Provincial Disaster Assistance Program

The Provincial Disaster Assistance Program (PDAP) is a Government of Saskatchewan program within Saskatchewan Public Safety Agency (SPSA). It was established to help residents, small businesses, agricultural operations, 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.

What steps are needed to apply for PDAP?

To be eligible for assistance, your local authority (city, town, village, resort village, provincial or regional park, 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 they have 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 our 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 dates of the disaster.
- Whether the local authority is applying for:
  - Both municipal damages and private damages;
  - Municipal damages only (if there are no private damages); or
  - Private damages only (no municipal deductible will be required).
- Estimated amount of damage.
  - Estimates over $250,000 require specific descriptions of damage (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.

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What happens once our local authority is approved for designation?

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

- An outline of the next steps.
- 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 finished within 12 months of the authorization date.

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

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

I am a ratepayer within a designated local authority and have incurred damages. What steps do I take to apply for PDAP?

Check with your insurance provider to see if any damage may be covered. Your provider will need to verify, in writing, that your policy does not include coverage for the losses. Once you have verified your losses are not covered, contact your local authority office or PDAP for an application package. Ensure that the package is completely filled out with all 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 I need more time to gather my required documents, what do I do?

To avoid delays, submit your application to PDAP as soon as possible. You can make note on the application that you are in the process of gathering the required documents and will submit them as soon as you can.

What documentation do I need to submit with my application?

For agricultural and small business claims:

- A copy of your prior 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 or any Statement of Business Activities (T2125) schedules.

- If filing as a limited corporation, a copy of the prior year's T2 Corporate Tax Return(s) including Schedules 1 and 125; unaudited financial statements are not sufficient.
- The CRA Notice of Assessment that corresponds with either the T1 or T2 tax return(s).
- All T4 and/or T5 slips associated with the above T1 General Personal Tax Returns(s) or T2 Corporate Tax Return(s), if the agricultural operation/small business had employees.
- T4 Summary, if the agricultural operation/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 detailed list of all damages/losses incurred.
- Photos of damage.
  - ° If it is not possible to save damaged items, photos of items should be taken before disposal.
- If equipment was rented or you hired a contractor to assist with cleanup, submit a copy of the paid invoice. Proof of payment will be required for all invoices.
- If you used your own equipment, keep a log of the equipment used (i.e. JD 6092 4WD 200HP with blade attachment – 11 hours to haul away debris).
- For clean-up labour, keep a list of people in the household who assisted, along with the number of hours they assisted.
- Insurance denial letter (must be on company letterhead and detail what damages are not covered under your policy).

I have questions regarding the application process or my claim, who do I contact?

You can call PDAP directly at (306) 787-7800 or the toll-free line at 1-866-632-4033. Our office is open Monday to 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 also accept application packages by mail to:

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

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