



**J**oint  
**E**mergency  
**P**reparedness  
**P**rogram

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**Guidelines**

**Revised August 2003**

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## **1.0 Introduction**

These guidelines describe the management and administration of the Joint Emergency Preparedness Program (JEPP) within the Province of British Columbia. They have been written to aid applicants who are seeking assistance in funding emergency preparedness projects within their respective jurisdictions.

Failure to comply with the terms and conditions contained in these guidelines may result in the rejection of applications or forfeiture of previously approved JEPP funding.

## **1.1 Background**

JEPP was introduced by the federal government as a cost-sharing arrangement with the provinces and territories to encourage them to undertake emergency preparedness projects that support national objectives and priorities. It is not a grant program.

## **1.2 Eligibility**

JEPP is open to provincial government ministries, incorporated municipalities, regional districts that are authorized as local authorities, and First Nations. For the purpose of these guidelines, eligible agencies (as above) will be referred to as local governments.

To be eligible, local governments, excluding First Nations, must have an emergency by-law in place and an operational emergency plan. First Nations must have a Band Council Resolution that supports implementation of an emergency plan. However, those that have a corresponding emergency by-law or resolution in place, but do not have an emergency plan, are eligible to submit a JEPP application for development of an emergency plan only.

### **1.3 Management**

- (1) JEPP is managed at the federal level by the Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP) and at the provincial level by the Provincial Emergency Program (PEP).
- (2) PEP is the sole agency within B.C. authorized to process JEPP applications and claims, and enter into negotiations with the federal government concerning JEPP.
- (3) Local governments must apply to the provincial government, through PEP, for JEPP cost-share funding.
- (4) When local governments submit applications (as per criteria laid out in the Provincial JEPP Guidelines), all applications are reviewed by PEP's Federal/Provincial Programs Area and the Provincial JEPP Committee.
- (5) When the Provincial JEPP Committee recommends JEPP cost-share funding for local government proposals, a federal government JEPP application is completed by PEP and forwarded to OCIPEP Ottawa, along with detailed information supplied by the local government, for funding consideration. Upon federal approval, the project then becomes a provincial/federal cost-share agreement, which means the provincial government is then responsible to the local government for the federal government's percentage of funding.
- (6) Upon completion of the approved project, the local government must submit a claim to PEP, substantiating the total cost of the project and the amount being claimed, based on the approved percentage or maximum project costs.
- (7) On federal approval of the claim, the provincial government forwards a provincial treasury board cheque, in the amount claimed, to the applicant.

### **1.3 Management (Cont'd)**

- (8) Each year the federal government reimburses the province for provincial funds paid for local government JEPP projects.

### **1.4 Funding**

- (1) The federal government allocates funds to OCIEP annually on a fiscal year (FY) basis for JEPP projects in the provinces and territories (FY - April 1 to March 31). Expenses for projects approved in the fiscal year must have been incurred by the local government within that same fiscal year.
- (2) Projects are cost-shared with the federal government and must be accounted for in disbursements (dollars).
- (3) Other than the funds committed to administer the program at a provincial level, there is no provincial funding allocated to JEPP.
- (4) There is no set formula or ratio for the sharing of project costs. However, the federal contribution for local government's proposals generally will not exceed fifty per cent (50%) of the total.
- (5) Where it is perceived that a heavier share of responsibility for emergency preparedness rests with a particular level of government, the ratio may be adjusted accordingly. In such cases, proposals may be approved in a modified form that will affect the percentage cost-shared.
- (6) **JEPP funds will not be paid out in advance;** they will only be provided upon satisfactory completion of a project and proof of payment, limited only to approved expenses. If the JEPP cost-share funding exceeds \$50K, a project audit is required. (See Section 1.5)
- (7) JEPP funds must be directed to those projects that have the greatest emergency response cost-benefit.

## **1.4 Funding (Cont'd)**

- (8) JEPP is not a legislated program but is operated in accordance with federal Treasury Board-approved guidelines, and is, therefore, subject to cancellation at any time.

## **1.5 Audit Arrangements**

- (1) **Audits are required for all projects for which the JEPP cost-share funding exceeds \$50,000.**
- (2) Subject to availability of JEPP funds, audit fees are allowable project expenses provided those costs are an integral part of the total cost of the project and were specifically approved by OCIEP in the original project application.
- (3) When the requirement for audit is anticipated, the applicant should engage an independent auditor (normally this would be the agency's audit firm).
- (4) If the local government's audit firm requires functional guidance during the course of an audit, they may confer with the Executive Director, Internal Audit Branch, Ministry of Finance and Advisory Services (telephone (250) 387-8167 or facsimile (250) 356-2001).
- (5) Notwithstanding any of the above, **PEP and OCIEP must have the ability to compare what was purchased with what was initially approved**; in addition, all claims are subject to audit by provincial and federal auditors.
- (6) To facilitate audit arrangements, time records and books of accounts must be established and maintained for all expenses incurred, along with invoices, receipts and vouchers. Such accounts, records, invoices, receipts and vouchers may not be disposed of without the consent of the province.

