**Community Emergency Preparedness Fund**

**Disaster Risk Reduction – Climate Adaptation**

**2022/23 Application Form**

**Updated October 2022**

Funding permitting, two application deadlines are scheduled for 2022/2023: September 30, 2022 and February 24, 2023. Applicants will be advised of the status of their application within 90 days of the application deadline.

Please complete and return the application form in advance of the deadline**.** All questions must be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

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| **SECTION 1: Applicant Information** | **AP** \_\_\_\_\_\_\_\_\_\_\_\_\_*(for administrative use only)* |
| Name of Local Government or First Nation: | Date of Application: |
| Contact Person\*: | Position: |
| Phone: | E-mail: |

\* *Contact person must be an authorized representative of the applicant.*

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| **SECTION 2: For Regional Projects Only** |
| 1. **Identification of Partnering Applicants.** For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the *Program & Application Guide* for eligibility. |
| 1. **Rationale for Regional Projects.** Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request. |

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| **SECTION 3: Project Summary** |
| 1. **Name of the Project:** |
| 1. **Type of Project.** Please identify each component you are applying for:   Category 1: Foundational activities (risk mapping, risk assessments, planning)  Category 2: Non-structural activities (non-physical such as land use planning, community education, purchase of eligible equipment)  Category 3: Small scale structural activities (refer to Appendix 1 in Program Guide) |
| 1. **Project Summary.** Please provide a summary of your project in 150 words or less. |
| 1. **Project Cost & Grant Request:**   Total project cost: $0.00  Category 1: $0.00  Category 2: $0.00  Category 3: $0.00  **Total project funding request:** $0.00  Have you applied for or received funding for this project from other sources (e.g., Adaptation, Resilience Disaster Mitigation Program - Green Infrastructure, Natural Infrastructure Fund – Small Projects)? If yes, please provide details below. |

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| **SECTION 4: Category 1: Detailed Project Information**  *Only complete this section if you are applying for a project under Category 1: Foundational Activities (risk mapping, risk assessments, planning)*  *If this project includes flood mapping, confirm that you have contacted EMBC in advance of submitting the application and provide the date and contact person:*  We have contacted EMBC: |
| 1. **Project Area.**     * + - 1. Describe the proposed project area(s) (location, size, total number of people benefiting from this project, land use, etc.).   *Map(s) indicating the location of the proposed project must be included with this application* *along with GPS coordinates*    b. Does the proposed project(s) build on other recent projects in your region? If yes, please explain. If referencing reports, please include the relevant page number(s). |
| 1. **Proposed Activities.** 2. What specific activities will be undertaken as part of the proposed project? Please refer to Section 6 of the Program & Application Guide for eligibility and note that activities must align with the required workplan and budget. |
| 1. **Rationale.** What is the rationale and evidence for undertaking this project? This may include evidence of how the local natural hazard and/or climate risk is being assessed; threat levels (e.g., as identified in completed risk assessments), projected climate risks and/or recent history (e.g., evacuation order, disaster financial assistance).     *Copies or extracts of the available evidence is required to be submitted with the application.* |
| 1. **Engagement & Collaboration**    * + - 1. In addition to Section 2 (if applicable), describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to disaster risk reduction-climate adaptation.      * + - * 1. Describe how the proposed project will include engagement with First Nations, local governments and other with impacted and affected parties (e.g., equity-denied populations, critical infrastructure owners).      * + - * 1. How will diverse populations, including equity-denied populations, be involved or benefit from this project (e.g., engagement considers non-English speaking populations, DRR-CA measures benefit equity-denied populations, opportunities for youth employment, etc.) |
| 1. **Proposed Deliverables & Outcomes** 2. What specific deliverables will result from this project?      1. Describe how the proposed project considers climate change in the project methodology and adapts to the impacts of climate change through the final deliverables.      1. How will the proposed project lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?      1. Will the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?      1. If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education? |
| 1. **Monitoring & Performance Measures.** Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.). |
| 1. **Qualified Professionals.** Disaster risk reduction-climate adaptation activities can require specialized technical knowledge and experience to provide meaningful results to your community. If applicable, please outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for this work and the criteria you will use to make the selection. |

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| **SECTION 5: Category 2: Detailed Project Information**  *Only complete this section if you are applying for a project under Category 2: Non-Structural Projects Non-structural activities (land use planning, community education, purchase of eligible equipment)* |
| 1. **Project Area.** 2. Describe the proposed project area(s) (location, size, total number of people benefiting from this project, land use, etc.).   *Map(s) indicating the location of the proposed project must be included with this application* *along with GPS coordinates*    b. Does the proposed project(s) build on other recent projects in your region? If yes, please explain. |
| 1. **Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Please refer to Section 6 of the Program & Application Guide for eligibility and note that activities must align with the required workplan and budget. |
| 1. **Rationale and Evidence of Completed Foundational Activities.** What is the rationale and evidence for undertaking this project? This may include evidence of how the local natural hazard and/or climate risk(s) is being assessed; threat levels (e.g., as identified in completed risk assessments), projected climate risks and/or recent history (e.g., evacuation order, disaster financial assistance).     Copies or extracts of the available evidence is required to be submitted with the application. Please indicate what documentation is being submitted. |
| 1. **Engagement & Collaboration**    * + - 1. In addition to Section 2 (if applicable), describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to disaster risk reduction-climate adaptation.      * + - * 1. Describe how the proposed project will include engagement with First Nations, local governments and other impacted and affected parties (e.g., equity-denied populations, critical infrastructure owners).      * + - * 1. How will diverse populations, including equity-denied populations, be involved or benefit from this project (e.g., engagement considers non-English speaking populations, DRR-CA measures benefit equity-denied populations, opportunities for youth employment, etc.) |
| 1. **Proposed Deliverables & Outcomes** 2. What specific deliverables will result from this project?      1. Describe how the proposed project considers climate change in the project methodology and adapts to the impacts of climate change through the final deliverables.      1. How will the proposed project lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?      1. Will the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?      1. If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education? |
| 1. **Monitoring & Performance Measures.** Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.). |
| 1. **Qualified Professionals.** Disaster risk reduction-climate adaptation activities can require specialized technical knowledge and experience to provide meaningful results to your community. If applicable, please outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for this work and the criteria you will use to make the selection. |

