

PRIVATE SECTOR APPLICATION FOR DISASTER FINANCIAL ASSISTANCE (DFA)

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PLEASE CHECK APPROPRIATE BOX:

Home Owner
 Residential Tenant
 Small Business Owner
 Farm Owner
 Charitable or Volunteer Organization

Please refer to the DFA Guidelines for further program information.

APPLICANT INFORMATION

Name(s) [<i>Last, First, Initial</i>]			Office Use Only/Application #		
Mailing Address		<i>Street</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
Residence Telephone Number () -	Cellular Telephone Number () -	Business Telephone Number () -	ext E-mail Address		
Alternate contact name and telephone number where you can be reached (if applicable) () - () -					
First Nations Status: <input type="checkbox"/> YES or <input type="checkbox"/> NO If Yes, Status Card Registry #:					
For Residential Tenant/Renter Applicants:					
Provide Registered Building Owner(s) and/or Landlord(s) Name(s)				Contact Telephone Number(s) () - () -	
For Small Business Owner, Farm Owner, or Charitable or Volunteer Organization Applicants:					
Business, Farm or Organization Legal Name				Name of Contact Person	

DAMAGED PROPERTY INFORMATION

Damaged Property Address (if different from mailing address)		<i>Street</i>	<i>City/Town</i>	<i>Postal Code</i>
Date of Damage/Loss	Approximate Depth of Water (if applicable)	On First Nations Reserve? <input type="checkbox"/> YES or <input type="checkbox"/> NO	Manufactured Home? <input type="checkbox"/> YES or <input type="checkbox"/> NO	
Cause of Damage/Loss				
Brief Description of Damage/Loss (list damaged items on Appendix A)				
Action Taken to Date (list cleanup hours on Appendix B)				

Note: Applications will not be accepted after the deadline. The application deadline is 90 days from the date DFA was authorized. Please check our website www.pep.bc.ca or call toll free 1-888-257-4777 to verify the application deadline applicable to your weather event.

PRIVATE SECTOR APPLICATION FOR DISASTER FINANCIAL ASSISTANCE (DFA) (continued)

Description of Item(s) lost or damaged as a result of the disaster:
On Appendix A, pages 3-4 of this application, list all items damaged or lost. Please complete the application and submit to the Provincial Emergency Program as soon as possible. If further items are identified after submitting your application, please keep a list of new items and have it available for the evaluator during the site meeting.

Do these losses (excluding luxury/non-essential items and landscaping) total more than \$1,000? YES or NO

OCCUPANCY INFORMATION

Do you have insurance coverage for the damage/loss that incurred? YES or NO

If you are applying as a Small Business, Farm Owner, or Charitable or Volunteer Organization, you must obtain written confirmation from your broker/agent that you could not have purchased insurance to cover the loss to your business/farm/charity.
This documentation is required before an evaluator is assigned your file.

As the Home Owner, are you eligible for a BC Home Owner Grant for this property? YES or NO

As the Home Owner or Tenant, did you occupy this property as your principal residence? YES or NO

List the names of all full-time occupants who resided in the home at the time of the event:

CLEANUP AND DISINFECT
On Appendix B, page 5 of this application, please track, on a daily basis, the number of hours you, your family and friends spent on cleanup. Please have this available for the evaluator during the site meeting. For further information about cleanup and disinfection, please refer to the PEP website at www.pep.gov.bc.ca/floods/recovery.html or contact our office for a copy of *One Step at a Time – A Guide to Disaster Recovery*.

DOCUMENTATION REQUIREMENTS
 Refer to Appendix C, page 6 of this application, which provides information on the documentation requirements for this application process.

CONSENT TO RELEASE INFORMATION and DECLARATION
 I/We authorize the Provincial Emergency Program (PEP) to disclose all personal information that I/we provide to PEP and that PEP collects about me/us to other relief organizations, humanitarian agencies and governments that are offering any assistance whatsoever as a result of this disaster. I/We give PEP my/our permission to use my/our personal information to fully evaluate my/our post-disaster circumstances, to determine my/our eligibility for disaster financial assistance, and to ensure all sources of assistance to me/us are considered. This consent is valid for one year from the date of signing.

