

# **JOINT EMERGENCY PREPAREDNESS PROGRAM**

**Revised - 19 Apr 96**

**EPC 24/96**

# CONTENTS

	Page
CHAPTER 1	
Introduction .....	1
CHAPTER 2	
JEPP Process.....	5
CHAPTER 3	
Guidelines for Selecting and Processing Proposals.....	7
CHAPTER 4	
Preparation of Proposals .....	14
CHAPTER 5	
Preparation of Claims .....	18
ANNEX A	
Terms and Conditions .....	20
ANNEX B	
Application Form.....	22
ANNEX C	
Claim Form .....	24
ANNEX D	
Evaluation System.....	25

## **CHAPTER 1**

### **INTRODUCTION**

1. The Joint Emergency Preparedness Program (JEPP) was conceived to encourage and support co-operation among the federal and provincial/territorial governments in working toward a national capability to meet emergencies of all types with a reasonably uniform standard of emergency response. Through JEPP, the federal government provides financial contributions to provinces and territories to assist in meeting the costs of projects aimed at enhancing the national emergency response capability. The program, administered by Emergency Preparedness Canada (EPC), envisages a series of co-operative ventures with each party assuming its emergency responsibilities through appropriate contributions.
2. This manual contains the Treasury Board-approved Terms and Conditions under which JEPP is managed (Annex A) as well as interpretation and amplification of those Terms and Conditions. As portions of the manual may be amended periodically it is important to regularly consult the Joint Emergency Preparedness Program Annual Update Instructions (AUIs).

### **PROGRAM OBJECTIVES**

3. The objectives are to:
  - a. achieve an appropriate and reasonably uniform level of national civil preparedness for emergencies
  - b. encourage and support provincial civil preparedness and through the provinces, community civil preparedness
  - c. provide education and training related to civil preparedness for emergencies
  - d. enhance public awareness and understanding of matters related to civil preparedness for emergencies
  - e. analyze and evaluate civil preparedness for emergencies and conduct related research
4. For the purposes of JEPP, territories are treated in the same manner as provinces and all references to provinces in this manual include territories.

5. The distribution of the Canadian population and its exposure to natural and technological risk is not uniform. The environment in which individual Canadians live and work is constantly changing as are the resources at hand to plan for and overcome difficulties. To establish a reasonably uniform national standard of emergency response, given these factors, requires a program that is dynamic. That dynamism is achieved through a regular review of the program by federal and provincial officials.
6. To ensure that each province has access to the program to help develop a minimum emergency preparedness capability and thereby contribute to the enhancement of a national capability, a funding formula has been developed as described under Earmarked Funds. These funds are not allocated to the provinces to manage directly, but are set aside or "earmarked" for projects within their jurisdiction with final approval remaining with the EPC Executive Director. In addition to the funds earmarked under the funding formula for use by individual provinces, an amount is also available, which will be referred to as Regular Funds, for funding other projects on a national comparative merit basis.
7. To meet the objectives of the program, a series of national priorities will be established from time to time through consultation with provincial officials. These priorities will be used to guide determination of the relative merit of individual projects. They will be set out in the current JEPP Annual Update Instructions (AUIs), which will be disseminated through the EPC regional offices. AUIs will also contain the annual distribution of funds earmarked for provinces as well as any changes to the administration of the program. Any changes will usually come into effect 12 months after the publication date of the AUIs:
8. For the purposes of this manual the following definitions apply:
  - a. Allocation: the amount of money approved by the Treasury Board for the administration of JEPP in a given fiscal year.
  - b. Annual Update Instructions (AUIs): a document published annually by EPC which describes current national priorities, funding arrangements, and any other changes to the program affecting its administration. Changes are usually effective 12 months after the publication date.
  - c. Approval: an undertaking to commit federal funds to a project.
  - d. Base Funds: the portion of the Earmarked Funds (currently \$150,000) which, along with Supplementary Funds, is set aside for provinces.