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| **SECTION 6: Category 3: Detailed Project Information**  *Only complete this section if you are applying for a project under Category 3: Small-Scale Structural Projects* |
| 1. **Project Area.** 2. Describe the proposed project area(s) (location, size, total number of people benefitting from this project, land use, etc.).   *Map(s) indicating the location of the proposed project must be included with this application* *along with GPS coordinates*     1. Does the proposed project(s) build on other recent projects in your region? If yes, please explain.      1. Are there previous emergency response costs that this project is designed to mitigate? |
| 1. **Proposed Activities.**     * + - 1. What specific activities will be undertaken as part of the proposed project? Include key activities and steps that will be taken to complete the project.     *Refer to Section 6 of the Program & Application Guide for eligibility, and note that activities should align with the required work plan and budget.*   * + - * 1. Describe how the proposed project considers climate change in the project methodology (e.g. design life) and adapts to the impacts of climate change through the final deliverables.      * + - * 1. Will the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?      * + - * 1. Have discussions taken place with applicable agencies to prepare for all required permits and regulatory approvals? Have the required approvals, authorizations and permits to complete the proposed project been applied for or received?      * + - * 1. How do you intend to ensure the project is completed to provincial and federal standards?      * + - * 1. List any potential implementation risks that may impact your ability to deliver on the project, and explain what mitigation measures are in place to address them (e.g., staff capacity, procurement, severe weather, permitting (DMA, WSA, DFO), in-stream works fishery window, Land Right of Way requirements, etc.).      * + - * 1. How will the project be developed and constructed to ensure that project risk is not increased, or transferred, to any parties or to the environment (e.g. transfer of flood risk downstream, destruction of fish habitat, introduction of pollutants to the environment, etc.). |
| 1. **Rationale and Evidence of Completed Foundational Activities.**     * + - 1. What is the rationale and evidence for undertaking this project? This may include completed risk maps, assessments or plans, environmental impact analysis, design drawings or details, record of engagement with First Nations, asset management plan (including natural assets where applicable), projected climate risks, recent history (e.g., evacuation order, disaster financial assistance), and/or letters of support (from provincial ministries, etc.).     Copies or extracts of the available evidence is required to be submitted with the application. Please indicate what documentation is being submitted.     * + - * 1. Describe the options assessment (e.g., benefit cost analysis) and engagement process that was utilized to determine the proposed project:     *Copies or extracts of the available evidence is required to be submitted with the application. Please ensure the application clearly explains where to find supporting documentation (e.g., report page number)* |
| 1. **Engagement & Collaboration**    * + - 1. In addition to Section 2 (if applicable), describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to disaster risk reduction-climate adaptation.      * + - * 1. Describe how the proposed project will include engagement with First Nations, local governments, and other impacted and affected populations (e.g. equity-denied populations, critical infrastructure owners). |
| 1. **Asset Management.** Project sustainability and lifecycle costing are important considerations for structural mitigation projects. Many organizations have implemented asset management practices consistent with [Asset Management for Sustainable Service Delivery: A BC Framework.](http://www.ubcm.ca/assets/Funding~https:/www.assetmanagementbc.ca/framework/)   Outline any ongoing asset management / lifecycle maintenance considerations for the project, and how these will be addressed as part of your organization’s asset management framework (at a minimum please include details on ownership, lifetime, operation and maintenance and budgets). |
| 1. **Proposed Outcomes.** For each of the following, please describe the extent to which the proposed project will: 2. Prevent, eliminate or reduce the impacts of hazards through construction of disaster risk reduction-climate adaptation works.      1. Reduce disaster-related financial liabilities (e.g., history or likelihood of future Disaster Financial Assistance (DFA) claims). |
| 1. **Disaster Risk Reduction – Climate Adaptation Measures.** In the area of the proposed project, have policies been implemented that reduce disaster risk, or will be implemented as a result of this project (e.g., floodplain zoning bylaws or land use planning updates)? |
| 1. **Monitoring & Performance Measures.** Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.). |
| 1. **Qualified Professionals.** Small-scale structural disaster risk reduction-climate adaptation activities require specialized technical knowledge and experience to provide meaningful results to your community. Outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for this work and the criteria you will use to make the selection. |

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| **SECTION 7: Required Application Materials** |
| Only complete applications will be considered for funding.  The following separate attachments are required to be submitted as part of the application:  Local government Council or Board resolution, Band Council resolution, or First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.  Detailed work plan and budget for each category 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(s) indicating the location of the proposed project(s).  If applicable, copies of any relevant documents that support the rationale for this project must be included with this application. (e.g., Small-Scale Structural applications must be supported by risk assessments, options analysis, etc.).  If undertaking a flood risk assessment it is encouraged that proponents utilize the [Risk Assessment Information Templates (RAITs)](https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/dsstr-prvntn-mtgtn/ndmp/_fls/rait-en.pdf).  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. |

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| **SECTION 8: Signature** | |
| I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority’s jurisdiction (or appropriate approvals are in place). | |
| Name: | Title: |
| Signature:  *An electronic or original signature is required.* | Date: |

*\* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).*

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

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