## 2.0 Project Selection

### 2.1 Considerations

Factors taken into account in considering whether or not to approve a JEPP proposal include the following:

- The availability of federal JEPP funds.
- Acknowledgement that the applicant agrees to abide by the terms and conditions of JEPP and understands that failure to do so may result in forfeiture of approved funding.
- The degree to which the project is considered to enhance the overall national emergency response capability and contributes to a cooperative approach to emergency preparedness generally.
- The relative level of preparedness between competing jurisdictions.
- The equitable apportionment of JEPP funds amongst regions of the province.
- The public visibility to be given to the federal contribution.

**NOTE: Projects already under way or that have been completed will not be approved, nor will projects be provided funding (once project approval has been received) for any expenses that pre-date the project approval notification letter date.**

## 2.2 JEPP Projects

- (1) Priorities for JEPP projects are agreed to annually by the Executive Director of OCIEP and by provincial/territorial senior officials responsible for emergency preparedness.
- (2) Projects with project deliverables intended for provincial or nation-wide distribution that are in audio, print, or video formats must be produced, in equal quality – but not necessarily quantity – in both the French and English languages, and the translation cost must be factored into the cost of the JEPP application.

If your proposed project appears to require bilingual production, contact the Federal/Provincial Programs Office at (250) 952-4816 to discuss translation issues, **prior** to completing an application.

- (3) The following projects are eligible for JEPP funding and are listed in order of priority:
  - emergency plans – or updating emergency plans (once every 5 years),
  - training and education,
  - emergency exercises – to test emergency plans (once every 3 years),
  - telecommunications systems,
  - Emergency Operations Centres (EOCs) - equipping of fixed or mobile EOCs and **minor modifications** to buildings or rooms to accommodate fixed EOCs, and
  - specialized vehicles and equipment

## 2.3 Criteria and Allowable Project Expenses

- (1) **Emergency Plans – or updating emergency plans:** (See Section 2.4 for examples of non-allowable expenses)
  - Third-party consultant fees for research and production of the plan,



## 2.3 Criteria and Allowable Project Expenses (Cont'd)

- Fees for publication/printing and distribution of the plan.

**NOTE: *Funded revisions of an emergency plan for the same applicant is limited to once every five years.***

(2) **Training and education:** (See Section 2.4 for examples of non-allowable expenses)

- Fees and expenses that are directly related to the course such as:
  - travel, meals/refreshments (excluding alcoholic beverages and gratuities) and accommodations,
  - instructor/facilitator fees, training manuals, handouts, etc.
- Examples of training projects:
  - emergency site management,
  - EOC standard operating procedures,
  - EOC exercises,
  - communications training,
  - designing and conducting multi-agency, multi-casualty response exercises to test site management and coordination of emergency operations, etc.

## 2.3 Criteria and Allowable Project Expenses (Cont'd)

- (3) **Emergency exercises:** (See Section 2.4 for examples of non-allowable expenses)
- Consultant fees for production of the exercise,
  - Fees for printing/publication and distribution of exercise material,
  - Fees for public relations regarding the exercise,
  - Fees for training exercise controllers, coordinators, communicators, and other participants,
  - Fees for meals/refreshments during exercises and associated training (excluding alcoholic beverages and gratuities).

**NOTE: *Funded exercises for the same applicant are limited to once every three years.***

- (4) **Telecommunications systems:** (See Section 2.4 for examples of non-allowable expenses)
- Cost for setting up an integrated communications network in support of emergency response in **isolated areas** is considered a high priority.
  - The more integrated the network is, the higher its capability in support of emergency response.
  - The system must be compatible (linked) with other systems.
- (5) **Fixed Emergency Operations Centre (EOC):** (See Section 2.4 for examples of non-allowable expenses)
- Minor modifications to EOC buildings or rooms,
  - Installation of workstations, map boards, electronic print boards, data projectors (no more than one electronic print board and one data projector will be funded in a 5 year period),

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## Criteria and Allowable Project Expenses (Cont'd)

- Communications equipment and installation - installation of rooftop aerial mounts, etc.
- (6) **Specialized vehicles and equipment:** (See Section 2.4 for examples of non-allowable expenses)
- Up to \$40,000 JEPP cost-share for specialized vehicles:
    - emergency response vehicle,
    - mobile Emergency Operations Centre (EOC),
    - hazardous material (HAZMAT) emergency response vehicle,
  - Specialized equipment:
    - modifications to vehicles such as sanitation facilities, water, work stations, map boards, awnings, etc.,
    - communications equipment and installation of radios, aerial mounts, etc.,
    - base or mobile EOC facility or vehicle that is owned by the applying local government
    - HAZMAT equipment - protective clothing, foam pumps, spill retaining equipment, etc.,
    - Jaws-of-Life,
    - generator (includes installation) for backup electrical power **(capped at JEPP cost-share of \$10,000 per application)**,
    - satellite telephones **for remote areas only**, where justified, and on a case-by-case basis as approved by the provincial and federal JEPP committee,
    - pagers, in exceptional cases such as in **very remote** areas, and on a case-by-case basis as approved by the provincial and federal JEPP committee,
    - UHF or VHF commercial radios that have narrow band capability and are type-approved by Industry Canada,
    - emergency site lighting.

