

# Community Emergency Preparedness Fund

## Disaster Risk Reduction – Climate Adaptation

### 2023/24 Program and Application Guide (Updated March 2024)

Applications will be accepted from January 1 to March 28, 2024 using new [LGPS Online Application Tool](#)

#### 1. Introduction

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 temperatures 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

Many communities across the province have experienced serious economic loss, social disruption, and damage to important infrastructure from **natural hazards** and climate-related disasters. Investing in **disaster risk reduction** and enhancing the **resilience** of communities will help reduce these impacts in the future.

**Natural hazards** can include earthquakes, tsunamis, floods, drought, heatwaves, debris flows, and landslides. Some **hazards** are slow in their onset (e.g., changes in temperature and precipitation leading to ecosystem impacts), while others happen more suddenly (e.g., earthquakes, floods, heat waves). Climate change increases the likelihood of weather-driven **natural hazards** occurring (e.g., debris flows, drought, wildfire), the severity of disasters, and the occurrence of cascading events.

#### Disaster Risk Reduction – Climate Adaptation (DRR-CA) Funding Stream

The intent of the DRR-CA funding stream is to support eligible applicants to reduce **disaster risks** from **natural hazards** and climate-related events. Funding is divided into three categories:

- [Category 1](#): Foundational activities (risk mapping, risk assessments, planning)
- [Category 2](#): Non-structural activities (land use planning, community education, purchase of eligible equipment)
- [Category 3](#): Small scale structural activities

Foundational activities support community **resilience** by providing data, building partnerships, and supporting long-term **disaster risk reduction-climate adaptation** planning. Knowledge that is up-to-date and accessible will help guide land use and development decisions of communities and helps to identify areas of high risk, and areas in need of non-structural or structural projects, including enhanced education and awareness, strategic relocation, and nature-based solutions.

For support integrating climate change into your community's application, contact [EMCR's Disaster Mitigation and Adaptation Branch](#).

## 2. Eligible Applicants

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

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

## 3. Grant Maximum

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The DRR-CA funding stream can contribute 100% of the cost of eligible activities to a maximum of:

- [Category 1](#) (Foundational Activities): \$150,000 per applicant
- [Category 2](#) (Non-Structural Activities): \$150,000 per applicant
- [Category 3](#) (Small Scale Structural Activities): \$5 million

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

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 reduce **disaster risks** from **natural hazards** and climate-related events and are required to be:

- A new or a subsequent phase of a DRR-CA related project (retroactive funding is not available);
- Capable of completion by the applicant within two years from the date of grant approval;
- For either:
  - **First Nations land, Provincial Crown Land or publicly owned land;**
  - **First Nations owned buildings or publicly owned buildings;** and/or,
  - **Publicly, provincially and First Nations owned Critical Infrastructure.** Note, for [Category 3](#) projects, the asset or infrastructure must be owned by the primary applicant or a sub-applicant.

Updated August 2023 - Category 1 projects may include mapping, assessment and/or planning for **private land** only with the land owners' consent

- Demonstrative 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). 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](#);

- Neighbouring jurisdictions and other impacted or affected parties (e.g., equity organizations, agricultural sector, critical infrastructure owners) as appropriate to the project.
- Updated November 2023 - Evidence-based, including, where applicable, Indigenous knowledge. [The United Nations Words into Action: Using Traditional and Indigenous Knowledges for Disaster Risk Reduction guide](#) provides more information about how to use Traditional Knowledge to reduce, prepare for, and respond to disasters;
- Where applicable, eligible for required approvals, authorizations, and permits;
- Developed and constructed to ensure that project risk is not increased, or transferred, to any parties or to the environment (e.g., transfer of flood risk downstream, destruction of fish habitat, introduction of pollutants to the environment; and,
- Able to demonstrate that climate change is integrated into project methodology and deliverables to adapt to the impacts of climate change. While a range of scenarios are recommended, at a minimum the use of emissions scenarios RCP 8.5 or SSP5\_8.5 is required. Small scale structural projects should use scenarios (or equivalent amount of global warming) appropriate for the design life. Refer to [Appendix 3](#) for examples of climate information sources.
- Updated August 2023 - For projects located on **Provincial Crown Land**, able to demonstrate support from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) at the time of application submission.

## Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. For [Category 1](#) and [Category 2](#), the maximum funding available would be based on the number of eligible applicants included in the application. For [Category 3](#), the maximum funding is \$5 million regardless of the number of projects or partnering applicants.

It is expected that regional projects will demonstrate cost-efficiencies in the total grant request. Regional approaches to DRR-CA are strongly encouraged where appropriate. Approved projects in neighbouring geographic regions may be asked to coordinate to ensure risks to both communities are adequately addressed.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

## 5. Requirements for Funding

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As part of the approval agreement, approved applicants 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 reports, spatial data products and images acquired/produced using CEPF funding;
- Approved applicants may need to 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 may 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, information or image 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;
- Develop project deliverables (input data, final maps, digital deliverables, and technical reports) that, where applicable, meet all existing federal and provincial guidelines and adhere to any relevant EGBC Professional Practice Guidelines. Refer to [Appendix 3](#) for examples of applicable standards and guidelines; 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*. Refer to [Appendix 3](#) for examples of applicable standards and guidelines.

## 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.

### Category 1: Foundational Activities

In addition to the eligibility and funding requirements for all proposed activities identified in [Section 4](#) and [Section 5](#), all Category 1 projects must demonstrate that a new/updated body of knowledge related to one or more **natural hazards** and/or climate risks is developed or revised.

#### Risk Mapping

Risk mapping allows a community to determine its vulnerabilities more accurately in relation to **natural hazards** and climate risks. Eligible activities include the development and/or modernization of maps (e.g., tsunami, flood, extreme temperatures) as well as maps focused on better understanding community assets and/or vulnerabilities.

For example, flood risk maps (i.e., inundation, **hazard**, risk) identify the boundaries of a potential flood event and show the likely effects of floods on human health, economic activity, the environment, and cultural values and heritage.

Prior to submitting a proposal for flood risk mapping please contact [EMBCDisasterMitigation@gov.bc.ca](mailto:EMBCDisasterMitigation@gov.bc.ca).  
At this time, seismic microzonation mapping is currently not an eligible activity.  
For more information, please contact [Seismic@gov.bc.ca](mailto:Seismic@gov.bc.ca).

## Risk and Resilience Assessments

Risk and **resilience** assessments identify the social, economic, and environmental impacts that events will have on the community, including identifying **natural hazards**, climate-related risks, cascading or compounding events, community and infrastructure vulnerabilities, risk tolerance or risk threshold, and the overall risk profile for a community.

Eligible activities include development of risk and/or **resilience** assessments for one or more **natural hazards** and/or climate related risks.

## Planning (Updated October 2023)

DRR-CA plans must address **natural hazards** and climate-related risks through the prioritizing of options and development of recommendations to reduce current and/or potential impacts. This can include identifying broad **disaster risk reduction** and **climate adaptation** goals, objectives, and strategies to meet those goals, and key planning activities including developing options (e.g., structural and non-structural) as well as preliminary cost estimates for these options.

Eligible activities include:

- Completion of a DRR-CA plan or a multi-**natural hazard**/climate risk **resilience** plan, including extreme temperature or drought plans;
- Assessment of the community's adaptive capacity;
- Preliminary planning and design activities related to the development of proposed structural and non-structural projects, including preliminary planning and design activities related to temporary mitigation equipment; and,
- Benefit-cost analysis to assess the future risk reduction options under consideration and comparing the potential benefits to its costs. It is recommended that a comparison between structural (green or grey infrastructure) and non-structural (bylaws, strategic relocation, temporary mitigation equipment) is included, where possible.

## **Category 2: Non-Structural Projects**

Applicants may apply for Category 2 projects that are dependent on the outcomes of [Category 1](#) activities provided that the project workplan clearly demonstrates that the Category 1 activities will be completed before Category 2 activities are started.

Non-structural projects are measures designed to reduce risks to a community from **natural hazards** and climate-related risks through modifications in human actions, human behaviour, or natural processes. Eligible projects must build on the foundational activities outlined above and support communities to effectively reduce risks from **natural hazards** and climate-related disasters.

