



Joint
Emergency
Preparedness
Program



GUIDELINES



Emergency
ManagementBC

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INTRODUCTION

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

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

1.1 Background

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

The program supports initiatives such as emergency plans, training, equipment, Critical Infrastructure Protection (CIP) initiatives, Chemical, Biological, Radiological and Nuclear (CBRN) emergency preparedness, and Urban Search and Rescue (USAR) equipment and training.

1.2 Eligibility

JEPP is open to Incorporated Municipal Governments, Regional Districts, First Nations with an authorizing band council resolution that supports implementation of an emergency plan, and Provincial Government Ministries. For the purpose of these guidelines, eligible agencies (as above) will be referred to as applicants.

1.3 Management

JEPP is managed at the federal level by Public Safety Canada (PSC) and at the provincial level by the Provincial Emergency Program (PEP). PEP is the sole agency within British Columbia authorized to process JEPP applications and claims, and enters into negotiations with the federal government concerning JEPP. Applicants must apply through PEP for JEPP cost-share funding.

1.4 Funding

The federal government allocates funds to PSC on a fiscal-year (FY) basis for JEPP projects approved within the provinces and territories (FY = April 1 to March 31). Expenses for projects approved in the fiscal year must have been incurred by the applicant within that same fiscal year.

Projects are cost-shared with the federal government and must be accounted for in disbursements (dollars).

There is no provincial funding allocated to JEPP.

There is no set formula or ratio for the sharing of project costs. However, the federal contribution for applicants' proposals generally will not exceed 50 per cent of the total project cost.

Where it is perceived that a heavier share of responsibility for emergency preparedness rests with a particular level of government, the ratio may be adjusted accordingly. In such cases, proposals may be approved in a modified form that will affect the percentage cost-shared.

JEPP funds will not be paid out in advance; funds will only be provided upon satisfactory completion of a project and proof of payment, limited only to approved expenses. If the JEPP cost-share funding exceeds \$50,000, a project audit is required [see Section 1.5].

JEPP funds must be directed to those projects that have the greatest emergency response/recovery cost-benefit.

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

1.5 Audit Arrangements

Audits are required for all projects where JEPP cost-share funding exceeds \$50,000.

Costs incurred to conduct audits are not eligible for cost sharing under JEPP.

When the requirement for audit is anticipated, the applicant should engage an independent auditor (normally this would be the applicant's audit firm).

If the applicant's independent auditor requires functional guidance during the course of an audit, audit staff may confer with Internal Audit and Advisory Services, Office of the Comptroller General, Ministry of Finance, at telephone (250) 387-6303.

Notwithstanding any of the above, **PEP and PSC must have the ability to compare what was purchased with what was initially approved.** In addition, all claims are subject to audit by provincial and federal auditors.

To facilitate audit arrangements, time records and books of accounts must be established and maintained for all expenses incurred, along with invoices, receipts and vouchers. Such accounts, records, invoices, receipts and vouchers may not be disposed of without the consent of the Province.

1.6 Timeline and General Information

October 31 – On or before this date, applications must be received at the PEP Regional Office. Applications are reviewed by the PEP Regional Manager and forwarded to the Recovery Unit at PEP headquarters for consideration.

Incomplete applications or applications that do not meet the funding criteria, as outlined in the provincial JEPP Guidelines will be returned to the applicant.

November - Applications are reviewed for compliance with the provincial JEPP Guidelines.

December - The provincial JEPP Committee reviews all applications to ensure each application meets JEPP criteria.

January - JEPP applications, with supporting documentation, are forwarded to PSC for funding consideration.

February – March - PSC reviews JEPP applications received from the provinces and territories.

1.6 Timeline and General Information - *continued*

April - PSC notifies each province and territory of the approved applications and the percentage that will be cost-shared for each project. The Recovery Unit will formally notify the applicants by letter of PSC's decision to approve or reject the application. Projects not approved because of limited program funding may be re-submitted for the next fiscal year.

