



FARMED ANIMAL MASS CARCASS DISPOSAL EMERGENCY PLANNING PROGRAM

Fax: (250) 356-5119

Mail: 525 Government Street, Victoria, BC, V8V 0A8

E-mail: lgps@civicnet.bc.ca

PROGRAM & APPLICATION GUIDE ROUND 3

1. Introduction

The Program and Application Guide describes the purpose of the Farmed Animal Mass Carcass Disposal Emergency Planning Program and how to make an application for Round 3.

1.1 Purpose and Objective

The Farmed Animal Mass Carcass Disposal Emergency Planning Program is funded by the Ministry of Agriculture and Lands through the Investment Agriculture Foundation. The objective of the program is to improve the preparedness of local governments to handle mass carcass disposal generated by an emergency event.

The purpose of the program is to provide local governments with funds to amend their emergency plans to deal with situations, such as the Avian Flu outbreaks, as well as address dead stock arising from natural disasters such as floods and earthquakes. The funds are intended to put into place emergency plans that allow for a timely and efficient disposal of dead stock to minimize the impact on human, environmental and farmed animal health.

1.2 Program Goals

The primary goal is to assist local governments to amend their existing emergency plans to:

- Take into account farmed animal-related threats to human health and the environment;
- Identify resources and key personnel to deal with the threats;
- Identify methods of utilizing resources; and
- Outline activities that must be performed in the event of an emergency.

2. Eligible Applicants

Any local government (regional district or municipality) with an existing emergency plan in place that is identified in Appendix A is eligible for funding under this program. Funding is intended to address emergency planning in those regional districts or municipalities that have significant farmed animal production.

To be eligible for funding, applicants should develop their emergency sub-plans in consultation with the Ministry of Agriculture and Lands. Applicants should also consider consultation with other stakeholders such as local farmed animal industry representatives.

3. Eligible Projects

Eligible projects are those that support the program objective and are related to:

- Updating or developing a mass carcass disposal sub-plan within existing emergency plans.
- Updating or developing a mass carcass disposal sub-plan should include: assessing farmed animal-related threats to human health and the environment; identifying resources and key personnel to deal with the threats; outlining methods of utilizing resources; identifying activities that must be performed in the event of an emergency; and conducting a disposal capacity analysis which identifies existing disposal options and examines whether existing disposal infrastructure is sufficient in the event of an emergency.
- UBCM has developed emergency plan templates to assist local governments. Copies of these templates are available at www.iafbc.ca. Templates should be used in the development of local government plans to ensure a level of consistency amongst local government emergency plans.

The emphasis should be on demonstrating that funding was used to improve the local government's ability to respond to an emergency farmed animal related event.

3.1 Conditions that strengthen an application

This program also encourages local governments to form partnerships in emergency planning activities where appropriate. Applications for joint funding must specify the co-operative or integrated planning objectives of the project, as well as identify which local government will be the primary applicant for the project.

4. Eligible Project Costs

Eligible costs means direct costs properly and reasonably incurred and paid by the local government. Under the program, a local government is eligible to be funded at 75% of the total program costs. In-kind contributions can constitute the 25% local government contribution.

A weighted funding formula has been used, in which those local governments that have a higher percentage of the province's farmed animal production will be eligible for a larger grant, as listed in Appendix A "Maximum Funding for Local Governments".

4.1 Examples of Eligible Costs

- Expenses that demonstrate local commitment and involvement such as staff salaries or honorariums to volunteers;
- Consultant fees; and
- Expenses related to planning meetings.

4.2 Examples of Ineligible Costs

- Any capital acquisition.

5. Selection Process

5.1 Screening Criteria

All applications must meet the following criteria:

- An "eligible applicant" must submit application (see Section 2).
- Application must be for an "eligible project" (see Section 3).
- Application must be complete and include the information outlined in Section 7.3.
- Application should demonstrate clear and measurable outcomes.

Applications that do not meet the screening criteria will not be considered for funding.

