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Flood Protection Program

Ministry of Public Safety and Solicitor General

Emergency Management BC

2010 FUNDING APPLICATION GUIDELINES

June 18, 2010

FUNDING APPLICATION GUIDELINES

Flood Protection Program

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1. Introduction

Emergency Management BC, 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 of Emergency Management BC and the Federal Building Canada Plan (BCP), Disaster Mitigation Category of Infrastructure Canada.

Information specific to the BCP may be found at:

<http://www.buildingcanada-chantierscanada.gc.ca/>

1.1 General Fund Parameters

The Flood Protection Program will be accepting applications for projects that may be staged, implemented and completed over the next four years, in association to the Building Canada Agreements. Preliminary applications will be accepted in three tiers:

- Tier 1: For infrastructure projects to be completed before February 25, 2011, deadline for preliminary applications received by program staff is July 30, 2010.
- Tier 2: For infrastructure projects to be completed anytime before February 28, 2014, deadline for preliminary applications received by program staff is September 24, 2010.
- Tier 3: For all other strategic flood protection projects to be completed anytime before February 28, 2014, deadline for preliminary applications received by program staff is September 24, 2010.

Local governments can apply for funding by submitting a preliminary application form. The preliminary application will summarize the proposed project and include high level details on scope, schedule, and cost. Detailed documentation and related reports may be submitted in support of the preliminary application. Program staff will sort applications into categories described in Section 1.2 and ask for further project details as necessary.

Prioritization of preliminary applications related to the Building Canada Plan will be completed by various Building Canada committees comprised of federal, provincial and Union of BC Municipalities employees. Top prioritized preliminary applications related to the Building Canada Fund –Communities Component (BCF-CC) will be asked to complete the application process by formally completing the Federal Online database SIMSI application and submitting the detailed documentation and engineering reports.

1.2 Application Categories

Preliminary applications will be sorted into three categories:

- BCF-CC: All infrastructure projects where the Local Government 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%.
- BFA: All infrastructure projects where the Local Government Area Population¹ of greater than 100,000 subject to the BCP Base Funding Agreement (BFA). The successful applicants with a 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 related to Building Canada. The successful applicants with a will be required to contribute 33% to the overall cost of the project. The provincial contributions will comprise the remaining cost, contributing 67%.

¹ Population determined by Statistics Canada Final 2006 census. The Area Population being described includes that of an incorporated municipality or regional district electoral area or the diking district service area.

1.3 Timing for Implementation

Applicants should note that the Flood Protection Program is accepting applications for projects that may be staged, implemented and completed over the next three years.

Applications will be sorted and projects managed such that completion will occur on or before one of the following dates:

- Tier 1 applications will have an application deadline of July 30, 2010 and will include all projects to be completed on or before February 25, 2011.
- Tier 2 applications will have an application deadline of September 24, 2010 and will include all projects to be completed on or before:
 - Projects to be completed on or before February 24, 2012
 - Projects to be completed on or before March 1, 2013
 - Projects to be completed on or before February 28, 2014
- Tier 3 applications will have similar dates as Tier 2 applications; however, this tier will include all other strategic flood protection projects.

In all cases, approved projects will be notified as early as possible; unsuccessful applications will be subsequently notified.

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. Under the Base Funding Agreement, the Government of Canada reviews the approved projects submitted by the Provincial Project Selection Committee. Under the BCF-CC, the Government of Canada provides representation to the Joint Secretariat and the Oversight Committee.

2.2 Role of Emergency Management BC

The Program is administered by Emergency Management BC (EMBC) and EMBC will jointly determine, with the appropriate BCP committee, which applicants and projects will receive 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 BCP 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.

2.5 Role of the Joint Secretariat and Oversight Committee

The Joint Secretariat and the Oversight Committee provide the governance structure for the BCF-CC which includes, but is not limited to, the approval of projects submitted in that category.

2.6 Role of the Provincial Project Selection Committee

The Provincial Project Selection Committee assesses and ranks all applications and approving the projects related to the BCP Base Funding Agreement.