I/We do solemnly declare that the foregoing representative statements are to the best of my/our knowledge, information and belief, true in every particular detail, and I/we make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

I/We understand by signing this application I/we are confirming that any funds recovered through civil litigation that are attributable to eligible expenses, up to a maximum amount of what you receive under DFA for those expenses, must be repaid to the Province.

Signature of Applicant	Date	Signature of Applicant	Date
Print Name		Print Name	

To apply, please complete and return this form to:
 Provincial Emergency Program, PO Box 9201 Stn Prov Govt, Victoria BC V8W 9J1
 E-mail: PEP.Funding@gov.bc.ca Fax: 250 952-5542 Telephone: 1-888-257-4777 (Toll Free)
 The Compensation and Disaster Financial Assistance Regulation is available for viewing on the Internet at:
www.qp.gov.bc.ca/statreg/reg/E/EmergencyProgram/124_95.htm



APPLICANT NAME: _____

APPENDIX B

CLEANUP LOG

Your cleanup will probably begin before the evaluator arrives...

- 1. Where possible, damaged contents should not be thrown away until the evaluator arrives. If items must be thrown away, the applicant should take pictures of the items.
2. For structural damage, if the repairs must be done before the evaluator arrives, please take pictures of the damage before it is repaired.
3. If you have rented or hired equipment or other suppliers to assist you with cleanup, keep receipts or invoices. You may provide these receipts to the evaluator during your site visit.
4. For further information about cleanup and disinfection please refer to the PEP website at www.pep.gov.bc.ca/floods/recovery.html or contact our office toll free at 1-888-257-4777 for a copy of "One Step at a Time - A Guide to Disaster Recovery."

Table with 4 columns: Date, Name of Family Member/Volunteer, Hours Worked, Description of Work. The table contains 18 empty rows for data entry.

Office Use Only: DFA eligible hours worked _____ @ minimum wage = TOTAL \$ _____

With the exception of invoices which can be provided to the evaluator during your site visit, you are required to submit copies of the following documentation with your application. If you are concerned you may be unable to obtain any or all of the documentation prior to the application deadline, please contact the Provincial Emergency Program.

HOME OWNER AND RESIDENTIAL TENANT APPLICATIONS:

- A copy of a rental agreement or lease, if applicable (for residential tenant applications).
- If you have invoices/receipts for cleanup or repairs, please have them available during the site visit to help the evaluator identify eligible costs.

SMALL BUSINESS OWNER AND FARM OWNER APPLICATIONS:

- The most recent filed financial statements (income statement and balance sheet) used for income tax purposes.
- The most recent filed corporate income tax return (if applicable).
- The most recent filed personal income tax returns for all owners.
- Proof of ownership (Central Securities Register listing all shareholders or Partnership Agreement)
- Written confirmation from your insurance broker/agent that you could not have purchased insurance to cover the loss to your small business or farm.
- A copy of a rental agreement or lease, if applicable.
- If you have invoices/receipts for cleanup or repairs, please have them available during the site visit to help the evaluator identify eligible costs.

CHARITABLE OR VOLUNTEER ORGANIZATIONS:

- A listing of the Directors, including their contact and address information.
- Proof of the organization's registration (must include registration date) under the BC *Society Act*.
- A statement outlining the organization's structure and purpose, and any other documentation supporting how the organization meets the eligibility criteria for Disaster Financial Assistance.
- Written confirmation from your insurance broker/agent that you could not have purchased insurance to cover the loss to the charitable/volunteer organization.
- A copy of a rental agreement or lease, if applicable.
- If you have invoices/receipts for cleanup or repairs, please have them available during the site visit to help the evaluator identify eligible costs.