Start date - Projects must not start until formal approval is received. Expenses that pre-date the project approval notification letter date will be ineligible for cost sharing.

Once a proposal is approved it must be completed in accordance with the approved application. Any changes to the approved proposal must be submitted in writing to the Recovery Unit at PEP for approval. Failure to request prior approval of any changes will render the purchases ineligible for cost sharing.

September and January – Project status reports will be faxed to project managers and must be returned to the Recovery Unit by the date specified.

The purpose of the report is to identify the approximate or known amount of JEPP funds that will be claimed for each project and any funds no longer required. For example, if the cost of your project is less than the maximum approved amount, or you will not complete the project by the March 31 deadline, identifying this now will allow reallocation of these funds to other JEPP projects waiting for funding approval to become available in order to proceed.

March 31 -

Project completion:

The project must be completed within the same fiscal year approval was given. Federal and Provincial fiscal years run April 1 – March 31.

Claim submission:

Upon project completion submit to the PEP Recovery Unit the signed Claim Form, Claim Calculation Worksheet, paid invoices, receipts and proof of payment (general ledger or front and back of cancelled cheques). Claims must be received on or before March 31. (Forms and instructions are available on the PEP web site at www.pep.bc.ca – Funding Programs – JEPP, or by contacting the Recovery Unit).

1.6 Timeline and General Information - *continued*

Claim submission- *continued*:

The Recovery Unit reviews the claim submission; invoices and proof of payment, to ensure that purchases and expenditures are for approved items. If the claim is complete and correct as per the claim procedures, a federal Claim form is completed and forwarded to PSC.

When federal approval of the claim is received, the provincial government forwards a cheque in the amount claimed to the applicant.

The federal government reimburses the Province for funds paid to JEPP applicants.

PROJECT SELECTION

2.1 Considerations

Factors taken into account when considering whether to approve a JEPP proposal include the following:

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

NOTE: *Projects already under way or that have been completed will not be approved.*

Expenses that pre-date the project approval notification letter date will be ineligible for cost-sharing.

2.2 JEPP Projects

Priorities for JEPP projects are agreed to annually by the Senior Assistant Deputy Minister of PSC and by provincial/territorial senior officials responsible for emergency preparedness.

Projects with deliverables intended for provincial or nationwide distribution, that are in audio, print, or video formats, must be produced in equal quality – but not necessarily quantity – in both the French and English languages, and the translation cost must be factored into the cost of the JEPP application.

If a proposed project appears to require bilingual production, contact the Recovery Unit toll free at 1-888-257-4777 or directly at (250) 952-5505 to discuss translation issues **prior** to completing an application.

The following categories, listed in order of priority, are eligible for JEPP funding:

- Emergency Plans (once every five years)
- Training and Education
- Emergency Exercises (once every three years)
- Telecommunications
- Emergency Operations Centres (EOCs)
- Specialized Vehicles and Specialized Equipment.

2.3 Criteria and Allowable Project Expenses

[See Section 2.4 for examples of non-allowable expenses.]

1. Emergency Plans – or updating emergency plans:

- Fees for publication/printing and distribution of the plan

NOTE: A funded revision of an emergency plan for the same applicant is limited to once every five years.

2.3 Criteria and Allowable Project Expenses - *continued* Emergency Plans – *continued*

- Third-party consultant fees and expenses that are directly related to research and production of the plan

NOTE: Actual receipts for consultant/contractor expenses (e.g., meals, accommodation, travel etc.) are required; Credit card receipts are not acceptable; Gratuities and Goods and Services Tax (GST) must be removed from submitted costs.

2. Training and Education:

- Fees and expenses that are directly related to the course, such as:
 - Meals, refreshments (excluding alcoholic beverages and gratuities), accommodations and travel
 - Instructor/facilitator fees, training manuals, handouts, etc.

NOTE: Actual receipts for all expenses (meals, accommodation travel etc.) are required; Credit card receipts are not acceptable; Gratuities and Goods and Services Tax (GST) must be removed from submitted costs.

