Community Emergency Preparedness Fund

Emergency Operations Centres & Training
2022 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, First Nations, and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

As of September 2021, the funding streams include:

- Evacuation Route Planning
- Emergency Support Services
- Emergency Operations Centres and Training

Background

An Emergency Operations Centre (EOC) is a physical location where representatives come together during an emergency to coordinate response and recovery actions and resources, support emergency response personnel in the field, and coordinate all official communications regarding the emergency.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their area.

In April 2017, Emergency Management BC entered into a 10-year service agreement with Indigenous Services Canada in order to be able to provide equivalent emergency management services to First Nations.

Emergency Operations Centres & Training Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises.

2. Eligible Applicants

All local governments (municipalities and regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3.   Grant Maximum

The Emergency Operations Centres & Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of $25,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Community Emergency Preparedness Fund.

4.   Eligible Projects

To be eligible for funding, applications must demonstrate the extent to which proposed projects will maintain or improve EOCs and/or enhance EOC capacity.

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

- A new project (retroactive funding is not available);
- Capable of completion by the applicant within one year from the date of grant approval;
- Be in alignment with the [Emergency Operations Centre Operational Guidelines](#).

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 7 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

5.   Requirements for Funding

As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19.

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

6.   Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved for funding, 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 are limited to:

- Purchase and installation of equipment and supplies to maintain or improve EOCs (e.g. information technology, communication systems, vests, generators, trailers, etc.);

- Training and exercises to increase EOC capacity;

- Establishing public emergency communications systems or programs.

Additional Eligible Costs & Activities

In addition to the activities identified above, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs

- Consultant 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 is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g. heating and lighting; security; software or service subscriptions or membership fees)

- Routine or ongoing planning costs or planning activities that are not incremental to the project

- Use of an EOC during an emergency

- Training offered and paid by the Provincial Emergency Management Training Program

- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities

- Purchase of vehicles

- Regular salaries and/or benefits of applicant staff or partners

- Project-related fees payable by the applicant(s) (e.g. permit inspection fee for installation of a generator)

- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts

- Costs related to developing or submitting the application package

7. Application Requirements & Process

Application Deadline

The application deadline is **February 25, 2022**. Applicants will be advised of the status of their applications within 90 days of the application deadline.

Required Application Contents

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form with all required attachments;

- Detailed budget that indicates the proposed expenditures from the Community Emergency Preparedness Fund and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified;

- Council, Board, Band Council, or Treaty First Nation resolution indicating support for the current proposed activities and willingness to provide overall grant management;

- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

Resolutions from partnering applicants must include the language above

Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, an Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Were not funded under previous intakes of the Emergency Operations Centres funding stream

- Clearly demonstrate how EOCs will be maintained or improved and/or demonstrate that EOC capacity will be enhanced

- Consider large scale Emergency Support Services scenarios

- Support recommendations or requirements identified in the local Emergency Plan

- Demonstrate transferability to other local governments and First Nations in BC

- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding

- Demonstrate cost-effectiveness

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.

The Evaluation Committee will consider the provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

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

8. 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 & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants are paid at the completion of the project and only when the final report 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.

Progress Payments

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date;
- Description of funds expended to date;
- Written rationale for receiving a progress payment.

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 UBCM will be required for any significant variation from the approved project.

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

- Amended application package, including updated, signed application form, updated budget, and an updated resolution;
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the CEPF Evaluation Committee.

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 the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by the CEPF Evaluation Committee. Extensions will not exceed one year from the date of the original final report deadline.

9.   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 with all required attachments;
- Detailed financial summary that indicates the actual expenditures from the Community Emergency Preparedness Fund and other sources (if applicable) and that aligns with the actual activities outlined in the final report form;
- Copies of any training or capacity building materials that were produced with grant funding;

- Optional: any photos or media related to the funded project.

Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

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

10. Additional Information

For enquiries about the application process or general questions regarding the program, please contact UBCM at cepf@ubcm.ca or (250) 387-4470.