 127 rates are updated annually, and it is the municipality’s responsibility to ensure it is applying the latest version in its claim. Municipalities can contact their Municipal Services Office for current OPSS 127 rates.

Time sheets for machinery must be carefully recorded to substantiate total hours of use. Each entry must be per piece of equipment, per use.

6.1.1 Work Start Date/ Work End Date YYYY/MM/DD (Columns C and D):

- The date or date range entered should reflect when the equipment was used for disaster-related capital or operating costs.
- This is **not** necessarily the date of the supporting invoices or documentation.

Work Start Date YYYY/MM/DD	Work End Date YYYY/MM/DD
2017-May-16	2017-May-22

6.1.2 Equipment and Activity (Column E):

- Enter the type of equipment used and briefly explain the reason for the use.
- Claimants submitting costs must ensure that the equipment type is named in the same way as in the Ontario Provincial Standard Specification 127 rates (e.g., Haulage Equipment, Dump Trucks, Off Highway, and Rigid Frame).

- The cost of equipment that was purchased and retained by the municipality is **not** eligible for financial assistance; the incremental cost of operating that piece of equipment is eligible.

Equipment and Activity
<i>Wheeled Tractor, Farm, Industrial, Four-Wheel Drive to transport road salt</i>

6.1.3 Classifier (Column F):

- Enter the classification category of the equipment. This refers to the payload, horsepower, lift capacity, platform height, rated energy, etc., of the equipment. Classification categories are listed in the Ontario Provincial Standard Specification 127 rates (e.g., Payload 30,000 kg).

Classifier
<i>Power 135kW</i>

6.1.4 Make and Model Number (Column G):

- Enter the brand, make and model number of the equipment.
Most make and model numbers are listed in the Ontario Provincial Standard Specification 127 rates (e.g., Caterpillar, 769C).

Make and Model Number
<i>Massey Ferguson, MF7620</i>

6.1.5 Hours Used (Column H):

- Enter the number of hours the equipment was used for the date/date range.

Hours Used
<i>72.00</i>

Please note that the rates in the Ontario Provincial Standard Specification 127 are hourly, unless otherwise stated, and do not include the cost of the operator. Operator costs should be documented either in the Goods and Services form (for contracted services) or the Employee Costs form, as appropriate. Record costs according to operating and capital expenses. Review Section 3 of the Municipal Disaster Recovery Assistance guidelines for information on distinguishing between operating and capital costs.

6.1.6 Ontario Provincial Standard Specification 127 Equipment Rental Rate (Column I):

- Enter the hourly rate for the piece of equipment, as listed in the current Schedule of Rental Rates for Construction Equipment.

OPSS 127 Rental Rates
\$93.40

6.1.7 Total at 40 per cent (Column J)

- The total amount represents Hours Used multiplied by Ontario Provincial Standard Specification 127 rates, auto-calculated at 40 per cent.

Total (at 40%)
\$2,689.92

6.1.8 Document Reference Page Number (Column K):

- From your Master Reference Document, enter the page(s) or page range(s) that provide evidence to support the expenses claimed. When information is entered in each line of the claim form, the Document Reference Page Number cell turns red as a reminder that a reference number is required. Once a reference number is entered, the cell returns to grey.

Document Reference Page Number
45

6.1.9 Total (Column L):

- The total amount represents Hours Used multiplied by Ontario Provincial Standard Specification 127 rates, auto-calculated at 40 per cent.

Total Costs
<i>\$2,689.92</i>

6.2 Claimant-Owned Equipment Documentation:

The following supporting documentation must be included to support claimed expenses:

- ❖ Proof of ownership of the claimed equipment, which could include asset management plans with plan rating, purchase records, receipts, etc. Note that the cost of equipment that was purchased for the natural disaster and retained by the municipality once post-disaster activities are completed is not eligible for financial assistance; the incremental cost of operating the equipment is eligible.
- ❖ Equipment usage information must be included to demonstrate the duration of time that the equipment was used.
- ❖ Claimant's equipment costs should be included in the claim. Equipment usage data should match operator data.

