

# **FNESS Community Capacity—Emergency Management (CCEM) Program Guide**

## **1. Introduction**

The First Nations' Emergency Services Society (FNESS) has received one-time only funds from the Province of BC to provide broad-based emergency management (EM) capacity-building for First Nations in BC. This funding is divided into two categories:

**Category 1:** This category is intended to be flexible to improve capacity in emergency preparedness, response, disaster risk reduction, or recovery planning. It can also be used for a variety of equipment, supplies or training (especially for “unmet needs” or funding that is limited or challenging to obtain). See Appendix 1 for examples (not a full list) of eligible costs.

**Category 2:** This category is intended to fund a “staffed position” in emergency management such as an Emergency Program Coordinator (aka Community Safety Officer) and applicants are strongly encouraged to develop and implement an “Emergency Program” and strive to align this with other planning processes (see below for more details). It is recognized that some First Nations may not have a fully funded (Full-Time Equivalent) Emergency Program Coordinator (or Community Safety Officer) position and this funding can help create a full-time position.

### **Important notes:**

- i.** Applicants must schedule a brief meeting with a member of the FNESS Preparedness and Response (PR) Team to discuss eligible costs BEFORE submitting an application. This is, in part, to identify readily available emergency management funding (e.g., Non-Structural Mitigation Program, Community Resiliency Investment Fund) that exists for various things. FNESS recognizes that some existing funding may be limited though.
- ii.** A strong focus of this funding is to try to fund “unmet needs” in disaster risk reduction or whole-of-community approaches to emergency management that are not readily or easily covered by existing funding (e.g., if existing funding is limited or challenging to get or if it’s non-existent).

For organizations that already have a “regional” focused Emergency Program Coordinator (EPC) that serves several Indigenous communities an application may be submitted pending engagement with an PR Team member and if there is a significant need (e.g., large geographical area, many communities without existing EPCs or emergency management programs in place) for an additional EPC position (funded by Category 2).

## **2. Eligible Applicants**

All First Nations (Bands, Treaty First Nations, and Indigenous National Governments with authority for lands and resources) in BC are eligible to apply.

### 3. Grant Maximum

The CCEM Program can contribute 100% of the costs of eligible activities for either a Category 1 “OR” a Category 2 project to a maximum of:

Category 1: \$30,000

Category 2: \$80,0000

**Note:** applicants can only apply for either Category 1 or Category 2—not both. First Nations may partner together, with one serving as a Primary Applicant to administer a Multiple Applicant Project. In this case, the maximum funding above would be calculated by the number of eligible applicants. Furthermore, a Multiple Applicant Project requires a resolution or letter of support from each of the participating First Nations. For regional applications it is expected that they will demonstrate cost-efficiencies in the total grant request.

### 4. Requirements for Funding

To qualify for funding, applicants must demonstrate their level of engagement with a FNESS Preparedness and Response Specialist (from the Preparedness and Response Team) prior to submitting an application. Part of this engagement is to confirm that the activities and costs of the application are not readily funded by other existing funding programs.

### 5. Eligible Projects

To qualify for funding, all projects must be:

- Retroactive funding is not eligible. Eligible costs can only be incurred from the date of application approval and until the final report is submitted.
- Capable of completion by the applicant no later than December 31, 2024 from the date of grant approval.

### 6. Multi-Applicant Project

It is recognized that some of the eligible activities and costs are not that readily funded within the maximum amount for “one” funding application. Funding requests from two or more applicants may be submitted as a collaborative project. In this case, the maximum funding available would be based upon the number of eligible applicants included in the application.

As mentioned above, a Multi-Applicant Project requires that one applicant be designated the Primary Applicants responsible for submitting the application. Each partnering applicant is required to submit a resolution or letter that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

### 7. Application Deadline

This is one-time only funding and will have a continuous intake until such time that the funds are fully allocated and no longer available.

**IMPORTANT NOTE: Successful applicants will have until December 31, 2024 to fully spend the funds.**

## **8. Required Application Documents**

A completed CCEMP Application Form must be used to submit an application. FNESS Preparedness and Response Specialists are available to review this and assist in filling out the application.

- A. Application Form must also include a budget for either Category 1 or Category 2 including any supporting documentation (e.g., quotes) as needed.
- B. Regional or Multi-Party Applicants—for each Indigenous community partner, please provide a letter of support from either Chief Councilor (or Chief and Council designate) or Administrator that clearly indicates approval for the applicant to apply for, receive and manage the grant funding on their behalf. Regional applications must clearly outline the primary applicant who will carry out overall management of the grant activities.

## **9. Submission of Applications**

All applications must be submitted in MS Word or PDF format. Applications should be submitted to [ccemp@fness.bc.ca](mailto:ccemp@fness.bc.ca)

## **10. Review of Applications:**

As outlined above, applications MUST be reviewed by a FNESS Preparedness and Response Specialist prior to being submitted. Each application will undergo an initial screening and then be forwarded to an Evaluation Committee for review and a final decision. Note that the first batch of applicants will be reviewed on February 10, 2023 and the second batch of applicants reviewed on March 10, 2023 (with follow up batch reviews scheduled as needed after that).