## Land Use Planning and Education

Land use planning, community education, and monitoring equipment support community **resilience** by using data, building partnerships, and supporting long-term **disaster risk reduction-climate adaptation** at the community level. Eligible activities include:

- Land use planning that contributes to long-term **disaster risk reduction-climate adaptation** (e.g., amendments to relevant plans, bylaws, and policies);
- Developing **disaster risk reduction-climate adaptation** policies and practices for the design and maintenance of **First Nations land** and/or **publicly owned land**, such as parks and open spaces, and/or for the design and maintenance of **First Nations owned buildings** and/or **publicly owned buildings**
- Updated August 2023 - Purchasing monitoring equipment for data collection related to **disaster risk reduction-climate adaptation** (e.g., hydrometric stations, seismic and tsunami monitoring equipment, water monitoring equipment or meters). Installation of monitoring equipment is

limited to **First Nations land, publicly owned land, First Nations owned buildings, publicly owned buildings**, and/or **publicly and First Nations owned critical infrastructure**. Refer to [Appendix 3](#) for examples of existing monitoring resources and organizations.

- Delivering community education and awareness projects (e.g., community workshops, story maps, public art projects) that are primarily focused on community-level **disaster risk reduction-climate adaptation**

### Temporary Mitigation Equipment

Temporary **mitigation** equipment reduces community risk from **natural hazards** and climate-related disasters in situations where no long-term structural solutions are readily available or where a community needs more time to find a long-term structural solution. Applications that include temporary **mitigation** equipment must demonstrate that the community has the capacity and a plan in place for the maintenance and repair of the equipment, as well as a deployment and removal plan.

Eligible temporary **mitigation** equipment includes the purchase of:

- Types of sandbags that are not provided by EMCR (e.g., Bulk Bags)
- Other flood barrier assets (e.g., Tiger dams, gabion baskets, etc.)
- Portable air conditioners and air scrubbers (only for use in **First Nations owned buildings and publicly owned buildings**)
- Misting/water bottle refill stations
- Storage for temporary **mitigation** equipment, limited to shipping containers and trailers, and including minor renovations (e.g., wiring, cabling, installation of shelving) to storage units.

Ongoing operations (including installation and removal), maintenance, training, and deployment of temporary **mitigation** equipment are the responsibility of the applicant(s), and applicants need to demonstrate that they have a plan in place.

### **Category 3: Small-Scale Structural Projects**

Small-scale structural projects include new construction and/or modification or reinforcement of existing **publicly, provincially, and First Nations owned Critical Infrastructure, First Nations owned buildings or publicly owned buildings**, including **natural infrastructure**, in order to reduce the risks of **natural hazards** and climate-related disasters.

For the purpose of CEPF funding, small-scale structural projects are required to reduce the risks of **natural hazards** and climate-related disasters in relation to existing community composition, land use, infrastructure, etc. Generally speaking, it is not the intent of Category 3 funding to support recreational infrastructure or future or recent development in a known **hazard** area.

In addition to the eligibility and funding requirements for all proposed activities identified in [Section 4](#) and [Section 5](#), Category 3 projects must:

- Demonstrate that:
  - the appropriate foundational activities (risk mapping, assessment, and/or plans) have been completed. The foundational activities ([Category 1](#)) required to support Category 3 projects cannot be submitted in the same application;
  - impacted and affected parties were engaged before the application is submitted; and,
  - the project is ready for implementation.
- Be financially sustainable for the community.

Eligible activities include:

- Installation of structural flood protection works, or upgrades/retrofits to modernize existing structural flood protection works (e.g., dikes, flood walls, pump stations, flood boxes, debris catchment structures, seawalls, bulkheads, jetties, dam flood risk reduction);
- Construction of flood conveyance works (e.g., bypass channels);
- Daylighting or opening up buried watercourses (e.g., streams, creeks, rivers) and restoring to more natural conditions;
- Dam or dike decommissioning and floodplain restoration;
- Slope stabilization projects relating to debris flow risk reduction;
- Wetland restoration and/or rain gardens, bioswales, and infiltration bulges;
- Beach nourishment and/or bank stabilization;
- Restoring natural shoreline protection through wetland, kelp forests, clam beds, and marsh and beach nourishment to create a soft edge natural shoreline structure to protect against sea level rise and storm surges;
- Public cooling/warming infrastructure, including **natural infrastructure** (e.g., treed areas), to reduce community vulnerability to extreme temperatures (e.g., designated cooling/warming centres, cooling corridors), excluding activities funded under the [Extreme Weather Response program](#);
- Vertical evacuation refuge structures limited to communities with potential tsunami inundation and where the population is unable to evacuate to high ground. Applicants must demonstrate the planned and potential uses for a refuge structure; and,
- Other innovative projects that clearly demonstrate risk reduction potential and/or transferable learnings to other communities in BC.

