



Emergency
ManagementBC

Flood Protection Program

Ministry of Justice

Emergency Management BC

2013 FUNDING APPLICATION GUIDELINES

April 2013

FUNDING APPLICATION GUIDELINES

Flood Protection Program

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1. Introduction

Emergency Management BC (EMBC), Flood Protection Program (the “Program”) provides funding to eligible applicants for projects that aim to reduce the flood hazard in BC.

The Federal and Provincial Governments have partnered to fund infrastructure projects that will provide flood protection to communities across BC. The funding arrangements are brought to communities through the Provincial Flood Protection Program (FPP) of Emergency Management BC and the Federal Building Canada Plan (BCP) of Infrastructure Canada.

Information specific to the BCP may be found at:

<http://www.infrastructure.gc.ca/prog/bcp-pcc-eng.html>

1.1 General Fund Parameters

The Flood Protection Program will be accepting applications (Expressions of Interest) for one and two year projects that may be staged, implemented and completed from April 1, 2014 to March 31, 2016, in keeping with the Building Canada Agreements. Projects must be completed by March 31, 2016

Applications will be accepted for two categories:

- **Category 1: Permanent infrastructure projects (eligible for federal / provincial / local authority cost sharing):**
 - One year projects to be completed in either the 2014/15 fiscal year (April 1 to March 31) or the 2015/16 fiscal year (April 1 to March 31)

or

- Two year projects to be completed between April 1, 2014 and March 31, 2016.
- **Category 2: Strategic mitigation projects less than \$50k (cost shared by province and local authority):**
 - Small projects completed within a six month timeframe between April 1, 2014 and March 31, 2016 that would not otherwise be eligible for funding under the Building Canada Agreements.

The deadline for all Expressions of Interest is May 22, 2013.

All Local Authorities can apply (including Regional Districts and Diking Authorities) for funding by submitting the prescribed Expression of Interest Questionnaire Form.

The Expression of Interest will provide a high level summary of the proposed project including scope, schedule and cost. Information supporting the need, threat, risk, history and benefits will be provided through the Questionnaire Form. Detailed documentation and related reports are not required with the Expression of Interest. Program staff will sort applications and request further project details as necessary.

Expressions of Interest will be prioritized by the established committees for the Building Canada Plan - Base Fund (BCP-Base) and the Building Canada Fund – Communities Component (BCF-CC).

The top prioritized Expressions of Interest will be invited to provide a detailed Business Case (including documentation and engineering reports) to complete the application. Projects relating to the BCF-CC will be asked to complete the application process by formally completing the Federal Online database SIMSI application. Invitation to complete a Business Case does not mean the project is guaranteed to receive funding.

1.2 Application Categories

Expressions of Interest will be sorted into three categories:

- **BCF-CC:** All infrastructure projects where the Local Authority Area Population¹ is less than 100,000 will be subject to the Building Canada Fund Communities Component Agreement (BCF-CC). The successful applicants will be required to contribute 33% to the overall cost of the project. The federal and provincial contributions will comprise the remaining cost, each contributing 33%.
- **BCP-Base:** All infrastructure projects where the Local Authority Area Population¹ of greater than 100,000 will be subject to the Building Canada Plan - Base Funding Agreement. The successful applicants will be required to contribute 33% to the overall cost of the project. The federal and provincial contributions will comprise the remaining cost, each contributing 33%.
- **Strategic:** All other strategic flood protection projects that are not otherwise eligible for cost sharing under the Building Canada Plan. The successful applicants will be required to contribute 33% to the overall cost of the project. The provincial contributions will comprise the remaining cost, contributing 67%.

2. Role of the Parties

2.1 Role of the Government of Canada

The Government of Canada provides funding support to approved projects through the BCP 1) Base Funding Agreement or the 2) Building Canada Fund Communities Component.

2.2 Role of Emergency Management BC

The Program is administered by Emergency Management BC and EMBC will jointly determine, with the appropriate BCP committee, which applicants and projects will be recommended to federal and provincial Ministers for funding, the funding amounts, and also monitor and make payments related to the approved projects.

