

Provincial Disaster Assistance Program (PDAP) Process for Municipal Claimants & First Nations Bands (Local Government Authorities)

Link to *The Provincial Disaster Assistance Program Regulations, 2011*:
<https://publications.saskatchewan.ca/#/products/32019>

As PDAP officials are made aware of areas that are forecast to experience an unnatural event, PDAP will contact the local government authority (i.e. the municipality or First Nation band council) to begin dialogue on how to access the program, what considerations need to be made to designate, and what the requirements are under the program.

Once contact has been established between PDAP and the local government authority:

- PDAP will forward the Request for Designation (ROD) form to the community.
- The ROD form in combination with a true certified copy of a Resolution of Council or Band Council Resolution needs to be submitted to PDAP in order to designate the community as an eligible assistance area. These documents need to be forwarded to PDAP within one month of the disaster event.
- It is recommended that the local government authority send both documents to PDAP at the same time. If only one document is received, approval of the designation cannot proceed until PDAP is in receipt of both documents.
- It should be noted that should a local government authority declare a state of local emergency, this in itself does not make the local government authority eligible for PDAP. The above-mentioned process must be undertaken to begin the designation process.
- If the local government authority plans to designate for private property damage, PDAP requires an estimate of the number of ratepayers affected.
- PDAP will arrange an initial public information meeting with the local government authority and its ratepayers/residents. The initial meeting includes a presentation on the program and a Q&A session.
- The day after the information meeting, from 11:00 a.m. to 8:00 p.m., PDAP will be in the community and will set-up a triage area where ratepayers can review their specific claims with a PDAP official and get assistance in filling out application forms, etc.

Designation criteria and deductible amount

- A PDAP official will review the designation criteria with the local government authority and will provide the calculated deductible amount (Section 1.5, 2013 PDAP General Claim Guidelines).
- In accordance with the guidelines, the municipal deductible amount is 0.1% of the most recent SAMA tax assessment.
- There is no deductible for First Nations band council claims.

PDAP receives RM/local authority's request for designation

- Once PDAP is in receipt of the request for designation documents, officials will conduct a review to ensure the local government authority has included:
 - o **Estimated amount of damage** (estimates over \$250,000 require specific description of damages, e.g., three culverts washed out, two bridges washed out, etc., in order to substantiate payments back to the local government authority and for cost recovery purposes)
 - o **Dates of the disaster**
 - o **Estimate of the number of ratepayers/residents affected** (only required if the local government authority plans to designate for private property damage)
 - o **Confirmation of the event with Saskatchewan Watershed Authority (SWA)** (*PDAP performs this step*)
- PDAP then processes the request and generates a Designation Authorization for sign off by the Executive Director of Protection and Emergency Services. Authorization is basically approval to designate the community eligible for provincial disaster assistance and details the following:
 - o Name of the community
 - o Event date range
 - o Damage description
 - o Total cost of damages as a result of the event.
- "Authorization" type varies dependent on what the local government authority will designate for -- municipal claim, private claim or both (Section 2, 2013 PDAP General Claim Guidelines).
- Once the "Authorization" is signed off, PDAP sends a formal notification package to the local government authority, that includes:
 1. An outline of next steps
 2. Important dates to remember, for example:
 - Date of designation authorization
 - Municipal claim application deadline (must be returned to PDAP within six months of the authorization date)
 - Restoration deadline (must be completed within 12 months of the authorization date)
 3. Pre-populated application forms for ratepayers/residents for private property damage (if applicable) **NOTE: Distribution and notification to ratepayers/residents is the responsibility of the local government authority. However, the Communications Branch of the Ministry of Government Relations will place an ad in the local newspaper advising ratepayers/residents on how to access PDAP assistance via their local government authority. Another option communities have considered is the distribution of flyers to ratepayers/residents.**
 4. PDAP Application Guide
 5. PDAP Claimant Written Statement form
 6. PDAP Clean-up Supplement form
 7. Triage Assessment form

- 8. Project Site Details form
- 9. Gravel Average form

The local government authority is designated

- Once designated, PDAP assigns an engineer. The engineer then contacts the local government authority (generally within two to three weeks) to perform the assessment.
- When the assessment is complete, the engineering firm provides the assessment report to PDAP and the local government authority.
- Pay-out of costs as submitted by the local government authority cannot occur until the engineer provides the assessment report to PDAP. The assessment report is the substantiating document that allows PDAP to begin pay-out.

Mitigation / Clean-up / “Response Costs” (Section 3, 2013 PDAP General Claim Guidelines)

- Costs incurred as a result of mitigating a natural disaster and that are eligible for reimbursement before an engineer’s assessment report is received at PDAP include:
 - o Water removal (pumping, wet-vac truck rental, hauling water)
 - o Sandbagging
 - o Gravel

Helpful information on submission of costs and cost-related forms to PDAP

- The initial payment on submission of costs needs to exceed the deductible amount (if applicable). Subsequent payments can be reimbursed as cash flow is needed.
- Repairs must be completed and paid invoices must be submitted for verification with the engineer’s report. However, PDAP can provide progress payments in order to assist with cash flow.
- Project Site Details form:
 - o Include invoices/receipts that clearly document the break-down of work. Example: If gravel has been dumped, include land location and number of yards of gravel.
 - o Choose two to three large invoices and provide verification of payment of the receipts (i.e., cancelled cheque) – this helps speed up reimbursements
- Gravel Average form:
 - o Used as a guide to ensure that communities are being reimbursed for eligible gravel usage/costs