- Examples of training projects:
 - BCERMS emergency site management courses
 - EOC standard operating procedures
 - Communications training
 - Neighbourhood Emergency Preparedness Program (NEPP) - Train the Trainer only
 - Design and conduct multi-agency, multi-casualty response/recovery training to test site management and coordination of emergency operations, etc.
 - Chemical, Biological, Radiological and Nuclear (CBRN) First Responder Training Program – Basic Level. (Local delivery; classroom-based)

2.3 Criteria and Allowable Project Expenses - *continued*

3. Emergency Exercises:

NOTE: *Funded exercises for the same applicant are limited to once every three years; Exercises must be designed to test the emergency plan or a portion of the emergency plan.*

- Consultant fees and expenses that are directly related to the production of the exercise
- Fees for printing/publication and distribution of exercise material
- Fees for public relations regarding the exercise
- Fees for training exercise controllers, facilitators, communicators, and other participants
- Expenses for meals/refreshments during exercises and associated training (excluding alcoholic beverages, gratuities and GST).

NOTE: *Actual receipts for all expenses (meals, accommodation, travel etc.) are required; Credit card receipts are not acceptable; Gratuities and Goods and Services Tax (GST) must be removed from submitted costs.*

4. Telecommunications:

- Costs for setting up an integrated communications network in support of emergency response/recovery in **isolated areas** is considered a high priority
- The more integrated the network, the higher its capability in support of emergency response/recovery
- The system must be compatible (linked) with other systems
- Telephones, telephone lines and data lines dedicated to EOC requirements
- Satellite telephones **for remote areas only**, where justified, and on a case-by-case basis as approved by the provincial and federal JEPP committees
- Pagers, in exceptional cases such as in **very remote areas**, and on a case-by-case basis as approved by the provincial and federal JEPP committees
- Communications equipment and installation of radios, aerial mounts, etc.

2.3 Criteria and Allowable Project Expenses - *continued* Telecommunications - *continued*

Radios/Transceivers

- UHF or VHF commercial radios (and installation) that have narrow band capability and are type-approved by Industry Canada
- Base or mobile (excluding hand-held) amateur band transceivers mounted in a fixed or mobile EOC facility or vehicle that is owned by the applying local government

NOTE: *When applying for radio communication equipment a completed Radio Questionnaire (Section 6.0) must accompany your application. Failure to provide a completed questionnaire may result in the denial of your application.*

5. Emergency Operations Centre (EOC):

- Minor modifications to fixed EOC buildings or rooms
- Installation of workstations, map boards, electronic print boards, data projectors (no more than one electronic print board and one data projector will be funded in a five-year period)
- Equipping of fixed or mobile EOCs

2.3 Criteria and Allowable Project Expenses – *continued*

6. Specialized Vehicles and Specialized Equipment:

▪ **Specialized Vehicles:**

- Emergency response vehicle (road rescue)
- Mobile Emergency Operations Centre (EOC)
- Hazardous material (HAZMAT) emergency response vehicle
- Modifications to specialized vehicles and permanent installations (e.g., sanitation facilities, water, workstations, map boards, awnings, cupboards, benches, etc.).

NOTE: The maximum allowable for a specialized vehicle is \$40,000. The cost share for specialized vehicles is \$40,000 if the cost of the vehicle is \$80,000 or more. If less than \$80,000, the cost-share is 50 percent. The \$40,000 cap applies to the vehicle, not to any specialized equipment carried on the vehicle.

▪ **Specialized Equipment:**

- HAZMAT equipment (e.g., protective clothing, foam pumps, spill retaining equipment, etc.)
- CBRN equipment
- Jaws-of-Life
- Generator (includes installation) to provide backup electrical power to the EOC

NOTE: The maximum allowable for a generator is \$10,000. The cost share is \$10,000 if the cost of the generator is \$20,000 or more. If less than \$20,000, the cost-share is 50 percent.

