

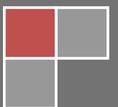
2014

Application for Assistance for Losses and Damages

Disaster Relief Committee

The Ontario Disaster Relief Assistance Program (ODRAP)

12/1/2014



Your DRC File Number will be provided to you when you make your application. Please quote it for all correspondence	Office Use Only DRC FILE NO.
Application for Assistance for Losses and Damages Ontario Disaster Relief Assistance Program (ODRAP)	
All claims are subject to audit. If a claim is found to be suspicious or based on false or misleading evidence, a criminal investigation may result.	

1.0 INSTRUCTIONS:

1. Please submit one form per household. Tenants can submit a separate form. Please fill in all appropriate answers on this form. **PRINT** clearly.
2. If you require help or have any questions about this form please call the Disaster Relief Office at (613) 478-2535.
3. If your claim includes emergency living expenses only, please include only receipts and details of the emergency costs (such as food, clothing, etc.) that have not been recovered through other means (insurance, aid agencies, etc.).
4. If you are in extreme financial hardship due to the disaster, please call the Disaster Relief Office.
5. Attach all necessary receipts to completed forms and forward no later than **December 19, 2014** to the Disaster Relief Office at the following address:
Disaster Relief Office
Municipality of Tweed
255 Metcalf Street
Postal Bag 729
Tweed, ON K0K 3J0

2.0 PERSONAL INFORMATION:

Last Name of Applicant:	First Name of Applicant:
Name of Co-Applicant:	
Municipality:	Number of People Living in Household:

Address Where the Damage Occurred:	Tax Roll No.:
Home Phone:	Work Phone (if applicable):
Email Address (if applicable):	
Mailing Address (if different from Address Where the Damage Occurred):	

3.0 NOTICE OF COLLECTION OF PERSONAL INFORMATION:

The applicant agrees to the collection of personal information under the authority of ODRAP, contained in or required by this Application by the Municipality, the officers, members, employees, volunteers, agents of a Disaster Relief Committee or the Ministry of Municipal Affairs and Housing, to be used by any of these parties to verify and administer the claim being made hereunder or to perform any audits required under ODRAP. Inquiries about the collection of this personal Information should be directed to the [insert name and information for the municipal contact]

4.0 TYPE OF CLAIM:

Residential (primary home):

<input type="checkbox"/> Registered owner	<input type="checkbox"/> Tenant (claiming for essential household goods only)	<input type="checkbox"/> Agent of registered owner
Last Name		First Name
Mailing Address		
Postal Code		Telephone (home):

Business Non Profit Organization

Farm

Name of Business and type:

HST Number:

No. of Permanent Employees

Address of Damaged Property

Non Profit Organization Charitable No. (if applicable)

Farm Registration No. (if applicable)

5.0 IDENTITY & ADDRESS VERIFICATION:

Identification that verifies your identity and address must be presented with your application.

Check the box of the item you are using to confirm your identity and address.

If you cannot provide the documents required, please contact the Disaster Relief Assistance Office at (613) 478-2535 for assistance.

You need to provide either a valid

Provincial Driver's License (The address on the license must match the address you are claiming assistance for)**OR**

You need to provide TWO of the following, one of which **MUST** contain the address you are claiming assistance for (the name on both documents **MUST** also match):

- | | | |
|--|---|--|
| <input type="checkbox"/> Utility Bill (Telephone, Hydro, etc.) | <input type="checkbox"/> Credit Card or Credit Card Statement | <input type="checkbox"/> Income Tax Statement |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Certificate of Canadian Citizenship |
| <input type="checkbox"/> Certificate of Indian Status | <input type="checkbox"/> Signed and dated tenant agreement | |

Identity and Address Verified

(Signature of Municipal Official and Date)

6.0 ELIGIBILITY GUIDELINES:

The Ontario Disaster Relief Assistance Program is not intended to replace insurance policies provided by private insurance companies, or to be a blanket program to assist residents for all damages and losses caused by the disaster. It is intended to provide basic assistance to those who suffered hardship and loss due to the disaster, to cover essential costs, and to help individuals, small businesses, farmers and non-profit organizations get back on their feet as soon as possible.

Additional repairs and replacement costs required to meet current provincial codes and standards for construction, access and fire and occupational safety are eligible.

The following is a general list of eligible and ineligible items for you to use when completing Section 9.0 Claim Information of this form.