- e. Commitment: the setting aside of funds for an approved project or Multi-Year Plan.
- f. Community: a settlement, which has municipal equivalency status under provincial legislation or functions in a manner similar to a municipality. First Nations communities are considered part of this group.
- g. Earmarked Funds: the portion of the annual JEPP allocation which is set aside for provinces. It is the sum of the Base Funds and Supplementary Funds. The determination of the amount of money to be earmarked for each province was initially arrived at by adding 10 cents per provincial capita (using Statistics Canada projected population figures each year) to a base fund (currently \$150,000). It should be noted, however, that the 10 cents per provincial capita rule has been all but eclipsed by the successive freezes and reductions arising as a result of annual budget considerations. A province will be advised of its earmarked amount each year through the Annual Update Instructions (AUIs) which will be published and distributed well in advance of the respective fiscal year.
- h. Expenditure: the charge incurred for the purchase of a good or service.
- i. Fiscal Year (FY): the period April 1 to March 31.
- j. Funding Line: the line drawn through the provincial list of proposals once the total federal share reaches the maximum allowed for a respective province based on the funding formula. It separates those proposals that will be considered for funding using the Earmarked Funds and those that will compete nationally for the Regular Funds.
- k. In-kind Contribution: those in-house expenses which can be documented and attributed directly to a specific JEPP activity.
- l. Multi-Year Plan: a co-ordinated series of planned and related proceedings, events or projects sponsored by a province that are administered under a single project number and may be carried out on an ongoing basis. An annual application is still required for review and approval by EPC. Such plans (previously referred to as Five-Year Plans) require a specific Memorandum of Understanding (MOU) between the federal and provincial government.
- m. Multi-Year Projects: a project that will take more than one fiscal year to complete. An annual application is still required for review and approval by EPC.

- n. Progress Payment: an interim payment made for expenditures incurred once a pre-identified progress point has been reached.
- o. Project: a single undertaking with a specific objective and measurable progress point(s).
- p. Proposal: an application to the federal government for a commitment of funds to a project (single or multi-year) or a Multi-Year Plan.
- q. Regular Funds: the portion of the annual JEPP allocation not earmarked for the provinces and used for funding other projects on a national comparative merit basis.
- r. Supplementary Funds: the portion of the Earmarked Funds which, along with Base Funds, is set aside for provinces.

## CHAPTER 2

### THE JEPP PROCESS

1. The annual Federal/Provincial/Territorial Conference of Senior Officials Responsible for Emergency Preparedness will review the national priorities and make recommendations to the EPC Executive Director. The Executive Director will take into account these recommendations as well as those from the EPC JEPP Committee and include the approved national priorities in the Annual Update Instructions (AUIs). The AUIs also serve to amend this manual as required with any changes normally taking effect one year after the publication date.
2. Provinces should establish a Provincial JEPP Committee, which may include the EPC Regional Director or designate as an adviser or *ex officio* member. Expertise from other agencies may also be sought by the province to evaluate proposals from within its jurisdiction according to the criteria and guidelines set out in Chapter 3. The Provincial JEPP Committee will score all of its proposals and establish a rank ordered list of proposals based on these scores. A line will be drawn through the list at the point at which the total federal share of the proposals reaches the maximum allowed for each province based on the funding formula. This funding line will separate those proposals that will be considered for funding out of the provincially Earmarked Funds and those that will compete nationally for the remaining Regular Funds administered by EPC.
3. The lists of proposals and supporting documentation are forwarded to the EPC regional offices for consideration and the EPC Regional Director, once satisfied with the eligibility and priority of each proposal, recommends the list of proposals to the EPC JEPP Committee by February 1.
4. The EPC JEPP Committee will recommend acceptance, rejection or acceptance with amendments to the EPC Executive Director of all proposals being funded from Earmarked Funds. Those proposals competing for the Regular Funds will be evaluated by the EPC JEPP Committee from a national perspective and will be ranked according to their relative scores. The Committee will then recommend acceptance of those proposals to the EPC Executive Director to the extent of the remaining Regular Funds. In addition, the Committee will maintain a prioritized list of proposals which could not be funded due to insufficient funds. These proposals can be recommended for acceptance as funds become available during the year.
5. The EPC Executive Director then renders a decision on all proposals and advises the provinces through the EPC Regional Offices by April 1. Any Earmarked Funds

remaining at this time will revert to Regular Funds.

