Community Emergency Preparedness Fund

Public Notification and Evacuation Route Planning

2025 Program and Application Guide

> Applications will be accepted July 1, 2024 to April 25, 2025 using the
> LGPS Online Application Tool

1. Introduction

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

As of July 2024, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

Please refer to Appendix 1 for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

Background

Efficient and safe evacuation routes are needed for the movement of people, livestock, animals, and personal property from an area of imminent or actual threat to an area of safety. Successful and detailed planning is the key to effectively executed evacuations when an event occurs that requires these actions.

Public notifications and emergency alerts are used to deliver critical, life-saving information to the public during emergencies, including those that require evacuation. Each community in BC has a public notification system that is unique to the area. Public Notification Plans are a crucial part of planning for emergencies.

In May 2024, Natural Resources Canada launched the Canadian Earthquake Early Warning Programme (CEEWP), designed to enhance early detection and warning in areas of moderate to high earthquake hazard and concentration of population and infrastructure. Earthquake Early Warning (EEW) is the rapid detection of earthquakes, real-time estimation of the shaking hazard, and notification of expected shaking. EEW alerts sent to cell phones can provide seconds to tens-of-seconds of notice before strong shaking starts, which can help reduce injuries, deaths, and property losses. Due to the unique nature of EEW alerts, communities may need to revise their Public Notification Plans to reflect alerts that will be automated and only provide tens-of-seconds of warning.

As outlined in the [Evacuation Operational Guide for First Nations and Local Authorities in BC (2022)](#), notification of an evacuation in a timely and effective manner is one of the most important things a First Nation or Local Authority must do during an emergency event. Local Authorities are required under the *Local Authority Emergency Management Regulation* to "establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster."

In November 2023, the *Emergency and Disaster Management Act* came into force, replacing the *Emergency Program Act*. The new Act and regulations govern how to manage an emergency or disaster in British Columbia. Until they are repealed, regulations made under the former *Emergency Program Act* remain in force.

Public Notification and Evacuation Route Planning Funding Stream

The intent of this funding stream is to support eligible applicants to develop Evacuation Route Plans and/or Public Notification Plans that provide information for First Nations, local governments, and community members in the event of an emergency.

> This may include development of a new or updated Evacuation Route Plan and/or new or updated Public Notification Plan. New or updated plans can be combined, stand-alone, and/or embedded in other local emergency management documents. Please note that the overall development or routine update of a local emergency plan is not eligible for funding.

For both Evacuation Route Plans and Public Notification Plans, it is expected that plans will be exercised.

2.   Eligible Applicants

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

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

For the purpose of CEPF funding, the following agencies are able to act as a **primary applicant**:

- An emergency management organization that is created by a regional district service establishing bylaw and approved by the Province of BC may act as the **primary applicant** on behalf of eligible applicants that participate in the established emergency management service. When acting as a **primary applicant** on behalf of eligible applicants, the regional emergency management organization may submit more than one application per funding stream intake provided that each eligible First Nation or local government that is included as a **sub-applicant** is only funded once per intake.

- An Indigenous governing body with authority for emergency management may act as the **primary applicant** on behalf of eligible First Nations. The Indigenous governing body may submit more than one application per funding stream intake provided that each eligible First Nation that is included as a **sub-applicant** is only funded once per intake.

Emergency management organizations created by a regional district and Indigenous governing bodies that are interested in submitting an application to act as the **primary applicant** must contact UBCM in advance of submitting an application and will be required to provide appropriate documentation related to membership, authority, and area of service.

3.   Grant Maximum

The Public Notification and Evacuation Route Planning funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of $40,000.00.

Eligible applicants that can demonstrate geographical constraints (e.g., significant distance and/or barriers, such as mountain ranges, between reserves or communities) and a clear case for public notification and/or evacuation route planning in each reserve or community may be eligible to exceed the funding maximum. For more information, please contact UBCM in advance of submitting an application.

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

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the CEPF.

The Indigenous Engagement Requirements Funding Program provides funding for the implementation of the Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*. For more information visit the Province of BC's website or contact: EMCR.IERFunding@gov.bc.ca.

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4. Eligible Projects

To qualify for funding, projects must result in the development of a new or updated Evacuation Route Plan and/or Public Notification Plan, and be:

- In alignment with the recommended content and eligibility requirements as identified in Table 1;
- A new or a subsequent phase of a project (retroactive funding is not available); and
- Capable of completion by the applicant within one year from the date of grant approval.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

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

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available here.

