
Community Emergency Preparedness Fund Structural Flood Mitigation

2018 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 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

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 BC coastline will increase by approximately 1m by the year 2100 (Ausenco Sandwell 2010).

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

Structural Flood Mitigation Program

The intent of this funding stream is to support eligible applicants to prevent, eliminate or reduce the impacts of hazards through construction of structural flood mitigation projects. Ongoing operational costs are not eligible.

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 for structural flood mitigation through the completion of appropriate risk assessment, flood mapping and/or mitigation planning that is consistent with the outputs of the "Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning" component of the CEPF.

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

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within two years from the date of grant approval
- Eligible for required approvals, authorizations and permits to complete structural mitigation projects
- Completed to acceptable provincial standards:
 - [Provincial Flood Hazard Area Land Use Management Guidelines](#)
 - [Dike Design & Construction Guidelines](#) (if applicable)
- Where applicable, completed under the direction of an Engineer

4. Eligible & Ineligible Costs & Activities

Eligible Activities & Expenditures

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:

- Installation of structural flood protection works, or upgrades to existing structural flood protection works (e.g. pump stations, flood boxes, etc.)
- Construction of flood conveyance works (e.g. bypass channels to accommodate periodic gravel removal works in primary flood way to restore design flood conveyance of the flood way)
- Placement of rip-rap to strengthen bank protection and/or to protect critical infrastructure from erosion
- Retrofitting or repairing existing dikes
- Geotechnical drilling in dikes and dike Rights of Way to determine dike foundation material characteristics (in advance of determining design and cost of dike upgrades)
- Improvement in performance or modernization of existing permanent structural flood mitigation works
- Installation of hydrometric stations to improve river forecasting and flood response
 - 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](#))

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

- Consultant and/or contractor costs
- Applicant staff and administration costs
- Public information costs

Ineligible Activities & Expenditures

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:

- On-going operating and maintenance costs
- Structural flood mitigation projects that would yield only temporary measures (e.g. use of sandbags, dredging or log jam removal)
- Structural flood mitigation projects intended to support future development in a flood plain
- Projects that create an “orphan structure” for which tenure and/or maintenance responsibility does not remain with the local authority
- Projects (or components) that address needs that are not related to prevention or mitigation

5. Grant Maximum

The Structural Flood Mitigation program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$750,000.00.

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 Deadlines

Funding permitting, two application intakes are planned for the Structural Flood Mitigation program.

The first application deadline will be April 13, 2018. The second application deadline will be confirmed at a later date.

Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed on-line Application Form
- Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Copies of any relevant mitigation planning documents that support this project
- Detailed workplan and budget for the project. Include a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments. The budget must also clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.

Submission of Applications

Applications should be submitted as Word or PDF files (budgets may be submitted in Excel). 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. Higher application review scores will be given to applications that:

- Demonstrate that the scope and rationale for the project is clearly linked to addressing a priority risk in a strategic and comprehensive manner (such as through completed flood risk assessments, flood mapping, and/or flood mitigation plans)
- Will support the applicant in meeting [Provincial Flood Hazard Area Land Use Management Guidelines](#)
- Will contribute to a comprehensive, cooperative and regional approach to flood mitigation
- Effectively engage other stakeholders, as appropriate to the project
- Support mitigation of the impacts of climate change
- Demonstrate economic and social consequences if proposed structural flood mitigation is not implemented
- Are from applicants that have implemented asset management practices that support the lifecycle maintenance planning of structural flood protection assets and are consistent with [Asset Management for Sustainable Service Delivery: A BC Framework](#)
- Demonstrate transferability to other local governments and Treaty First Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding
- Are cost-effective and shovel-ready

Following technical review, the CEPF Evaluation Committee will review all eligible applications and make all funding decisions. The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province.

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

7. Grant Management & Applicant Responsibilities

Please note that 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 Structural Flood Mitigation program 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.

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 the CEPF Evaluation Committee will be required for any variation from the approved project.

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

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

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

Extensions to Project End Date

All approved activities are required to be completed within two years 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 two years of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit:

- Completed on-line Final Report Form
- Financial summary
- Electronic copies of as-built project drawings
- If applicable, full size PDF maps of all maps created as a result of the project
- If applicable, spatial data and metadata for all maps identified above. LiDAR and orthoimagery products must meet [Specifications for LiDAR for the Province of British Columbia](#)
- Optional: photos and/or media directly related to the funded project

Submission of Final Reports

All final reports are required to be submitted through UBCM's Program Information Management System. Instructions for using this system are available on the [UBCM website](#).

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 and deliverables will be reviewed by Emergency Management BC.

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