In order for the technical review team to evaluate Category 3 projects, enough information must be provided to ensure the proposed project meets the criteria listed above. Generally, this means that the risk reduction and/or adaptation strategy has been identified, preliminary planning and design is complete, cost estimates are developed, and benefit-cost analysis has been completed.

If these components are not complete, applicants should apply to complete this work under [Category 1](#) or [Category 2](#) funding. If this option is pursued, the balance of the project cannot be applied for under Category 3 in the same application. Funding permitting, the balance of the project could be proposed under future intakes of DRR-CA provided that the Category 1 and/or Category 2 project is complete.

### **Additional Eligible Costs and Activities (for all Categories)**

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, other experts (e.g., health authorities, First Nations Health Authority) and the community (e.g., equity-denied populations, Indigenous organizations, Indigenous Nations, local governments, agricultural sector, critical infrastructure owners).;

- 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;
- Presentation 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, including costs related to fish friendly design and fish habitat compensation works as required to meet permitting requirements; 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 (for all Categories)**

Any activity that is not outlined above 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 eligible applicant(s) (e.g., permit fees);
- Updated November 2023 - Costs related to individual or household preparedness or **mitigation** work, except costs related to the purchase of portable air conditioners and air scrubbers (only for use in **First Nations owned buildings** and **publicly owned buildings**);
- Updated November 2023 - Purchase of emergency supplies (e.g., first aid kits, evacuation supplies) or 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 (except designated cooling/warming centres);
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols);
- Wildfire risk reduction and FireSmart planning and activities (refer to [FireSmart Community Funding & Supports](#));
- Low carbon, energy, and/or emissions inventories and plans (refer to [the Community Climate Funding Guide](#));
- Qualitative Hazard, Risk and Vulnerability Assessment (HRVA) activities not directly related to the approved project;
- Temporary **mitigation** equipment that is provided by EMCR (e.g., sand, burlap, and photodegradable polypropylene sandbags);
- Purchase of buildings or land and/or legal or contract costs related to the purchase of buildings or land;
- Purchase of public notification systems; and,

- Projects that create an orphan structure for which tenure and/or maintenance responsibility does not remain with the First Nation or local government.

In addition, for [Category 3](#), the following activities are not eligible for funding:

- On-going operating and maintenance costs;
- Storm water infrastructure;
- Updated August 2023 - Relocation or raising of homes, businesses, communities, and/or structures (other than **Publicly, Provincially, and First Nations owned Critical Infrastructure**);
- Sediment or debris removal, or clean out of debris control structures;
- Updated August 2023 - Design or construction of evacuation roads; and,
- Purchase of heat pumps (refer to [Clean BC Better Buildings](#)), unless they are part of improvements to designated cooling/warming centres identified above.

## 7. Application Requirements and Process

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

### Application Deadline

Funding permitting, two application deadlines are scheduled for 2023/2024: October 6, 2023 and March 28, 2024. Applicants will be advised of the status of their application within 120 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 and 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 work plan that includes a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments;
- 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](#);
- Map(s) indicating the location of the proposed project(s);
- If applicable, copies of any relevant documents that support the rationale for this project must be included with this application;
- Updated August 2023 - For projects located on **Provincial Crown Land**, evidence of support from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails);
- For regional projects only: Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from partnering applicants must include this language.

## Submission of Applications – Updated in December 2023

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 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.