6. Payments, Records and Accounts for Approved Projects

Applicants will be notified by letter of the status of their application within 30 days.

6.1 Release of funds

When an application is approved, 75% of the funding will be distributed to the successful applicant. The remaining 25% will be released on receipt of a satisfactory final report.

6.2 Reporting Requirements

The final report must satisfactorily demonstrate that the funding was used to improve the local government's ability to respond to farmed animal mass carcass disposal emergencies. The report must also contain the updated or developed emergency mass carcass disposal sub-plan.

Final reports for applications approved under the third intake must be completed and submitted on or before March 31, 2010.

6.3 Accounting Records

A statement from the Chief Financial Officer verifying the total cost of the project is required to be attached to the final report. Where applicable, this statement should also identify other contributions such as in-kind, matching funding, and other revenue sources required in order to complete the project.

Chief Financial Officers must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the program activities. It will also attest that funding was for new activities and was not used to fund an existing program. The Program Officer may require applicants to provide details of the types and amounts of all fees for contractors, consultants and in-house staff.

6.4 Changes or Variations to an Approved Project

Local governments must advise, in writing, the Program Officer of any variation from the approved project (e.g. changes to deliverables). The Program Officer's approval is required for such changes. Program staff will adjust future claims and/or require the Investment Agricultural Foundation of British Columbia to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

7. Application Process

7.1 Where to Apply

Local Government Program Services, Union of BC Municipalities

525 Government Street, Victoria, BC, V8V 0A8

Fax: (250) 356-5119 E-mail: lgps@civicnet.bc.ca

7.2 Further information:

Local Government Program Services

Phone: (250) 356-5134 E-mail: lgps@civicnet.bc.ca

7.3 Application Contents

Applications for funding must contain the following elements:

1. *Current Status of Emergency Preparedness for Farmed Animal Mass Livestock Carcass Disposal.* This portion should briefly outline the base-line situation in terms of emergency planning, including any existing planning for emergency mass carcass disposal.
2. *Program Objectives and Activities.* This portion should describe in general terms:
 - What the funding is intended to achieve and the activities to be undertaken using the emergency plan template provided on the Investment Agriculture website;
 - How the proposed activities support the objective of improving the preparedness of local governments to handle mass carcass disposal generated by an emergency event;
 - How the local government will measure success; and
 - General cost estimates of the activities to be undertaken.
3. *Resolution of council or board in support of the application and indicating willingness to provide overall grant management.*

7.4 When to Apply

The deadline for applications under the third intake is September 30, 2009.

8 Web Links

Union of BC Municipalities: www.civicnet.bc.ca

Ministry of Agriculture and Lands: www.gov.bc.ca/agf

Provincial Emergency Program: www.pep.bc.ca

Investment Agriculture Foundation of British Columbia: www.iafbc.ca

APPENDIX A: Eligible Applicants & Maximum Funding

Please note: local governments that received funding under the first 2 intakes are not eligible to apply and have been removed from this Appendix.

Local Government	Maximum
100 Mile House	\$12,500
Alberni-Clayoquot Regional District	\$12,500
Regional District of Bulkley-Nechako	\$15,000
Central Coast Regional District	\$12,500
Regional District of Central Kootenay	\$12,500
Coldstream	\$12,500
Cowichan Valley Regional District	\$12,500
Delta	\$12,500
Regional District of East Kootenay	\$15,000
Fraser Valley Regional District	\$15,000
Houston	\$12,500
Kamloops	\$12,500
Kent	\$12,500
Kitimat-Stikine Regional District	\$12,500
Regional District of Kootenay-Boundary	\$12,500
Langley (Township)	\$15,000
Merritt	\$12,500
Metchosin	\$12,500
Metro Vancouver	\$12,500
Mission	\$12,500
North Cowichan	\$12,500
Regional District of Okanagan-Similkameen	\$15,000
Powell River Regional District	\$12,500
Prince George	\$12,500
Richmond	\$12,500
Saanich	\$12,500
Thompson-Nicola Regional District	\$15,000
Vanderhoof	\$12,500