



# JOINT EMERGENCY PREPAREDNESS PROGRAM GUIDELINES

Revised September 2003



## **FOREWORD**

These guidelines describe the management and administration of the Joint Emergency Preparedness Program (JEPP) within the Territory of Yukon. They have been written to aid applicants who are seeking assistance in funding emergency preparedness projects within their jurisdictions. Failure to comply with the terms and conditions contained in these guidelines may result in the forfeiture of JEPP funding.

Contact information for the Yukon Government, Community Services, Emergency Measures Unit is as follows:

Emergency Measures  
Community Services  
Box 2703  
Whitehorse, Yukon  
Y1A 2C6

1-867-667-5220 or 1-800-661-0408, ext. 5220  
[emo.yukon@gov.yk.ca](mailto:emo.yukon@gov.yk.ca)

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# 1

## INTRODUCTION

### 1.1 BACKGROUND

- a. The Joint Emergency Preparedness Program (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.
- b. JEPP is not a grant program.

### 1.2 ELIGIBILITY

- a. JEPP is open to territorial government ministries, incorporated municipalities and First Nations.
- b. To be eligible, municipalities and First Nations must have an emergency by-law in place and an operational emergency plan. However, those that have an emergency by-law in place, but do not have an emergency plan, are eligible to submit a JEPP application that includes the formulation of an emergency plan.

### 1.3 MANAGEMENT

- a. JEPP is managed at the federal level by the Office of Critical Infrastructure Protection and Emergency Preparedness (OC�PEP) and at the territorial level by Emergency Measures, of Community Services.
- b. Emergency Measures is the sole agency within Yukon authorized to process JEPP applications and claims, and enter into negotiations with the federal government concerning JEPP.
- c. Local governments, i.e., municipalities and First Nations must apply to the territorial government, for JEPP cost-share funding.
- d. When local governments submit applications (as per criteria laid out in the Territorial JEPP Guidelines), all applications are reviewed by Emergency Measures.

- e. When Emergency Measures recommends JEPP cost-share funding for local government proposals, a federal government JEPP application is raised and forwarded to OCIPEP BC/Yukon region for funding approval. On approval, the project then becomes a territorial/federal cost-share agreement, which means the territorial government is then responsible to the local government for the federal government's percentage of cost-share.
- f. When the local government completes the approved project, they must submit a claim to Emergency Measures verifying the total cost of the project and the amount claimed, i.e., the approved percentage of cost-share.
- g. On approval of the claim, the territorial government forwards a territorial government cheque, in the amount claimed, to the applicant.
- h. Each year the federal government reimburses the territory for territorial funds paid to local government JEPP projects, based on the percentages agreed to on approval of the project by OCIPEP.

#### **1.4 FUNDING**

- a. The federal government allocates funds to OCIPEP annually on a fiscal year (FY) basis for the support of JEPP projects in the provinces and territories (FY - April 1 to March 31).
- b. Projects are cost shared with the federal government and must be accounted for in disbursements (dollars). There is no set formula or ratio for the sharing of project costs. As a general rule, however, the federal contribution will not exceed fifty per cent (50%) of the total.
- c. 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 of sharing of costs.
- d. JEPP funds must be directed to those projects which have the highest emergency response pay-offs.
- e. 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 DISBURSEMENTS AND BOOKS OF RECORD**

- a. **JEPP funds will not be paid out in advance;** they will only be provided to reimburse costs on satisfactory completion of a project, as per the approved cost share agreement.
- b. To facilitate audit arrangements, time records and books of account 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 territory.

## **1.6 AUDIT ARRANGEMENTS**

- a. Audits are required for all projects for which the JEPP share is \$50,000 or more.
- b. When the requirement for an audit is anticipated, the applicant should engage an independent auditor (normally this would be the applicant's audit firm). Subject to availability of JEPP funds, audit fees are allowable project expenses provided those costs are an integral part of the total cost of the project proposal (application).
- c. For audit arrangements, the applicant's audit firm may contact the Director of Finance, Systems and Administration Branch, Community Services, [telephone (867) 667-5311 or facsimile (867) 393-6264].