2.3 Role of the Program Funding Recipient

A successful applicant (the “Recipient”) must meet specific criteria and be accountable for the funds they receive. Recipients will be expected to sign an Agreement as set out in Section 7 of this document and comply with the Terms and Conditions set out in the Agreement and, additionally, the enabling Building Canada Agreement. For Recipients that have previously received funding under the Program, all conditions including reporting requirements, should be satisfied before another application will be considered.

2.4 Role of the Union of British Columbia Municipalities

The Union of British Columbia Municipalities (UBCM) provides representation to the Joint Secretariat and Oversight Committee.

¹ Population determined by Statistics Canada Final 2011 census. The Area Population being described includes that of an incorporated municipality or Regional District electoral area or the Diking District service area.

2.5 Role of the Joint Secretariat and Oversight Committee

The Joint Secretariat and the Oversight Committee (comprised of officials from the federal and provincial governments and the Union of British Columbia Municipalities) is responsible for managing the BCF-CC agreement and administering the program which includes, but is not limited to, recommending the approval of projects submitted to the appropriate federal and provincial Ministers.

3. Eligible Applicants

3.1 Who can apply for funding?

Applications for funding will be accepted from Local Authorities (Municipalities and Regional Districts) and Diking Districts as defined by the *Local Government Act (LGA)* or *Drainage, Ditch and Dike Act (DDDA)*.

Local Authorities can apply on behalf of the private sector (e.g. residents or industry) if the private sector entity is contributing the full Local Authority one third share and the Local Authority agrees to the long term (at least 10 years) ownership, operation and maintenance of the works.

3.2 Who is ineligible for funding?

First Nations flood projects are funded separately and administered by Aboriginal Affairs and Northern Development Canada (AANDC); for more information, please call the British Columbia Regional Office at 1-800-567-9604. Flood protection projects near or adjacent to Reserve lands will be coordinated with AANDC where appropriate.

Individual property owners are not eligible.

4. Eligible Projects

4.1 What types of projects are eligible for funding?

Eligible projects are those relating to the reduction of flood risk under:

- a. Permanent Flood Protection Infrastructure
- b. Other Strategic Flood Protection Projects

These projects may include the construction of new works or the upgrade or significant repair of existing works that directly address a known flood risk to public safety or infrastructure. Preference will be given to cost-effective solutions that offer demonstrable, lasting, risk reduction benefits. Local Authorities must agree to the long term management, operation and maintenance of the infrastructure for consideration.

All engineering analyses, design and construction activities must conform to accepted engineering practices, current provincial standards and fair and transparent procurement practices. All construction must be under the general supervision of a suitably qualified licensed professional engineer.

To assist with emergency preparedness, all Local Authorities are encouraged to participate in the United Nations Making Cities Resilient campaign:

<http://www.unisdr.org/campaign/resilientcities/signup>

4.1.a Flood Protection Infrastructure (Category 1)

Projects under this category may include any diking or other permanent flood protection work to address flood risk.

Where applicable, the design and construction of these works must conform to the *Dike Design and Construction Guide – Best Management Practices for British Columbia* and meet with the latest *Seismic Design Guideline for Dikes* and be approvable under the *Dike Maintenance Act (DMA)*. These guides and DMA approval information are available by following the link below:

http://www.env.gov.bc.ca/wsd/public_safety/flood/fhm-2012/draw_report.html

Projects in this category may include:

- Rehabilitation, significant repair (not related to lack of maintenance) and upgrades to existing flood protection works
- New flood works to protect existing development
- Pumps and pump stations
- Relief wells and
- Revetment including bank armouring (i.e., rip rap)

Projects that will not be considered eligible include:

- New flood works to protect new or proposed developments
- Routine maintenance of existing works
- Replacement, repair or upgrades of dams, bridges and culverts, where the main purpose is not flood protection

4.1.b Other Strategic Flood Protection Projects (Category 2)