## **2.4 Non-Allowable Project Expenses**

Examples of non-allowable expenses are:

(1) **Salaries, benefits or honorariums**

- For “in-house” labour costs,
- For personnel fulfilling operational functions including emergency preparedness staff,
- For personnel undertaking training for activities considered to be the routine responsibility of first responder agencies (e.g, firefighting, law enforcement, ambulance and emergency program coordinators).

(2) **Consultant Fees**

- Fees for consultants where there is no demonstrated or known prior professional or vocational experience in the proposed field of work.

(3) **Fixed Emergency Operations Centre (EOC)**

- Major capital costs that are considered to be the responsibility of local governments (e.g., major construction projects, major extensions to buildings and other complex undertakings),
- EOC supplies which would be considered consumable items or non-specialized emergency equipment.

(4) **Administration and Operational**

- Office space, meeting room rentals, telephone monthly charges, postage and routine administrative procedures,
- Ongoing operating and maintenance costs,
- Office supplies.

(5) **Storage Units**

- Storage lockers for emergency supplies,
- Storage fuel tanks.

## **2.4 Non-Allowable Project Expenses (Cont'd)**

### **(6) Specialized vehicles and equipment**

- Fire fighting equipment or trucks,
- Any associated response equipment carried on a vehicle.

### **(7) Training and equipment-related costs**

- Training aids (i.e. flipcharts, overhead projectors),
- Consumable items (i.e. pens, pencils, paper),
- Facility/classroom rental,
- Training room furniture,
- Wages.

### **(8) Telecommunications Systems**

- Communications studies or plans,
- Citizen band (CB) radios or family radio service (FRS) devices,
- Satellite phones, other than those used in remote areas, and where justified, on a case-by-case basis as approved by the provincial and federal JEPP committee,
- Base or mobile (excluding hand-held) amateur band transceivers mounted in a privately-owned facility or vehicle,
- Pagers, other than very remote areas, and on a case-by-case basis as approved by the provincial and federal JEPP committee,
- Hand-held amateur (HAM) transceivers,
- Cellular phones,
- 911 emergency service systems,
- Public warning systems,
- Lap-top computers (notebooks).

### **(9) Miscellaneous**

- Equipment which is considered to be the routine responsibility of first responder agencies such as police, fire, and ambulance,
- Specific allowances for inflation,
- Cascade air-recharging systems,
- Property numbering systems,
- Fees incurred during the application process,

## **2.4 Non-Allowable Project Expenses (Cont'd)**

- Costs for goods where the invoice pre-dates project approval notification letters,
- Facility rentals (i.e., meeting/conference rooms, halls),
- Modifications to, or equipment for placement in, privately-owned vehicles or residences.
- Meal or travel expenses, other than those allowed for training and education; and emergency exercises. (See Sections 2.3 (2) and 2.3 (3)),
- Consumable items (i.e. office supplies).

### **3.0 Applications**

#### **3.1 Application Procedure**

- (1) Application forms are available from PEP regional offices and PEP headquarters, or through the PEP Web site at [www.pep.bc.ca](http://www.pep.bc.ca); click on the Funding Programs title and then click on the JEPP heading.
- (2) Multiple projects that are independent, and are largely unrelated to each other, i.e., could proceed should the other project not be approved. These projects must be submitted under separate applications.
- (3) PEP requires that applicants supply a second quote from a different consultant or contractor where it could be perceived that a conflict of interest may arise between the selected contractor and the local governments as a result of the purchase of services or goods.
- (4) Prior to submitting a JEPP application, particularly for items not specifically listed as eligible items, applicants should contact the Federal/Provincial Programs Office at PEP headquarters at (250) 952-4816, fax: (250) 952-4888 or their PEP Regional Manager.
- (5) All applications must be submitted on or before October 31 of each year to the PEP Regional Manager for review and onward transmission to the Federal/Provincial Programs Office at PEP headquarters.
- (6) Applications improperly completed or that do not conform to the criteria, as laid out in the provincial JEPP Guidelines will be returned to the applicant.
- (7) In November, applications received at PEP on or before October 31 are reviewed for compliance with the provincial JEPP Guidelines.

### **3.1 Application Procedure (Cont'd)**

- (8) In December, the Provincial JEPP Committee, consisting of three provincial government representatives (one being the Federal/Provincial Programs Coordinator) and one federal government representative from the Office of Critical Infrastructure Protection and Emergency Preparedness, reviews all applications to ensure each application meets JEPP criteria.
- (9) Upon recommendation for funding by the Provincial JEPP Committee, the Federal/Provincial Programs Office at PEP completes a federal application form for each proposal.
- (10) In January, federal JEPP applications with supporting documentation are forwarded to OCIEP Ottawa for funding consideration.
- (11) During February and March, OCIEP reviews all JEPP applications from the provinces and territories.
- (12) In April, OCIEP notifies each province and territory of those applications approved and the percentage that will be cost-shared for each project. The Federal/Provincial Programs Office will subsequently notify the applicants of OCIEP's decision and, if approved, of any conditions.
- (13) The applicant may proceed with a funded project only after they have received the written notice of project approval from PEP.



