



JOINT EMERGENCY PREPAREDNESS PROGRAM (JEPP)

GUIDELINES



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TABLE OF CONTENTS

- Section I - Joint Emergency Preparedness Program 5**
 - 1.1 Introduction5
 - 1.2 Objectives5
 - 1.3 Definitions5

- Section II - JEPP Funding Process 6**
 - 2.1 Process6
 - 2.2 Funding Share.....8
 - 2.3 Funding Limitation8
 - 2.4 Maximum Federal Funding.....8
 - 2.5 Fiscal Year Funding Lapses.....8
 - 2.6 Amendments8
 - 2.7 Cancelled Project Proposals9
 - 2.8 Annual Project Reporting9
 - 2.9 Monitoring of Approved Projects9
 - 2.10 Information Sharing.....9
 - 2.11 Post Audits9
 - 2.12 Critical Dates 10

- Section III – Eligibility Criteria..... 10**
 - 3.1 Eligible Recipients 10
 - 3.2 Eligible Projects..... 11
 - 3.3 Eligible Costs 11
 - 3.3.1 Eligible Costs – Restrictions 12
 - 3.4 Ineligible Expenses 14
 - 3.5 Multi-Year Plans or Projects..... 15
 - 3.6 In-kind Contribution 15
 - 3.7 Salaries 15

- Section IV - Preparation of Applications 15**
 - 4.1 Proposals 15
 - 4.2 Application Form 16
 - a) Proposal Number 16
 - b) Proposal Title 16
 - c) Description 16
 - d) Enhance Civil Preparedness 16
 - e) Emergency Plan 16
 - f) Recognition of the Federal Financial Contribution 16

g) Total Proposed Resource Allocation	17
h) Provincial Certification	17
i) Approved Current Fiscal Year Funding (for use by Government of Canada).....	17
j) Government of Canada Approval	17

Section V – Preparation of Claims **17**

5.1 Claims	17
5.2 Claim Form.....	17
a) Interim or final claim	17
b) Project number	17
c) Project Title	17
d) Approved Resource Allocation	18
e) Claims	18
f) Recognition of the Federal Financial Contribution	18
g) Provincial Certificate.....	18
h) Provincial Auditor Approval	18
i) Government of Canada Regional Recommendation.....	18
j) Approval for Payment.....	18
5.3 Eligible Expenditures Supporting Documents	18
a) Salaries and Benefits (in-kind contributions for provincially sponsored projects).....	18
b) Consultants Fees	18
c) Training	19
d) Equipment	19
e) Printing	19
f) Administration.....	19
g) Taxes.....	19
h) Proof of Payment.....	19

Section I - Joint Emergency Preparedness Program

1.1 Introduction

The Joint Emergency Preparedness Program (JEPP) was established in October 1980 to enhance the national capacity to respond to all types of emergencies and to enhance the resiliency of critical infrastructure.

The Government of Canada, in consultation and co-operation with provincial and territorial governments, contributes to emergency preparedness and critical infrastructure protection projects and initiatives. Whether it is through training, emergency planning and exercises, the purchase of emergency response equipment or the reimbursement of costs to sustain urban search and rescue (USAR) initiatives, this shared investment is a proactive method to reduce the loss of human life, injuries, and the cost of property damage associated with an emergency.

These Guidelines must be used in conjunction with the approved Terms and Conditions under which JEPP is managed. They include all previous updates formerly referred to as “Annual Update Instructions” or “AUIs”. The Guidelines and the Annual Updates are available on the Public Safety Canada (PS) website at www.publicsafety.gc.ca.

For the purposes of these guidelines, “province” always refers to provinces and territories.

All deadlines outlined in this document are PS HQ deadlines. Provinces and territories must therefore provide their documents in advance of those dates to their respective PS Regional Offices, who will set their own deadline requirements accordingly.

1.2 Objectives

The objectives of JEPP are that:

- Provinces, territories, municipalities and Aboriginal communities are better prepared for and have the capacity and capability to respond to all types of emergencies;
- PS policy and program objectives are achieved through reaching and influencing the emergency-related needs of their target groups through JEPP-administered contribution payments.

