

Clerk and Chief Executive of each District Council **Local Government Policy Division**

Finance Branch  
6<sup>th</sup> Floor  
Goodwood House  
44-58 May Street  
**BELFAST**  
BT1 4NN

Telephone: 028 9025 6079  
Facsimile: 028 9025 6080  
Email: [marie.finnegan@doeni.gov.uk](mailto:marie.finnegan@doeni.gov.uk)

Your reference:  
Our reference:

**Circular No. LG 16/09**

Date: 2 September 2009

Dear Sir/Madam

**SCHEME OF EMERGENCY FINANCIAL ASSISTANCE TO DISTRICT COUNCILS –  
FLOODING 2009/2010**

Following the announcement made by Mr Edwin Poots, Minister of the Department of the Environment, in response to the recent flooding incidents across Northern Ireland, I now wish to confirm that the Department of Finance and Personnel has approved the ‘Scheme of Emergency Financial Assistance to District Councils – Flooding 2009/2010. A copy of the Scheme is attached, for your information.

I would refer you to a few changes that have been made to the last Scheme, in particular:-

- i. time limits have been set within which householders wishing to claim emergency financial assistance must notify their local council – 21 calendar days from the last recorded date of the flooding incident;
- ii. further clarification has been provided regarding the provision of de-humidifiers to dry out homes. Reimbursement by the Department will be strictly limited to a maximum period of 4 weeks;
- iii. the list of examples of expenditure at Annex B, which are not eligible for emergency financial assistance has been extended following various queries about eligibility (particularly Private Office correspondence) following the last flooding incident;
- iv. a standard application form, for use by householders to claim emergency financial assistance, is attached at Annex C (i); and
- v. a standard survey form, to be completed by council inspecting officers, is attached at Annex C (ii).

District councils involved in responding to the recent flooding incidents will want to prepare their applications and in due course seek re-imburement from the Department of expenditure incurred. You will be expected to provide full details of the incident in your district and outline the action taken by your Council. In doing so, I would ask that you pay particular attention to the terms of the

Scheme and identify with the activities which qualify for financial assistance. It is also very important and will speed up payments if you complete the claims templates at Annex D and forward all the relevant supporting documentation.

It would be most helpful if you could:-

- i. indicate whether you are submitting a complete or part application;
- ii. forward a 'hard copy' application, with supporting information; and
- iii. send an electronic copy of your completed database of householders, who received the £1,000 immediate payment, to Lynne McCann.

Finally, I should remind you that the Department must be in receipt of all applications from councils by **1 December 2009, at the latest.**

Should you have any queries, or if you need clarification, please contact Janet Cooper on 028 9025 6079 ([janet.cooper@doeni.gov.uk](mailto:janet.cooper@doeni.gov.uk)) or Lynne McCann on 028 9025 6077 ([lynne.mccann@doeni.gov.uk](mailto:lynne.mccann@doeni.gov.uk)).

Yours faithfully



**MARIE FINNEGAN (MISS)**

cc. All Finance Officers of district councils

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