3. Eligible Applicants

3.1 Who can apply for funding?

Applications for funding will be accepted from Local Governments (municipalities and regional districts) and diking authorities (including diking districts).

3.2 Who is ineligible for funding?

First Nations flood projects are funded separately and administered by Indian and Northern Affairs Canada (INAC); for more information, please call INAC at 604-775-5100. Where possible, flood protection projects near or adjacent to Reserve lands will be coordinated with INAC.

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. 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 and projects managed, operated and maintained by applicants that offer demonstrable, lasting, risk reduction benefits.

All engineering analyses, design and construction activities must conform to accepted engineering practice and current provincial standards. This includes that any construction must be under the general supervision of a suitably qualified licensed professional engineer.

4.1.a. Flood Protection Infrastructure

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 be approvable under the *Dike Maintenance Act (DMA)*. This guide and DMA approval information is available at the link:

http://www.env.gov.bc.ca/wsd/public_safety/flood/structural.html

Projects in this category may include:

- rehabilitation, significant repair 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 developments and/or new infrastructure
- 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

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

- In-stream sediment management

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

The evaluation of your 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 fit within federal, provincial and community mitigation strategies
- e. Links to supporting non-structural mitigation measures
- f. Status of the flood protection works, and in particular, those works that are considered as 'orphaned' and moving them into having a local jurisdiction responsible for the 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 (ie, provision of right of ways); and
- i. Land tenure issues, potential for regulatory impediments

4.3 Who will evaluate the project applications?

For projects related to the BCP Base Funding Agreement, project applications will be evaluated by the Project Approval Committee which consists of Government of British Columbia staff. A list will then be submitted to the Government of Canada for final approval.

For projects related to the BCF-CC, project applications will be evaluated by the Joint Secretariat and final approval given by the Oversight Committee, as depicted in the BCF-CC.

5. Eligible Costs

5.1 What project costs can be claimed?

Costs that can be claimed are those costs which are directly associated with the designing and implementing of the project, that are reasonable and are required to implement the project. Only those projects and costs approved by either the Project Approval Committee or BCF-CC Oversight Committee 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 and legal survey costs
- e. costs of any permits, licenses, approvals, consents and authorities
- f. engineering survey, design, supervisory and inspection costs
- g. environmental monitoring and mitigation (compensation) costs and
- h. 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 the Project Completion Date
- c. acquisition of land and rights-of-way necessary for access and for the placement/construction of mitigation structures
- d. employees, equipment and materials of the applicant
- e. HST paid by the applicant
- f. Paving; and
- g. landscaping

6. Applying for Funding

6.1 How does an Applicant apply for funding?

Applicants can apply for funding by submitting the preliminary application form and, if available, any supporting documents for their flood protection project. The application package will summarize the proposed project and includes relevant details on scope, schedule, and cost.

The application package must be submitted in hard copy or electronically to the Program by no later than the dates stipulated in Section 4.4. Hardcopies should be addressed to:

BC Flood Protection Program
Emergency Management BC
Ministry of Public Safety and Solicitor General
2nd Floor - 525 Fort Street
PO Box 9223 Stn Prov Govt
Victoria BC V8W 9J1

Telephone: (250) 953-4002
Facsimile: (250) 953-4081

Electronic copies of the application package in MS Office or pdf format should be e-mailed to:

EMBCFloodProtection@gov.bc.ca

Where supporting documents are included with your application, refer to the following categories:

- Business Plan
- Detailed Cost Estimates
- Site Plan / Map
- Local Government Resolution
- Other:
 - Project Critical Infrastructure Rating
 - Engineering or Survey Drawings
 - Other related supporting documents

Preliminary applications will be assessed for eligibility, risk reduction, strategic alignment and implementation barriers. After the assessment, applicants will be required to complete the application process utilizing the ONLINE APPLICATION in the “Shared Information Management System for Infrastructure” (SIMSI) which can be accessed at:

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

You will be able to submit more than one document under each document category, and if you are unsure what document type to use, please submit your document as an “other” document type. For more information on completing the on-line SIMSI application, refer to pages 7-35 of the BCF-CC Online Program Guide found at:

www.bcbuildingcanadafundcommunities.ca

Prior to applying, a user identification and password must be obtained to access SIMSI. To be assigned a username and password, please forward a request to Ministry of Community and Rural Development by email: Infra@gov.bc.ca or telephone: 250-387-4060.

