

## Community Emergency Preparedness Fund

# Public Notification and Evacuation Route Planning 2024 Program and Application Guide (Updated March,2024)

Applications will be accepted January 1, 2024 to April 26, 2024 using new [LGPS Online Application Tool](#)

## 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

Efficient and safe evacuation routes are needed for the movement of people, livestock, animals, and personal property from an area of imminent or actual threat to an area of safety. Successful and detailed planning is the key to effectively executed evacuations when an event occurs that requires these actions.

Public notifications and emergency alerts are used to deliver critical, life-saving information to the public during emergencies, including those that require evacuation. Each community in BC has a public notification system that is unique to the area. Public Notification Plans are a crucial part of planning for emergencies.

In the spring of 2024, Natural Resources Canada will be launching the Canadian Earthquake Early Warning Programme (CEEWP), designed to enhance early detection and warning in areas of moderate to high earthquake hazard and concentration of population and infrastructure. EEW is the rapid detection of earthquakes, real-time estimation of the shaking hazard, and notification of expected shaking. EEW alerts can provide seconds to tens-of-seconds of notice before strong shaking starts, which can help reduce injuries, deaths and property losses. Due to the unique nature of EEW alerts, communities may need to revise their Public Notification Plans to reflect alerts that will be automated and only provide tens of seconds of warning.



As outlined in the [Evacuation Operational Guide for First Nations and Local Authorities in BC \(2022\)](#), notification of an evacuation in a timely and effective manner is one of the most important things a First Nation or Local Authority must do during an emergency event. Local Authorities are required under the *Local Authority Emergency Management Regulation* to “establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster.”

## **Public Notification and Evacuation Route Planning Funding Stream**

The intent of this funding stream is to support eligible applicants to develop Evacuation Route Plans and/or Public Notification Plans that provide information for First Nations, local governments, and community members in the event of an emergency.

This may include development of a new or updated Evacuation Route Plan and/or new or updated Public Notification Plan. New or updated plans can be combined, stand-alone, and/or embedded in other local emergency management documents. Please note that the overall development or routine update of a local emergency plan is not eligible for funding.

For both Evacuation Route Plans and Public Notification Plans, it is expected that plans will be exercised.

## **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 sub-applicant in a regional application.

## **3. Grant Maximum**

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The Public Notification and Evacuation Route Planning 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 CEPF.

## **4. Eligible Projects**

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To qualify for funding, projects must result in the development of a new or updated Evacuation Route Plan and/or Public Notification Plan.

Table 1 identifies the recommended content and eligibility requirements for both plans.

### **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 sub-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.

**Table 1: Recommended Content and Eligibility Requirements**

	Evacuation Route Plans	Public Notification Plans
Recommended Content	<ul style="list-style-type: none"> <li>• Identification and capacity of available routes Methods of evacuation (e.g., personal and commercial vehicles, boats, helicopters, etc.)</li> <li>• Modes of transportation (rail, water, air, and road) including active transportation (e.g., walking, biking, etc.)</li> <li>• Anticipated speed of progression of local <b>hazards</b> (i.e. wildfire, tsunami, flood, etc.)</li> <li>• Availability of early warning systems or other emergency notification tools</li> <li>• Other factors that impact the functionality of evacuation routes</li> </ul>	<ul style="list-style-type: none"> <li>• Strategies, plans, policies, and/or processes for public notification and emergency alerting during emergencies, including for requesting a BC Emergency Alert.</li> <li>• Public notification and emergency alerting templates (e.g., draft language, templated BC Emergency Alerting instructions, or web / social media content)</li> <li>• Web and social media plans, practices, and capacities to support public notification and emergency alerting</li> <li>• Identification of available notification and emergency alerting methods and their expected effectiveness</li> <li>• Timeliness of notification and emergency alerting dissemination and templates, tools, processes, and procedures to maximize rapid information sharing including through BC Emergency Alerting</li> <li>• Notification and emergency alerting message wording for community understanding and action</li> </ul> <p><b><u>Updated March 2024</u></b></p> <ul style="list-style-type: none"> <li>• Updating Public Notification Plans to include CEEWP</li> </ul>
Provincial Standards	<ul style="list-style-type: none"> <li>• Be in alignment with <a href="#">Evacuation Operational Guide for First Nations and Local Authorities in BC (2022)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Be in alignment with <a href="#">public alerting systems in BC</a></li> </ul>
New Project Timeline	<ul style="list-style-type: none"> <li>• Be a new project (retroactive funding is not available)</li> <li>• Be capable of completion by the applicant within one year from the date of grant approval</li> </ul>	

## 5. Requirements for Funding

As part of both the development of the application package and the delivery of the approved project, local governments are encouraged to 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:

- Approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify, and distribute, any and all of the spatial data products acquired/produced using CEPF funding;
- Approved applicants will work with EMCR and GeoBC to support integration of Value-Added Products, derived products and methodology into the Provincial Data Repository and Web Mapping Platforms. This will include transferring knowledge to replicate the solutions created on proprietary mapping platforms managed by the applicants. EMCR may work with applicants to ensure an integrated and collaborative approach is taken to collect, capture, analyze, visualize, and manage data and information based on consistent standards and data models to be used by all applicants;
- Please note that the two statements above do not apply to any product, data, or information which may include Indigenous knowledge. EMCR and GeoBC respect the First Nations principles of Ownership, Control, Access and Possession (OCAP)®;
- 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;
- 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

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### 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.