As part of the Approval Agreement, approved applicants must agree to the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance.
- Approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify, and distribute, any and all of the spatial data products acquired/produced using CEPF funding.
- Approved applicants will work with EMCR and GeoBC to support integration of Value-Added Products, derived products, and methodology into the Provincial Data Repository and Web

Mapping Platforms. This will include transferring knowledge to replicate the solutions created on proprietary mapping platforms managed by the applicants. EMCR may work with applicants to ensure an integrated and collaborative approach is taken to collect, capture, analyze, visualize, and manage data and information based on consistent standards and data models to be used by all applicants.

- Please note that the two statements above do not apply to any product, data, or information which may include Indigenous knowledge. EMCR and GeoBC respect the First Nations principles of Ownership, Control, Access and Possession (OCAP)®.

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

6. Eligible and Ineligible Costs and Activities

Eligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must result in the completion of a new or updated Evacuation Route Plan and/or new or updated Public Notification Plan, be cost-effective, and are limited to:

- Development of a new or updated Evacuation Route Plan and/or new or updated Public Notification Plan.

- Collaborative planning work with neighbouring jurisdictions.

- Preparation of maps, spatial data, and metadata for all maps as identified in Section 9 and following the requirements in Appendix 2 (where applicable must meet Specifications for LiDAR for the Province of British Columbia and if applicable the Specifications for the Production of Digital Elevation Models for the Province of British Columbia).

- Travel and meeting expenses such as mileage and catering associated with planning, training, knowledge transfer, or exercising eligible activities.

- Amendments to relevant local plans, bylaws, or policies that are specific to evacuation route and/or public notification planning (e.g., Official Community Plan, land use plans, engineering and public works bylaws or policies).

> Please note that the overall development or routine update of a local emergency plan is <u>not eligible</u> for funding.

Table 1 identifies activities that are eligible for funding. Other activities that support the intent of the program may be considered for funding. Eligible activities must be cost-effective.

Table 1: Recommended Content and Eligibility Requirements

	Evacuation Route Plans	Public Notification Plans
Recommended Content	• Identification and capacity of available routes • Methods of evacuation (e.g., personal and commercial vehicles, boats, helicopters, etc.) • Modes of transportation (rail, water, air, and road) including active transportation (e.g., walking, biking, etc.) • Anticipated speed of progression of local **hazards** (e.g., wildfire, tsunami, flood, etc.) • Availability of early warning systems or other emergency notification tools • Other factors that impact the functionality of evacuation routes	• Strategies, plans, policies, and/or processes for public notification and emergency alerting during emergencies, including for requesting a BC Emergency Alert • Public notification and emergency alerting templates (e.g., draft language, templated BC Emergency Alerting instructions, or web / social media content) • Web and social media plans, practices, and capacities to support public notification and emergency alerting • Identification of available notification and emergency alerting methods and their expected effectiveness • Timeliness of notification and emergency alerting dissemination and templates, tools, processes, and procedures to maximize rapid information sharing including through BC Emergency Alerts • Notification and emergency alerting message wording for community understanding and action • Updating Public Notification Plans to include CEEWP.
Provincial Standards	• Be in alignment with Evacuation Operational Guide for First Nations and Local Authorities in BC (2022)	• Be in alignment with public alerting systems in BC

Additional Eligible Costs and Activities

The following expenditures are also eligible provided they relate directly to the eligible activities identified in Table 1:

- Incremental applicant staff and administration costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.

- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., planning events) consultant rates are expected to be commensurate with the type of activity being undertaken.

- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health

Authority, etc.) and the community (e.g., equity-denied populations, Indigenous organizations such as Friendship Centres and Métis Chartered Communities, Indigenous Nations, local governments, pet-care organizations, organizations involved in a web of support network), etc.

- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Costs related to local cultural protocols (e.g., gifts, cultural ceremonies).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Presentations to Band Council, Treaty First Nation government, local government Council or Board, or community organizations, etc.
- Where applicable, costs related to required approvals, authorizations and permits.
- Public information costs (e.g., workshops, printed materials), excluding evacuation route signage, that align with the intent of the funding stream and provide benefit to the community at large.

Ineligible Costs and Activities

Any activity that is not outlined in Table 1 or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees).
- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Duplication of recently developed information, maps, or imagery (e.g., LiDAR that is currently available through the Open LiDAR Data Portal) provided the information remains accurate.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Costs related to individual or household preparedness, including the purchase of emergency supplies (e.g., first aid kits, evacuation supplies).
- Development of curriculum for Kindergarten to Grade 12 education.
- Major capital or infrastructure improvements (including road design and construction) or major renovations to existing facilities and/or construction of new, permanent facilities.
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols).
- Costs associated with an actual evacuation (e.g., traffic control equipment) and/or public notification event.
- Training provided and paid by the Provincial Emergency Management Training Program (excluding travel costs).
- Purchase of vehicles.
- Emergency preparedness marketing campaigns.
- Purchase of public notification systems
- Evacuation route signage.
- Development or update of Emergency Management Plans, emergency response plans, and/or maps or other materials intended for local emergency response.
- Conferences.