6.1 When are preliminary applications due?

Tier 1 applications due July 30, 2010

Tier 2 applications due September 24, 2010

Tier 3 applications due September 24, 2010.

6.2 When will project applications be evaluated?

Project evaluation will occur from:

Application	Evaluation Dates from	Evaluation Dates to
Tier 1	July 30, 2010	August 30, 2010
Tier 2	September 24, 2010	October 29, 2010
Tier 3	September 24, 2010	October 29, 2010

6.3 Can more than one application be submitted?

Yes, however, applicants must indicate the priority of each of their projects in their application. For example, Project Application #1 is the first priority for this applicant; Project Application #2 is the second priority for this applicant; etc.

6.4 What are the Supporting Documents?

The supporting documents are any document supplied by the applicant to clarify or add strength to the proposed project. They must fit within one of the document categories identified in Section 6.1.

Business Plan

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

- Problem statement
- Identification and analysis of options (relevance, feasibility)
- Rationale for chosen option
- Project objective
- Description of activities, including meeting procurement principles
- Timelines and milestones
- Expected benefits (quantify where possible)
- Performance and progress measures
- Project risks
- Rationale
- Budget

The business plan should also contain information 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
- Leverage additional hazard mitigation investments
- Coordinate additional mitigation efforts
- Promote public education of hazard risk reduction

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

Detailed Costs

Detailed cost estimates included with your application package 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* (CEAA) and regulations. Where applicable, project cost estimates should include costs to conduct a CEAA 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 CEAA 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.

Local Government Resolution

A local government resolution in support of the project will be required to complete the application. It will not be required for the preliminary application.

Other

Other documents that must accompany the application include:

- Engineering or Survey Drawings
- Other related supporting documents

7. Agreement

7.1 What is the Agreement?

The 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 funding for actual costs for 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 without prior approval from EMBC.

7.4 Can the Recipient make public announcements regarding the project?

No public announcement of a project or project milestone specified in an Agreement shall be made by a Recipient without first consulting the Program at least 15 working days prior to the planned announcement.

Signage related to a project must adhere to the BC Provincial Standards and the Federal Identity Program.

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

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. Upon completion of the project and in order to receive funding, the Recipient must submit the following to EMBC in hard and electronic copy, a package that contains:

- a. A **Project Completion Report**. The Project Completion Report must include a summary of the project, photographs, details around where deviations were made to the original business plan, 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.
- b. A **Claim for Reimbursement** which includes 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. The summary table may be a simple spreadsheet, or equivalent, but clearly identify date, supplier, costs, taxes, and any pertinent comments. The summary table must also indicate the cost sharing details imposed on the project. A template of the summary table is available.

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

9.2 Can a Recipient request progress or monthly payments?

Progress payments may be made upon request and must be approved by the Program. Progress payments will require the submission of a progress report(s) which is set out in the Agreement.

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. There should be one hard copy and one electronic copy of all information submitted to the Program.

11. Contact Information

BC Flood Protection Program
Emergency Management BC
Ministry of Public Safety and Solicitor General
2nd Floor - 525 Fort Street
PO Box 9223 Stn Prov Govt
Victoria BC V8W 9J1

Telephone: (250) 953-4002
Facsimile: (250) 953-4081
E-mail: EMBCFloodProtection@gov.bc.ca

Building Canada Plan information:
<http://www.buildingcanada-chantierscanada.gc.ca/>.

Building Canada Fund Communities Component
<http://www.bcbuildingcanadafundcommunities.ca>

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