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:

- Align with the intent of the DRR-CA funding stream:
  - Demonstrate rationale and evidence of how the **natural hazard** and/or climate risk is being assessed through threat levels (e.g., as identified in completed risk assessments) and projected climate risks and/or recent history (e.g., evacuation order, disaster financial assistance);
  - Meaningfully consider and adapt to the impacts of climate change in the project methodology and deliverables (e.g., planning, design);
  - Increase understanding of the social, cultural, economic, and/or environmental impacts of **natural hazards** and/or climate-related risks to the community; and,
  - Identify or achieve co-benefits (e.g., assessing multiple **hazards**, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity);
- 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) 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;

- Are cost-effective. Projects with higher requested funding amounts will be evaluated to ensure they demonstrate a proportionately higher risk reduction benefit to justify the increased funding amount;
- Contribute to a comprehensive, cooperative, and regional approach and benefits; and,
- Demonstrate how diverse populations, including equity-denied populations, will be involved or benefit from this project (e.g., engagement considers for non-English speaking populations, DRR-CA measures that benefit equity-denied populations);

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

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

## 8. Grant Management and Applicant Responsibilities

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 awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting 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

As a condition of grant approval, all approved applicants may be required to meet with EMCR or an applicable provincial partner (e.g., GeoBC, Deputy Inspector of Dikes for the region), 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 120 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:

- [Updated December 2023](#) - Amended application package, including updated Application Worksheet, detailed budget and workplan (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 partnering applicants for proposed amendments; 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 two years of notification of funding approval and final reports are 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](#));
- Copy of final technical report (i.e., consultant's report) and, where applicable, the following:
  - Completed Risk Maps, Risk Assessments, and DRR-CA Plans;
  - Evidence of Non-Structural activities undertaken (e.g. bylaws, photos of non-structural community engagement activities); or,
  - Evidence of a completed Small-Scale Structural project including project details (location, background, scope, funding agency), design analyses and assumptions, construction completion report, field work considerations, as-built drawings, recommendations on operation and maintenance of structural works, regulatory approvals received, etc.; and,
  - High resolution photos of completed Small-Scale Structural projects.

- Full size PDF copies of all maps created as result of the project;
- Spatial data and metadata for all maps identified above. LiDAR and orthoimagery products data and derivative products acquired/produced with CEPF funding must meet [Specifications for Airborne LiDAR for the Province of British Columbia](#);
- Photos of funded activities and/or completed projects; and,
- Links to media directly related to the funded project.

### **Submission of Final Reports**

Final 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 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

## **10. Additional Information**

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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 Disaster Risk Reduction-Climate Adaptation funding stream.

**Climate Adaptation:** Proactively understanding and preparing for the changing climate and reducing climate-related risks. Some climate impacts are related to sudden disaster events, such as flooding and wildfire, while others occur more slowly over time such as sea level rise, species and ecosystem shifts, and water shortages ([BC's Climate Preparedness and Adaptation Strategy](#))

**Disaster Risk:** The potential loss of life, injury, or destroyed or damaged assets which could occur to a system, society, or a community in a specific period of time, determined probabilistically as a function of **hazard**, exposure, vulnerability and capacity ([Sendai Framework for Disaster Risk Reduction](#)).

**Disaster Risk Reduction (DRR):** **Disaster risk** reduction is aimed at preventing new and reducing existing **disaster risk** and managing residual risk, all of which contribute to strengthening **resilience** and therefore to the achievement of sustainable development ([Sendai Framework for Disaster Risk Reduction](#)).

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

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

**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](#)).

**Natural hazards:** **hazards** that are predominantly associated with natural processes and phenomena ([Sendai Framework for Disaster Risk Reduction](#)).

**Natural infrastructure:** naturally occurring landscape features and/or nature-based solutions that promote, use, restore or emulate natural ecological processes

Updated August 2023 - **Private land:** fee-simple land that is not owned by a level of government.

Updated August 2023 - **Provincial Crown Land:** land (or land covered by water like rivers or lakes) that is owned by the Province of BC.

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

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

Updated March 2024 – **Publicly and First Nations owned critical infrastructure:** Assets owned by a local government, public institution (such as health authority or school district), First Nation, or Treaty First Nation that are:

- Identified in a Local Authority Emergency Plan;
- Essential to the health, safety, security or economic wellbeing of the community and the effective functioning of society, and;
- For the purpose of CEPF funding, proposed activities related to critical infrastructure must be clearly related to **disaster risk reduction-climate adaptation**.

