

**Disaster Financial Assistance (DFA)  
Local Government Body Recovery Plan Description**

<b>Purpose</b>	<b>To explain the type of information required in each of the column headings of the Local Government Body Recovery Plan</b>
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Column	Information Required
(a)	<b>Project number:</b> The local authority assigns a unique project number to each site location where damage has occurred. The project identifier may in fact be a number, letter or any combination of letters and numbers. This project number is specific to the site and is often referred to when discussing the location.
(b)	<b>Date of damage:</b> Provide the date the damage occurred.
(c)	<b>Site location:</b> A local government body may incur damage at various locations. The address of the site location is required.
(d)	<b>What infrastructure was damaged?</b> Include the name or type of building, road, bridge, dam, river, breakwater, wharf, dyke, levee, drainage facility, parking lot, culvert that was damaged.
(e)	<b>What caused the damage?</b> Provide a brief explanation of how the damage was caused.
(f)	<b>Describe the damage:</b> Describe what part(s) of the building, road, bridge, dam, river, breakwater, wharf, dyke, levee, drainage facility, parking lot, culvert were damaged.
(g)	<b>Describe the materials, including quantities and measurements, of damaged infrastructure:</b> Provide a clear detailed description of the infrastructure, as identified in column (d), and include type of materials, quantities and measurements that were damaged.
(h)	<b>Describe the repair work:</b> Describe what needs to be done to restore the infrastructure to pre-event condition.
(i)	<b>Describe the materials, including quantities and measurements, to repair damaged infrastructure:</b> Provide a clear detailed description of the materials, quantities and measurements that are required to repair the damage.
(j)	<b>Estimated completion date (month/year):</b> Provide the month and year you expect to complete the project.
(k)	<b>Estimate or Actual Cost of Total Project (include taxes):</b> A total cost of all activities associated with the overall project.
(l)	<b>EMBC Approved Amount: FOR EMBC USE ONLY</b> The local government body recovery plan must be submitted to EMBC promptly for review and approval of projects. EMBC will indicate the amount the project is approved for and a copy of the recovery plan will be returned to the local government body along with a recovery plan approval letter.
(m)	<b>Comments:</b> Include additional information that is relevant to the project. Details about enhancements and reference to engineering reports are a few examples. Requirements for engineering reports are available by contacting 1-888-257-4777.