

## Community Emergency Preparedness Fund

# Emergency Operations Centres Equipment and Training

## 2024 Program and Application Guide (updated December 2023)

Applications will be accepted January 1 to February 23, 2024 using new [LGPS Online Application Tool](#)

### 1. Introduction

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The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding streams 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 the 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

An **Emergency Operations Centre (EOC)** is a designated facility established by an organization or jurisdiction to coordinate the overall organizational or jurisdictional response and support to an emergency response

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their area. In April 2017, the Ministry of Emergency Management and Climate Readiness (EMCR) entered into a 10-year service agreement with Indigenous Services Canada in order to be able to provide equivalent emergency management services to First Nations.

### Emergency Operations Centres Equipment and Training Funding Stream

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

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.

## 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 **Emergency Operations Centres** 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 through the purchase of equipment and supplies required to maintain or improve an **EOC** and to enhance **EOC** capacity through training and exercises.

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

- A new or 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 the [Emergency Operations Centre Operational Guidelines](#).

### Regional Projects

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

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each 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.

## 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 applicants 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.

Table 1: Activities Eligible for Funding	
<b>1. Purchase of supplies and purchase and installation of equipment</b> <i>For the purpose of CEPF funding, <b>EOCs</b> must be located in a <b>First Nation owned building or publicly owned building</b> or an asset owned by the primary applicant or a sub-applicant.</i>	
<ul style="list-style-type: none"> <li>• Purchase of supplies required to maintain or improve <b>EOCs</b> (e.g., vests and Section materials, furniture, 72-hour supply of food and water for staff, trailers for the purpose of transportation, storage and mobile EOCs);</li> <li>• Purchase and installation of equipment required to maintain or improve EOCs (e.g., information technology, communication systems, generators, wall monitors);</li> <li>• Minor renovations (e.g., wiring, cabling, installation of shelving) in order to support installation of eligible equipment.</li> </ul>	
<b>2. Training and exercises</b> <i>Applicants are encouraged to identify qualified local providers for training. The following list includes the commonly used course names.</i> <i>For all virtual courses, 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, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems).</i>	
<ul style="list-style-type: none"> <li>• EOC Courses               <ul style="list-style-type: none"> <li>○ EMRG-1300: Introduction to EOCs</li> <li>○ EMRG-1320: EOC Essentials</li> <li>○ EMRG-1330: EOC Operations</li> <li>○ EMRG-1331: EOC Planning</li> <li>○ EMRG-1332: EOC Logistics</li> <li>○ EMRG-1333: EOC Finances</li> <li>○ EMRG-1334: Information Officer</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Introductory 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> <li>○ EMRG-1133: Radio Communications Station Management</li> <li>○ EMRG-1136: Community Evacuations</li> </ul> </li> </ul>

- Exercises that support increasing **EOC** capacity including tabletop workshops and mock emergency events (e.g., tabletop walkthroughs of **EOC** roles and responsibilities, mock earthquake/fire/flood emergencies to practice activating an **EOC** and directing emergency response).

### 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/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), and the community (e.g., equity-denied populations, Indigenous organizations, Indigenous Nations, local governments, and emergency response organizations);
- 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, 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 or **mitigation** work (only for use in **First Nation owned buildings** and **publicly owned buildings**);
- Costs related to individual or household preparedness, including the purchase of emergency supplies (e.g., first aid kits, evacuation supplies, air conditioning units);

- Workshops 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);
- Use of an **EOC** during an emergency;
- Training provided and paid by the Provincial Emergency Management Training Program;
- Purchase of vehicles; and,
- Emergency preparedness marketing campaigns.

## 7. Application Requirements and Process

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The new <a href="#">LGPS Online Application Tool</a> is now available. Refer to <a href="#">Appendix 2</a> for full information.
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### Application Deadline

The application deadline is **February 23, 2024**. Applicants will be advised of the status of their applications 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 LGPS 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: 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 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 Operations Centres Equipment and Training funding stream to increase **EOC** capacity;
- 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 (equity-denied populations, organizations that participate in the **EOC** program) 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 to EOCs; 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 application with the Province of BC and the First Nations' Emergency Services Society

## 8. Grant Management and Applicant Responsibilities

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 (applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#); 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:

- An 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, 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.

The [Interim Report Form](#) will be required to be submitted for all extensions request 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 complete 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](#);
- 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 directly 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 e-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

### Review of Final Reports

UBCM will review all 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

## 10. Additional Information

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For enquiries about the application process or general enquiries about the program, please contact:

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

E-mail: [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 Emergency Operations Centres 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 (EOC):** 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.

**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.

**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).

## Appendix 2: LGPS Online Application Tool

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As outlined in Section 7, 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: 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

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 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 information: 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 and end date.
7. Total project budget.
8. Total grant request.
9. Other funding amount and source.
10. Project summary.
11. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
12. Certification that the 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

#### Application Worksheet

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

1. Primary Applicant full name (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:
  - a) Purchase of equipment and supplies, equipment installation
  - b) Training and exercises

4. Alignment with funding stream: description of how activities will align with the intent of the funding stream (build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises).
5. Engagement with First Nations and/or Indigenous Organizations:
  - 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.
6. Engagement with Neighbouring Jurisdictions and Affected Parties: description of any neighbours and/or partners (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project.
7. Comprehensive, cooperative, regional approach and benefits: description of how your project will contribute to a comprehensive, cooperative, and regional approach to EOC and any regional benefits.
8. 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:

- 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 Worksheet. 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.

**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-EOC” in the subject line.**