Private Property / Homeowner

Eligible Individuals

- Registered home owner for a primary residence
- Resident or tenant for personal property only

Examples of Eligible Costs

- Restoration, repair or replacement to pre-disaster condition of primary residence and garage
- Clean-up of property for safety reasons or to provide access
- Emergency living costs incurred during the immediate disaster period (e.g. evacuation costs, accommodation and meals, essential clothing)
- Transportation costs related to evacuation from primary residence
- Essential furnishings including fridge, stove, washer and dryer, furnace, freezer, television;
- Food in long term storage (e.g. in freezers or root cellars)
- Heat and light supplies (e.g. fuel for light and heat, heaters)
- Essential baby items/furnishings
- Personal computer including software

Ineligible individuals:

- Owner of a secondary home
- Tourist
- Renter of a seasonal home
- Owner of a home under construction

Examples of Ineligible Costs

- Loss of income, loss of opportunity or inconvenience
- Insurance deductibles
- Non-essential furnishings, e.g. audio-visual equipment (DVDs, video camera), recreational/sports equipment, recreation room furnishings, documents/books, tools, seasonal decorations, home office equipment not used for a business
- Docks, boat houses, boat lifts, pleasure boats, recreational vehicles, trailers, swimming pools (unless owned by a business)
- Luxury items such as jewelry, fur coats (unless used as a regular winter coat), cosmetics, etc
- Antiques and collectibles
- Losses recoverable at law
- Personal injury damages
- Meals and accommodation (except in cases of evacuation during the immediate disaster period)
- Fences on private, non-farm property
- Landscaping, fencing, driveways, retaining walls, garden or lawn damage other than for debris clearance
- Loss of canned goods and refrigerated foodstuffs
- Repair or replacement of personal vehicles lost or damaged
- Private roads/bridges and erosion

Note: Many items receive coverage to a maximum allowable amount based on the replacement cost of a basic model.

Owner-operated Small Businesses

Eligible Businesses

- Owner/operators of full-time and part-time small businesses
- Employ 100 or fewer employees
- Have a HST # (Business Number)

Eligible Costs

- Costs of restoration, repair or replacement to pre-disaster condition of building structures, essential furnishings and equipment as a result of the disaster
- Cleanup, disposal and replacement of damaged inventory at cost
- Clean-up of property for safety reasons or to provide access
- Evacuation of chattels
- Tools or other items essential to the claimant's livelihood

Ineligible Businesses

- Principal owners of rental property who earn less than 50% of their income from renting
- Principal owners of a business with more than 100 employees

Ineligible Costs

- Loss of potential revenue, overtime and lost-time salary costs of the business owner or employees
- Business loan costs
- Business insurance deductibles
- Costs incurred as an individual, or costs recoverable through any other program

Capital, rental or service costs in excess of those required to restore facilities to pre-disaster condition, including additional renovation or facility enhancements

Note: Some eligible items may only receive coverage to a maximum allowable amount

Farms

Eligible Farms

- Owner/operators of full-time and part-time farm operations
- Owner/operators of farm operations that have a valid Farm Business Registration number, declared farm income on the previous year's income tax return or demonstration of recent farm income
- Tenant farmers for their operating equipment and costs for which they are responsible under their lease
- Start up farms with declared expenses

Eligible Costs

- Livestock that could not be insured
- Crops already harvested and in storage
- Clean-up of property for safety reasons
- Restoring farmland to a workable condition
- Fences on working farms where livestock are kept;
- Damage to building structure, moveables, working/ operating farm equipment and inventory as a result of the disaster
- Transportation/evacuation costs to evacuate livestock, farm chattels and inventory
- Alternative accommodation costs for livestock
- Orchard trees
- Damage caused by farmers to property while attempting to mitigate further loss

Ineligible Costs

- Crops for which insurance is available
- Additional financing costs
- Additional marketing costs
- Loss of potential revenue, overtime and lost-time salary costs of the owner or employees

Note: Some eligible items may only receive coverage to a maximum allowable amount

Non-Profit Organizations

Eligible Organizations

- Service clubs, charitable organizations, churches, cemeteries, private schools or other non-profit organizations that provide facilities or services to the community.

Eligible Costs

- Costs of restoration, repair or replacement to pre-disaster condition of main premises and essential buildings
- Clean-up of property for safety reasons or to provide access
- Costs of restoration, repair or replacement to building structure, essential furnishings and equipment as a result of the disaster
- Evacuation of chattels

Ineligible Costs

- Loss of potential revenue, overtime and lost-time salary costs of the organization members or employees
- Non-profit organization loan costs
- Costs incurred as an individual, or costs recoverable through any other program
- Capital, rental or service costs in excess of those required to restore facilities to pre-disaster condition, including additional renovation or facility enhancements

Note: Some eligible items may only receive coverage to a maximum allowable amount

7.0 INSURANCE AND OTHER FORMS OF ASSISTANCE INFORMATION:

For the current declared disaster, did you receive relief assistance from any other organization/source? Yes No

If yes, specify name of organization/source, nature of donation and dollar value.