6. Once a proposal is approved, it is expected to be completed in accordance with the approved application. Provinces must monitor the progress of all projects and report annually on their status to the EPC regional office by October 1. In the event a province determines that a project will not require any or all of the approved funding, it may request that the surplus be applied to one or more of its qualifying unfunded proposals previously submitted to EPC on its priority list.
7. When a project has been completed or a measurable milestone has been achieved, a claim for full or partial payment is presented to the EPC regional office. Once satisfied with the claim and supporting documentation, the EPC Regional Director will recommend payment. The claim must also be supported by a certified auditor's signature for those projects with a federal contribution of \$50,000 or more. The certification by a designated provincial official with appropriate fiscal accountability under provincial financial administration acts is required for those projects with a federal contribution of less than \$50,000.
8. The claim is reviewed by officials at EPC headquarters and, if satisfied that all conditions have been met, they recommend payment to the EPC Executive Director. The EPC Executive Director authorizes payment and a cheque is provided to the province.
9. All claims must be submitted to the EPC regional office no later than April 10 of the fiscal year following that in which the project was completed. The EPC regional office must be advised by April 10 of all claims that cannot be supported administratively by that date for inclusion in the federal PAYE (payables at year-end) procedures. These claims must then be submitted no later than June 15 of the same year.
10. Each year, at the conclusion of the JEPP cycle, the EPC JEPP Committee will provide a report on the program to the Executive Director. The report will be based on the annual reports from all provinces and territories concerning their respective Multi-Year Plans, as well as on EPC Directors' input on projects concerning areas of their responsibility (i.e., training, National Emergency Arrangements planners, etc.). The Committee report will specifically address all projects in which the federal share exceeds 50%.
11. The EPC regional office is crucial to the smooth functioning of this cycle from project proposal, evaluation, approval, project adjustment, reallocation of unused funds, audit, claim and payment. It follows that a representative of that office should be consulted at each stage of the project cycle to ensure timely and favourable resolution of problems. The appropriate form of that consultation is determined by the individual province.



## CHAPTER 3

### GUIDELINES FOR SELECTING AND PROCESSING PROPOSALS

#### STATEMENT OF PRINCIPLES

1. JEPP proposals must:
  - a. conform to the Treasury Board Terms and Conditions as set out in Annex A
  - b. have a clear objective aimed at enhancing the national emergency response capability
  - c. have an agreed identifiable beginning and end with measurable progress points as appropriate
  - d. include a statement of the nature and extent of federal involvement and show clearly how federal participation is to receive visibility and recognition
  - e. include a provincial financial commitment to the project
  - f. not be started prior to receiving EPC approval to proceed
  - g. not include costs incurred for previously purchased equipment or services.
2. Provided that the **principles** described above are met, a project proposal is then assessed against the following **guidelines** as appropriate:
  - a. the need for the proposed project
  - b. the degree to which the project is considered to enhance the overall national emergency response capability and contribute to a co-operative approach to emergency preparedness generally
  - c. the level of emergency preparedness in the province concerned relative to other provinces or the level of preparedness in the community relative to other communities in the province
  - d. the relative ability of a province to meet its emergency preparedness needs or the relative ability within the province for a community to meet its needs

- e. the availability of funds
  - f. the proposed funding share ratio
  - g. an up-to-date emergency plan is in place.
3. Project proposals that successfully meet all the **principles** above and are considered to be substantially supportive of the **guidelines** above are then scored and ranked according to their respective scores by the Provincial JEPP Committees. The EPC evaluation system at Annex D will be used by the EPC JEPP Committee in rating all proposals competing for the Regular Funds. Provincial JEPP Committees may use this system or variation thereof, or develop their own evaluation system to take into account their regional needs when ranking proposals from within their jurisdictions. Regardless of the rating system being used, all proposals must be evaluated and ranked based on established and consistent standards.
4. The EPC JEPP Committee reviews the provincial submissions and takes the following action:
- a. those proposals being considered for funding from the Earmarked Funds are confirmed and recommended to the EPC Executive Director for acceptance, rejection or acceptance with amendments
  - b. those proposals competing for the Regular Funds are scored according to the evaluation system outlined at Annex D and ranked according to their scores. The Committee then recommends approval to the Executive Director of those proposals, in order of priority, until all remaining funds have been fully committed.

Additional information may be sought from the province should clarification be required during the evaluation of any given proposal.

