

Community Emergency Preparedness Fund

Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning

2019 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

The funding streams include:

- Emergency operations centres and training
- Emergency social services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation

Background

Flooding is a significant natural hazard in BC that can damage important infrastructure, cause serious economic losses, and create social disruption. Flooding in BC is often due to:

- Climatic conditions – intense rainfall, rain on snow, ice jams, rapid snowmelt, storm surges, etc.
- Geomorphic processes – debris flows, tsunamis, landslides
- Structural failures – dike failure, dam failure, culvert failure

Additionally, climate change will impact the frequency and magnitude of flooding in BC through changes to precipitation patterns and sea level rise. It is estimated that sea levels along the coastline will increase by approximately 1m by the year 2100 (Ausenco Sandwell 2010).

Therefore, it is important for local authorities to understand the flood hazards they face and how to mitigate these risks.

Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning Funding Stream

The intent of this funding stream is to support eligible applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks.

One or more of the following components may be developed through this funding stream:

Risk Assessments

Risk assessments identify the social, economic and environmental impacts that flood events will have on the community, including identifying the specific flood hazards, compounding hazards, community and

infrastructure vulnerabilities, risk tolerance or “risk threshold” and the overall flood risk profile for a community.

Flood Mapping

Flood mapping allows a community to more accurately determine its vulnerabilities in relation to flood risks that have been identified by a risk assessment.

Mitigation Planning

Mitigation plans address flood risk through a series of comprehensive, complementary and sustainable mitigation solutions. This includes identifying broad mitigation goals, objectives and strategies to meet those goals, and key activities including planned mitigation projects.

2. Eligible Applicants

All local authorities (as defined by the *Emergency Program Act*) and Treaty First Nations (as defined by the *Interpretation Act*) in BC are eligible to apply.

Eligible applicants can submit one application per funding stream per intake.

3. Eligible Projects

In order to qualify for funding, applications must demonstrate the need to develop a Flood Risk Assessment, a Flood Map, and/or a Flood Mitigation Plan. *Applicants may apply to complete one or more of these components in a single application.*

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available), or a subsequent phase of an existing non-structural flood mitigation project.
- Capable of completion by the applicant within one year from the date of grant approval.
- Completed by a qualified professional (for further information, see [Guidance for Selection of Qualified Professionals and Preparation of Flood Hazard Assessment Reports](#)).
- Where applicable, completed to acceptable provincial standards, including:
 - [Provincial Flood Hazard Area Land Use Management Guidelines](#)
 - [Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC](#)
 - [Flood Mapping in BC: APEGBC Professional Practice Guidelines V 1.0](#)
 - [Specifications for LiDAR for the Province of British Columbia](#)

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Completion of a Flood Risk Assessment, including:
 - Completion of Hazard, Impact, Risk, and Vulnerability Assessments
 - Completion of [Risk Assessment Information Templates \(RAITs\)](#)
- Developing or modernizing flood maps to address flood risk identified by a risk assessment, including:

- Acquisition of elevation data and mapping
- Plotting of historical flood data and inundation mapping
- Hydrologic and hydraulic information to calculate flood elevations for selected flood events
- Geospatial, mapping and modelling activities
- Identifying locations of structures, people and assets that might be affected by flooding
- Completion of a Flood Mitigation Plan, including:
 - Hazard mapping and forecasting
 - Planning and feasibility activities for structural mitigation investments
 - Engaging the community, First Nations, and other local stakeholders to reflect on identified risks to make more effective planning decisions
 - Gathering information to develop floodplain bylaws as identified in the [Provincial Flood Hazard Area Land Use Management Guidelines](#)
- Preparation of maps, spatial data, and metadata (must meet Section 3.4 of [Flood Mapping in BC: APEGBC Professional Practice Guidelines V 1.0](#) and/or [Specifications for LiDAR for the Province of British Columbia](#))
- Hydrometric and/or geotechnical data collection and analysis
- Presentation of the Flood Risk Assessment, Flood Map and/or Flood Mitigation Plan to Council, Board or Band Council, community organizations, etc.
- Amendments to relevant local government or Treaty First Nation plans, bylaws and policies that are specific to the Flood Risk Assessment, Flood Map and/or Flood Mitigation Plan (e.g. land use, engineering and public works bylaws and policies)

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Routine or on-going planning costs
- Duplication of existing information, maps or imagery (e.g., LiDAR)
- Costs related to developing or submitting the application package

5. Grant Maximum

The Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$150,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is **February 22, 2019**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed workplan and budget for each component identified in the application. This must include a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments. The budget must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Map indicating the location of the proposed project.
- If applicable, copies of any relevant documents that support the rationale for this project must be included with this application.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

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

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, Emergency Management BC will assess and score all eligible applications as part of a technical review process. Higher application review scores will be given to projects that:

- Were not funded as part of the 2017 Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning intake
- Demonstrate evidence of local flood hazard and/or seismic vulnerability (e.g. as identified in the Emergency Response Plan or flood mapping); threat levels (e.g. as identified in completed flood risk assessments) and recent flood history (e.g. evacuation order and/or disaster financial assistance)
- Support the applicant in meeting [Provincial Flood Hazard Area Land Use Management Guidelines](#)
- Contribute to a comprehensive, cooperative and regional approach to flood mitigation
- Effectively engage other stakeholders, as appropriate to the project
- Consider and mitigate the impacts of climate change in the project methodology and deliverables
- Increase understanding of the social and economic impacts of flood events to the community
- Include in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding
- Are cost-effective

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following technical review, the CEPF Evaluation Committee will review all applications and a summary of each technical review. Funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC.

7. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Initial Payments

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Grants under the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning funding stream are awarded in two payments: 50% at the approval of the project and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Post Grant Approval Meeting

As a condition of grant approval, all approved applicants are required to meet with Emergency Management BC and/or the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, or designate, to discuss the project prior to commencing work.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated Council or Board resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

8. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Copies of the completed Flood Risk Assessment, Flood Map, Flood Mitigation Plan, and/or any completed assessments
- Full size PDF maps of all maps created as part of the funded Flood Risk Assessment, Flood Map and/or Flood Mitigation Plan
- Spatial data and metadata for all maps identified above
- If applicable, LiDAR and orthoimagery data and derivative products acquired/produced with CEPF funding. Note these products must meet the [Specifications for LiDAR for the Province of British Columbia](#) and will be provided to the Province with free and clear access and distribution rights
- Optional: photos and/or media directly related to the funded project

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

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

Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements (identified above) have been submitted.

Following this, all complete final reports & deliverables will be reviewed by Emergency Management BC.

All final report materials will be shared with the Province of BC.
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9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: cepf@ubcm.ca

Phone: (250) 387-4470