Do you have a copy of an insurance adjuster's report or any other documentation to establish your claim for your insurer?

Yes If yes, please attach No

Do you have an insurance policy for your:

Home
 Household Goods
 Business
 Non Profit Organization
 Farm

Do you have an insurance deductible? Yes No If yes, what is the amount?

Name of the insurance company which provides your homeowners insurance:	
Name of insurance agent/broker:	
Address:	Telephone No.:
<p><i>I hereby authorize and direct my insurer named above to cooperate fully with the Disaster Relief Committee, the Municipality and /or the Ministry of Municipal Affairs and Housing and their authorized representatives and to provide them with any information or documents they may request concerning coverage available and losses paid under the policy referred to below.</i></p>	
Signature:	Date:

8.0 CLAIM INFORMATION:

PLEASE REFER TO SECTION 6.0 ELIGIBILITY GUIDELINES BEFORE FILLING OUT THE REMAINDER OF THIS FORM TO ENSURE THAT YOU ARE ONLY CLAIMING ELIGIBLE LOSSES.

You must attach **receipts or estimates for all costs claimed**. You should **take photos of any damaged goods** which are disposed of for health/safety reasons. If you do not have receipts, **you may be required to provide proof of loss for eligible items to the adjusters**. Please keep copies of all receipts, estimates and applications for your own records.

Type of Loss			Amount being claimed (\$)		
<i>Ontario Disaster Relief Assistance Program</i>			Insurance		
Type of Loss	Description of Damage	Amount Claimed (\$)	Amount Claimed (\$)	Amount Paid (\$)	Awaiting Response (check)
1.1 Full time permanent residence building					
1.2 Essential Household Goods					
2.1 Farm Buildings					
2.2 Essential Farm Equipment					
3.1 Principal Business Enterprise Building					

3.2 Business Enterprise Essential Equipment					
3.3 Essential Enterprise Inventory					
4.0 Other (describe)					
a. Emergency Living Expenses					
<i>Total \$</i>					

If space above is insufficient, additional information may be attached to the claim.

9.0 DECLARATION:

**PLEASE FULLY READ AND ENSURE YOU UNDERSTAND THE FOLLOWING
DECLARATION
BEFORE SIGNING.
IF YOU HAVE QUESTIONS REGARDING ANY SECTIONS
PLEASE CALL 613-478-2535.**

I declare/understand:

- a) That all of the information provided in the application is true and that it may be subject to audit;
- b) I agree to provide all information and documentation required by the Municipality, the Disaster Relief Committee or the Ministry of Municipal Affairs and Housing of the Government of Ontario to assess my/our eligibility for assistance and to allow any representative of the Municipality, the Disaster Relief Committee or the Ministry of Municipal Affairs and Housing access to the above described building(s)/dwelling(s)/property.
- c) I authorize any person, agency or organization, including federal, provincial or municipal government departments, to release to the Municipality, the Disaster Relief Committee and the Ministry of Municipal Affairs and Housing, or any of its representatives, information required for the purpose of determining or verifying eligibility for the assistance that I/we have applied for herein. I hereby acknowledge that a photocopy of this authorization shall be sufficient to allow for the release of the specific information requested.
- d) I acknowledge and agree to the collection of personal information under the authority of ODRAP, contained in or required by this Application by the Municipality, the officers, members, employees, volunteers, agents of a Disaster Relief Committee or the Ministry of Municipal Affairs and Housing, to be used by any of these parties to verify and administer the claim being made hereunder by me/us or to perform any audits required under ODRAP. Inquiries about the collection of this personal information by the DRC or municipality should be directed to the [insert name and information for the municipal contact]). Inquiries about the collection of this personal information by the Ministry of Municipal Affairs and Housing should be direct to Helen Collins, Manager, Municipal Programs and Education Branch, Ministry of Municipal Affairs and Housing at 416-585-6060;
- e) That I will maintain my records related to this Application for a period of 7 years from the date of this application;
- f) That all costs claimed herein will not be claimed for under any other insurance or assistance program;
- g) That if any part of this claim is found to be false, the Disaster Relief Committee, the Municipality or the Ontario Ministry of Municipal Affairs and Housing may demand immediate repayment from the Applicant and may avail itself of any legal remedies which it deems appropriate to recover repayment of the funds from the Applicant;
- h) This claim is subject to review and assessment. Ineligible costs will be deducted from the total amount of eligible claim.

Dated at _____, Ontario, this _____ day of _____, 2014

Signature of Applicant

NOTE: DEADLINE DATE FOR CLAIMS IS Friday, December 19, 2014 AT 4:00 P.M.