7. Natural Disaster-Related Revenue

7.1 Instructions:

Municipalities must report any revenue received as a result of the natural disaster (e.g., revenue from the sale of woodchips or lumber). Revenue reported will be deducted from the final claim amount. Please note insurance payments should not be recorded.

Natural Disaster Related Revenue (Tab 7)

Claimant: Municipality of Gold Standard

[Go Back to Home Page](#)

Purpose: This form documents revenue received as a result of a natural disaster. Examples may include revenue from sale of woodchips or lumber. Revenue reported must be **deducted** from the final claim amount. Refer to section **D** of the Claim Form User Guide for detailed instructions on how to complete this form.

Start Date YYYY/MM/DD	End Date YYYY/MM/DD	Source of Revenue	Description	Income	Document Reference Page Number
2016-Nov-04	2016-Nov-26	Langely Landscaping Inc.	Sale of woodchips	\$4,000.00	879
2017-Jan-21	2017-Jan-21	Lumber "R" Us	Sale of lumber	\$3,500.00	1099

7.1.1 Work Start Date/ Work End Date YYYY/MM/DD (Columns B and C):

- The date or date range entered should reflect when the revenue was incurred.
- This is **not** necessarily the date of the supporting receipts or documentation.

Start Date YYYY/MM/DD	End Date YYYY/MM/DD
2016-Nov-04	2016-Nov-26

7.1.2 Source of Revenue (Column D):

- Name the source of revenue related to the natural disaster.

Source of Revenue
Langely Landscaping Inc.

7.1.3 Description (Column E):

- Describe how the revenue was generated. Ensure that the description aligns with supporting documentation.

Description
<i>Sale of woodchips</i>

7.1.4 Income (Column F):

- Enter the total amount of money received.

Income
<i>\$4,000.00</i>

7.1.5 Document Reference Page Number (Column G):

- From your Master Reference Document, enter the page(s) or page range(s) that provide evidence to support the expenses claimed. When information is entered in each line of the claim form, the Document Reference Page Number cell turns red as a reminder that a reference number is required. Once a reference number is entered, the cell returns to grey.

Document Reference Page Number
<i>879</i>

8. Total Claim Summary

The first table in the Total Claim Summary form is designed to auto-populate with the data from the Goods and Services, Employee Costs, Claimant-Owned Equipment and Natural Disaster Related Revenue forms. This table calculates the total net claim for costs paid out, less the revenue.

The second table in the Total Claim Summary form is designed to auto-populate with the data from the Future Estimated Costs form and provide an overall total that includes costs paid out, less the revenue, and future estimated costs based on damage reports and other applicable supporting documentation.

It is the responsibility of the person who has been delegated authority to submit the claim and confirm that the total claim amount is accurate. Verify the totals in each claim form and ensure that the proof of payment documents, such as invoices, match the claim form totals.

The image below is a screenshot of the Total Claim Summary claim form. **Please do not enter data into this claim form.**

Total Claim Summary (Tab 8)

Claimant: Municipality of Gold Standard

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Purpose: This form automatically calculates the total expenses claimed in other forms, less the revenue. This form auto-calculates estimated future costs separately from the total net claim and then provides a total of net costs, estimated costs and subtracts the revenue. Refer to section E of the Claim Form User Guide for further clarity.

*** The "Total Net Claim" cell are eligible expenses already incurred and paid out, less the revenue, by the municipality as a result of a natural disaster***

Claim Type	Amount
Total Goods and Services Operating Costs	\$ -
Total Goods and Services Capital Costs	\$ -
Total Employee Operating Costs	\$ -
Total Employee Capital Costs	\$ -
Total Claimant-Owned Equipment Operational Costs	\$ -
Total Claimant-Owned Equipment Capital Costs	\$ -
Total Revenue	\$ -
TOTAL Net Claim	\$ -

*** The "Total including estimated future costs" cell is the total of all costs incurred and paid out, less the revenue, and the total estimated future costs***

Estimated future costs	\$ -
Total including estimated future costs	\$ -

Do not forget to individually verify the totals of each form.