7. Application Requirements and Process

> The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 3](#) for full information.

Application Deadline and Process

The application deadline is <u>April 25, 2025</u>. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

> As of July 1, 2024 applicants will have the option to submit a Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO <u>for applications that are from a single applicant **and** request less than $50,000 in funding</u>.
>
> All regional applications, or applications requesting more than $50,000 in funding, will require resolutions to be submitted.

EMCR and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

All applicants are required to complete the Online Application Form <u>and</u> submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that are from a single applicant and request less than $50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than $50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)
- For regional projects only:
  - Band Council, Treaty First Nation, or local government resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; <u>and,</u>
  - Band Council, Treaty First Nation, or local government resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

Submission of Applications

Applications are required to be submitted in two steps <u>prior to the application deadline</u>:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Worksheet is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to Appendix 3 for more information on the information that will be required to be submitted during each step, including all application questions.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Demonstrate evidence of local **hazards** (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in **Hazard**, Risk, and Vulnerability Analysis; Community Wildfire Resiliency Plan; and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued).

- Align with the recommended content for Evacuation Route and/or Public Notification planning as outlined in Table 1.

- Demonstrate evidence of engagement with First Nations and/or Indigenous organizations <u>in advance of submitting the application and as part of the proposed project</u> (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports or processes; including First Nation engagement costs in the budget; completion of Indigenous Cultural Safety and Cultural Humility Training).

- Effectively engage with neighbouring jurisdictions and other impacted or affected parties (e.g., equity organizations, agricultural sector, critical infrastructure owners, pet-care organizations) as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

- Consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route Plan and/or Public Notification Plan.

- Consider large scale **Emergency Support Services** scenarios.

- Support recommendations or requirements identified in the local Emergency Plan.

- Contribute to a comprehensive, cooperative, and regional approach.

- Are cost-effective.

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

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

8. Grant Management and Applicant Responsibilities

Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved, and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded.

The Approval Agreement is required to be signed and returned to UBCM within 30 days.

Grants are paid at the completion of the project and only when the Final Report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit the Interim Report Form. The form will require the following information:

- Description of activities completed to date.
- Description of funds expended to date (applicants are encouraged to use the LGPS Budget and Financial Summary Tool).
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an **approved project**, applicants are required to submit the Interim Report Form. If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the LGPS Budget and Financial Summary Tool), required attachments, and an updated resolution/letter of support.
- For regional projects only: evidence of support from **sub-applicants** for proposed amendments will be required.
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The Interim Report Form will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original Final Report deadline.

Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

9. Final Report Requirements and Process

All funded activities must be completed within one year of notification of funding approval and the Final Report is due within 30 days of project completion.

EMCR and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

Final Reports

Applicants are required to submit an electronic copy of the completed Final Report, including the following:

- Completed Final Report Form with all required attachments.
- Detailed financial summary that indicates the actual expenditures from CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the LGPS Budget and Financial Summary Tool.
- Electronic copy of the completed Evacuation Route Plan and/or Public Notification Plan.
- Full size PDF maps (of all maps included in the completed plan) as outlined in Appendix 2.
- Spatial data and metadata for all maps identified above and as outlined in Appendix 2. LiDAR and orthoimagery products must meet Specifications for LiDAR for the Province of British Columbia.
- Photos of funded activities and/or completed projects.
- Links to media related to the funded project.

Submission of Reports

Reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca.

Review of Final Reports

UBCM will review Final Reports to ensure the required report contents have been submitted. Following this, all complete Final Reports and deliverables will be reviewed by EMCR.

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

10. Additional Information

Union of BC Municipalities

Email: cepf@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Please refer to CEPF Definitions for defined terms used throughout the CEPF program and application materials.

The following definitions apply to the Public Notification and Evacuation Route Planning funding stream.

Approved project: Activities included in the approved application and costs included in the approved budget.

Cultural safety: Indigenous cultural safety is the process of making spaces, services, and organizations safer and more equitable for Indigenous people by considering current and historical colonial impact and seeking to eliminate structural racism and discrimination (BC Centre for Disease Control).

Emergency Support Services: Services provided on a short-term basis to evacuees in emergency situations (Emergency Support Services Program Guide).

Hazard: A process, phenomenon, or human activity that may cause loss of life, injury, or other health impacts, property damage, social and economic disruption, or environmental degradation (Sendai Framework for Disaster Risk Reduction).