5. **Multi-Year Plans or Projects**

Since there is no guarantee that federal funds will be approved yearly by Parliament or in any specific amount, a commitment to approve a JEPP project beyond the current federal fiscal year cannot be undertaken. Projects that require more than one year to complete must be re-submitted in each successive year for review and continued funding. In addition, such projects must be funded from Earmarked Funds in all subsequent years.

Provinces are required to provide a Work Plan at the proposal stage and a Report of Achievement at the claim stage during each year of the Multi-Year Plan.

6. **In-Kind Contribution**

Community projects are not eligible for in-kind contributions as defined in Chapter 1. For the purposes of provincial projects or plans, in-kind contributions such as salaries, benefits, travel, secretarial, supervisory and administrative support are eligible for cost-sharing.

7. The maximum in-kind contribution allowable for provincial projects will be reduced over a five-year period commencing in FY 97/98 in accordance with the following formula:

FY 97/98	-	90% of the Supplementary Funds
FY 98/99	-	75% of the Supplementary Funds
FY 99/00	-	55% of the Supplementary Funds
FY 00/01	-	30% of the Supplementary Funds
FY 01/02	-	0% of the Supplementary Funds

At the end of the transition period, the federal share of in-kind contributions cannot exceed the value of the provincial Base Fund.

8. **Salaries**

JEPP funds are not intended to pay the salaries or benefits of officials who would normally be expected to provide the service called for in the JEPP project or Multi-Year Plan as part of their routine duty. The exceptions to this policy are:

- a. the salaries and benefits payable to officials under the "in-kind contribution" proviso
- b. salaries and benefits paid to an outside consultant providing a service to a JEPP project that cannot be easily provided by officials.

Positions charged against JEPP funds must be supported by a position title, a work description and a work plan at the proposal stage, and by a report of achievement at the claim stage.

9. **Funding Share**

There is no set formula or ratio for the sharing of projects or Multi-Year Plans. Account is taken of the state of emergency preparedness in the province and the relative degree of responsibility for such preparedness between the federal and provincial governments. In the case of Multi-Year Plans, the share is negotiated for the life of the

plan, subject to annual review. In the case of projects, the need to encourage particular aspects of preparedness is considered in the negotiation. The national priorities are used to determine which aspects of preparedness are to be encouraged in a given year.

10. **Funding Limitations**

There is generally no limit to the cost of a project provided federal funds are available.

However it is necessary from time to time to impose financial restrictions on certain items in order to ensure a more equitable distribution of limited JEPP funds. There is a \$40,000 limit on the federal contribution for emergency response vehicles (cab, chassis, box and permanent installations such as cupboards, benches, etc.). Other limitations will be advised through the Annual Update Instructions (AUIs) as required.

11. **Who May Apply**

JEPP is a program limited to the federal and provincial governments. A province may submit a proposal in which the principal applicant is the provincial government, its agencies or a community. There is no restriction on the participation of secondary stakeholders except as detailed in paragraph 12. JEPP proposals build on existing emergency preparedness arrangements thus a province or community must already have an existing emergency plan in place in order to apply for funds. Proposals which do not meet this requirement will only be considered provided the proposal seeks to develop an emergency plan.

12. **Other Federal Institutions**

National parks, historic sites, research facilities, military bases, etc., may participate in a provincial or community project provided that their contribution does not exceed 25% of the non-federal share.

13. **First Nation Reserves**

First Nation Reserves are eligible to apply for JEPP funding through the respective province. A First Nation Reserve applying to JEPP is responsible for its share of the negotiated cost ratio.

14. **Taxes**

JEPP projects are subject to all applicable taxes and the cost of such taxes is an allowable project expense. It is important to identify the taxes or tax exemptions at the application stage and to provide documentation at the claim stage to support the tax arrangements. Municipalities are entitled to claim 57.14% of the GST they pay out

through a rebate program administered by Revenue Canada. Therefore, only the 42.86% balance is eligible for JEPP cost sharing; similarly consultants' fees are subject to GST if the individual earns a sufficient annual amount from this source. As an example, an application should either include the amount proposed for a consultant's fees plus GST or state that the consultant fee is exempt from the GST.

