

# Community Emergency Preparedness Fund

## Emergency Support Services Equipment and Training

### 2024 Program and Application Guide (Updated Nov 2023)

Application Deadline: January 26, 2024

#### 1. Introduction

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The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of BC, and is administered by Union of BC Municipalities (UBCM).

As of April 2023, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Extreme temperature 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

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

#### Background

**Emergency Support Services** (ESS) is a First Nations Government and Local Authority based provincial emergency response program designed to meet the basic needs of British Columbians impacted by disasters by providing short-term support in a compassionate manner. ESS is designed to provide support for disasters ranging from a single house fire to provincial level events involving large evacuations. These supports enable people to re-establish themselves as quickly as possible after an emergency or disaster.

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 Equipment and Training 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 2024 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

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

Eligible applicants can submit one application per funding stream intake. This includes applying as a partnering applicant in a regional application.

## 3. Grant Maximum

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The Emergency Support Services Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

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 CEPF.

## 4. Eligible Projects

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To qualify for funding, proposed activities must support eligible applicants to build local capacity to provide **emergency support services** through ESS volunteer/responder recruitment, retention and training, the purchase of ESS equipment, and be:

- A new or a subsequent phase of a project (retroactive funding is not available);
- Capable of completion by the applicant within one year from the date of grant approval;
- Where applicable, eligible for required approvals, authorizations, and permits; and,
- 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

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As part of both the development of the application package and the delivery of the approved project, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, approved projects must agree to the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance;
- 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; and,
- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

## 6. Eligible and Ineligible Costs and Activities

### Eligible Costs and 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.

Table 1 identifies activities that are eligible for funding. Other activities that support the intent of the program may be considered for funding. Eligible activities must be cost-effective.

<b>Table 1: Activities Eligible for Funding</b>
<p><b>1. Purchase of supplies and purchase and installation of equipment</b></p> <p><i>For the purpose of CEPF funding, if minor renovations of <b>group lodging</b> facilities or <b>reception centres</b> are proposed, the facilities must be located in a <b>First Nation owned building</b> or <b>publicly owned building</b> or an asset owned by the primary applicant or a sub-applicant.</i></p>
<ul style="list-style-type: none"> <li>• Purchase of supplies and equipment required to build ESS capacity, including:               <ul style="list-style-type: none"> <li>○ <b>Reception centre</b> kits and <b>group lodging</b> kits;</li> <li>○ Storage containers for supplies and equipment;</li> <li>○ Portable generators;</li> <li>○ Trailers for the purpose of transportation, storage, and mobile ESS operations;</li> <li>○ Personal protective equipment for ESS responders (PPE for members of the public is not eligible).</li> </ul> </li> <li>• Purchase of supplies and equipment required to support ESS modernization (e.g., computers, printers, and mobile devices); and,</li> <li>• Minor renovations (wiring, cabling, installation of shelving, etc.) in order to support installation of eligible equipment.</li> </ul>
<p><b>2. Training and exercises for ESS Responders</b></p> <p><i>Applicants are encouraged to identify qualified local providers for training. The following list includes the commonly used course names.</i></p> <p><i>For all virtual courses, eligible costs include: course/registration 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, eligible costs include: course/registration fee, required course materials, and travel (including accommodations and per diems).</i></p>