1.3 Definitions

For the purposes of these Guidelines, the following definitions apply:

Allocation:	The amount of money approved by Treasury Board for the administration of JEPP in a given fiscal year.
Annual Updates:	Formerly referred to as “Annual Update Instructions” or “AUIs”, this document is published annually by PS and describes current federal priorities, funding arrangements, and any changes to the administration of the Program. Changes generally come into effect in the fiscal year following the publication date, unless otherwise indicated.
Approval:	An undertaking to commit Government of Canada funds to a project.

Commitment:	The setting aside of funds for an approved project.
Earmarked Funds:	The portion of the annual JEPP allocation which is set aside for provinces. A province will be advised of its earmarked amount each year through the Annual Updates which will be published and distributed well in advance of the respective fiscal year.
Expenditure:	The charge incurred for the purchase of a good or service.
Fiscal Year (FY):	The period from April 1 to March 31.
In-kind Contribution:	A contribution of goods or services as opposed to money (i.e. existing equipment, supplies, use of space or staff time).
Interim Claim:	An interim payment made for expenditures incurred once a pre-identified progress point has been reached.
Local Government:	A settlement, which has municipal equivalency status under provincial legislation or functions in a manner similar to a municipality. For the purposes of the JEPP, Aboriginal communities are considered part of this group.
Multi-Year Project:	A project that will take more than one fiscal year to complete. An annual application is required for review and approval by PS and subsequent years must be charged against earmarked funds.
PAYE (Payables at Year End):	Financial process to set aside funds at fiscal year end for projects with goods and services incurred and completed by March 31 st and when a province is unable to provide PS with documentation for reimbursement by the first week of April.
Project:	A single undertaking with a specific objective.
Proposal:	An application to the Government of Canada for a commitment of funds to a project.
Recommendation:	Identified as being suitable for funding under the Program.
Regular Funds:	The portion of the annual JEPP allocation used for funding projects on a national comparative merit basis.

Section II - JEPP Funding Process

2.1 Process

To ensure that each province has access to JEPP funding to help develop an emergency preparedness capacity and thereby contribute to the enhancement of a national capability to response to emergencies, earmarked funds are set aside for each province. Each year, through the JEPP Annual Updates, PS Headquarters (HQ) will advise the PS Regional Offices and the provincial Emergency Management Organizations of the anticipated earmarked funds for each jurisdiction.

These funds are not allocated to the provinces to manage directly, but are "earmarked" for projects within their jurisdiction with final approval remaining with PS. In addition to the funds earmarked for use by individual provinces, an amount is also available, which is referred to as "regular" funds, and is used for funding other projects on a national comparative merit basis.

To meet the objectives of the program, a list of federal priorities is established yearly by PS and is set out in the JEPP Annual Updates. These priorities are used to assist with the evaluation of projects competing for regular funds.

Provincial lists of proposals and supporting documentation for JEPP funding must be forwarded to the PS Regional Office for consideration by the PS Regional Director. Once satisfied with the eligibility and priority of each proposal, the PS Regional Director recommends the list of proposals to PS HQ by February 1.

PS HQ reviews all proposals to ensure compliancy with the Program Terms and Conditions in preparation for the annual National JEPP Review Committee meeting.

The National JEPP Committee reviews all provincial submissions and recommends approval, rejection or approval with amendments.

PS HQ maintains a prioritized list of proposals which could not be funded due to insufficient funds. These proposals can be recommended for approval as funds become available during the year.

PS advises provinces of the decisions through the PS Regional Office in the first week of April.

Once a proposal is approved, it is expected to be completed in accordance with the approved application. Provinces must monitor the progress of all projects and report on their status to PS by December 31 each year. If a province determines that a project will not require any or all of the approved funding prior to December 31, it may request that the surplus be applied to one or more of its qualifying non-funded proposals previously submitted and on the PS waitlist. After December 31, any surplus funds will be reallocated by PS HQ to other proposals on the waitlist regardless of jurisdiction.