15. **Information Sharing**

To ensure the widest possible use of knowledge acquired or developed through a JEPP project, beneficiaries of the program undertake to make available relevant project documents or experience to EPC for its use or dissemination within the terms of existing copyrights. For example, this documentation may take the form of computer software, user manuals, system manuals, design documents including studies and specifications or be contained in other documentation related to the project.

16. **Project Development**

JEPP is intended to encourage new initiatives by providing "seed" money to get started and not to fund projects indefinitely. It is important that each project have a clearly defined beginning and end and that projects are not developed in such a way that they are linked into a continuous ongoing project.

17. **Administrative Overhead**

Each government is expected to absorb the routine costs of doing business. Examples such as audit costs, office furniture, equipment, office supplies, committee work, administration and supervision of JEPP, are not cost-shared. It is recognized that certain proposals incur extraordinary administrative expense which is incremental to the routine costs of providing government services and those expenses can be considered for cost-sharing. These expenses must be clearly identified in detail at the proposal stage.

18. **Project Visibility**

The federal contribution to all JEPP projects must be freely visible to the general population likely to be served by the project. The project proposal must contain sufficient information to indicate what proactive arrangements will be made to ensure the recognition of the federal contribution. Some examples of project visibility include official opening ceremonies, press releases and conferences, reference in permanent project documents, videos and open-house events. The affixing of plaques and decals to major structures or equipment is the norm and any exceptions to this practice must be justified in the project proposal.



## 19. **Ineligible Expenses**

In addition to the restrictions published in this manual, the following specific expenses are not eligible for JEPP funds:

- a. functions and equipment which are considered to be the routine responsibility of first responder agencies such as police, fire, and ambulance
- b. ongoing operating and maintenance costs
- c. administrative costs which are not directly related to a specific JEPP project
- d. inflation allowance
- e. 911 emergency services systems
- f. public warning systems (sirens)
- g. pagers (except in exceptional circumstances - see AUI #1)
- h. cellular telephones
- i. cascade air-recharging systems
- j. property numbering systems
- k. lap-top computers
- l. major capital costs which are considered to be the responsibility of provincial/community governments (buildings, extensions to buildings, and other complex capital projects)
- m. other expenses as may be detailed from time to time in the current JEPP Annual Update Instructions (AUIs).

Provinces may impose further restrictions and financial limitations beyond those outlined in this manual.

Exceptions may be considered in the case of prototypical projects that explore new technologies with the aim of making the results available to the rest of the country.



## 20. Critical Dates

The following deadlines are necessary to ensure that all jurisdictions have fair access to the program. Federal funds are usually approved at the start of the fiscal year and every effort is made to ensure that all funds are allocated to program priorities before the end of the fiscal year.

<b>Date</b>	<b>Activity</b>
February 1	The EPC Regional Director forwards the recommended list to EPC headquarters for consideration.
April 1	The EPC Executive Director approves the lists and communicates the decision to the provinces on all proposals through the EPC regional offices.
April 10	Deadline for submission of claims from the previous fiscal year, as well as for advising the EPC Regional Director of any funds that are to be protected under PAYE.
June 15	Deadline for the receipt of claims from the previous fiscal year that were protected under PAYE.
October 1	Provinces must provide a status report of all proposals to the regional office and funds no longer required will be reallocated by EPC.

## CHAPTER 4

### PREPARATION OF PROPOSALS

1. Project proposals including Multi-Year Plans are submitted on the JEPP application form, a specimen of which is attached as Annex B. Additional forms are available from EPC regional offices. Project proposals require the signature of the Provincial Minister Responsible for Emergency Preparedness or delegated official and the EPC Regional Director. Once a proposal has been approved, the EPC Executive Director signs the application, a copy is returned to the province and the applicant is authorized to proceed.
2. The form is intended to be used as a synopsis but **must** also be accompanied by sufficient information to permit a clear understanding of the project objectives. A one or two-page summary must be included outlining a description of the proposal, area to be served, cost breakdown of anticipated expenditures based on firm quotations and any other pertinent information that will assist with the evaluation of the proposal. The proposal must clearly demonstrate that the **principles** detailed in Chapter 3, paragraph 1, have been met and to what extent the **guidelines** detailed in Chapter 3, paragraph 2, have been complied with.
3. **Application Form:**
  - a. **Proposal Number**