## 2

# THE SELECTION OF PROJECTS

### 2.1 CONSIDERATIONS

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

- a. Projects already under way or that have been completed will not be approved.
- b. The degree to which the project is considered to enhance the overall national emergency response capability and contributes to a co-operative approach to emergency preparedness generally.
- c. The relative level of preparedness between competing jurisdictions.
- d. The equitable apportionment of JEPP funds amongst regions of the territory.
- e. The public visibility to be given to the federal contribution.
- f. The availability of federal JEPP funds.
- g. It must contain 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 funding.

### 2.2 JEPP PROJECTS

- a. Priorities for JEPP projects are agreed to annually by the Executive Director of OCIPPEP and by provincial/territorial senior officials responsible for emergency preparedness.
- b. The following projects are eligible for JEPP funding and are listed in order of priority:
  1. Emergency plans - or updating emergency plans.
  2. Emergency exercises - to test emergency plans.
  3. Training and education.
  4. Telecommunications systems.
  5. Specialized vehicles and equipment.

6. Emergency Operations Centres (EOCs) - equipping of fixed or mobile EOCs and minor modifications to buildings or rooms to accommodate fixed EOCs.

## **2.3 CRITERIA AND ALLOWABLE PROJECT EXPENSES**

- a. Emergency Plans - or updating emergency plans
  1. Consultant fees for research and production of plan
  2. Fees for publication/printing and distribution of the plan
  
- b. Emergency exercises
  1. Consultant fees for production of exercise
  2. Fees for printing/publication and distribution of exercise scenario
  3. Fees for public relations regarding the exercise
  4. Fees for training exercise controllers, coordinators, communicators, and other participants
  5. Fees for meals/refreshments during exercises and associated training
  
- c. Training and education
  1. Fees and expenses that are directly related to the course such as:
    - ◆ travel, meals and accommodations
    - ◆ instructor/facilitator fees
    - ◆ training manuals, handouts, etc.
  2. Examples of training projects:
    - ◆ Emergency Site Management
    - ◆ EOC Standard Operating Procedures
    - ◆ EOC exercises
    - ◆ Communications training
    - ◆ Designing and conducting multi-agency, multi-casualty response type exercises to test site management and coordination of emergency operations, etc.
  3. All training must be conducted by territorially approved trainers (instructors).
  4. The following training and equipment are not eligible for funding under JEPP:
    - ◆ training aids, classroom rental or wages



- ◆ hazardous materials training

d. Telecommunications systems

1. Cost for setting up an integrated communications network in support of emergency response in isolated areas is considered a high priority.
2. The more integrated the network is, the higher its capability in support of emergency response.
3. The system must be compatible (linked) with other systems.
4. Communication systems and equipment **not eligible** for funding under JEPP:
  - ◆ funding of communications studies or plans
  - ◆ citizen band (CB) radios, amateur (ham) radios
  - ◆ cellular telephones
  - ◆ satellite telephones - may be considered for remote areas where justified on a case-by-case basis
  - ◆ 911 emergency service systems
  - ◆ public warning systems
  - ◆ facsimile transmittal (fax) machines
  - ◆ pagers - in exceptional cases such as very remote areas, pagers will be considered on a case-by-case basis by the territorial and federal JEPP committees
  - ◆ ongoing operating and maintenance costs
  - ◆ lap-top computers (note books)

e. Specialized vehicles and equipment

1. Up to \$40,000 JEPP cost-share for specialized vehicles. The \$40,000 cap applies to the vehicle, not to any associated response equipment carried on the vehicle.
2. Specialized vehicles
  - ◆ emergency response vehicle
  - ◆ mobile Emergency Operations Centre (EOC)
  - ◆ hazardous material (Haz-mat) emergency response vehicle
3. Specialized equipment
  - ◆ modifications to vehicle such as toilet facilities, water, work stations, map
  - ◆ boards, awnings, etc.
  - ◆ communications equipment and installation of radios, aerial mounts, etc.
  - ◆ Haz-mat equipment - protective clothing, foam pumps, spill retaining equipment, etc.

- ◆ jaws-of-life
- ◆ generator for backup electrical power (capped at federal share of \$10,000 per application)
- ◆ emergency site lighting

NOTE: Ongoing operating and maintenance costs are not eligible under JEPP.

- f. Fixed Emergency Operations Centre (EOC)
  1. Minor modifications to EOC building or room
  2. Installation of work stations, map boards, electronic print boards (one electronic print board per EOC)
  3. Communications equipment and installation - installation of rooftop aerial mounts, etc.

NOTE: Training-room-type furniture is not eligible under JEPP.

