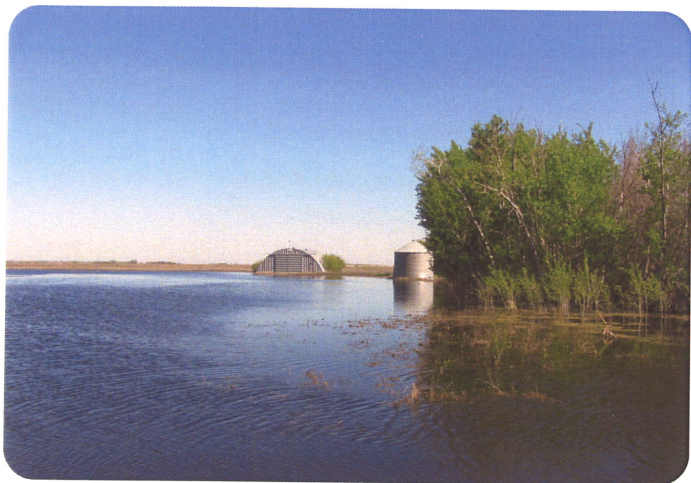


Provincial Disaster Assistance Program



The Provincial Disaster Assistance Program (PDAP)

is a Government of Saskatchewan program within the Saskatchewan Public Safety Agency (SPSA).

It was established to help residents, small businesses, agricultural operations, First Nations, non-profit organizations and communities recover from natural disasters, including flooding, tornadoes, plow winds and other disasters caused by severe weather.

PDAP may help cover the cost of uninsurable essential losses, cleanup, repairs and temporary relocation.

How can you apply for PDAP?

To be eligible for assistance, your local authority (city, town, village, resort village, provincial or regional park, or rural municipality) must apply to be approved.

To find out if your local authority is designated, contact them directly. If they have already been designated, they will be able to provide you with a copy of the application package.

If the local authority has not been designated, you will need to inform them of your losses and they will need to apply to PDAP before you can submit your claim.

How does your local authority apply for designation under PDAP?

Declaring a local emergency **does not** make the local government authority eligible for PDAP. For your community to be eligible for PDAP assistance, your local authority must meet the minimum thresholds and apply to be designated.

To be designated as an eligible assistance area, the local authority shall:

1. Ask PDAP officials for a Request for Designation form.
2. Pass a Resolution of Council.

3. Return the completed Request for Designation form to PDAP and a true, certified copy of a Resolution of Council and include the following:
 - a. The dates of the disaster.
 - b. Whether the local authority is applying for:
 - Both municipal and private damages;
 - Municipal damages only (if there are no private damages); or
 - Private damages only (no municipal deductible will be required).
 - c. Estimated amount of damage:
 - Estimates over \$250,000 require specific descriptions of damages (i.e. three culverts and two bridges washed out).
 - If the local authority plans to designate for private property damage, include an estimate of the number of residents affected.

What happens once your local authority is approved for designation?

Once PDAP approves the request for designation, they will send your local authority the following:

- a. An outline of the next steps.

b. Important dates to remember, including:

- The authorization date.
- The municipal claim deadline; claims must be received within **six months** of the authorization date.
- The restoration deadline; repairs must be completed within **12 months** of the authorization date.

If PDAP approves coverage for claims related to private property, they will also include paper and digital application forms for the residents.

- The local government authority is responsible for informing the residents and giving them the application forms. Some communities have considered using email lists, bill inserts, and flyers to notify the residents.

I am a ratepayer within a designated local authority and have suffered damages. How can I apply for PDAP?

Check with your insurance provider to see if any damages may be covered. In order to confirm that your policy does not provide coverage for the losses, your provider will need to provide written verification.

After confirming that your losses are not covered under insurance, reach out to your local authority's office or PDAP to request an application package. Ensure that the package is completely filled out with all the required documents attached. Completed application packages must be returned to PDAP within six months or they may be deemed ineligible for assistance.

I have an application but need more time to collect necessary documents. What steps should I take?

To avoid delays, submit your application to PDAP as soon as possible. You can indicate on the application that you are in the process of collecting the required documents and intend to submit them as soon as you can.

What documentation do I need to submit with my application?

For agricultural and small business claims, the following documentation is required:

- a. A copy of your previous year's T1 General Income Tax Return(s) submitted to the Canada Revenue Agency (CRA).
 - The return(s) must include any Statement of Farming Activities (T2042) schedules or any statement of Business Activities (T2125) schedules.

- b. If filing as a limited corporation, a copy of the previous year's T2 Corporate Tax Return(s) including Schedules 1 and 125; unaudited financial statements are not sufficient.
- c. The CRA Notice of Assessment that corresponds with either the T1 or T2 tax return(s).
- d. All T4 and/or T5 slips associated with the above T1 General Personal Tax Return(s) or T2 Corporate Tax Return(s), if the agricultural operation or small business had employees.
- e. T4 Summary, if the agricultural operation or small business had employees.

With your application, please include the following information. **Note:** this is not a comprehensive list and more information may be required:

- a. A detailed list of any damages or losses suffered.
- b. Photos of the damages.
 - If it is not possible to save the damaged items, photos of the items should be taken before you dispose of them.
- c. If you rented equipment or hired a contractor for cleanup, submit a copy of the paid invoice. Proof of payment is mandatory for all of the submitted invoices.
- d. If you used your own equipment, keep a log of the equipment used (i.e. JD 6092 4WD 200 HP with blade attachment - 11 hours to haul away debris).
- e. Keep a record of individuals within the household who contributed to the cleanup effort, including the duration of time each person spent assisting.
- f. Insurance denial letter (must be on company letterhead and explain what damages are not covered under your policy).

Whom should I reach out to if I have questions regarding the application process or my claim?

Call PDAP directly at **306-787-7800** or the toll-free number **1-866-632-4033**. Our office is open Monday through Friday from 8 a.m. to 5 p.m.

Submit your application to:

For quickest service, submit your application and supporting documentation to: pdapdocs@gov.sk.ca.

We can also accept application packages by mailing to:

PDAP
P.O. Box 227
Regina, SK S4P 2Z6