Projects under this category may include any projects that address flood risk to public safety and infrastructure. Examples of projects in this category may include:

- In-stream sediment management
- Flood warning systems

4.2 What criteria will be used when assessing a project application?

The evaluation of the application will include criteria related to risk reduction, strategic alignment and potential implementation barriers. This includes:

- a. Favourable benefits versus costs; clearly identified benefits
- b. Elevated and emerging flood and erosion risks to public safety or infrastructure
- c. Provision for ongoing management, operation and maintenance
- d. Links to and fits within federal, provincial and community mitigation strategies
- e. Links to supporting non-structural mitigation measures
- f. Status of existing flood protection works, and in particular, those works that are considered as 'orphaned' and moving them into having a local jurisdiction responsible for their ongoing management
- g. Pre-existing community and Federal/ Provincial investments related to implementing the project

- h. Existing land tenures or a demonstrable plan to resolve land tenure issues (i.e., provision of right of ways)
- i. Land tenure issues, potential for regulatory impediments

Additional considerations may include:

- a. Funding partnerships or cooperation with adjacent Local Authorities
- b. Incorporation of soft engineering techniques where appropriate
- c. Adaption to the impacts of climate change
- d. Preference will be considered for established areas located within a designated flood plain by-law area
- e. Protection of critical infrastructure and improved response and community resiliency

4.3 Who will evaluate the project applications?

An evaluation committee comprised of technical experts from relevant provincial ministries will evaluate the submissions. BCP-Base projects will be prioritized and forwarded to the federal government for review. BCF-CC projects will follow the process outlined as defined in section 2.5.

5. Eligible Costs

5.1 What project costs can be claimed?

Costs that can be claimed are the approved costs that are directly associated with designing and implementing the project, and that are reasonable and required to implement the project. Only costs for approved project scope will be funded. Costs expended by the Applicant/Recipient prior to project approval will not be reimbursed.

Eligible costs may include:

- a. Purchased materials
- b. Contractor costs
- c. Equipment rental costs (note costs will be monitored against the *most recent Equipment Rental Rate Guide* (The Blue Book) for each given year)
- d. Construction costs
- e. Costs of any permits, licenses, approvals, consents, environmental studies and authorities
- f. Engineering survey, design, supervisory and inspection costs
- g. Environmental monitoring and mitigation (compensation) costs
- h. Aboriginal consultations
- i. Costs for joint communication activities, products and project signage
- j. Preparation of as-constructed drawings, GPS surveying to Provincial standards, and operation and maintenance manuals

5.2 What project costs are ineligible?

Costs that cannot be claimed include, but are not limited to, the following:

- a. Any costs incurred prior to approval of the project, including those costs associated with completing the Program application for funding

- b. Any costs incurred after March 31, 2016
- c. Acquisition of land and rights-of-way necessary for access and for the placement/construction of mitigation structures including legal surveys for land acquisition
- d. Employee wages, benefits and overhead costs of the Local Authority, Regional District, Diking Authority and any equipment or materials purchased and retained by the applicant
- e. GST/PST paid by the applicant
- f. Financing or interest charges
- g. Legal fees
- h. Cost overruns or cost due to unapproved scope changes
- i. Paving
- j. Landscaping and recreational improvement

6. Applying for Funding

6.1 How does an Applicant apply for funding?

Stage 1:

Applicants can apply for funding by completing and submitting an Expression of Interest Questionnaire Form available at <http://www.th.gov.bc.ca/BCFCC/>. Alternate submissions and/or attachments will not be accepted.

The Questionnaire Form must be submitted electronically to the Program by **midnight, May 22nd, 2013** to EMBCFloodProtection@gov.bc.ca.

Telephone: (250) 952-5064 or (250) 952-5065

Stage 2:

Initial Expressions of Interest will be assessed for eligibility, risk reduction, strategic alignment and implementation barriers. After the assessment, the proponents with the highest ranking applications will be invited to proceed to Stage 2; the development of a detailed Business Case and for BCF-CC applications, to complete a SIMSI application.

