

Hurricane Fiona

Provincial Disaster Financial Assistance Program (PDFAP)

Guidance for Small Businesses

Including Commercial, Agriculture and Aquaculture / Fisheries



The Canadian Red Cross is administering this program on behalf of the Government of Prince Edward Island to provide Islanders support with uninsurable losses and damage caused by Hurricane Fiona.

WHAT DOES THE PROGRAM COVER?

Uninsurable losses such as:

- ✓ Replacing or repairing your business equipment or inventory
- ✓ Clean-up costs

The purpose of the Program is to assist Islanders impacted by Hurricane Fiona. The Program is designed to provide reimbursement for **uninsurable losses and damage** caused by the storm as well as for **clean-up** after the storm.

The Program does not cover loss of income or revenue or the cost of spoiled food replacement.

WHAT IS NOT COVERED

- ✗ Repair or replacement expenses will not be eligible for financial assistance if the damaged property was insurable
- ✗ Loss of income or revenue
- ✗ Damage to secondary property or investment property
- ✗ Food spoilage

Deadline for applications is January 31, 2023

Minimum eligibility requirements for Small Businesses

To be eligible for PDFAP a small business applicant must meet the following criteria:

- Yearly gross revenues of at least \$10,000 and not exceeding \$2M
- Employs the equivalent of 20 full time employees or less
- Applicant must be the sole proprietor or own at least 50% of the business
- Damage to equipment and business structure will be an eligible expense only if it is required for the operation of the business

Note: If a small business is housed in a residence and both sustain damage, then the business owner must submit two separate applications for assistance (one residential and one small business).

WHAT TO DO NEXT?

- Make a list and take pictures and/or video of damage, both of the building and its contents, for insurance and /or government assistance claims.
- Make sure you take the photo at a distance so that the damage and context is clear, i.e. the whole tree and driveway.
- Start to collect the documents you need to submit with your application.
- If you are cleaning up yourself make sure you do so safely.
- Track all the hours spent cleaning up, a list of tasks and who has helped (you, family, friends).
- Keep all receipts, invoices and proof of payment for insurance and/or government assistance claims.
- Be wary of an increase in 'cash only' vendors after events like hurricanes that are unwilling to provide a receipt (like clean-up, demolition, or tree or debris removal).

Documentation Required for Small Business Applicants

Ownership Rights	Sole Proprietorship or Partnership Proprietorship: <ul style="list-style-type: none"> • T1 General Income Tax Returns • T2125 Statement of Business or Professional Activities or a detailed small business income statement 	Unincorporated Farm <ul style="list-style-type: none"> • Full T1 General Income Tax Returns • T2042 form or detailed small business farm income statement
	Corporation (including incorporated farms) <ul style="list-style-type: none"> • T1 General Income Tax Returns • T2 Corporate Tax Returns • Tax Schedule 125 or a detailed small business income statement 	Alternate scenarios: certified share register, partnership agreement or lawyer certification confirming percentage of ownership of the business.
Insurance	If insured at time of the storm: confirmation of Insurance letter If not insured: attestation of non-insurance	
Leadership & Direction	Documentation identifying who the day-to-day manager of the business is	
Carrying Out Business	Copy of property tax bill or lease agreement for the business, whichever is applicable	
Evidence of Impact/ Damage	<ul style="list-style-type: none"> • Inventory of losses • Photos and videos of damages 	<ul style="list-style-type: none"> • Invoices/ receipts/ quotes • Records of hours spent on clean up and any repairs completed