## **2.4 NON-ALLOWABLE PROJECT EXPENSES**

Examples of non-allowable expenses are:

- a. Salaries and benefits paid to maintain emergency preparedness staff, or to personnel fulfilling operational functions or undertaking training for activities considered to be normal responsibility, e.g. firefighting, law enforcement and ambulance.
- b. Office space, telephones, postage and other routine administrative procedures.
- c. Ongoing operating and maintenance costs.
- d. Specific allowances for inflation.
- e. Cascade air-recharging systems.
- f. Property numbering systems.
- g. Major capital costs that are considered to be the responsibility of municipalities/communities (e.g., major construction projects, major extensions to buildings and other complex undertakings).

## 3

# APPLICATIONS

(See Annex A)

### 3.1 APPLICATION PROCEDURE

- a. Additional application forms are available from Emergency Measures.
- b. All applications must be submitted through Emergency Measures for review on or before **November 15th** each year or as advised by memo.
- c. Applications improperly completed or that do not conform to the criteria, as laid out in the Territorial JEPP Guidelines, will be returned to the applicant.
- d. In November, applications received by Emergency Measures, on or before the deadline are reviewed for compliance with the Territorial JEPP Guidelines.
- e. In December, all applications are reviewed to ensure each application meets JEPP criteria.
- f. Upon recommendation for funding by Emergency Measures, a federal application form is completed for each proposal.
- g. In January, federal JEPP applications with supporting documentation are forwarded to the Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP) BC/Yukon for funding consideration.
- h. During February and March, OCIPEP reviews all JEPP applications from the provinces and territories.
- i. In April, OCIPEP notifies each province and territory of those applications approved and the percentage of cost share. Emergency Measures notifies applicants regarding OCIPEP decisions and approval conditions as applicable.
- j. Upon notification of approval, the applicant may proceed with the project.
- k. Upon completion of project, which must be within the approval year, the applicant requests a claim form and claim instructions from Emergency Measures.
- l. Applicant completes the claim and forwards the claim supported by paid invoices, receipts, etc., to Emergency Measures on or before March 1st each year.

- m. On receipt of claim, Emergency Measures reviews all financial documentation. If correct and complete as per claim procedures, a federal claim form is completed and forwarded to OCIPEP Ottawa.
- n. Upon approval of claim by OCIPEP, Emergency Measures is notified and a territorial government cheque is drafted in the amount of the claim, and forwarded to applicant.

### **3.2 INSTRUCTIONS FOR COMPLETING APPLICATION FORMS**

- a. All data requested on the application form must be provided.
- b. Complete support documentation as listed under Para 3.3 a & b. must accompany the application form.

#### **Application Form – Page 1**

1. **[NAME AND MAILING ADDRESS OF AGENCY MAKING APPLICATION:]** Agency means local government.
2. **[PROJECT COORDINATOR:]** Name, telephone and fax number of applicant overseeing the project.
3. **[PROPOSAL TITLE]** This should consist of a word or phrase that can be used to quickly identify or refer to the project.
4. **[DESCRIPTION:]** This section should contain only a brief description of the project. Accompanying documentation should expand on the description.
5. **[RESOURCE ALLOCATION FOR FISCAL YEAR FUNDING:]** In this section insert funding requirement for the project.

The project can only be cost-shared in two ways, i.e., JEPP commitment and one local government with ratios usually being 50/50 (50 % JEPP/50 % local government).

Refer to Chapter 3, section 3.4 for GST information.

#### **Application Form – Page 2**

6. **[SIGNING AUTHORITIES:]** Application forms must bear the signature of appropriate signing authorities, e.g., in case of a municipality, the elected Head of Council and Duly Accredited Clerk, Treasurer or Accountant for that municipality; the same criterion applies to First Nations.
7. **[AUDIT ARRANGEMENTS:]** Refer to Chapter 1, section 1.5 and 1.6.
8. **[ARRANGEMENTS FOR FEDERAL RECOGNITION:]** Public visibility to be given through press releases; recognition should, whenever possible, be in such tangible form as acknowledgement in reports, documents, manuals and videotapes, or on

decals or plaques fixed to equipment and vehicles, indicating that the project was funded with the assistance of the Government of Canada.

9. **[SUPPORTING DOCUMENTATION:]** Refer to Chapter 3, section 3.3.