6.2 Can more than one application be submitted?

Yes, a second application can be submitted by a Local Authority on behalf of the private sector (e.g. residents or industry) if the private sector is contributing the full Local Authority one third share. In this instance, Local Authorities must still commit to full ownership, operations and maintenance of the works.

6.3 Stage 2 - Detailed Business Case:

Business Case

A Business Case should give the reader a clear understanding of the “Who, What, Where, Why, When and How” of the project. The Business Case should be a stand-alone document for the purposes of describing the entire project. Additionally, the project should not depend on future funding to achieve its desired project outcomes. The Business Case should include, but not be limited to, the following:

- Problem statement and rationale (level of risk, threat and history)
- Project objective(s)
- Identification and analysis of options (relevance, feasibility)
- Rationale for chosen option (why is this a community priority?)
- Design and engineering
- Description of activities, including meeting procurement principles
- Timelines and milestones
- Expected benefits (quantify where possible)
- Performance and progress measures
- Project risks
- Planned public communications activities
- Budget and spending plan
- Linkages to other works in adjacent communities
- Supports linkages for recovery and resiliency
- Completed questionnaire on environmental assessment and Aboriginal consultation (to be provided to the applicant)

The Business Case should also contain information on how the works will be supported by appropriate non-structural mitigation measures. These may include, but are not limited to, flood risk reduction mechanisms that:

- Support objectives for Emergency Management
- Support objectives for Land Use Planning and Management
- Provide oversight and coordination of technical and scientific analysis
- Promote public education of hazard risk reduction
- Use soft engineering techniques where appropriate
- Improves or enhances existing structural or non-structural mitigation investment

The Business Case should also demonstrate or confirm that contract award processes will be managed in accordance with British Columbia relevant procurement policies and procedures and be fair, transparent, competitive, and consistent with value for money principles.

Detailed costs

Initial cost estimates included with your Expression of Interest should be a class D estimate. For Stage 2 applications, costs should include an itemized description, cost per unit of measure, number of units, as well as engineering and contingency costs. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). If a project can be broken into phases, each phase should be clearly identified separately in the detailed cost estimate.

It is important to note that projects will be reviewed in the context of the *Canadian Environmental Assessment Act, 2012* (CEAA, 2012) and regulations. Where applicable, project cost estimates should include costs to conduct any required environmental study. **IMPORTANT:** It is necessary to provide up-to-date cost estimates and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the project approval date, fisheries window, public consent, weather and construction seasons, delays in the environmental study process, right of way negotiations, regulatory applications, etc.

Location map and site plan

The location map and site plan should depict the works to be constructed in relation to other identifiable features. The location map should identify where the project is with regard to identifiable geographic or cartographic features. The site plan should clearly identify start and end points, including coordinates where appropriate. The site plan may be general in nature if accompanied by other survey documents.

Planned Communications Activities

The Business Case should outline planned public communications activities related to the project, including but not limited to tender calls, contract award announcements, road closure notices, construction signage, media events and announcements, and their related costs and estimated timelines.

Local Authority Resolution

A Local Authority resolution in support of the project including financing capabilities will be required to complete Stage 2 of the application. It will not be required for the Expression of Interest.

Other

Other documents that must accompany the application include:

- Engineering or Survey Drawings
- Other related supporting documents; and
- Information on consultation and engagement activities with Aboriginal groups potentially impacted by the project

7. Agreement

7.1 What is the Agreement?

The funding agreement is the document that the Recipient and EMBC will be expected to sign once a project has been approved (the “Agreement”). The Agreement will set out requirements based on an approved application. Recipients will be expected to read, understand and comply with the terms and conditions set out in the Agreement.

7.2 What is the process for signing the Agreement?

Once a project application is approved, EMBC will issue an official approval letter to the Recipient. The letter will confirm the maximum amount of the approved funding along with two copies of the Agreement. After signing both copies of the Agreement, the Recipient will send both original copies back to EMBC for countersigning. Once EMBC has signed, one copy will be returned to the Recipient for their records.