### 3.1 Application Procedure (Cont'd)

- (14) Project completion must be within the same fiscal year that the approval was given. Upon completion, applicants must obtain a JEPP Claim form, a Claim Calculation Worksheet and claim instructions from the Federal/Provincial Programs Office, or from the PEP Web site at [www.pep.bc.ca](http://www.pep.bc.ca); click on the Funding Programs title and then click on the JEPP heading.
- (15) The applicant completes the JEPP Claim form and Claim Calculation Worksheet and forwards them, **supported by paid invoices substantiated by proof of payment, such as a copy of corresponding general ledger entries, or a copy of the cancelled cheques**, to the Federal/ Provincial Programs Office on or before March 31.
- (16) On receipt of the claim, the Federal/Provincial Programs Office reviews all financial documentation. If correct and complete as per claim procedures, a federal claim form is completed and forwarded to OCIPEP
- (17) Upon approval of the claim by OCIPEP, the Federal/Provincial Programs Office is notified and initiates issuance of a provincial government cheque in the amount of the claim, and forwards the cheque to the applicant.

### 3.2 Instructions for Completing Application Forms

- (1) **All data requested on the application form must be provided.**
- (2) **Applicants must supply a second quote from a different consultant or contractor where it could be perceived that a conflict of interest may arise between the selected contractor and the local government as a result of the purchase of services or goods.**

## 3.2 Instructions for Completing Application Forms (Cont'd)

- (3) **Complete support documentation as listed under Section 3.3 must accompany the application form.**
- **Name and mailing address:** of agency making application. Agency means local governments.
  - **Contact information:** of the local emergency program coordinator and local government contact.
  - **Proposal title:** this should consist of a word or phrase that can be used to quickly identify or refer to the project.
  - **Description:** this section should describe goods/services needed and how emergency preparedness will be enhanced. If extra space is required, attach additional documentation.
  - **Resource allocation for fiscal year funding:** in this section insert funding requirements for the project.
    - Cost-shared ratios are usually 50/50 (50% JEPP/50% local government), but some exceptions apply when maximum dollar limits are capped for certain items. See Section 2.3 (6).
    - The local government cost-shared portion must be from only one local government applicant.
    - Certain projects may have bilingual requirements and the cost of translation must be factored into the proposal. See Section 2.2 (2).

### 3.2 Instructions for Completing Application Forms (Cont'd)

- **Signing authorities:** Application forms must bear the signature of appropriate signing authorities, e.g., in case of a municipality, the Head of Council and Duly Accredited Clerk, Treasurer or Accountant for that municipality; the same criterion applies to First Nations. Regional Districts require the signature of the Regional District Chair and Treasurer.
- **Audit arrangements:** (See Section 1.5).
- **Arrangements for federal recognition:** Public visibility should be given through press releases. Recognition should, whenever possible, be in such tangible form as acknowledgement in reports, documents, manuals and videotapes, or on decals or plaques fixed to equipment and vehicles, indicating that the project was funded with the assistance of the Government of Canada.
- In the spaces provided, provide the date of your last emergency plan revision and the most recent date the emergency plan was exercised.
- Provide the supporting documentation listed on the application's checklist.

(4) A sample application form is shown at Annex A.

### 3.3 Supporting Documentation

The following documentation must be attached to or included on the application form:

- **Project description:**
  - the purpose or objective of the project,
  - the local government's general level of emergency preparedness and how it will be enhanced by the project,
  - the population of the area,
  - the area of emergency responsibility in square kilometres (size), and

- a list of mutual aid agreements with neighbouring communities.

### 3.3 Supporting Documentation (Cont'd)

- **Project costs:**

- a completed Application Costing Worksheet (see sample shown at Annex B or visit the PEP Web site at [www.pep.bc.ca](http://www.pep.bc.ca); click on the Funding Programs title and then click on the JEPP heading to download a copy) that includes:
  - an itemized breakdown of all costs that shows net GST calculations (42.86% of total gross GST),
  - price quotes from the company proposing to supply the equipment, training, consulting etc.,
- the make, model and year of manufacture of equipment, accompanied by brochures, pictures or diagrams.

**NOTE:** It may be advantageous to request that suppliers provide a written assurance on their quote that pricing will remain in effect until the expected timeframe that the purchase will be made, which must be at least no earlier than the following spring when JEPP approvals are announced.

Information on costs must be provided in sufficient detail to allow those reviewing the application to form a clear picture of the total costs and whether or not they meet eligibility criteria. For convenience, costs may be grouped under headings such as personnel, equipment, training or administrative costs, etc.