When a project has been completed, a claim is presented to the PS Regional Office. Once satisfied with the claim and supporting documentation, the PS Regional Director will recommend payment to PS HQ. The claim must be supported by a certified auditor's signature for those projects with a federal contribution of \$150,000 or more. The certification by a designated provincial official with appropriate fiscal accountability under provincial financial administration acts is required for those projects with a federal contribution of less than \$150,000.

The claim is reviewed by PS HQ and, once satisfied that all conditions have been met, is authorized for payment and a cheque is provided to the province.

All claims must be submitted to the PS HQ (through the PS Regional Office) by the first week of April of the fiscal year following that in which the project was completed. Claims that cannot be supported administratively by that date are identified to PS HQ (through the PS Regional Office) for inclusion in the federal PAYE (Payables at Year-End). These claims

must be submitted no later than September 30 of the same year. Claims received after September 30 will not be reimbursed (except where special circumstances are justified in advance by provinces and approved by PS HQ such as those requiring a provincial audit due to the amount of the federal share).

2.2 Funding Share

There is no set formula or ratio for the sharing of projects as the cost-sharing ratio is negotiated on a case-by-case basis and depends on the nature of the project and funds available. The maximum federal share of eligible costs is 75%. Each project application (which serves as the contribution agreement between the federal government and the provincial government) will specify the negotiated cost-sharing ratio.

2.3 Funding Limitation

It is necessary from time to time to impose financial restrictions on certain items in order to ensure a more equitable distribution of limited JEPP funds. Such limitations will be announced in the Annual Updates (AUs) as required.

2.4 Maximum Federal Funding

The total amount claimed cannot exceed the maximum federal contribution approved for the project and must adhere to the approved funding ratio (percentage share). In other words, the amount of a claim will be determined based on the approved federal percentage or share of the total eligible expenditures incurred, up to the maximum federal contribution outlined on the application form.

2.5 Fiscal Year Funding Lapses

Federal funding for JEPP is allocated on a fiscal year basis (April 1-March 31) and unexpended funds lapse at the end of the year. It is important, therefore, to submit claims as soon as the project is completed and, no later than the first week of April of the fiscal year following that in which the project was approved. Although claims cannot usually be paid out of a previous year's funds an exception can be made for claims for projects completed before the end of the fiscal year but which lack the necessary supporting documentation to meet the deadline. In such circumstances, a province must advise the PS Regional Office the first week of April to include the funding under the federal PAYE (Payables at Year-End). These claims must then be submitted no later than September 30. Claims received after September 30 will not be reimbursed (except where special circumstances are justified in advance by provinces and approved by PS HQ such as those requiring a provincial audit due to the amount of the federal share).

2.6 Amendments

The PS Regional Office is the point of contact for all amendments and any changes to the original project or its accompanying detailed cost breakdown. The PS Regional Office must be promptly advised of any proposed amendments in order to obtain the required approval. Once a project is approved and started, it is expected to be completed as per the arrangements outlined on the application form. If a project is unlikely to meet its completion deadline (March 31 of the fiscal year for which funding was approved), the PS Regional Office must be informed immediately.

2.7 Cancelled Project Proposals

Approved proposals not started in the fiscal year for which they received approval are automatically cancelled and, to be considered must be re-submitted as new proposals in a future year.

2.8 Annual Project Reporting

Under the JEPP Terms and Conditions, Provinces are required to contribute to annual reporting for JEPP funded projects to support federal accountability and risk management requirements.

All provinces are required to submit a report outlining the results achieved for all projects funded under JEPP (including USAR and CIP projects) each year to their PS Regional Director. The report should include, for example, the number of emergency plans developed/updated under JEPP, the number of courses given and people trained, a brief description of interactions between partners and overall accomplishments and changes to USAR and CIP capacity resulting from JEPP funding. Provincial reports must be received by PS HQ by April 30 each year.

2.9 Monitoring of Approved Projects

Provinces are expected to monitor the status of approved projects within their jurisdictions on a regular basis throughout the fiscal year and advise their respective PS Regional Office of any changes in federal commitment amounts as soon as any are identified. The PS Regional Offices will then inform PS HQ. This practice will help in the reduction of lapsed funds and will allow for waitlisted projects to be approved over the course of the fiscal year as funds are freed-up.