Subject to compliance with the terms and conditions of the Agreement, EMBC will provide reimbursement for actual eligible costs incurred and paid during the management and implementation of the project to the maximum amount set out in Schedule B of the Agreement.

All Recipients will be responsible for the implementation of the project and, where applicable, the ongoing management, operation and maintenance of flood protection works thereafter.

7.3 Can the Agreement be changed?

Yes; however, changes or variations to the project must be approved in advance, by EMBC and the Agreement must be amended using a modification agreement signed by both parties. Funds are not transferable to other projects.

7.4 Can the Recipient make public announcements regarding the project?

The Recipient must first consult the Program at least 15 working days prior to the planned announcement of a project or project milestone specified in an Agreement to determine if such announcements should be jointly agreed with Provincial and Federal Governments.

Construction site signage related to a project must adhere to the BC Provincial Standards and the current federal signage policies, and be installed and remain visible at the project site for the duration of the projects.

7.5 Does a Recipient require any additional Provincial or Federal permits, licenses, approvals or statutory authorities?

An approved application or the Agreement does not operate as a permit, license, approval or other statutory authority which the Recipient may be required to obtain from the Federal or Provincial Government or any of its agencies in order to complete the project. Nothing in the Agreement is to be construed as interfering with the exercise by the Federal or Provincial Government or its agencies of any statutory power or duty. The permits, approvals or licenses must be submitted with the Project Completion Report.

8. Project Monitoring

8.1 Will projects be monitored by EMBC?

All projects will be measured against their timelines and milestones as depicted in the agreements. Depending of the complexity and level of risk, EMBC will field inspect some projects as defined in the Program Compliance and Quality Assurance Plan.

8.2 Will Recipients be required to provide regular progress reports to EMBC?

Yes, by signing the Agreement, the Recipient will be required to submit monthly updates using the provided template, or similar, such that verification of project progress and status, including the schedule and financial expenditures, can be monitored.

9. Payment Administration

Please note: the FPP is not a Grant Program. As such, payments are made on actual work completed, based on regular draws or milestones.

9.1 How does a Recipient make a claim for funding?

Once an Agreement has been signed, the Recipient will pay all costs associated with implementing the project, including any regulatory approvals and submit scheduled progress draws for reimbursement of works completed. The process includes:

- **A Claim for Reimbursement.** Submission of an invoice from the Recipient, a summary table of procured goods and services, and a copy of all the supporting documentation of eligible costs associated with the project. A template is provided clearly identifies the date, supplier (including sub-contractor documents), costs, taxes, and any pertinent comments. The summary table must also indicate the cost sharing details imposed on the project.

Upon completion of the project, the Recipient must submit the following to EMBC:

- **A Project Completion Report.** The Project Completion Report must include a summary of the project, photographs and details around where deviations were made to the original Business Case, why deviations were necessary and how they were resolved. The report will also include, as appropriate, as-built drawings and all regulatory permits, approvals and licenses. A report template is available.

EMBC will only reimburse the Recipient for works completed and will not accept any third party billing. All projects are subject to financial audits.

10. Submitting Electronic Documents

Electronic documents required for the Program should be submitted in formats related to Microsoft Office or pdf format where ever possible. Timelines and milestones are preferred in Microsoft Project 2007 or earlier, Microsoft Office 2007 or pdf. One electronic copy of all information should be submitted to the Program. Hard copies may be requested by the Program.

11. Contact Information

BC Flood Protection Program
Emergency Management BC
Ministry of Justice
PO Box 9201, Stn Prov Govt
Victoria BC
V8W 9J1

Telephone: (250) 952-5064 or (250) 952-5065
E-mail: EMBCFloodProtection@gov.bc.ca

Building Canada Plan information:

<http://www.infrastructure.gc.ca/prog/bcp-pcc-eng.html>

Building Canada Fund Communities Component

<http://www.infrastructure.gc.ca/prog/bcp-fcc-eng.html>

SIMSI ONLINE APPLICATION

<https://bcfcc-fccvc.infrastructure.gc.ca>