The Evaluation Committee will take into consideration several factors such as the following (these are examples not an exhaustive list):

- Remoteness factor of the Indigenous community.
- Availability of 911 services (fire, ambulance, police, etc.).
- Hazards and risks the community is experiencing (including recent major emergencies or disasters).
- Demonstrated collaboration or partnerships (especially regional applications).
- Unmet needs where either funding is limited or does not exist or is challenging to obtain (to demonstrate strong rationale for funding).
- Geographical fairness (i.e., funding spread fairly evenly throughout regions and province).
- Emergency Management Program Capacity—some communities have very limited or no capacity to develop and maintain an overall emergency program.
- If the proposed activity or focus builds upon previous emergency management plans or other work (e.g., Official Community Plans, First Nations Infrastructure Plans, Community Wildfire Protection Plans, After Action Reviews).
- Application forms that include a detailed workplan with clear milestones and project timelines (e.g., posting and recruiting for an Emergency Program Coordinator).

## **11. Grant Management and Reporting Requirements**

Applicants are responsible for management of activities of the grant and submitting a simple 2-3 page report electronically along with financial reporting-especially documentation that verifies equipment or materials purchased, Emergency Program Coordinator hired, etc.

## **12. 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 FNESS.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to FNESS, and the eligible remainder when the project is complete and FNESS has received and approved the required final reporting.

## **13. Progress Payments**

Grants under the Community Capacity—Emergency Management Program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

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

## **14. Changes to Approved Projects**

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. Approval from the FNESS Evaluation Committee will be required for any variation from the approved project. To propose changes to an approved project, applicants are required to submit a 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.

## **15. Program Enquiries**

For enquiries about the application process or general enquiries about the program, please email [ccemp@fness.bc.ca](mailto:ccemp@fness.bc.ca)

## Appendix A: Eligible Activities and Costs

**Note: these are examples only and other activities/costs can be discussed with a FNESS Preparedness and Response Specialist. If there are any “UNMET” emergency management needs that have limited or no funding available, please discuss with the PR Specialist whether it is suitable for this program.**

- Emergency Preparedness/Public Safety Education or Awareness Raising in community (including earthquake- or tsunami drills, preparedness days, workshops, etc.).
- Updating or creating an All-Hazards Emergency or Recovery Plans. Funding can also be used to update existing emergency plans for water- or wastewater systems, etc.
- Developing and delivering a Table-Top Exercise (especially with emergency management partners).
- Alignment and/or amendment of existing plans to incorporate emergency management/disaster risk reduction principles and practices (Comprehensive Community Plans, Land Use Plans and bylaws, First Nations Infrastructure Investment Funds, treaty planning or implementation, Occupational Health and Safety, etc.).
- Decision Support tools training to support Emergency Management planning, response, recovery mitigation and preparedness. This includes using spatial tools for data collection, sharing, integrating, analysis, mapping and reporting to support community Emergency Management business needs.
- Emergency Accommodation Supplies (e.g., cots, blankets, hygiene kits).
- Sea containers or enclosed cargo trailers (e.g., storing EOC equipment/supplies, emergency food, accommodation supplies).
- Office trailer (e.g., EOC office).
- Emergency Food Supplies (it is recommended that this be food with a 20-25 year shelf life).
- Spill Response Training and Program Support (land-based—e.g., spill response kit, cargo enclosed trailer).
- Hazard and Risk Mapping; collecting and assembling of information for creation of or modernization of hazard maps or in relation to climate risks. This includes but is not limited to:
  - Identifying areas of high capability and suitability for medicinal and traditional food supply or carbon credit initiatives.
  - Lidar flights for data collection and processing to identify geohazard risks to communities and critical infrastructure as well as providing information to support prescription development for fuel treatments and cultural burning to mitigate risk to communities and resource values.

## Appendix A: Eligible Activities and Costs (cont'd.):

- Relationship building (e.g., Municipal Type Service Agreements, Mutual Aid Agreements).
- Emergency Medical Transportation (the funding likely cannot cover full costs but can go towards a vehicle, specialized SUV and/or program costs for emergency medical transportation).
- First Responder Training and Program Costs.
- Fire Brigade training or costs (e.g., firebox training and deployment).
- Developing an Emergency Operation Centre Manual tailored to community
- Emergency Preparedness Kits (e.g., family- or individual-based 72-hr kit).
- Drone purchases and training.
- Youth Engagement and Mentoring in Emergency Management.
- Cross-cultural learning events with key partners in the emergency management arena (e.g., providing Indigenous cultural safety and humility training to emergency management personnel or neighbouring local governments).
- Attending emergency management conferences (provincial locations preferred).
- Retrofit a building for emergency generator back up (e.g., gymnasium, health centre, band office, youth centre). This funding may not cover all costs unless it was part of a Multiple Applicant Project.
- Community Generator (purchase, electrical upgrades, site preparation, installation and professional advice on location, size and power requirements). This funding may not cover all costs unless it was part of a Multiple Applicant Project.
- Critical Infrastructure Inventory.
- First aid kits, evacuation supplies and emergency preparedness kits for community members.
- Attend emergency management or community/public safety conferences (e.g, applied to travel, registration, etc.).
- Amend or develop maps primarily intended for emergency management (preparedness, mitigation, response and recovery).