Community Emergency Preparedness Fund
Emergency Support Services
2023 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 Union of BC Municipalities (UBCM).

As of May 2022, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres and training
- Emergency support services
- Extreme heat risk mapping, assessment, and planning
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

Background

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive short-term emergency support services. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services provided by other partners or agencies like first aid, child minding, pet care, and transportation.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing emergency support services. Under the 10 year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide emergency support services to their residents.

Emergency Support Services Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment.

The focus of the ESS funding stream for the 2023 intake continues to be support of the modernization of local ESS programs in order to move toward digital registration and reporting through the Evacuee Registration & Assistance (ERA) Tool. Additionally, the intake will focus on promoting knowledge sharing, enhancing mutual aid, and for applicants to act as host communities.

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 Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of $30,000.00.

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 qualify 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 [Emergency Support Services](#) policies and 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 of supplies and equipment in support of modernization (i.e. computers, printers, and mobile devices)

- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment, portable generators, trailers for the purpose of transportation, storage and mobile ESS operations)

- Training and exercises for ESS responders to increase capacity for the provision of emergency support services. For all virtual courses/training, eligible costs include: course fee (if any), required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses/training, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems)

- ESS responder recruitment and retention activities, including awards and small gifts for ESS responders, directly related to the provision of emergency support services

- Personal protective equipment for ESS responders (PPE for members of the public is not eligible)

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

- Incremental applicant staff and administration costs

- Consultant costs

- Public information costs

- Honoraria for equity-denied populations or service organizations that support equity-denied populations

- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.

- Translation costs and the development of culturally appropriate ESS materials

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, cooling 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

- Delivery of emergency support services during an emergency

- Activities intended to increase the capacity of third party organizations to deliver emergency support services on behalf of the approved applicant

- Training offered through the EMBC 2022/2023 ESS Training program, through JIBC

- 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 to the eligible applicant(s) (e.g. permit fees, etc.)

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

- Emergency preparedness marketing campaigns

- Costs related to developing or submitting the application package

7. Application Requirements & Process

Application Deadline

The application deadline is **January 27, 2023**. Applicants will be advised of the status of their application 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
- Local government Council or Board resolution, Band Council resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- 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 by e-mail: cepf@ubcm.ca.

Review of Applications

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

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

- Support the modernization of local ESS programs in order to move toward electronic registration and reporting through the Evacuee Registration & Assistance (ERA) Tool
- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency support services in their community and act as a host community will be increased
- Demonstrate transferability and knowledge sharing with other local governments and First Nations in BC
- Include partnerships and enhance mutual aid
- Support recommendations or requirements identified in the local Emergency Plan
- 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
- Were not funded under previous intakes of the Emergency Support Services funding stream

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 and
> First Nations' Emergency Services Society

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 approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

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

- Amended application package, including updated, signed application form, required attachments, and an updated Council, Board, Band Council, or Treaty First Nation resolution;
- For regional projects only, evidence of support from partnering applicants for proposed amendments will be required; and
- Written rationale for proposed changes to activities and/or expenditures.

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 UBCM. 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 requirement 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

- 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 applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: cepf@ubcm.ca.

> All final report materials will be shared with the Province of BC and
> First Nations' Emergency Services Society

10. Additional Information

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