### **3.4 Goods and Services Tax (GST)**

Applicants must declare to what extent their local government is eligible for GST tax credits (rebate) of tax paid on purchase of goods and services covered by the application. For example, local governments are entitled to claim 57.14% of all GST they pay through a rebate program administered by Revenue Canada. Therefore, only the 42.86% balance is eligible for JEPP cost-sharing and should be included in project costs. This must be factored into the Application Costing Worksheet, shown in Annex B. First Nations should not factor in GST costs if they are GST exempt.

## 4.0 Provincial Government Ministry Proposals

### 4.1 Ministry Information

The following information applies to provincial ministry JEPP proposals:

- Ministries must apply to the Provincial Emergency Program (PEP) for cost-shared funding.
- JEPP applications must be submitted on or before October 31 of each year.
- Audits are required for all projects for which the JEPP cost-share funding exceeds \$50,000 (See Section 1.5).
- For further information, contact the Provincial Federal/Provincial Programs Office at PEP headquarters at (250) 952-4816.
- Ministry JEPP applications are available on the PEP Web site at [www.pep.bc.ca](http://www.pep.bc.ca); click on the Funding Programs title and then click on the JEPP heading. A sample application form is shown at Annex C.

**NOTE: Projects already under way or that have been completed will not be approved, nor will projects be provided funding (once project approval has been received) for any expenses that pre-date the project approval notification letter date.**

## 5.0 Claims

### 5.1 General Information

- (1) Claims require a complete accounting of all costs.
- (2) All claims are subject to audit by provincial and federal auditors.
- (3) **Expenses that pre-date the project approval notification letter date are not eligible for reimbursement.**
- (4) Completed Claim Form, Claim Calculation Worksheet and supporting documentation must be forwarded directly to PEP headquarters, attention Federal/Provincial Programs Office, on or before March 31.

### 5.2 Date of Submission

JEPP funds are allocated on a fiscal year basis and unexpended funds lapse at the end of the fiscal year. It is important, therefore, that claims against projects accepted for a given fiscal year be submitted to PEP headquarters by March 31.

### 5.3 Instructions for Completing Claim Forms

- (1) Provide all data requested on the claim form:
  - **Agency:** the name of the local government submitting the JEPP claim.
  - **Project # and Title:** the project number and title should be those assigned when the project was initially approved.
  - **Approved Resource Allocation:** the total resource allocation approved, as per the original project approval notification letter.

### 5.3 Instructions for Completing Claim Forms (Cont'd)

- **Claims:** the total claimed cannot exceed the contributions approved for the project. Invoices paid earlier than the project approval notification letter or later than the March 31 following project approval are not eligible for cost sharing.
  - **Certification:** the claim must be signed by an approved auditor or designated financial official.
- (2) Complete all information and calculations requested on the Claim Calculation Worksheet as shown in Annex E.
  - (3) Enclose the following in your claim package:
    - A completed Claim Form
    - A completed Claim Calculation Worksheet
    - Original or copies of paid invoices, organized in the same order as they are listed on the Claim Calculation Worksheet.
    - Documentation to substantiate payment, such as a copy of corresponding general ledger entries or a copy of cancelled cheques.
    - Audits are required for all projects for which the JEPP cost-share funding exceeds \$50,000 (See Section 1.5).
  - (4) Goods and Services Tax (GST) – (See Section 3.4).
  - (5) Notwithstanding any of the above, **the federal government (OCIPEP) must have the ability to compare what was purchased with what was initially approved.**

**NOTE: Claim forms that are ineligible or improperly completed will be returned to the applicant.**



### **5.3 Instructions for Completing Claim Forms (Cont'd)**

A sample Claim form is included at Annex D and a sample Claim Calculation Worksheet is included at Annex E. Blank forms may be obtained on the PEP Web site, at [www.pep.bc.ca](http://www.pep.bc.ca); click on the Funding Programs and then click on the JEPP heading.

### **5.4 Feedback**

We welcome your feedback to help us improve the JEPP Guidelines. Please submit any comments or suggestion about revisions to the JEPP guide to the Federal/Provincial Programs Office at PEP headquarters at (250) 952-4816 or fax (250) 952-4888. They can also be emailed to [teresa.ferguson@gems3.gov.bc.ca](mailto:teresa.ferguson@gems3.gov.bc.ca).