2.10 Information Sharing

If a funded project produces intellectual property, the ultimate beneficiary retains copyright for any work produced by the project. PS will encourage the recipient and the ultimate beneficiary to transfer knowledge acquired or developed through JEPP projects within the emergency management community.

However, in each situation where PS wishes to use the intellectual property produced by a specific project, the Department's Legal Services Unit will be consulted to obtain from the ultimate beneficiary a non-exclusive license for the Crown to have the right to use, or have used by a third party, the intellectual rights acquired or developed through the project.

2.11 Post Audits

PS may undertake a verification of audits performed, or perform annual federal audits of selected programs.

2.12 Critical Dates

Every effort must be made to ensure the following deadlines are met. Federal funds are usually approved at the start of the fiscal year and every effort is made to expend all allocated funds before the end of the fiscal year:

Deadline	Activity
February 1	Deadline for submission of proposals to PS HQ
Early April <i>(Provinces and territories will be advised of the specific date each year)</i>	Deadline for submission to PS HQ of claims from the previous fiscal year. Deadline for advising PS HQ of any funding to be set up under PAYE (Payables at Year-End).
April 30	Deadline for submission of provincial/territorial reports to PS HQ outlining the results achieved for all projects funded under JEPP in the previous fiscal year.
September 30	Deadline for submission of PAYE claims to PS HQ. Claims received after this deadline will not be reimbursed (except where special circumstances are justified as stated below).
December 31	Deadline to provide PS HQ with a provincial/territorial status report of all projects (funds no longer required will be reallocated by PS HQ).

***PLEASE NOTE THAT THE DATES LISTED IN THE TABLE ABOVE ARE PS HQ CRITICAL DEADLINES.**

The PS Regional Office is crucial to the functioning of this cycle from project proposal, evaluation, approval, project adjustment, reallocation of unused funds, audit, claim and payment. It follows that a representative of that office should be consulted at each stage of the project cycle to ensure timely and favourable resolution of any problems.

Section III – Eligibility Criteria

3.1 Eligible Recipients

Eligible recipients for JEPP are provincial and territorial governments. A province may submit a proposal in which the ultimate beneficiary is the provincial government, its agencies, a municipality or an Aboriginal community.

Other federal institutions

For this contribution program, the maximum level of total government assistance (federal/provincial/territorial/municipal assistance for the same purpose and eligible expense) is not to exceed 100% of eligible project costs. The maximum level of assistance from all federal institutions other than Public Safety Canada must not exceed 25% of total eligible project costs.

3.2 Eligible Projects

To be eligible for JEPP funding, each proposal shall:

- Have a clear objective aimed at enhancing national civil preparedness for emergencies or critical infrastructure protection and conform to JEPP Terms and Conditions;
- Have an articulated statement of expected outcome(s) from the project to demonstrate, in as concrete terms as possible, how national emergency preparedness is expected to increase as a result of the project;
- Be based on an agreed, identifiable beginning and end (JEPP is intended to encourage new initiatives by providing "seed" money to get started and not to fund projects indefinitely);
- Include a statement on how the federal financial contribution to the project will be recognized;
- Include a provincial financial commitment to the project; and
- Build on existing emergency preparedness arrangements: thus a province or local government must already have an existing emergency plan in place in order to apply for funds; proposals which do not meet this requirement will only be considered if the proposal seeks to develop an emergency plan.

3.3 Eligible Costs

Eligible expenses for JEPP funding could include:

- Provincial salaries and benefits for a specific JEPP project with an identifiable beginning and end date. (Note: JEPP funds are not intended to pay for salaries or benefits of officials who would normally be expected to provide ongoing core provincial services called for in the JEPP project);
- Cost of equipment, vehicles, vessels, etc. (including cost of each invoiced item, transportation, installation charges and related technical training) subject to federal funding limits;
- Consultant fees (hourly rate per person and number of hours, product(s) and/or service(s) delivered), printing (cost of supplies and printing), and other out-of-pocket expenses that are directly tied to a deliverable or activity under the proposed JEPP project;
- Cost of training (instructors, rental of facilities, equipment and supplies, travel, food and accommodation in accordance with provincial per diem rates allocated for travel);

- Taxes (only PST or the provincial part of HST paid is to be claimed for local government projects);
- Costs for the development, coordination and exercising of emergency plans including risk, vulnerability or hazard assessments;
- Direct operating and maintenance costs to sustain urban search and rescue (USAR) initiatives; for example: purchase of pallets, veterinarian costs, warehouse lease for specialized vehicles, etc.