JEPP proposals will be identified by province and number. Numbering in each province will be consecutive and will continue from year to year without starting anew. An accepted project retains its proposal number throughout the life of the project and this number is subsequently reflected in the numbering of claims (see Chapter 5). Multi-Year Plans and projects retain the same main number.
  - b. **Proposal Title**

A short phrase which identifies the project. Provinces are invited to adopt a convention for such descriptions. Categories could include Emergency Plans, Training, Exercise, Emergency Communications, Emergency Response Equipment, Study, etc.

c. **Description**

In this box, the project is briefly described. Additional pages may be attached for more complex proposals to ensure that the principles and guidelines against which the proposal will be assessed are self-evident. **It is important to remember that project approval is based on the information contained in the application. Once a proposal is approved, it must be implemented as described in the application and only those items identified in the application are eligible costs for claim purposes.**

d. **Measurable Objectives**

This box is used to identify important phases of a proposal should the complexity of the proposal warrant it. Once a measurable objective is achieved, an applicant can submit an interim claim. In the case of a simple proposal, the measurable objective is the completion of the project.

e. **Total Proposed Resource Allocation**

The total cost of the proposal and the proposed federal/provincial cost share expressed in dollars and a percentage is entered in this box. Total cost includes funding proposed for this year, future years as well as previously approved funding, if applicable.

f. **Previous FY(s) Funding**

This box is used to identify funds expended in previous years on the same project. If funds have never been expended on this proposal, then no entry is made.

g. **Current FY Funding**

The current year cost of the proposal and the proposed federal/provincial cost share expressed in dollars and a percentage is entered in this box.

h. **Future FY Proposed Funding**

The future year cost of the proposal and the proposed federal/provincial cost share expressed in dollars and a percentage ratio is entered in this box. It is important to note that federal approval of a proposal is only valid for the current year. This box provides information regarding likely future costs but does not result in a federal commitment to fund in those future years. If funds are not

required in future years for this proposal, then no entry is required.

i. **Audit Arrangements**

This box is used to describe the provincial arrangements to audit the proposed project. Projects with a federal contribution of \$50,000 or more must be supported by a certified auditor's signature. The certification by a designated provincial official with appropriate fiscal accountability under provincial financial administration acts is allowable for those projects with a federal contribution of less than \$50,000. All claims are subject to federal post audit.

j. **Progress Reports**

This box is used to identify progress reports which will be issued at various stages of the project or upon its completion.

k. **Progress Payments**

Identify the stages of a proposal at which a claim for expenses incurred to date will be made. It is usually employed only for the more complex projects.

l. **Arrangements for Federal Recognition**

A brief statement detailing the proposed arrangements for acknowledging the federal contribution.

m. **Further Comments**

This box may be used to convey any additional information which will assist in determining the merit of the proposal.

n. **Provincial Certification**

The provincial sponsor and the Provincial Minister (or delegated official) sign the application.

o. **Federal Approval**

The EPC Regional Director recommends the proposal for consideration by the EPC JEPP Committee by means of a signature and the proposal is approved once signed by the EPC Executive Director.

#### 4. **Amendments**

The EPC regional office is the point of contact for amendments and changes to the original project and must be promptly advised of any proposed amendments in order to obtain authority for the changes. Once a project is approved and started, it is expected to be completed as per the arrangements detailed in the application form. If a project is unlikely to meet its completion deadline (March 31 of the fiscal year for which funding was approved), the EPC regional office must be informed immediately. Provided that the applicant took all reasonable action to complete the project by the deadline, the delay is beyond the control of the applicant and the EPC regional office was informed of the delay in timely fashion, consideration will be given to "carry over" the portion of the project not completed to the next fiscal year. A claim for the portion already completed must be submitted against that fiscal year's funds. If approved, such "carry overs" are held against the provincial earmarked funds for the next year and take priority over all proposals submitted by the province for inclusion in that subsequent year.

#### 5. **Cancelled proposals**

Approved proposals not started in the fiscal year for which they received approval are automatically cancelled and must be re-submitted as new proposals in a future year.

