

**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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<b>Column</b>	<b>Information Required</b>
<b>(a)</b>	<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)</b>	<b>Date of damage:</b> Provide the date the damage occurred.
<b>(c)</b>	<b>Site location:</b> A local government body may incur damage at various locations. The address of the site location is required.
<b>(d)</b>	<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.
<b>(e)</b>	<b>What caused the damage?</b> Provide a brief explanation of how the damage was caused.
<b>(f)</b>	<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.
<b>(g)</b>	<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.
<b>(h)</b>	<b>Describe the repair work:</b> Describe what needs to be done to restore the infrastructure to pre-event condition.
<b>(i)</b>	<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.
<b>(j)</b>	<b>Estimated completion date (month/year):</b> Provide the month and year you expect to complete the project.
<b>(k)</b>	<b>Estimate or Actual Cost of Total Project (include taxes):</b> A total cost of all activities associated with the overall project.
<b>(l)</b>	<b>EMBC Approved Amount: FOR EMBC USE ONLY</b> The local government body recovery plan must be submitted to EMBC (within 60 days from date of acknowledgment letter) 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.
<b>(m)</b>	<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.