Eligible activities must result in the completion of a new or updated Evacuation Route Plan and/or new or updated Public Notification Plan, be cost-effective, and are limited to:

- Development of a new or updated Evacuation Route Plan and/or new or updated Public Notification Plan;
- Collaborative planning work with neighbouring jurisdictions;
- Preparation of maps, spatial data, and metadata (where applicable must meet [Specifications for LiDAR for the Province of British Columbia](#) and if applicable the [Specifications for the Production of Digital Elevation Models for the Province of British Columbia](#));
- Travel and meeting expenses such as mileage and catering associated with planning, training, knowledge transfer, or exercising eligible activities;
- Amendments to relevant local plans, bylaws, or policies that are specific to evacuation route and/or public notification planning (e.g., Official Community Plan, land use plans, engineering and public works bylaws or policies).

### Additional Eligible Costs and Activities

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

- 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/incorporation 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) 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 above or is not directly connected to activities approved in the application is ineligible 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, or 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, including the purchase of emergency supplies (e.g., first aid kits, evacuation supplies);
- Workshops for community members and households;
- Development of curriculum for Kindergarten to Grade 12 education;
- Major capital or infrastructure improvements (including road design and construction) 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);
- Emergency preparedness marketing campaigns;
- Purchase of public notification systems;
- Development or amendment of plans, maps, or other materials intended for local emergency

- response, including routine updating of the local emergency plan;
- Costs associated with an actual evacuation and/or public notification event.

## 7. Application Requirements and Process

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The new [LGPS Online Application Tool](#) is now available. Refer to [Appendix 2](#) for full information.

### Application Deadline and Process

The application deadline is **April 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 complete the Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet 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. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#);
- For regional projects only: Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution, from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.

### Submission of Applications

Applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet and required attachments: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information on the new process and the information that will be required to be submitted during each step.

Worksheets and required attachments should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials 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 all 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.



Following this, all eligible applications will be assessed and scored as part of a technical review process. 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:

- Demonstrate evidence of local **hazards** (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard, Risk, and Vulnerability Analysis, Community Wildfire Resiliency Plan, and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued);
- Align with the recommended content for Evacuation Route and/or Public Notification planning as outlined in [Table 1](#);
- 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 organizations, agricultural sector, critical infrastructure owners, pet-care organizations) 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;
- Consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route Plan and/or Public Notification Plan;
- Consider large scale **Emergency Support Services** scenarios;
- Support recommendations or requirements identified in the local Emergency Plan;
- 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  
First Nations' Emergency Services Society.

## **Grant Management and 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 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, 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 the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date;
- Description of funds expended to date (applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#)); and,
- Written rationale for receiving a progress payment.

## Post Grant Approval Meeting

All approved applicants are encouraged to meet with the Ministry of Emergency Management and Climate Readiness and/or First Nations' Emergency Services Society or designate, to discuss the project prior to commencing work.

## 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, Application Worksheet, detailed budget (applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#)), 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 sub-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.

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.

## 8. 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 required 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. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#);
- Electronic copy of the completed Evacuation Route Plan and/or Public Notification Plan;
- Full size PDF maps (of all maps included in the completed plan);
- Spatial data and metadata for all maps identified above. LiDAR and orthoimagery products must meet [Specifications for LiDAR for the Province of British Columbia](#);
- Photos of funded activities and/or completed projects; and,
- Links to media related to the funded project.

## Submission of Final 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. Following this, all complete Final Reports and deliverables will be reviewed by EMCR.

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

## 9. Additional Information

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Union of BC Municipalities  
525 Government Street  
Victoria, BC V8V 0A8

Email: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Phone: (604) 270-8226 ext. 220

## Appendix 1: Definitions

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

**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](#)).

## **Appendix 2: LGPS Online Application Tool**

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As outlined in [Section 7](#) above, applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet and required attachments: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

### **STEP ONE: LGPS Online Application Form**

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The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu)
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps
3. Primary and secondary contact person: name, position, phone, email
4. For regional projects only: name of sub-applicant(s) and rationale for regional project
5. Project title
6. Proposed start date
7. Proposed end date
8. Total project budget
9. Total grant request
10. Other funding amount and source
11. Project summary
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream
13. Certification that information is complete and accurate

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

### **STEP TWO: Application Worksheet and Required Attachments**

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#### Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Name of Primary Applicant (First Nation or local government)
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted)
3. Proposed Activities: description of the proposed specific activities that will be undertaken.

4. Evidence and Rationale. What is the rationale and evidence for undertaking this project? This may include evidence of local hazards (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard, Risk, and Vulnerability Analysis, Community Wildfire Resiliency Plan, and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued).
5. Alignment with Recommended Content. Refer to [Table 1](#) in the *Program and Application Guide* and describe the extent to which the content identified in the guide will be included in the proposed project.
6. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.
  - a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?
  - b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?
  - c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.
7. Engagement with Neighbouring Jurisdictions and Affected Parties. In addition to identifying regional sub-applicants, if applicable, identify any neighbours and/or partners (e.g., equity-denied populations, agricultural sector, critical infrastructure owners, pet-care organizations) you will engage with 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.
8. Climate Change. Describe how the proposed project will consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route plan and/or Public Notification plan.
9. Large Scale ESS Planning. Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios.
10. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.
11. Comprehensive, cooperative, regional approach and benefits. Describe how your project will contribute to a comprehensive, cooperative, and regional approach to Public Notification and/or Evacuation Route Planning. What regional benefits will result from this project?
12. Additional Information: Any other information you think may help support your submission.

### Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Detailed budget that indicates the proposed expenditures from 2024 Public Notification and Evacuation Route Planning funding and other sources (if applicable) and that 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. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).
- Council, Board, Local Trust Committee, Band Council, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.

- For regional projects: Council, Board, Local Trust Committee, Band Council, or Treaty First Nation resolution from each sub-applicant that clearly states approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub- applicants must include this language.

**Documents should be submitted as Word, Excel, or PDF files.**

**Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,  
Union of BC Municipalities by e-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)**

**Please note “2024-PNERP” in the subject line.**