<ul style="list-style-type: none"> <li>• ESS Courses <ul style="list-style-type: none"> <li>○ EMRG-1600: Intro to ESS</li> <li>○ EMRG-1607: Level 1 ESS</li> <li>○ EMRG-1610: Intro to Reception Centres</li> <li>○ EMRG-1612: Intro to Group Lodging</li> <li>○ EMRG-1615: Registration and Referrals</li> <li>○ EMRG-1620: ERA for Responders</li> <li>○ EMRG-1622: ERA for Management</li> <li>○ EMRG-1681: ESS Director</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Management Courses <ul style="list-style-type: none"> <li>○ EMRG-1100: Intro to Emergency Management in Canada</li> <li>○ EMRG-1200: ICS Level 100</li> </ul> </li> <li>• Mental Health Courses <ul style="list-style-type: none"> <li>○ Psychological First Aid</li> <li>○ Psychological First Aid Train the Trainer</li> </ul> </li> <li>• <b>Updated November 2023</b> – Network of Emergency Support Services Teams conference (NESST)</li> </ul>
<ul style="list-style-type: none"> <li>• Exercises designed to increase the capacity of ESS (i.e. mock <b>reception centre</b> and/or <b>group lodging</b> activations, table-top exercises, mock registration of evacuees using the Evacuee Registration and Assistance Tool.)</li> </ul>	
<p><b>3. Volunteer Recruitment and Retention Activities</b></p>	
<ul style="list-style-type: none"> <li>• Purchasing awards and small gifts for ESS responders;</li> <li>• Hosting volunteer recognition events including venue rentals, food, and non-alcoholic beverages.</li> </ul>	

**Additional Eligible Costs and Activities**

The following expenditures are also eligible provided they relate directly to the eligible activities identified in Table 1:

- Incremental applicant staff and administration costs (e.g., creating a new position or adding new responsibilities to an existing position);
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., planning events) consultant rates are expected to be commensurate with the type of activity being undertaken;
- Identification/identification of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, etc.) and the community (e.g., equity-denied populations, Indigenous organizations, Indigenous Nations, local governments, pet-care organizations, organizations involved in a web of support network), etc.;
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates;
- Costs related to local cultural protocols (e.g., gifts, cultural ceremonies);
- Honoraria for equity-denied populations or service organizations that support equity-denied populations;
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials;
- Presentations to Band Council, Treaty First Nation government, local government Council or Board, or community organizations, etc.;
- Where applicable, costs related to required approvals, authorizations, and permits; and,

- Public information costs. Please note: public information costs (e.g., workshops, printed materials) need to align with the intent of the funding stream and provide benefit to the community at large.

### **Ineligible Costs and Activities**

Any activity that is not outlined in [Table 1](#) 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;
- Regular salaries and/or benefits of applicant staff or partners;
- Duplication of recently developed information, maps, imagery (e.g., LiDAR) provided the information remains accurate;
- Project-related fees payable to the applicant(s) (e.g., permit fee for installation of eligible equipment);
- Costs related to individual or household preparedness or **mitigation** work, including workshops and purchase of emergency supplies (e.g., first aid kits, evacuation supplies) for community members or households;
- Development of curriculum for Kindergarten to Grade 12 education;
- Major capital improvements or major renovations to existing facilities, and/or construction of new, permanent facilities;
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols);
- 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 through EMCR sponsored courses;
- Purchase of vehicles; and,
- Emergency preparedness marketing campaigns.

## **7. Application Requirements and Process**

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UBCM is in the process of implementing an online application tool.  
Information on this tool will be available later in 2023.

### **Application Deadline**

The application deadline is **January 26, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

### **Required Application Contents**

EMCR and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

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

- Completed Application Form with all required attachments;

- Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- Detailed budget that indicates the proposed expenditures from CEPF 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;
- For regional projects only: Band Council resolution, Treaty First Nation resolution, or local government Council or Board 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 this language.

### 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](mailto:cepf@ubcm.ca).

### Review of Applications

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

As required, the Evaluation Committee will assess and score all eligible applications. 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.

Higher application review scores will be given to projects that:

- Align with the intent of the Emergency Support Services Equipment and Training funding stream:
  - Support the modernization of local ESS programs in order to move toward electronic registration and reporting through the Evacuee Registration and 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 evidence of engagement with First Nations and/or Indigenous organizations in advance of submitting the application and as part of the proposed project (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports or processes; including First Nation engagement costs in the budget; completion of Indigenous **Cultural Safety** and Cultural Humility Training);
- Effectively engage with neighbouring jurisdictions, and other impacted or affected parties (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority;
- Contribute to a comprehensive, cooperative, and regional approach; and,
- Are cost-effective.

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

UBCM may share all applications with the Province of BC  
and the First Nations' Emergency Services Society.