- Emergency site lighting
- Thermal imaging cameras – only for Medium and Heavy USAR
 - A completed USAR Questionnaire (See Section 6.0) must accompany your application

2.4 Non-Allowable Project Expenses

Examples of non-allowable expenses are:

Administration and Operational

- Office space, meeting room rentals, telephone monthly charges, postage and routine administrative procedures considered to be the responsibility of the agency
- Ongoing operating and maintenance costs and equipment licences
- Office supplies
- Audit costs associated with required audits for projects with a cost-share of \$50,000 or more

Consultant Fees

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

Emergency Operations Centre (EOC)

- Major capital costs that are considered to be the responsibility of the agency (e.g., major construction projects, major extensions to buildings and other complex undertakings)
- EOC supplies that are considered to be consumable items or non-specialized emergency equipment
- Lap-top computers (notebooks)
- Digital cameras
- Scanners

Miscellaneous

- Equipment and training that is considered to be the routine responsibility of first responder agencies, such as fire fighting, law enforcement, ambulance and emergency program coordinators
- Expenses that do not have copies of actual receipts attached (e.g., meal receipts, accommodation invoices, travel receipts, etc.)
- Inflation allowance
- Permits or licenses
- Cascade air-recharging systems
- Property numbering systems
- Fees incurred during the application process

2.4 Non-Allowable Project Expenses - *continued*

Miscellaneous - *continued*

- Costs for goods where the invoice pre-dates project approval notification letters
- Facility rentals owned by the agency (e.g., meeting/conference rooms, halls)
- Modifications to, or equipment for placement in, privately-owned vehicles or residences
- Meal or travel expenses, other than those allowed for Emergency Plans, Training and Education, and Emergency Exercises [see Section 2.3 (1), (2) and (3)]
- Consumable items (e.g., office supplies, batteries, etc.)
- Neighbourhood Emergency Preparedness Program materials, equipment or storage units
- Items relating to animal evacuation and care

Salaries, Benefits or Honorariums

- “In-house” labour costs
- Personnel fulfilling operational functions, including emergency preparedness staff
- Personnel undertaking training for activities considered to be the routine responsibility of first responder agencies such as fire fighting, law enforcement, ambulance and emergency program coordinators

Specialized Vehicles and Specialized Equipment

- Fire fighting equipment or trucks
- Any associated response equipment carried on a vehicle
- Snowmobiles, all terrain vehicles, “off-road” rescue vehicles
- Emergency Water Purification Units/Systems

Storage Units

- Storage lockers, kiosks and bunkers for emergency supplies and their contents
- Storage fuel tanks

2.4 Non-Allowable Project Expenses - *continued*

Telecommunications

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

Training and Equipment-related Costs

- Training aids (e.g., flipcharts, overhead projectors)
- Consumable items (e.g., pens, pencils, paper)
- Facility/classroom rental
- Training room furniture
- For personnel undertaking training for activities considered to be the routine responsibility of first responder agencies (e.g., fire fighting, law enforcement, ambulance and emergency program coordinators)
- Wages.

APPLICATIONS FOR LOCAL AUTHORITIES

3.1 Application Procedure

Application forms – for Incorporated Municipal Governments, Regional Districts and First Nations (Annex A); for Ministries (Annex C); and Application Costing Worksheet (Annex B) are available from PEP Regional Offices and PEP Recovery Unit or through the PEP web site at www.pep.bc.ca – select the Funding Programs title and then select the JEPP heading.

Multiple projects in the same category that are independent and largely unrelated to each other (e.g., could proceed should the other project not be approved) must be submitted under separate applications.

Multiple projects in different categories must be submitted under separate applications.

Prior to submitting a JEPP application, particularly for items not specifically listed as eligible items, applicants should contact their PEP Regional Manager, or the Recovery Unit toll free at 1-888-257-4777, directly at (250) 952-5505, or by fax (250) 952-5542.