## CHAPTER 5

### PREPARATION OF CLAIMS

1. Provinces submit claims for payment against approved projects (including Multi-Year Plans) to the EPC regional office on the JEPP claim form, a specimen of which is attached at Annex C. Additional forms are available from EPC regional offices. Claim forms require the signature of the Provincial Minister Responsible for Emergency Preparedness (or delegated official), a certified auditor's signature for those projects with a federal contribution of \$50,000 or more, or the certification by a designated provincial official with appropriate fiscal accountability under provincial financial administration acts for those projects with a federal contribution of less than \$50,000. The applicant is also responsible for ensuring that all credits or refunds applicable to a given project are promptly returned to the federal government. The EPC Regional Director's signature is also required. Once a claim has been approved, the EPC Executive Director signs the claim, a cheque is issued and arrangements are made to reimburse the province.
  
2. The claim form is a **cover sheet** which must be accompanied by sufficient detail to justify the expenses detailed in the approved project application and to facilitate a post audit by federal officials. Claims must include a detailed breakdown of expenditures which corresponds to the estimated expenditures and details submitted with the original application and any approved amendments to that application. Some examples of the type of accounting detail required are:
  - a. **Salaries and Benefits**  
Hourly rate per person and service performed, travel, food and accommodation
  
  - b. **Consultants Fees**  
Hourly rate per person and service performed, travel, food and accommodation
  
  - c. **Training**  
Cost of facilities, equipment and supplies, number of persons trained, purpose of training, travel, food and accommodation
  
  - d. **Equipment**  
Cost of each invoiced item, transportation, installation charges

e. **Printing**

Cost of supplies and printing

f. **Administration**

Cost of supplies, postage, courier, telephone calls, fax

g. **Taxes**

GST is applicable to most goods and services and must be charged and paid where applicable. The claim must reflect GST less the municipal rebate. PST is to be charged and claimed in accordance with provincial regulations

h. **Proof of Payment**

A claim must be supported by a proof of payment facsimile (paid invoice, official receipt, cancelled cheque) or a certified itemized breakdown of expenditures. Exact details of what is required from each province will be left to the discretion of the respective EPC Regional Director.

3. A claim may be either interim or final but must be identified accordingly at the top of the form.
4. In addition to the requirements already detailed, a claim must be accompanied by a statement describing the arrangements made to fulfil the federal recognition commitment and this should be followed up by photos, news clippings etc.
5. The federal share of JEPP is allocated on a fiscal year basis (April 1-March 31) and unexpended funds lapse at the end of the year. It is important, therefore, to submit claims as soon as the project is completed and, in any case no later than April 10 of the fiscal year following that in which the project was approved. Although normally, a claim cannot be paid out of a previous year's funds once that year is over, there is one exception and that concerns *claims for projects completed before the end of the fiscal year, but which lack the necessary supporting documentation to meet the deadline*. In such circumstances, a province must advise the EPC regional office before April 10 to protect the funding under the federal PAYE (payables at year-end) procedures. These claims must then be submitted no later than June 15.
6. The total claimed cannot exceed the maximum federal contribution approved for the project and must adhere to the funding ratio (percentage share) authorized in that

approval. In other words, the amount of a claim will be determined based on the approved federal percentage or share of the total eligible expenditures incurred up to the maximum federal contribution outlined on the application form.



**ANNEX A**

**TREASURY BOARD-APPROVED  
TERMS AND CONDITIONS  
CONTRIBUTIONS TO PROVINCES AND TERRITORIES  
JOINT EMERGENCY PLANNING PROGRAM  
JULY 1985<sup>1</sup>**

The following Terms and Conditions apply to Emergency Planning Canada/Department of National Defence for administration of the Joint Emergency Planning Program. The purpose of the program is the provision of contributions to assist provinces in meeting the costs of projects undertaken by them which support federal objectives and are aimed at enhancing the national emergency response capability. The program will be funded through the Department of National Defence Estimates.