3.3.1 Eligible Costs – Restrictions

Pagers: Pagers are eligible, on a case-by-case basis, e.g. remote locations, only source of communications, on the recommendation of the PS Regional Director.

Cellular Telephones: Cell phones are eligible, on a case-by-case basis, e.g. remote locations, only source of communications, on the recommendation of the PS Regional Director.

Laptops: Laptops computers for Emergency Operation Centres (EOCs) and mobile EOCs are eligible.

Generators: Generators are only eligible for emergency operations centres (EOCs), alternate EOCs, mobile EOCs, reception/warming centres, shelters and for powered rescue equipment. A federal contribution cap of \$10,000 has been set for generators and their electrical components for each generator location.

The following items are subject to the \$10,000 cap in a project application for each location:

- Generator, transfer switch, all related wiring
- Any other electrical component associated with the generator.

The following items are **not** subject to the \$10,000 cap – the funding will be according to the cost-sharing ratio approved for the project:

- Cost of **labour** for the installation of a generator and its electrical components (“installation” must clearly separate “labour” component and “wiring”) – if this is not separated, the cost will be included in the cap.
- Excavation costs and concrete slab where the generator will be located
- Housing for the protection of the generator
- Generator fencing
- Fuel tank for generator

It is important to note that generator and transfer switch/wiring costs cannot be split over two fiscal years if for same building location.

Vehicles: There is a \$40,000 limit on the federal contribution for emergency response vehicles, which applies to cab, chassis, box and permanent installations such as cupboards, benches, etc.

Any emergency response equipment purchased along with a vehicle can be cost-shared over and above the \$40,000 cap. The cap is applied only to the vehicle itself (i.e. cab and chassis). The following example illustrates how the cap is applied on a project that has been approved on a 50-50 basis:

	<u>Total Cost</u>	<u>Eligible Federal Share</u>
Vehicle:	\$100,000	\$40,000 (limited by cap)
Equipment:	\$30,000	\$15,000 (50%)
Total:	\$130,000	\$55,000

Additional equipment for the vehicle could include radios, search lights, vehicle lettering, etc.

Note: The \$40,000 cap on vehicles also applies to vessels.

Hospitality: Meal expenses are eligible for course participants during emergency management training and exercises as follows:

For the purposes of the Program, meal expenses consist of:

- lunch, including beverages (no alcohol)
- refreshments (beverages and light snacks)

In accordance with Treasury Board Guidelines, all hospitality expenses must meet the following allocations:

Forms of Meal Expenses	Allocated Cost
Lunch (including beverages)	Must not exceed a total of \$27.00 per person, per day (supporting documents must be submitted with project claim)
Refreshments (beverages and light snacks)	The costs for beverages or light snacks shall not exceed the usual local prices per serving (supporting documents must be submitted with project claim)

Training and Education and Travel Costs: PS cost-shares emergency management training that enhances the emergency management capabilities of provinces, e.g. emergency management classroom training for Emergency Management Organizations (EMOs), Emergency Operations Centres (EOCs) and volunteers, as well as tabletop and field exercises. Provincial emergency management and preparedness conferences and symposiums will be considered on a case-by-case basis.

Training requests will be guided by the Federal/Provincial/Territorial approved Emergency Management Training Strategy Action Plan.

Local delivery of the CBRN First Responder Training Program basic level classroom-based course will be considered for cost sharing under the JEPP.

All travel relating to training for volunteers, provincial instructors and presenters (or their contractors) are eligible under JEPP. Other provincial travel to attend conferences, symposiums, etc. is ineligible.