**Resilience:** The ability of a system, community, or society exposed to **hazards** to resist, absorb, accommodate, adapt to, transform, and recover from the effects of a **hazard** in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management ([Sendai Framework for Disaster Risk Reduction](#)).

## Appendix 2: New 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 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

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 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. Type of Project:
  - a) Category 1: Foundational activities (risk mapping, risk assessments, planning)

- b) Category 2: Non-structural activities (non-physical such as land use planning, community education, purchase of eligible equipment)
  - c) Category 3: Small-scale structural activities
4. Project Cost and Grant Request
- a) Total proposed grant request for each Category.
  - b) Have you applied for, or received funding for, this project from other sources. If yes, please indicate the source and the amount of funding received or applied for.
  - c) Does the proposed project include repairs and/or relocation of infrastructure that was damaged through an eligible DFA event.
5. Project Area:
- a) Describe the proposed project area(s) (location, size, total number of people benefiting from this project, land use, etc.) for each proposed project included in this application. (Map(s) indicating the location of the proposed project must be included with this application along with GPS coordinates).
  - b) Does the proposed project(s) build on other recent projects in your region? If yes, please explain. If referencing reports, please include the relevant page number(s).
  - c) Are there previous emergency response costs that the proposed project(s) are designed to mitigate.
6. Evidence and Rationale: what is the evidence and rationale for undertaking the proposed project(s). This may include evidence of how the local natural hazard and/or climate risk is being assessed through threat levels, and projected climate risks and/or recent history.
- a) For Category 2 or 3 projects, this may also include completed risk maps, assessments or plans, environmental impact analysis, design drawings or details, record of engagement with First Nations, asset management plan, projected climate risks, and/or letters of support
  - b) Copies or extracts of the available evidence is required to be submitted with the application
7. Alignment with Intent of DRR-CA funding:
- a) Describe how the proposed project(s) considers climate change in the project methodology and adapts to the impacts of climate change through the final deliverables
  - b) How will the proposed project(s) lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks
  - c) Will the proposed project(s) identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity)
8. Engagement with First Nations and/or Indigenous Organizations (Updated December 2023):
- a) Which First Nations and/or Indigenous organizations were 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) Describe the specific traditional territory, reserve or other First Nation's land that may be impacted by the proposed project(s)
  - d) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training
9. Comprehensive and Cooperative Approach:

- a) Identify any partners (e.g., local governments, equity organizations, agricultural sector, critical infrastructure owners) that will participate in the proposed project and the specific role they will play.
  - b) Describe how the proposed project will contribute to a comprehensive, cooperative, and regional approach to disaster risk reduction-climate adaptation.
  - c) Describe how diverse populations, including equity-denied populations, will be involved or benefit from this project (e.g., engagement considers non-English speaking populations, DRR-CA measures benefit equity-denied populations).
10. Qualified Professionals: If applicable, outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for the proposed project(s) and the criteria you will use to make the selection

### **CATEGORY 1 - Detailed Project Information**

Required information if you apply for a project under Category 1: Foundational Activities.

If the project includes flood risk mapping, you will need to confirm that you have contacted EMCR in advance of submitting the application and provide the date and contact person.

- 11. Proposed Category 1 Activities: what specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility and note that activities must align with the required workplan and budget.
- 12. Proposed Deliverables and Outcomes: what specific deliverables will result from this project? If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education?

### **CATEGORY 2 - Detailed Project Information**

Required information if you apply for a project under Category 2: Non-Structural Projects.

- 13. Proposed Category 2 Activities: what specific activities will be undertaken?
- 14. Proposed Deliverables and Outcomes: what specific deliverables will result from this project? If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education?
- 15. Monitoring & Performance Measures: Describe how the project will be monitored and what performance measurements will be used (e.g., work progress reports, timeline review, resource planning, procurement plan and roll out)

### **CATEGORY 3 - Detailed Project Information**

Required information if you apply for a project under Category 3: Small-Scale-Structural Projects.