### **3.3 SUPPORTING DOCUMENTATION**

The following documentation must be attached to the application:

- a. Expand on the *description* of the project with respect to such matters as:
  1. The purpose or objective of the project.
  2. The agency's general level of emergency preparedness and how it will be enhanced by the project.
  3. The population of the area.
  4. Area of emergency responsibility in square kilometres (size).
  5. Mutual aid agreements with neighbouring communities.
  
- b. Project costs
  1. An itemized breakdown of costs.
  2. Price quotes from the company supplying the equipment, training, consulting services, etc.
  3. The make, model and year of manufacture of equipment, accompanied by brochures, pictures or diagrams.

NOTE: Information on costs must be provided in sufficient detail to allow those reviewing the application to form a clear picture of the total costs and whether or not they meet eligibility criteria. For convenience, costs may be grouped under headings such as Personnel Costs, Equipment Costs, Training Costs, Administrative Costs, etc.

### **3.4 GOODS AND SERVICES TAX (GST)**

Goods and Services Tax (GST) - applicants must declare to what extent their municipality/First Nation is eligible for GST tax credits (rebate) of tax paid on purchase of goods and services covered by the application. Only the amount not already covered by the Revenue Canada rebate program is eligible for JEPP cost sharing and should be included in project costs. For example, if 60% of GST paid out is eligible for the federal rebate, then the 40% balance can be included as project costs.

## 4

# CLAIMS

(See Annex B)

### 4.1 GENERAL INFORMATION

- a. Claims require a complete accounting of all costs.
- b. All claims are subject to audit by territorial and federal auditors.
- c. Completed claim forms and supporting documentation must be forwarded directly to Emergency Measures, on or before March 1st each year.

### 4.2 DATE OF SUBMISSION

JEPP funds are allocated on a fiscal year basis and unexpended funds lapse at the end of the fiscal year. It is important, therefore, that claims against projects accepted for a given fiscal year be submitted by March 1st each year.

### 4.3 INSTRUCTIONS FOR COMPLETING CLAIM FORMS

- a. All data requested on the claim form must be provided.
  1. **[AGENCY:]** name of local government submitting claim.
  2. **[PROJECT:] # and [TITLE:]** the project number and title should be those assigned when the project was initially approved.
  3. **[APPROVED RESOURCE ALLOCATION]** the resource allocation should be the **total** resource allocation approved on the original project application form.
  4. **[CLAIM]** the total claimed cannot exceed the contributions approved for the project.
  5. **[SUPPORTING DOCUMENTATION]** includes invoices covering the total cost of the project (invoices must be date-stamped PAID).
  6. **[CERTIFICATION]** the claim must be signed by an approved auditor or designated financial official.
- b. **Goods and Services Tax (GST):** refer to Chapter 3, section 3.4.

- c. Notwithstanding any of the above, OCIPEP must have the ability to compare what was purchased with what was initially approved.

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

# **ANNEX A**

## **SAMPLE APPLICATION FORM**



**Proposal #:** \_\_\_\_\_  
**(EMO use only)**

<b>NAME AND MAILING ADDRESS OF AGENCY MAKING APPLICATION:</b>		
<i>Town of Anywhere</i>		
<i>PO Box 101</i>		
<i>Anywhere, YT</i>		
<i>Y1A 1A1</i>		
<b>PROJECT COORDINATOR:</b> <u><i>I.M. (Must be) Prepared</i></u> <b>TELEPHONE #:</b> <u><i>(867) 765-4321</i></u> <b>FACSIMILE #:</b> <u><i>(867) 765-1234</i></u>		
<b>PROPOSAL TITLE:</b>		
<i>Emergency Communication System And Training</i>		
<b>DESCRIPTION:</b> (BRIEF DESCRIPTION ONLY - ACCOMPANYING DOCUMENTATION SHOULD EXPAND ON THE DESCRIPTION.) <i>Acquisition/training as follows, amplified in attached estimates and supporting material:</i> <ol style="list-style-type: none"> <li>1. <i>Telecommunications equipment</i></li> <li>2. <i>Emergency response trailer</i></li> <li>3. <i>Training of volunteers</i></li> <li>4. <i>Conduct an emergency preparedness exercise</i></li> </ol>		
<b>RESOURCE ALLOCATION FOR FISCAL YEAR FUNDING:</b>		
<b>FISCAL YEAR STARTING:</b> <u>APRIL 1, 2004</u>	<b>COMMITMENT RATIO:</b>	
<b>ENDING:</b> <u>MARCH 31, 2005</u>		
<b>PROJECT COST (LESS TAXES) :</b>	\$ 14,500.00	
<b>CLAIMABLE GST</b>	\$ 436.53	
<b>TOTAL CLAIMABLE PROJECT COST:</b>	\$ <u>14,936.53</u>	
<b>JEPP COMMITMENT</b>	\$ 7468.27	50 %
<b>MUNICIPAL COMMITMENT</b>	\$ 7468.26	50 %
<b>FIRST NATION COMMITMENT</b>	\$	%