Verify that the hard copy of invoices match the claim form totals.

9. Future Estimated Costs

9.1 Instructions:

This form should only be filled out if there will be additional operating or capital costs related to the natural disaster, which have not yet been incurred.

The following describes how to enter data into the Future Estimated Costs claim forms. The image below is a screenshot of the Future Estimated Costs claim form, provided for reference.

Future estimated Costs (Tab 9)

0

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Claimant: Municipality of Gold Standard

Purpose: This form is used to document future estimated costs. (e.g. essential infrastructure repairs such as a bridge) Please refer to section F of the Claim Form User Guide for detailed instruction on how to complete this form.

	Select Capital or Operating Cost	Supplier	Description of Work/Project	Supporting documentation	Document Reference Number	Estimated Total Cost
Example	Capital	Engineers inc.	Repairing the structural integrity of the Gunningsville bridge to pre-disaster condition	Detailed damage report, photos, copy of municipality's external service provider contract	2006	\$375,000.00
	Operating	Debris removal unlimited.	Removal of hazardous debris along the Callally lake. Weather conditions prevented early removal of debris.	Contract, photo, post-disaster reports demonstrating hazards as a threat to public health and safety	998	\$8,300.00
	Select One					
	Select One					

9.1.1 Select Capital or Operating Costs (Column B):

- In the drop-down menu, select which category the future activity falls into. For example, a structural repair to a municipal property would be a capital cost and hazardous debris clean-up would be an operating cost.

Select Capital or Operating Cost
<i>Capital</i>
<i>Operating</i>

9.1.2 Supplier (Column C):

- Provide the full legal name of the supplier, if known, ensuring that the name provided in the form is consistent with any supporting documentation, such as a contract.

Supplier
<i>Engineers inc.</i>

9.1.3 Description of Work/Project (Column D):

- Provide a description of the future work/project.

Description of Work/Project
<i>Repairing the structural integrity of the Gunningsville bridge to pre-disaster condition</i>

9.1.4 Supporting Documentation (Column E):

- Provide a detailed description of the supporting documentation. Examples include but are not limited to: engineering reports, damage and cost recovery appraisals, condition reports, external service provider contracts.

Supporting documentation
<i>Detailed damage report, photos, copy of municipality's external service provider contract</i>

9.1.5 Document Reference Page Number (Column F):

- From your Master Reference Document, enter the page number that provides evidence to support future estimated costs.

Document Reference Number
2006

9.1.6 Estimated Total Costs (Column G):

- This refers to the total estimated costs to complete the work/project. Infrastructure and property repairs are eligible to pre-disaster condition. Total costs must include estimates for labour, materials and equipment.

Estimated Total Cost
\$375,000.00

9.2 Future Costs Estimates Documentation:

- ❖ Municipalities are required to submit damage reports or other relevant documentation to support estimates of future costs.
- ❖ In addition to damage reports, documentation may include photos, other reports, or asset management plans.
- ❖ For operating costs, provide a written explanation of why operating costs are still ongoing.

Where applicable, provide the following documentation:

- ❖ Requests for proposals/bids or purchase orders for external service providers where the goods or services are required because of the natural disaster. The bids and/or purchase orders must establish a link between the goods or services and the natural disaster.
- ❖ Contracts with third-party service providers containing details that outline the nature of the work that will be undertaken as a result of the disaster and the project and location.

10. Claim Attestation Form

Instructions:

The Claim Attestation form must be completed, printed and hand-signed by the municipal treasurer or individual with the appropriate delegation of authority.