**JOINT EMERGENCY PREPAREDNESS PROGRAM (JEPP)  
Local Government Authority/First Nations Application**

**NAME AND MAILING ADDRESS AND CONTACT INFORMATION OF AGENCY MAKING APPLICATION:**

**CONTACT PERSON:** \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**NAME OF EMERGENCY PROGRAM COORDINATOR:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**BRIEF PROPOSAL TITLE:** (Multiple projects that are independent and are largely unrelated to each other, i.e., could proceed should the other project be rejected or accepted, must be submitted under cover of a separate application)

**DESCRIBE GOODS/SERVICES NEEDED AND HOW EMERGENCY PREPAREDNESS WILL BE ENHANCED:**

**RESOURCE ALLOCATION FOR CURRENT FISCAL YEAR**

**FUNDING:** April 1, 20 \_\_\_\_ to March 31, 20 \_\_\_\_

**COMMITMENT RATIO**

JEPP \_\_\_\_ %

APPLICANT \_\_\_\_ %

**PROJECT COST (Less taxes)** \$

**PST** \$

**CLAIMABLE GST (42.86% OF GST TOTAL)** \$

**TOTAL CLAIMABLE PROJECT COST** \$

**Note: Annex B  
showing breakdown of  
project costs must be  
attached.**

JEPP COMMITMENT (generator applications  
not to exceed \$10,000, vehicles \$40,000) \$

%

MUNICIPAL COMMITMENT \$

%

REGIONAL DISTRICT COMMITMENT \$

%

FIRST NATIONS COMMITMENT \$

%

**WE, THE UNDERSIGNED, HAVE AUTHORITY TO MAKE A COMMITMENT ON BEHALF OF THE AGENCY IN WHOSE NAME THIS APPLICATION IS BEING MADE AND AGREE TO:**

- A.** Abide by the terms and conditions of JEPP and understand that failure to do so may result in the forfeiture of federal funding.
- B.** Commit funds to the total amount indicated and understand that the project must be completed prior to claiming the JEPP portion of approved funding, and that completed claims must be submitted no later than March 31 in the year following any such notification of project and funding cost-share approval.
- C.** Initiate and maintain separate accounting for all expenditures related to this project.
- D.** Immediately request that PEP cancel this application for funding if project purchases are made, or if expenses have been incurred, prior to receiving JEPP project approval from PEP.

**SIGNATURE OF ELECTED HEAD OF COUNCIL**

**SIGNATURE OF DULY ACCREDITED CLERK, TREASURER OR ACCOUNTANT**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**AUDIT ARRANGEMENTS:** (See JEPP Guidelines – Chapter 1, Section 1.5, for what must be included in this section)

**ARRANGEMENTS FOR FEDERAL RECOGNITION:** (See JEPP Guidelines – Chapter 3, Section 3.2, for what must be included in this section)

**PLEASE COMPLETE THE FOLLOWING:**

What is the date of your current emergency plan: \_\_\_\_\_

When did you last exercise your emergency plan: \_\_\_\_\_

What is the date of your emergency bylaw: \_\_\_\_\_

**Information on costs must be provided in sufficient detail to allow those reviewing the application to form a clear picture of the total costs and whether or not the project meets eligibility criteria.**

**YOU MUST ATTACH THE FOLLOWING SUPPORTING DOCUMENTATION TO YOUR APPLICATION:**

(See JEPP Guidelines – Chapter 3, Section 3.3)

Price quotes from the company supplying the equipment, training, consulting services, etc.

Additional price quotes (see JEPP Guidelines – Chapter 3, Section 3.1(3)).

A completed Application Costing Worksheet showing an itemized breakdown of costs – Annex B.

The make, model and year of manufacture of equipment, accompanied by brochures, pictures or diagrams.

**PLEASE EXPAND ON THE DESCRIPTION OF THE PROJECT REGARDING SUCH MATTERS AS THE FOLLOWING:**

Provide a description of the project's purpose or objective.

The area of emergency responsibility in square kilometres (size).

Describe the agency's general level of emergency preparedness and how it will be enhanced by the project.

The population of the area.

Mutual aid agreements with neighbouring communities.

**PEP USE ONLY**

BC JEPP COMMITTEE RECOMMENDATION YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE (JEPP COMMITTEE CHAIR) \_\_\_\_\_

**PEP Regional Manager's Comments:**

---

**Regional Manager's Name**

---

**Signature**

---

**Date**

**JOINT EMERGENCY PREPAREDNESS PROGRAM (JEPP)  
Application Costing Worksheet**

Proposal Title: \_\_\_\_\_

Name of Applying  
Local Government

Authority/Ministry/First Nation: \_\_\_\_\_

|                                 |                         | A                   | B                        | C                      | D<br>(A+B+C)      | E<br>(42.86% of C) | (A+B+E) |
|---------------------------------|-------------------------|---------------------|--------------------------|------------------------|-------------------|--------------------|---------|
| Name of Company Providing Quote | Product to be Purchased | Net Amount of Quote | 7.5% PST (if applicable) | 7% GST (if applicable) | Total Gross Quote | Net GST (42.86%)   | TOTAL   |
|                                 |                         | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               | \$ -    |
|                                 |                         | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               | \$ -    |
|                                 |                         | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               | \$ -    |
|                                 |                         | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               | \$ -    |
|                                 |                         | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               | \$ -    |
|                                 |                         | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               | \$ -    |
|                                 |                         | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               | \$ -    |
|                                 |                         | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               | \$ -    |
|                                 |                         | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               | \$ -    |
|                                 | <b>Subtotals:</b>       | \$ -                | \$ -                     | \$ -                   | \$ -              | \$ -               |         |

**Important Notes:**

1. Cost-shared ratios are usually 50% federal government and 50% local government, but some exceptions apply when maximum limits for certain goods are capped. See Section 2.3 (6) of the JEPP Guidelines. If the JEPP cost-share exceeds \$50,000, audit documentation is required. Insert applicable percentages.