3.4 Ineligible Expenses

The following expenses are not eligible for JEPP funding:

- All expenses incurred PRIOR to the date of Public Safety HQ approval of a project.
- Costs relating to events and equipment which are considered to be the routine responsibility of provincial ministries or first responder agencies such as police, fire, and ambulance;
- Ongoing operating and maintenance costs for JEPP and Critical Infrastructure Protection initiatives;
- Hospitality expenses, except for meals provided during training and exercises - in accordance with provincial per diem rates allocated for hospitality;
- Administrative costs which are not directly related to a specific JEPP project. Each ultimate recipient (which may be a provincial government) is expected to absorb the routine costs of doing business. Examples such as regular salaries and benefits, audit costs, advertising for federal recognition, office furniture, equipment, office supplies, committee work, administration and supervision of JEPP, are not to be cost-shared. It is recognized that certain proposals incur extraordinary administrative expenses, which are incremental to the routine costs of providing government services; these expenses can be considered for cost-sharing and shall be clearly identified in detail at the proposal stage;
- Inflation allowance or contingency costs;
- Major capital construction costs which are considered to be the responsibility of provincial or local governments (buildings, extensions to buildings, and other complex capital projects) with the exception of the construction of Heavy Urban Search and Rescue equipment storage/training facilities;
- 911 emergency services systems;
- Public warning system (i.e. sirens);
- Goods and Services Tax (GST), or its equivalent percentage under the Harmonized Sales Tax (HST); and
- Other expenses as may be detailed from time to time in the Annual Updates.

Provinces may impose further restrictions and financial limitations beyond those outlined above.

3.5 Multi-Year Plans or Projects

As there is no guarantee that federal funds will be approved yearly by Parliament or allocated in any specific amount, a commitment to approve a JEPP project beyond the current federal fiscal year cannot be undertaken. Projects that require more than one year to complete must be re-submitted in each successive year for review and continued funding. In addition, such projects must be funded from Earmarked Funds in all subsequent years.

3.6 In-kind Contribution

In-kind contributions will be limited to provincially sponsored projects and ineligible for municipal projects. For the purposes of provincial projects or plans, in-kind contributions such as salaries, benefits, travel, secretarial, supervisory and administrative support are eligible for cost-sharing up to a maximum of \$75,000 per year/per province.

3.7 Salaries

JEPP funds are not intended to pay the salaries or benefits of officials who would normally be expected to provide the service called for in the JEPP project as part of their routine duty. The exceptions to this policy are:

- The salaries and benefits payable to officials under the “in-kind contribution” proviso;
- Costs for an outside consultant providing a service to a JEPP project that cannot be easily provided by officials; and
- Salaries for students for a particular project with a specific beginning and end date.

Section IV - Preparation of Applications

4.1 Proposals

Project proposals are submitted using the JEPP application form. Project proposals require the signature of the Provincial Minister Responsible for Emergency Preparedness or delegated official and the PS Regional Director. Once a project has been approved by PS HQ, a copy is returned to the province (through the PS Regional Office) and the applicant is authorized to proceed.

The form is intended to be used as a synopsis but must also be accompanied by sufficient information to permit a clear understanding of the project objectives. A one or two-page summary must be included outlining a description of the proposal, area to be served, detailed cost breakdown of anticipated expenditures and any other pertinent information that will assist with the evaluation of the proposal.

4.2 Application Form

A completed application form must include:

a) **Proposal Number**

The JEPP proposal will be identified by province and number. Numbering in each province will continue from year to year without starting anew. An accepted project retains its proposal number throughout the life of the project and this number is subsequently reflected in the numbering of claims (see Section V).

b) **Proposal Title**

A short phrase identifying the project. Provinces are invited to adopt a convention for such descriptions. Categories could include Emergency Plans, Training, Exercise, Emergency Communications, Emergency Response Equipment, Study, etc.

c) **Description**

In this box, the project is briefly described. Additional pages may be attached for more complex proposals to ensure that the principles and guidelines against which the proposal will be assessed are self-evident. It is important to remember that project approval is based on the information contained in the application. Once a proposal is approved, it must be implemented as described in the application and only those items identified in the application will be considered when processing the claim.

d) **Enhance Civil Preparedness**

This box is used to identify how the project will enhance civil preparedness or critical infrastructure protection.

e) **Emergency Plan**

This box is used to indicate if the community has an emergency plan in place. If an emergency plan is not in place, the project needs to be for the development of an emergency plan.

f) **Recognition of the Federal Financial Contribution**

A brief statement outlining the proposed arrangements for the recognition of the federal financial contribution.

