

# Disaster Recovery Program Assistance for not-for-profit organizations and business cooperatives

## Financial assistance for Albertans

The Disaster Recovery Program (DRP) provides financial assistance to qualifying not-for-profit organizations, and not-for-profit business cooperatives for uninsurable loss and damage caused by emergencies and disasters. The DRP helps return essential property to its basic, pre-disaster functional condition.

DRPs are a final resort to assist after a disaster. You must access your own insurance options first. DRPs do not cover all types of damage or loss and may not cover the full cost of replacement.

## Checklist of actions immediately after the disaster

1. Contact your insurance company and open a claim.
2. Obtain a letter confirming address of damaged property, date of loss and cause of loss. If insurance was paid, provide a detailed description of what was paid. If no coverage was provided, an explanation why.
3. Contact your local authority to see if there are any supports available to you through non-governmental organizations in the area.
4. Take pictures of:
  - All damaged items before you throw anything away or make any repairs.
  - The inside and outside of your property.
5. Record all of the time you spend cleaning up and making repairs.
6. Keep copies of all receipts for clean-up, repairs, and replacement of damaged property.
7. Contact your local authority and ask about the potential for a disaster recovery program in your area.
8. Submit a **Statement of Loss and Damage Application** (if/once a program is approved in your area). You can get a PDF application online at [www.alberta.ca/DRP](http://www.alberta.ca/DRP), and submit it by email to [drp.info@gov.ab.ca](mailto:drp.info@gov.ab.ca). Upon receipt of your application, a case manager will contact you to guide you through the entire application process.
9. Gather, if applicable, the supporting documentation listed on the next page.

### Contact

Alberta Emergency Management Agency

Mail: 5<sup>th</sup> Floor, Terrace Building

9515 107 Street NW

T5K 2C1 Edmonton, Alberta

Phone Toll Free: 1-888-671-1111

Email: [drp.info@gov.ab.ca](mailto:drp.info@gov.ab.ca)

## Qualification criteria

- Organization is a registered not-for-profit in Alberta.
- The not-for-profit makes a significant contribution to the fabric and sustainability of the community, and a basic or essential service in the interest of the community as a whole is provided in the facility.
- Public access to the facility must be allowed for all members of the community or limitations on assistance may apply.
- Not-for-Profit condominium corporations must be at least 50 per cent owner-occupied, and in good standing with Alberta Land Titles.
- Not-for-profit organizations that receive assistance must re-establish their operations in the community.
- Church property must be essential to the secular needs of the community.
- Public not-for-profit business cooperatives must operate according to the principles of Section 2(1) of the *Alberta Cooperatives Act*.

## Supporting documentation

The following documentation is required:

- Alberta Corporate Registry document confirming your not-for-profit status.
- If your institution is a public educational organization, you must provide legal documentation confirming your status in Alberta, information regarding your involvement in the community and any restrictions to access by the general public.
- Articles of incorporation and/or bylaws.
- List of authorized signing officers, including full names and contact information.
- For condominium corporations:
  - A list of owner and tenant-occupied units at the time of the event (signed by the board president).
  - The registered list of directors and bylaws at the time of the event.
- Photographs of the property damage/repairs.
- Receipts for repairs, or replacement of damaged items.
- An inventory list of lost or damaged items.

## Insurance letter requirements

You need to submit a letter from your insurance company. The letter must be on official letterhead, be signed by an authorized agent, and include the following:

- Name(s) of the insurance policy holder(s).
- Policy and/or claim number.
- Name and phone number of the insurance broker or agent.
- Date of loss.
- Date on which the broker/agent was notified of the loss.
- Address of the damaged property (legal land descriptions) for all affected sections of land.
- Type and cause of the damage or loss.

Your insurance letter must also include a clear indication of what is covered and what is not covered and why:

- A complete list of what damages were covered, including settlement amounts for all equipment and property
- Any damages not covered should be outlined, including the reason your claim was denied.
  - Was part of your claim denied because the damage was due to flood?
  - Was part of your claim denied because you did not have a sewer back-up endorsement, or because the sublimit on your policy was reached?

**Disaster Recovery Program  
website**

[www.alberta.ca/DRP](http://www.alberta.ca/DRP)