- 16. Proposed Activities:
  - a) What specific activities will be undertaken as part of the proposed project (*Refer to Section 6 of the Program & Application Guide for eligibility and note that activities should align with the required work plan and budget*)
  - b) Have discussions taken place with applicable agencies to prepare for all required permits and regulatory approvals. Have the required approvals, authorizations and permits been applied for or received.
  - c) How will you ensure the project is completed to provincial and federal standards

- d) List any potential implementation risks that may impact your ability to deliver on the project and explain what mitigation measures are in place.
  - e) How will the project be developed and constructed to ensure that project risk is not increased, or transferred, to any parties or to the environment
- 17. Evidence of Completed Foundational Activities: describe the risk assessment process, options assessment and engagement process that was utilized to determine the proposed project. *(Copies or extracts of the available evidence will be required to be submitted with the application).*
- 18. Asset Management: project sustainability and lifecycle costing are important considerations for structural mitigation projects. Outline any ongoing asset management / lifecycle maintenance considerations for the project, and how these will be addressed as part of your organization's asset management framework (at a minimum include details on ownership, lifetime, operation and maintenance, and budgets).
- 19. Proposed Outcomes: describe the extent to which the proposed project will:
  - a) Prevent, eliminate, or reduce the impacts of hazards through construction of disaster risk reduction-climate adaptation works
  - b) Reduce disaster-related financial liabilities (e.g., history or likelihood of future Disaster Financial Assistance (DFA) claims).
- 20. Monitoring & Performance Measures: describe how the project will be monitored and what performance measurements will be used.

### Required Attachments

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.

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

- Detailed work plan(s) that includes a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments;
- Detailed budget(s) 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](#);
- Map(s) indicating the location of the proposed project(s);
- If applicable, copies of any relevant documents that support the rationale for this project must be included with this application;
- For projects located on **Provincial Crown Land**, evidence of support from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails);
- Current resolution from primary applicant indicating support for the proposed activities and willingness to provide overall grant management;
- For regional projects only: Current 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).**

## Appendix 3: Standards, Guidelines and Resources

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It is the responsibility of the applicant to ensure that qualified professionals that manage the proposed project are subject matter experts and that any professional activities are developed and signed by a qualified professional as per the *Professional Governance Act*.

### Examples of Climate Information Sources

- [ClimateData.ca](https://climate.data.ca)
- [Pacific Climate Impacts Consortium Climate Explorer](https://climateexplorer.ca)
- [Climate Atlas of Canada](https://climateatlas.ca)
- [Design Value Explorer](https://designvalue.ca)

### Examples of Monitoring Resources and Organizations

- [Water Survey Canada](https://water.survey.canada.ca)
- [Provincial Groundwater Network](https://provincialgroundwater.ca)

### Examples of Applicable Federal and Provincial Standards and Guidelines

- [Provincial Flood Hazard Area Land Use Management Guidelines \(2004\)](#)
- [Federal Flood Mapping Guideline Series](#)
- [Coastal Flood Risk Assessment Guidelines for Buildings & Infrastructure Design \(2020\)](#)
- [Climate Change and Asset Management: Sustainable Service Delivery Primer](#)
- [Seismic Design Guidelines for Dikes \(2014\)](#)
- [Dike Design & Construction Guidelines: Best Management Practices for BC \(2010\)](#)
- [Canadian Society of Landscape Architects – Canadian Landscape Standard \(2023\)](#)
- [International Guidelines on Nature-Based Features for Flood Risk Management \(2021\)](#)
- [Irrigation Industry Association of BC “Standards for Landscape Irrigation Systems” \(2018\)](#)
- [Specifications for Airborne LiDAR for the Province of British Columbia \(2020\)](#)
- [Coastal Floodplain Mapping – Guidelines and Specifications \(2011\)](#)
- [BC Water Sustainability Act \(2016\)](#)

### Examples of Applicable Engineers & Geoscientists BC (EGBC) Professional Practice Guidelines

- [Floodplain Mapping in BC \(2017\)](#)
- [Legislated Flood Assessments in a Changing Climate in BC \(2018\)](#)
- [Seismic Assessment and Seismic Design of Dikes in BC Guidelines \(2021\)](#)