



**Community Emergency Preparedness Fund**  
**Emergency Support Services Equipment and Training**  
**2024 Application Worksheet**

Please complete and return the worksheet with all required attachments by **January 26, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (604) 270-8226 ext. 220.

**SECTION 1: Primary Applicant Information**

First Nation or Local Government full name: Capital Regional District	File number*: LGPS-10393
--------------------------------------------------------------------------	-----------------------------

\*Refer to the LGPS Online Application Form submission confirmation email

**SECTION 2: Detailed Project Information**

**1. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility.

a) Equipment and supplies

The purchase of supplies and equipment required to support ESS modernization by outfitting the Capital Regional District (CRD) Virtual Evacuee Registration and Assistance (ERA) Team with the equipment required to provide virtual ESS. Specific equipment will include; tablets, mobile devices, headsets, and carrying cases for a team of 20 volunteers.

b) Training and exercises

N/A

c) Volunteer recognition and retention

N/A

**2. Alignment with funding stream.** Describe how your activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment).

- a) How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration and Assistance (ERA) Tool be implemented?

A well equipped CRD ERA Team will empower our ESS volunteers to provide aid to residents and fellow ESS volunteers in their own and in neighbouring communities, in the event of an evacuation order that surpasses the existing ESS capacity in that area.

- b) Describe how the proposed project will increase emergency response capacity as a host community.

With the necessary technology, the CRD will be better equipped to act as a virtual host community, by ensuring the virtual ERA Team has the technology required to use the ERA tool effectively.

**3. Engagement with First Nations and/or Indigenous Organizations.** In the following questions, 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?

N/A

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

N/A

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

N/A

*If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email, or other correspondence.*

**4. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions 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.

The 2023 UBCM CEPF ESS Grant was used to build an Electoral Area virtual ERA Team. During the formation of this team, collaborative training opportunities were shared with the neighbouring municipalities of Saanich, Victoria, and Esquimalt. The 2024 UBCM CEPF ESS Grant would be used to build on the ability for the new ERA Team to respond to emergencies locally and cross jurisdictionally.

**5. Comprehensive, cooperative, regional approach and benefits.** Describe how your project will contribute to a comprehensive, cooperative, and regional approach to ESS. What regional benefits will result from this project?

The 2024 UBCM CEPF ESS Grant would be used to build on the ability for the new CRD Virtual ERA Team to respond to emergencies locally and cross jurisdictionally. This would support both ESS volunteers and residents during emergencies, as well as enhancing community resiliency throughout the region.

**6. Additional Information.** Please share any other information you think may help support your submission.

The 2023 UBCM CEPF Grant was Phase I of the CRD Virtual ERA Team.

Approval of the 2024 UBCM CEPF Grant would allow the CRD to move forward with Phase II of the same project.

### SECTION 3: Required Attachments

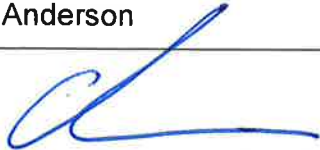
Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed 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 new [LGPS Budget and Financial Summary Tool](#).
- For regional projects only: Band Council resolution, Treaty First Nation, or local government Council or Board 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.

**SECTION 4: Signature** This worksheet is required to be signed by an authorized representative of the applicant (*i.e., staff member or elected official*). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Name: Corey Anderson	Title: Manager, Emergency Programs
Signature*:  <i>*A certified digital or original signature is required.</i>	Date: January 24, 2024

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

**All documents should be submitted to Local Government Program Services,  
Union of BC Municipalities by email: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)**

**Please note "2024-ESS" in the subject line.**

**2024 UBCM CEPF ESS Grant Budget - Proposed**

**Name of Applicant:** Corey Anderson, Capital Regional District  
**Funding Program/Stream:** UBCM CEPF ESS Equipment and Training  
**Project Name/Application Number:** CRD Virtual ERA Team - Phase II / File# LGPS-10393

<u>Expense:</u>	<u>Description:</u>	<u>Cost per:</u>	<u>Number:</u>	<u>Sub-Total:</u>	<u>Tax:</u>	<u>Total:</u>
Surface Pro Tablets - (basic 64GB, 4GB Ram)- with Windows installed, and attaching keyboard	Surface Pro Tablets	\$ 800.00	20	\$ 16,000.00	\$ 1,920.00	\$ 17,920.00
Mobile devices - iPhone 11 refurbished	iPhone 11 refurbished	\$ 500.00	20	\$ 10,000.00	\$ 1,200.00	\$ 11,200.00
Headsets (iPhone 11 compatible)	Headsets - iPhone 11 compatible	\$ 37.95	20	\$ 759.00	\$ 91.08	\$ 850.08
<b>Total Request:</b>						<b><u>\$ 29,970.08</u></b>