



Perennia Seafood COVID-19 Response Program

PROGRAM OBJECTIVES

The **Perennia Seafood COVID-19 Response Program** (the Program) provides financial assistance to commercial entities in the fishing, aquaculture, marine plant harvesting and seafood buying/processing sector in Nova Scotia to support implementation and development of operational changes required to allow for business continuity and safe workplace practices needed as a result of on-going COVID-19 guidelines and restrictions.

The fund will assist companies in purchasing Personal Protective Equipment and other safety materials, and in developing new protocols and procedures to ensure safety of both seafood products and employees who are essential to maintaining operations.

ELIGIBILITY

Eligible applicants must be in good standing with Federal and Provincial governments and must currently hold at least one valid:

- Nova Scotia Fish Buyers License
- Nova Scotia Fish Processors License
- Nova Scotia Aquaculture License
- Nova Scotia Aquaculture Lease
- Nova Scotia Rockweed Lease
- Rockweed Harvester Permit Card
- Fisheries and Oceans Canada Fishing License

FINANCIAL ASSISTANCE

Applicants with fewer than 500 FTEs are eligible for **70%** non-repayable funding assistance on total eligible project costs to a **maximum of \$25,000 per licensed operation**.

Applicants with 500 or more FTEs are eligible for **50%** non-repayable funding assistance on total eligible project costs to a **maximum of \$25,000 per licensed operation**.

Keeping in mind the above; applicants with multiple licensed operations are eligible for a maximum total funding amount of \$99,999.00 inclusive of all operations.

Note 1: All applicants must contribute a minimum of 20% of their own funds.

Note 2: Applicants are required to disclose all funding sources. If additional funding sources have been used to support eligible purchases and activities related to COVID-19, no more than 80% of non-repayable funding can be received for any eligible project cost incurred and paid for by the applicant, regardless of source.

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Note 3: Quotes must be provided with the application where available.

Note 4: The Program may be terminated at any time without prior notice to applicants or eligible participants.

ASSESSMENT FACTORS FOR FUNDING ELIGIBILITY

Applications that clearly link to operational changes that allow for business continuity in light of COVID-19 related guidelines and restrictions for social isolation, physical distancing and safe workplace practices will be prioritized for review.

ELIGIBLE EXPENSES

The following activities to support implementation and development of operational changes for business continuity and safe workplaces may be eligible under the Program:

- Purchase and installation of signage, protective barriers to help achieve employee separation;
- Purchase of Personal Protective Equipment and hand sanitizer;
- Engineering or design costs to re-orient processing lines and workflows;
- Purchase and installation of equipment and technology needed to allow for continued employee productivity in light of processing line or workflow changes;
- Development of new work policies and procedures (See Note 2); and
- Training of employees on new work procedures.

Note 1: Costs may be claimed from eligible expenses retroactive to March 15, 2020.

Note 2: For work completed by existing employees, only incremental (new work that would not have been incurred if not for COVID-19 related impacts) costs associated with this project can be claimed.

INELIGIBLE EXPENSES

These include but are not limited to:

- Administrative costs and fees / general overhead;
- Buildings / building construction;
- On-going software licensing costs or fees;
- Operating expenses / existing staff salaries that are not incremental to this project;
- HST;
- In-kind contributions;
- Travel;
- Hard hats and oil gear.

APPLICATION AND APPROVAL PROCESS

Applications will be received on an **ongoing basis** until the Program funds have been committed or the Program is closed.

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Applications are assessed based on the information and supporting documentation provided. If an application requires further assessment or information, Perennia staff will follow up with the applicant. The application form is available at: www.perennia.ca/coronavirus

Eligible applicants who would like to apply for this funding program, must complete the following steps.

1. Submit completed application online or by email to Helen Arenburg at harenburg@perennia.ca or by fax to 902-678-7266 or by mail to: Perennia 32 Main St., Kentville Nova Scotia B4N 1J5
2. Applications will be reviewed by an **Assessment Committee** consisting of representation from Perennia, Nova Scotia Department of Fisheries and Aquaculture (NSDFA), Department of Fisheries and Oceans Canada (DFO) and industry members. NSDFA and DFO are ex-officio committee members. Funding decisions will be made in a timely manner.
3. If approved, applicants will receive an email confirmation which identifies the eligible project activities, financial assistance offered, and any terms and conditions under which assistance is approved. A claim form will be included in this email which must be used to submit a claim.

CLAIMING PROCESS

1. Complete and sign the **Program Claim Form** received with the approval email or found at: www.perennia.ca/coronavirus
2. Attach copies of all invoices or receipts for eligible purchases incurred and paid for by the applicant. Attach proof of payment for each expense. For existing employee incremental costs, attach timesheets or proof of time spent. Attach a void cheque.
3. All applicants to the program must keep copies of all original invoices, proof of payment and other supporting financial documentation in the event they are required for audit purposes.
4. Eligible recipients must submit the claim and required supporting documentation **by email** to **Helen Arenburg** at harenburg@perennia.ca or by fax to 902-678-7266 or by mail to: Perennia 32 Main St., Kentville Nova Scotia B4N 1J5

Note 1: Supporting documentation noted above may include a clear scan, copy or photo

Note 2: Eligible costs may be claimed from eligible expenses retroactive to March 15, 2020.

AUDIT PROCESS

Maintenance of records:

The recipient shall preserve and make available for potential audit by government officials any financial or other records (including photos) associated with this funding, for a period of thirty-six (36) months after the end of the fiscal year 2020-21. That is 36 months past March 31, 2021 or March 31, 2024.

Access:

The recipient agrees to provide government officials reasonable access to premises to inspect and assess the progress of the project/funded work if requested.

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Audit rights:

Government will have the right to conduct audits and evaluations which may be necessary. The recipient will provide Perennia or government the books, accounting, photos and records of the project components and all information necessary to ensure compliance with the intent of the funded work as requested.

OTHER SITUATIONS THAT MAY ARISE

Repayment/overpayment:

Where, for any reason, the recipient is not entitled to the funding provided or if it is determined that the amount of the funding disbursed exceeds the amount to which the recipient is entitled, the recipient will repay Perennia or government the amount of the overpayment, promptly and no later than (30) calendar days from the date of the notice.

Cancellation:

Perennia, by thirty (30) calendar days' notice duly given to the recipient, may cancel the Funding Agreement at any time if the intended activities of the funded work have not been executed in a satisfactory manner or if the progress of the project work have not been met.

Disposal of assets:

The recipient shall retain possession and control of the assets acquired through this funding and shall not sell, dispose of unnecessarily without the express permission of Perennia.

AUTHORITY

Perennia shall have the authority to deny an application if there is evidence of misrepresentation of pertinent information, if Perennia believes that an application does not conform to the spirit of the Program or if the applicant is not in good standing with the Government of Canada or Government of Nova Scotia.

CONFIDENTIALITY

Applicants consent to the release of their name and the amount of support received under the Program. This specific information is deemed to be public information to be disseminated by Perennia as required.

CONTACT INFORMATION

For application submission and claims please submit all related documents, please contact:

Helen Arenburg – harenburg@perennia.ca (902) 670-9572 or by fax to 902-678-7266 or by mail to:
Perennia 32 Main St., Kentville Nova Scotia B4N 1J5

For general inquiries about the Program, please contact:

Ashley Sprague – asprague@perennia.ca (902)-955-0248