2. Local governments are entitled to claim 57.14% of all GST through Revenue Canada's rebate program. Only the 42.86% balance of GST is eligible for JEPP cost-sharing. To calculate the 42.86% GST in column (E) you must take the 7% GST in column (C) and multiply it by 42.86%.

|                                  |   |      |
|----------------------------------|---|------|
| <b>Total Cost:</b>               |   | \$ - |
| <b>Local Gov't Share:</b>        | % | \$ - |
| <b>JEPP Federal Gov't Share:</b> | % | \$ - |



**JOINT EMERGENCY PREPAREDNESS PROGRAM (JEPP)  
Ministry Application**

**NAME AND MAILING ADDRESS OF MINISTRY MAKING APPLICATION:**

**NAME OF PROJECT COORDINATOR:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**BRIEF PROPOSAL TITLE:** (Multiple projects that are independent and are largely unrelated to each other, i.e., could proceed should the other project be rejected or accepted, must be submitted under cover of a separate application)

**DESCRIBE GOODS/SERVICES NEEDED AND HOW EMERGENCY PREPAREDNESS WILL BE ENHANCED:**

| TOTAL PROPOSED RESOURCE ALLOCATION<br>(CURRENT AND FUTURE YEARS)                                  |    | RATIO | PREVIOUS FY(S) FUNDING (IF APPLICABLE)<br>20 _____ |         |          |                    |
|---|----|-------|--|---------|----------|--------------------|
| FEDERAL COMMITMENT:   | \$ | %     | FEDERAL:   | \$ n/a  |          |                    |
| MINISTRY COMMITMENT:  | \$ | %     | MINISTRY:  | \$ n/a  |          |                    |
| TOTAL:  | \$ | %     | TOTAL:   | \$ n/a  |          |                    |
| RESOURCE ALLOCATION FOR CURRENT FISCAL<br>YEAR FUNDNG:<br>April 1, 20 _____ to March 31, 20 _____ |    | RATIO | FUTURE FY(S) PROPOSED FUNDING (IF APPLICABLE)      |         |          | FED/ PROV<br>RATIO |
|   |    |       | FISCAL YEAR  | FEDERAL | MINISTRY |                    |
| FEDERAL COMMITMENT:   | \$ | %     | 20 _____   | \$ n/a  | \$ n/a   | / %                |
| MINISTRY COMMITMENT:  | \$ | %     | 20 _____   | \$ n/a  | \$ n/a   | / %                |
| TOTAL:  | \$ | %     | 20 _____   | \$ n/a  | \$ n/a   | / %                |

**WE, THE UNDERSIGNED, HAVE AUTHORITY TO MAKE A COMMITMENT ON BEHALF OF THE AGENCY IN WHOSE NAME THIS APPLICATION IS BEING MADE AND AGREE TO:**

- A. Abide by the terms and conditions of JEPP and understand that failure to do so may result in the forfeiture of federal funding.
- B. Commit funds to the total amount indicated and understand that the project must be completed prior to claiming the JEPP portion of approved funding, and that completed claims must be submitted no later than March 31 in the year following any such notification of project and funding cost-share approval.
- C. Initiate and maintain separate accounting for all expenditures related to this project.
- D. Immediately request that PEP cancel this application for funding if project purchases are made, or if expenses have been incurred, prior to receiving JEPP project approval from PEP.

| SIGNATURE OF SPENDING AUTHORITY | SIGNATURE OF PROJECT COORDINATOR |
|---------------------------------|----------------------------------|
| Signature _____                 | Signature _____                  |
| Name _____                      | Name _____                       |
| Title _____                     | Title _____                      |
| Date _____                      | Date _____                       |

**AUDIT ARRANGEMENTS:** (See JEPP Guidelines – Chapter 1, Section 1.5, for what must be included in this section)

**ARRANGEMENTS FOR FEDERAL RECOGNITION:** (See JEPP Guidelines – Chapter 3, Section 3.2, for what must be included in this section)

**SUPPORTING DOCUMENTATION:** (See JEPP Guidelines – Chapter 3, Section 3.3)

**MUST BE ATTACHED TO THIS APPLICATION**

**PEP USE ONLY**

PROVINCIAL JEPP OFFICER RECOMMENDATION \_\_\_\_\_ YES \_\_\_\_\_ NO

COMMENTS:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BC JEPP COMMITTEE RECOMMENDATION \_\_\_\_\_ YES \_\_\_\_\_ NO

COMMENTS:

SIGNATURE (JEPP COMMITTEE CHAIR) \_\_\_\_\_



**JOINT EMERGENCY PREPAREDNESS PROGRAM (JEPP)  
Claim Form**

ANNEX D



|  |                       |
|--|-----------------------|
| <b>Name of Claiming Local Government Authority/Ministry/First Nation:</b>  |                       |
| <b>Project #: BC</b>   | <b>Project Title:</b> |
| <b>Project Approved for the Fiscal Year April 1, 20____ to March 31, 20____</b>  |                       |
| <b>Claimed Amount:</b> \$ <input style="width:150px;" type="text"/>  |                       |
| (Amount being claimed must not exceed the federal commitment outlined in the project approval letter)  |                       |
| <b>Supporting Documentation</b><br>Ensure the following information is attached to your claim request:   |                       |
| <ol style="list-style-type: none"> <li>1. A <b>completed claim calculation worksheet</b> (available on the PEP Web site (<a href="http://www.pep.bc.ca">www.pep.bc.ca</a>) click on the Funding Programs title; then click on the JEPP heading,(or see the sample at Annex E);</li> <li>2. <b>Invoices</b>, marked paid, covering the total cost of the project; and</li> <li>3. <b>Proof of payment</b> and date paid (i.e., cancelled cheques, general ledger account);</li> <li>4. <b>Proof of Auditor's signature is required</b> for all projects where the JEPP share exceeds \$50,000.</li> </ol> |                       |
| <b>I Certify:</b>  |                       |
| <ol style="list-style-type: none"> <li>1. That the expenditures claimed are supported in the accounts of _____ and are supported by proper documentation;<br/>(Name of Claiming Local Government Authority/Ministry/First Nation)</li> <li>2. That no portion of said expenditures has been included in any previous claim; and</li> <li>3. That all applicable and known credits or refunds have been taken into account and the director of the Provincial Emergency Program will be promptly notified on any further credits or refunds received.</li> </ol>  |                       |
| <b>Claim Certified By Local Government Authority/Ministry/First Nation's:</b>  |                       |
| Auditor or Designated Financial Officer: <b>(Print Name and Title)</b> _____   |                       |
| Signature: _____ Date: _____   |                       |
| Phone: ( ) _____ Fax: ( ) _____ Email: _____   |                       |

Provincial Emergency Program  
PO Box 9201 Stn Prov Govt, Victoria BC V8W 9J1  
Website: [www.pep.bc.ca](http://www.pep.bc.ca)  
Phone: (250) 952-4816 Fax: (250) 952-4888



**JOINT EMERGENCY PREPAREDNESS PROGRAM (JEPP)  
Claim Calculation Worksheet**

**Project Number:** BC  
**Local Government** \_\_\_\_\_  
**Authority/Ministry/First** \_\_\_\_\_  
**Nation:** \_\_\_\_\_  
**Project Title:** \_\_\_\_\_

|                   |                            |                   | A                        | B                            | C                         | D<br>(A+B+C)           | E<br>(42.86% of C)  | (A+B+E) |
|-------------------|----------------------------|-------------------|--------------------------|------------------------------|---------------------------|------------------------|---------------------|---------|
| Supplier          | Invoice Date<br>(yy-mm-dd) | Product Purchased | Net Amount<br>of Invoice | 7.5 % PST<br>(if applicable) | 7% GST<br>(if applicable) | Total Gross<br>Invoice | Net GST<br>(42.86%) | TOTAL   |
|                   |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                | \$ -    |
|                   |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                | \$ -    |
|                   |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                | \$ -    |
|                   |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                | \$ -    |
|                   |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                | \$ -    |
|                   |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                | \$ -    |
|                   |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                | \$ -    |
|                   |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                | \$ -    |
|                   |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                | \$ -    |
| <b>Subtotals:</b> |                            |                   | \$ -                     | \$ -                         | \$ -                      | \$ -                   | \$ -                |         |

**Important Notes:**

1. Cost-shared ratios are usually 50% federal government and 50% local government, but some exceptions apply when maximum limits for certain goods are capped. See section 2.3(6) of the JEPP Guidelines. If JEPP cost-share exceeds \$50,000, audit documentation is required. Insert applicable cost-share percentages as outlined in your

2. Local governments are entitled to claim 57.14% of all GST through Revenue Canada's rebate program. Only the 42.86% balance of GST is eligible for JEPP cost-sharing. To calculate the 42.86% GST in column (E) you must take the 7% GST in column (C) and multiply it by 42.86%.

3. Claimed amount (H) equals the total federal government share of the claimed amount (F); or, the maximum approved funding (G), whichever is the lesser amount.

|   |   |          |
|---|---|----------|
| <b>Total Cost:</b>  |   | \$ -     |
| <b>Local Gov't Share:</b>   | % | \$ -     |
| <b>JEPP Federal Gov't Share:</b>  | % | \$ - (F) |
| <b>Maximum Approved Funding:</b><br>(as outlined in your approval letter) |   | (G)      |
| <b>Claimed Amount:</b><br>(not to exceed federal commitment)              |   | (H)      |

ANNEX E