In-kind contributions: The use of resources of the approved primary applicant or sub-applicant(s) for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved primary applicant or sub-applicant(s) can be an in-kind contribution.

Mitigation: the lessening or minimizing of the adverse impacts of a hazard (modified from Sendai Framework for Disaster Risk Reduction).

Primary applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management, and all reporting requirements.

Sub-applicant(s): In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Appendix 2: Funding Requirements for Maps and Spatial Data

Requirements for Maps

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- LGPS Project number and proponent name, consultant and GIS company name
- Date
- Reference data such as roads, railways, transmission lines, pipelines, water bodies, and rivers/creeks
- Compress map files to reduce unnecessary large file sizes

Requirements for Spatial Data

Formats, conventions and standards: Spatial data must conform to the following general formats, naming conventions, and standards.

1. **Data Format and Naming Conventions:**

Data must be submitted in a File Geodatabase (FGDB) and KMZ format. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB and KMZ names must adhere to the following naming standard:

< Local Government/First Nation Band Number>_<ProjectTypeAndDescription>

For example: PrinceGeorge_Flood_Map.gdb

PrinceGeorge_Flood_Map.KMZ

FN699_Flood_Map.gdb

FN699_Flood_Map.KMZ

2. **FGDB Projection:** The projection standard is NAD_1983_BC_Environment_Albers (EPSG:3005), with parameters of:

Central meridian: -126.0° (126°00'00" West longitude)

Latitude of projection origin: 45.0 (45°00'00 North latitude)

First standard parallel: 50.0° (50°00'00" North latitude)

Second standard parallel: 58.5° (58°30'00" North latitude)

False easting: 1000000.0 (one million metres)

False northing: 0.0

Datum: NAD83, based on the GRS80 ellipsoid.

3. **Compatibility:** The Province of BC uses ArcGIS 10.8 and all required spatial data submissions must be compatible with ArcGIS 10.8.

4. **Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry or topology errors shown as overlaps will not be accepted.

5. **Metadata:** Metadata must be provided for all spatial layers. The metadata standard is FGDC and is required to be submitted in .xml format. Metadata must document the following:

a. A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections;

b. A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections;

c. Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up; and,

d. For resultant datasets, metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.

6. Submission:

- File geodatabase (FGDB) compressed into a zip file.

- KMZ files saved with symbology (i.e. similar to what is displayed on the required maps).

Appendix 3: LGPS Online Application Tool

As outlined in Section 7, applications are required to be submitted in two steps **prior to the application deadline**:

1. LGPS Online Application Form: This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).

2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.

3. Primary and secondary contact information: full name, position, email, phone.

4. Primary applicant mailing address.

5. For regional projects only: name of sub-applicant(s) and rationale for regional project.

6. Project title.

7. Proposed start and end date.

8. Estimated total project budget.

9. Estimated total grant request.

10. Other funding amount and source.

11. Project summary (provide a brief summary, no more than 500 characters).

12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.

13. Certification that the information is complete and accurate.

14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Primary Applicant Name (First Nation or local government).

2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

3. Proposed Activities. Description of the proposed specific activities that will be undertaken. Please refer to Sections 4 and 6 of the *Program and Application Guide* for eligibility.

4. Evidence and Rationale. What is the rationale and evidence for undertaking this project? This may include evidence of local hazards (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard, Risk, and Vulnerability Analysis; Community Wildfire Resiliency Plan; and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued).

5. Alignment with Recommended Content. Refer to Table 1 in the *Program and Application Guide* and describe the extent to which the content identified in the guide will be included in the proposed project.

6. Engagement with First Nations and/or Indigenous Organizations. Please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.

   a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

   b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

   c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

   If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

7. Engagement with Neighbouring Jurisdictions and Affected Parties. Description of any neighbours and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project.

   Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

   If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

8. Climate Change. Describe how the proposed project will consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route plan and/or Public Notification plan.

9. Large Scale ESS Planning. Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios.

10. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

11. Comprehensive, cooperative, regional approach and benefits. Describe how your project will contribute to a comprehensive, cooperative, and regional approach to Public Notification and/or Evacuation Route Planning. What regional benefits will result from this project?

12. Additional Information: Any other information you think may help support your submission.

Required Attachments

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

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that are from a single applicant and request less than $50,000 in funding. Resolutions and letters need to indicate support for the current proposed

activities and willingness to provide overall grant management. All regional applications, or applications requesting more than $50,000 in funding, will require resolutions to be submitted

- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the LGPS Budget and Financial Summary Tool.

- For regional projects only:
  - Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
  - Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.