The federal financial contribution to all JEPP projects must be visible to the general population likely to be served by the project. The project proposal must contain sufficient information to indicate what proactive arrangements will be made to ensure the recognition of the federal contribution. Some examples of project visibility include official opening ceremonies, press releases and conferences, reference in permanent project documents, videos, open-house events, on local government websites and the affixing of plaques and decals to major structures or equipment. Exceptions to this practice must be justified in the project proposal.

g) Total Proposed Resource Allocation

The total cost of the proposal and the proposed federal-provincial cost share expressed in dollars and a percentage is entered in this box. Total cost refers to funding proposed for the respective year.

h) Provincial Certification

The Provincial Minister (or delegated official) signs the application.

i) Approved Current Fiscal Year Funding (for use by Government of Canada)

The current year cost of the proposal and the proposed federal-provincial cost share expressed in dollars and a percentage is entered in this box.

j) Government of Canada Approval

The PS Regional Director recommends the proposal for consideration. The proposal is approved once signed by PS HQ.

Section V – Preparation of Claims

5.1 Claims

Provinces submit claims for payment against approved projects to the PS Regional Office on the JEPP claim form. Claim forms require the signature of the Provincial Minister Responsible for Emergency Preparedness (or delegated official), a certified auditor's signature for those projects with a federal contribution of \$150,000 or more, or the certification by a designated provincial official with appropriate fiscal accountability under provincial financial administration acts for those projects with a federal contribution of less than \$150,000. The PS Regional Director's signature is also required. Once a claim has been approved, a cheque is issued and forwarded to the PS Regional Office.

5.2 Claim Form

A completed claim form must include:

a) Interim or final claim

One of these boxes should be checked to indicate whether this is an interim claim or a final claim.

b) Project number

This number needs to coincide with the number on the application form.

c) Project Title

This title needs to coincide with the title on the application form.

d) Approved Resource Allocation

This box is to include the committed amount previously approved.

e) Claims

This box should include the amount previously claimed specifically for this project, if applicable, and the amount of this claim.

f) Recognition of the Federal Financial Contribution

A claim must be accompanied by a statement describing the arrangements made to fulfill the federal financial contribution recognition commitment and this should be followed up by photos, news clippings etc.

g) Provincial Certificate

Provinces certify that the expenditures incurred by the province or local government are in accordance with the agreed Terms and Conditions of the Program and that for local government projects, the provincial contribution is being provided by the local government.

h) Provincial Auditor Approval

Certification by a provincial auditor and to be completed only for a claim with a federal contribution greater than \$150,000.00.

i) Government of Canada Regional Recommendation

Recommendation for payment by the Regional Director, Public Safety Canada.

j) Approval for Payment

Authority for payment by appropriate delegated signatory.

5.3 Eligible Expenditures Supporting Documents

The claim form is a cover sheet which must be accompanied by sufficient documentation to justify the expenses outlined on the application. Claims must include a detailed cost breakdown of expenditures which correspond to the estimated expenditures and details submitted with the original application and any approved amendments to that application. Some examples of the type of accounting detail required are:

a) Salaries and Benefits (in-kind contributions for provincially sponsored projects)

Hourly rate per person and service performed, travel, food and accommodation

b) Consultants Fees

Hourly rate per person and service performed, travel, food and accommodation

c) Training

Cost of facilities, equipment and supplies, travel, food and accommodation

d) Equipment

Costs of each invoiced item including transportation and installation charges, if applicable

e) Printing

Costs of supplies and printing

f) Administration

Cost of supplies, postage, courier, telephone calls, fax

g) Taxes

PST or the provincial part of HST paid is to be claimed for local government projects only.

h) Proof of Payment

A claim must be supported by a proof of payment facsimile (paid invoice with financial coding or cheque number, official receipt, cancelled cheque, financial printout). A claim may be either interim or final but must be identified accordingly at the top of the form.