## 8. Grant Management and Applicant Responsibilities

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

Approved applicants are 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 and 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. The Approval Agreement 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 the [Interim Report Form](#). The form will require the following information:

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

### Changes to Approved Projects (Amendment Requests)

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 the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated, signed Application Form, required attachments, and an updated Band Council resolution, Treaty First Nation resolution, or local government Council or Board 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.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original Final Report deadline.

## 9. Final Report Requirements and Process

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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.

EMCR and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

### Final Reports

Applicants are required to submit an electronic copy of the completed Final Report, including the following:

- Completed Final Report Form with all requirement attachments;
- Detailed financial summary that indicates the actual expenditures from CEPF 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 of funded activities and/or completed projects; and,
- Links to media related to the funded project.

### Submission of Reports

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

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

### Review of Final Reports

UBCM will review Final Reports to ensure the required report contents have been submitted.

UBCM may share all report materials with the Province of BC and the First Nations' Emergency Services Society
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## 10. Additional Information

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Union of BC Municipalities

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

Phone: 604-270-8226 ext. 220



## Appendix 1: Definitions

Please refer to [CEPF Definitions](#) for defined terms used throughout the Community Emergency Preparedness Fund program and application materials.

The following definitions apply to the Emergency Support Services Equipment and Training funding stream.

**Cultural Safety:** Indigenous cultural safety is the process of making spaces, services, and organizations safer and more equitable for Indigenous people by considering current and historical colonial impact and seeking to eliminate structural racism and discrimination. ([BC Centre for Disease Control](#))

**Emergency Operations Centres:** Designated facility established by an organization or jurisdiction to coordinate the overall organizational or jurisdictional response and support to an emergency response ([Emergency Support Services Program Guide](#)).

For the purpose of CEPF funding, EOCs must be located in a **First Nation owned building** or **publicly owned building** or an asset owned by the primary applicant or a sub-applicant.

**Emergency Support Services:** Services provided on a short-term basis to evacuees in emergency situations ([Emergency Support Services Program Guide](#)).

**First Nations land:** First Nation reserve land, land owned by a Treaty First Nation (as defined by the *Interpretation Act*), land under the authority of an Indigenous National Government, or other land owned by a First Nation or Treaty First Nation.

**First Nations owned buildings:** Buildings owned by a Treaty First Nation (as defined by the *Interpretation Act*) or buildings owned by a First Nation band.

**Group Lodging:** Congregate care facility for the lodging and feeding of evacuees ([Emergency Support Services Program Guide](#)).

For the purpose of CEPF funding, if minor renovations of group lodging facilities are proposed, the group lodging must be located in a **First Nation owned building** or **publicly owned building** or an asset owned by the primary applicant or a sub-applicant.

**Hazard:** A process, phenomenon, or human activity that may cause loss of life, injury, or other health impacts, property damage, social and economic disruption, or environmental degradation ([Sendai Framework for Disaster Risk Reduction](#)).

**Mitigation:** the lessening or minimizing of the adverse impacts of a hazard (modified from [Sendai Framework for Disaster Risk Reduction](#)).

**Publicly owned buildings:** Buildings owned by a local government or public institution (such as health authority or school district).

**Publicly owned land:** Provincial Crown land, land owned by a local government, or land owned by a public institution (such as a health authority or school district).

**Publicly, provincially, and First Nations owned Critical Infrastructure:** Assets owned by the Provincial government, local government, public institution (such as health authority or school district), First Nation, or Treaty First Nation that are either:

- Identified in a Local Authority Emergency Plan;
- Essential to the health, safety, security, or economic wellbeing of the community and the effective functioning of society.

**Reception Centre:** A safe gathering place where evacuees can register, are interviewed to determine their immediate emergency needs, and are referred to suppliers for assistance ([Emergency Support Services Program Guide](#)).

For the purpose of CEPF funding, if minor renovations of reception centre facilities are proposed, the reception centre must be located in a **First Nation owned building** or **publicly owned building** or an asset owned by the primary applicant or a sub-applicant.