Applications for radio equipment and Urban Search and Rescue (USAR) must include a completed questionnaire that will form part of the application package. See Section 6.0 Annex Forms and Questionnaires or, contact the Recovery Unit toll free at 1-888-257-4777 or directly at (250) 952-5505 to obtain a questionnaire.

3.2 Instructions for Completing Application Forms

All data requested on the application form must be provided.

Applicants must supply a quote supporting each item and a second quote from a different consultant or contractor where it could be perceived that a conflict of interest may arise between the selected contractor and the applicant, as a result of the purchase of services or goods.

3.2 Instructions for Completing Application Forms - *continued*

Completing the application form:

- **Name and mailing address:** of agency making application. Agency means Incorporated Municipal Government, Regional District or First Nations Band.
- **Contact information:** the applicant contact and the Local Emergency Program Coordinator
- **Proposal Information:** Select the project category [see Section 2.2 (3)].
 - **Proposal title:** This should consist of a word or phrase that can be used to quickly identify or refer to the project.
 - **Description:** This section should describe goods/services needed and how emergency preparedness will be enhanced. If extra space is required, attach additional documentation.
- **Resource allocation for fiscal year funding:** In this section, insert funding requirements for the project.
 - Cost-shared ratios are usually 50/50 between JEPP funding and the applicant, but some exceptions apply when maximum dollar limits are capped for certain items [see Section 2.3 (6)].
 - The applicant cost-shared portion must be from only one local government applicant.
 - Certain projects may have bilingual requirements and the cost of translation must be factored into the proposal [see Section 2.2 (2)].
- **Required Information:** In the space provided, include the date of your last emergency plan revision, the most recent date the emergency plan was exercised and the date of your emergency bylaw.
- **Audit arrangements:** [see Section 1.5].

3.2 Instructions for Completing Application Forms - *continued*

- **Arrangements for federal recognition:** Public visibility should be given through press releases. Recognition should, whenever possible, be in tangible form (such as acknowledgement in reports, documents, manuals and videotapes, or on decals or plaques fixed to equipment and vehicles), indicating that the project was funded with the assistance of the Government of Canada (PSC).
- **Supporting documentation:** Provide the supporting documentation listed on the application checklist. Refer to Section 3.3 for further information.
- **Signing authorities:** Application forms must bear the signature of appropriate signing authorities (e.g., in case of a municipality, the Head of Council and Duly Accredited Clerk, Treasurer or Accountant for that municipality); the same criterion applies to First Nations. Regional districts require the signature of the Regional District Chair and Treasurer.

3.3 Supporting Documentation

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

- **Project costs:**
 - A completed Application Costing Worksheet (see sample shown at Annex B or visit the PEP web site at www.pep.bc.ca – select the Funding Programs title and then select the JEPP heading to download a copy) that includes an itemized breakdown of all costs, including Provincial Sales Tax (PST)
 - Price quotes from the supplier proposing to supply the equipment, training, consulting, etc.
 - The make, model and year of manufacture of equipment
 - Brochures, pictures or diagrams.

3.3 Supporting Documentation – *continued*

▪ **A narrative that expands on the description of the project and includes:**

- The purpose or objective of the project
- The applicant's general level of emergency preparedness and how emergency preparedness will be enhanced by the project
- The population of the area
- The area of emergency responsibility in square kilometres (size)
- A list of mutual aid agreements with neighbouring communities
- How you intend to recognize the federal government should your proposal be approved.

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

Information on costs must be provided in sufficient detail to allow those reviewing the application to form a clear picture of the total costs and whether the eligibility criteria has been met. For convenience, costs may be grouped under headings, such as personnel, equipment, training or printing manuals, etc.

3.4 Goods and Services Tax (GST)

Effective February 1, 2004, GST is no longer applicable.