**JOINT EMERGENCY PREPAREDNESS  
PROGRAM APPLICATION**

**SIGNING AUTHORITIES:**

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

- A. ABIDE BY THE TERMS AND CONDITIONS OF JEPP AND UNDERSTAND THAT FAILURE TO DO SO MAY RESULT IN THE FORFEITURE OF FEDERAL FUNDING.**
- B. COMMIT FUNDS TO THE TOTAL AMOUNT INDICATED AND UNDERSTAND THAT THE PROJECT MUST BE COMPLETED PRIOR TO CLAIMING THE JEPP PORTION OF APPROVED COST-SHARE.**
- C. INITIATE AND MAINTAIN SEPARATE ACCOUNTING FOR ALL EXPENDITURES RELATED TO THIS PROJECT.**

**SIGNATURE OF ELECTED HEAD OF COUNCIL**

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

NAME \_\_\_\_\_ *I.M. Incharge* \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**AUDIT ARRANGEMENTS:** (REFERENCE JEPP GUIDELINES - CHAP 1, SECTION 1.6)

**ARRANGEMENTS FOR FEDERAL RECOGNITION:** (REFERENCE JEPP GUIDELINES - CHAP. 3, SECTION 3.2, item 8)

**SUPPORTING DOCUMENTATION:** (REFERENCE JEPP GUIDELINES - CHAP 3, SECTION 3.3)  
*MUST BE ATTACHED TO THIS APPLICATION*

**FOR EMO USE ONLY**

TERRITORIAL EMO MANAGER RECOMMENDATION \_\_\_\_ YES \_\_\_\_ NO

COMMENTS:

SIGNATURE

DATE

**PLEASE FEEL FREE TO PHONE THE EMO OFFICE @ 867-667-5220 FOR FURTHER  
INSTRUCTIONS IF NECESSARY.**

## **ANNEX B**

### **SAMPLE CLAIM FORM**



**JOINT EMERGENCY PREPAREDNESS PROGRAM  
CLAIM**

AGENCY:	
PROJECT # :	TITLE:
<b>APPROVED RESOURCE ALLOCATION</b>	<b>CLAIM</b>
JEPP COMMITMENT           \$	<b>AMOUNT OF CLAIM</b> \$
MUNICIPAL COMMITMENT   \$	PERIOD COVERED BY THIS CLAIM:
FIRST NATION COMMITMENT \$	
TOTAL                           \$	
APRIL 1, 20                           TO MARCH 31, 20	
<b>SUPPORTING DOCUMENTATION:</b> ATTACH INVOICES COVERING THE TOTAL COST OF THE PROJECT (INVOICES MUST INDICATE DATE PAID).	

**CERTIFICATION:**

I CERTIFY:

- A. THAT THE EXPENDITURES CLAIMED ARE SUPPORTED IN THE ACCOUNTS OF \_\_\_\_\_  
\_\_\_\_\_ AND ARE SUPPORTED BY PROPER DOCUMENTATION; AND  
(AGENCY)
- B. THAT NO PORTION OF SAID EXPENDITURES HAS BEEN INCLUDED IN ANY PREVIOUS CLAIM; AND
- C. THAT ALL APPLICABLE AND KNOWN CREDITS OR REFUNDS HAVE BEEN TAKEN INTO ACCOUNT AND THE DIRECTOR, YUKON EMERGENCY MEASURES BRANCH WILL BE PROMPTLY NOTIFIED OF ANY FURTHER CREDITS OR REFUNDS RECEIVED.

APPROVED AUDITOR OR DESIGNATED FINANCIAL OFFICIAL TITLE

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

**FOR EMO USE ONLY**

\_\_\_\_\_

MANAGER, EMERGENCY MEASURES

\_\_\_\_\_

DATE