The following describes how to enter data into the Claim Attestation Form claim forms. The image below is a screenshot of the Claim Attestation Form claim form, provided for reference.

Claim Attestation Form (Tab 10)

Claimant: Municipality of Gold Standard [Go Back to Home Page](#)

Instructions: This Attestation form must be completed, printed and hand-signed by the municipal treasurer or the person who has been delegated authority. Refer to **Chapter 10** for detailed instructions on filling out this form, and refer to **Chapter 12** for claim form submission instructions of the Claim Form User Guide.

Attestation:

I have reviewed the claim and the attached supporting documentation, and have personally verified that any copies are a true and accurate representation of the originals. Expenses and revenues noted in the claim submission accurately reflect incremental costs incurred and revenues generated as a result of a natural disaster. I have personally verified and attest that estimated costs and supporting documentation noted in the claim submission accurately reflect estimated future costs that will be incurred as a result of a natural disaster.

I also confirm that, to the best of my knowledge and understanding, expenses submitted meet the eligibility criteria outlined in the Municipal Disaster Recovery Assistance guidelines. I have been authorized by municipal council to submit this claim.

Please check this box to confirm attestation

Name:

Position Title:

Legal Name of Claimant Municipality:

Signature:

* A hand-written signature is required. Once signed, please scan this attestation to an electronic format (e.g. PDF) and include it with your claim submission. Typed or electronic signatures will not be accepted. Please ensure that the claims forms are submitted electronically in Excel (not PDF).

Date:

Checkbox: Please check the box to confirm the attestation.

Name: Enter the name of the individual, normally the treasurer, who has been delegated authority to submit the claim.

Position Title: Enter the position title of the individual who has been delegated authority to submit the claim.

Legal Name of Claimant: Enter the legal name of the municipality

Signature: Must be a hand-written signature of the individual who has been delegated authority to submit the claim. Electronic or typed signatures will not be accepted.

Date: Indicate the date that the attestation was signed.

Once signed and filled out fully, please print and scan this attestation form in an electronic format (e.g., PDF) and include it with your application. Ensure that the claim forms are submitted in Excel (not PDF) format.

11. Calculating Incremental Costs

Part of demonstrating that costs are extraordinary expenses as a result of a natural disaster is demonstrating that they are incremental to normal budgets. Incremental costs are additional costs the municipality would not have incurred without the occurrence of the natural disaster.

Incremental costs do not include costs for equipment purchased, or preventative measures taken, that represent a normal activity of the municipality. Only costs that would not have been incurred if the disaster had not happened are eligible under the program.

If it is unclear that an eligible cost is incremental, a historical comparison may be required. For example, if a municipality is claiming incremental winter road maintenance costs or incremental waste pick-up costs as a result of a natural disaster, the municipality may be required to submit two years of historical information on actual costs incurred by the municipality for those functions, to help demonstrate that the amount being claimed is incremental to the municipality's normal budget.

12. Claim Forms Submission Package

Instructions:

Municipalities are required to submit the Claim Forms Submission Package to the regional Municipal Services Office:

- Resolution of Council requesting assistance under the program.
- Claim forms containing actual expenditures and projected estimates for future costs in an active Excel format. Note that the forms should **not** be submitted in PDF file format.
- The Attestation form located in Tab 10 of the claim forms Excel workbook. The form must include a handwritten signature of the person with delegated authority to submit the claim. Please scan and save this document as a PDF file.
- All relevant supporting documentation in a well-organized, page-numbered, scanned document as outlined in the Organizing Supporting Documentation section of this Claim Forms User Guide. Submit electronic files.

In the event that the program is activated, municipalities are required to **maintain original file records**, including invoices, work contracts, reports and other supporting documentation in accordance with the records arrangement provision in the grant agreement between the municipality and the province (normally six years).

Please submit the completed claim forms package to your local Municipal Services Office. Refer to **Appendix A** of the Municipal Disaster Recovery Assistance guidelines for Municipal Services Office contact information.