4.0 APPLICATIONS FOR PROVINCIAL GOVERNMENT MINISTRIES

4.1 Ministry Information

The following information applies to provincial ministry JEPP proposals:

- Ministries must apply to the Recovery Unit at PEP headquarters for cost shared funding, using JEPP Application Form Annex C and Application Costing Worksheet Annex B. Forms are available on the PEP web site at www.pep.bc.ca – select the Funding Programs title and then select the JEPP heading.
- JEPP applications must be submitted to PEP headquarters on or before October 31 of each year.
- Audits are required for all projects where the JEPP cost-share funding exceeds \$50,000 [see Section 1.5].
- For further information, contact the Recovery Unit at PEP headquarters toll free at 1-888-257-4777 or directly at (250) 952-5505.
- **Signing authorities:** Ministry applications require the signature of the expense authority and the project coordinator.

5.0 CLAIMS

5.1 General Information

Claims require a complete accounting of all costs.

Submit claims upon project completion. Do not wait until fiscal year end (March 31)

All claims are subject to audit by provincial and federal auditors.

Expenses that pre-date the project approval notification letter date are not eligible for reimbursement.

Goods and Services Tax (GST) [see Section 3.4].

Completed Claim Form (Annex D), Claim Calculation Worksheet (Annex E) and supporting documentation must be forwarded directly to the PEP Recovery Unit on or before March 31. Forms may be obtained from the PEP web site at www.pep.bc.ca – select Funding Programs and then select the JEPP heading.

5.2 Date of Submission

March 31 - JEPP funds are allocated on a fiscal year basis and unexpended funds lapse at the end of the fiscal year. Claims for projects accepted for a given fiscal year must be submitted to the Recovery Unit at PEP headquarters by March 31.

5.3 Instructions for Completing Claim Forms

Claim Form (Annex D) - All information listed below is required:

- **Agency:** The name and mailing address of the applicant submitting the JEPP claim.
- **Fiscal Year, Project # and Title:** These should be completed as assigned when the project was initially approved.
- **Claimed Amount:** The total claimed amount cannot exceed the cost-shared amount approved for the project.
- **Certification:** Enter the name of the applicant submitting the JEPP claim. The claim must be signed by an approved auditor or designated financial official or expense authority.

5.3 Instructions for Completing Claim Forms - *continued*

Claim Calculation Worksheet (Annex E): List all invoices and provide the information requested on the worksheet.

Your claim must include:

- A completed Claim form (Annex D)
- A completed Claim Calculation Worksheet (Annex E)
- Original or copies of paid invoices, organized in the same order as they are listed on the Claim Calculation Worksheet
- Number each invoice to correspond to the line number on the Claim Calculation Worksheet
- Proof of payment, such as a copy of corresponding general ledger entries or a copy of cancelled cheques (front and back)
- If proof of payment is not available on March 31, provide a copy of the invoice showing goods and services received prior to or on March 31. Proof of payment must be submitted before May 01.
- A certified auditor's signature is required for those projects with a Government of Canada contribution of \$50,000 or more [see Section 1.5]
- A statement describing the arrangements made to fulfill the Government of Canada recognition commitment (this should be followed up by photos, news clippings etc.)

Invoices must be provided for all costs being claimed as PSC must have the ability to compare what was purchased with what was initially approved. Expenses for products or services not previously approved by PSC will not be accepted.

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

5.4 Feedback

We welcome your feedback to help improve the JEPP Guidelines. Please submit any comments or suggestions to the PEP Recovery Unit.

Mailing Address:
Provincial Emergency Program
Recovery Unit
PO Box 9201 Stn Prov Govt
Victoria BC V8W 9J1

Fax: (250) 952-5542

If you have any questions, please contact our office by telephone toll free at 1-888-257-4777 or directly at (250) 952-5505.

6.0 Annex Forms & Questionnaires

To access each Annex, place the cursor over the Annex you require and click.

**ANNEX A – LOCAL GOVERNMENT AUTHORITY/FIRST NATIONS
APPLICATION**

ANNEX B – APPLICATION COSTING WORKSHEET

ANNEX C – PROVINCIAL MINISTRIES APPLICATION

ANNEX D – CLAIM FORM

ANNEX E – CLAIM CALCULATION WORKSHEET

Radio Questionnaire

USAR Questionnaire