- a. The recipient class is provincial and territorial governments.
- b. Authority to enter into and to sign contribution arrangements not individually or collectively exceeding the maximum annual total amount of funding approved by Cabinet is delegated to the Executive Director, Emergency Planning Canada or in his absence the Director General (Operations), Emergency Planning Canada.
- c. Signing authority to approved payments by certifying that these are in accordance with the applicable contribution arrangement is delegated to the Executive Director, Emergency Planning Canada, or the Director General (Operations), Emergency Planning Canada.
- d. The departmental review procedure, prior to deciding that a payment be made, will be carried out by the applicable Emergency Planning Canada Regional Director. His views and recommendations will be reviewed by the Director, Emergency Operations Coordination and the Director General (Operations), Emergency Planning Canada. The applicable maximum dollar limitation as noted in b. above applies.
- e. Applications from recipients will include a cost sharing summary for the relevant fiscal year, a report of shared expenditures for the previous fiscal year, if applicable, points by which progress toward completion of the project may be measured, and a written commitment by the Provincial Minister responsible for emergency planning, or his

---

<sup>1</sup> Certain titles contained in this text have been amended: Emergency Planning Canada has become Emergency Preparedness Canada, and the Director General Operations has become Director General Readiness & Operations.

delegated official, to comply with program guidelines and Terms and Conditions of the Agreement.

- f. Subject to the maximum total annual amount of funding approved by Cabinet, the maximum amount of any recipient is to be negotiated and will depend upon the nature of the project proposed, other projects under consideration and the amount for funds available.
- g. The provincial and territorial programs will be monitored by the applicable Emergency Planning Canada Regional Director relative to national civil emergency planning objectives. Each project will have an agreed, identifiable beginning and end and will have measurable progress points.
- h. Payments (either progress or lump sum) will be made against progress claims supported by a provincial auditor's certificate. Claims will include a complete accounting of all costs for which reimbursement is claimed.
- i. Claims for progress payments will be developed from financial records maintained by the province/territory in accordance with generally accepted accounting principles and practices. Advance payments are not anticipated and progress payments will be made when an agreed, measurable progress point is reached.
- j. The recipient's accounting records will be subject to post audit by its provincial or territorial auditors. EPC or its agents may undertake a verification of that audit or perform an additional audit as may be deemed desirable.
- k. The JEPP is a continuing program and it is expected that the Terms and Conditions with any amendments considered desirable from time to time and approved by the Treasury Board will apply from year to year.

**ANNEX B**

**(Application Form will be inserted here)**



**ANNEX C**

**(Claim Form will be inserted here)**

## ANNEX D

### EVALUATION SYSTEM

To establish a list of proposals in order of priority, proposals are rated and assigned a score based on established criteria. The example questions associated with each criterion should be used only as a guide when evaluating proposals. There may be other questions that are equally important and must be considered when determining the score. Each criterion will be scored on a scale of 0-5 which will then be multiplied by the weight assigned to each in order to establish the total score.

It should be noted that this system will be used by the EPC JEPP Committee to evaluate all proposals below the provincial funding lines that will be competing nationally for the regular funds. Provincial JEPP Committees may use this system or some variation thereof, or develop their own evaluation system to take into account their regional needs. Regardless of the rating system being used, the key is that all proposals from within a given jurisdiction are evaluated and ranked based on established and consistent criteria.

a. **National Emergency Application - (Weight = 8)**

Does the proposal support an all hazards approach to emergency planning? Does the proposal support or contribute to federal and/or provincial planning for national emergencies? Can the proposal be easily converted from peacetime to a national emergency use?

b. **Urgency of Requirement - (Weight = 8)**

Is the proposal urgent? Does the proposal relate to the mitigation of major, special or unique requirements of the area? Is the community remote? Is the proposal a relatively high provincial priority?

c. **Wide Area Applicability - (Weight = 6)**

Does the community have a mutual aid agreement in place? Are the municipal plans integrated? Does the proposal have value for other communities? Are the resources to be used in conjunction with more than one community?

**OR**

## **Provincial / Territorial Project**

Is the proposal part of an existing provincial program or initiative recognized by EPC?  
Does the proposal support a stated recognized provincial objective or goal? Has the province formalized an overall strategic plan for such things as the location of rescue vehicles or municipal communications systems?

d. **State of Emergency Plans - (Weight = 6)**

Does the community have a well-defined and up-to-date emergency plan? Does the proposal contribute to or support an existing plan? Are the emergency planners trained? Are the plans exercised regularly?

e. **Level of Integration - (Weight = 5)**

Does the proposal conform to current JEPP national priorities/federal objectives?

f. **Degree of Federal Visibility - (Weight = 3)**

Does the project include arrangements to appropriately acknowledge the federal government's participation in the project?