



Emergency Management Preparedness Program (EMPP)

2017/2018

EMPP Guidelines

www.aema.alberta.ca/grants

This program supports expanding and enhancing emergency
management preparedness.

Section 1: Objective of the EMPP

The objective of the Emergency Management Preparedness Program (EMPP) is to enhance emergency management capacity, resulting in an increased number of trained emergency management practitioners and stronger local capabilities.

Key outcomes of the program include:

- Local authorities and volunteers will have the required competencies and skills for an emergency response; and
- Greater capacity will be created for Alberta communities to mitigate, prepare for, respond to, and recover from disaster emergencies.

Section 2: Program Highlights

2.1 Application submission deadline:	September 30, 2017
2.2 Who do I contact for assistance?	Grants Advisor: <ul style="list-style-type: none">• Email: aema.empp@gov.ab.ca• Phone: 780-644-3260

Section 3: Entity Eligibility

Applications that benefit several entities and that provide a maximum benefit to provincial emergency management systems will take priority in the selection process.

Question	Response
3.1 Which types of entities are eligible for the program?	<ul style="list-style-type: none">• Municipalities (e.g., cities, counties, towns, villages, municipal districts, specialized municipalities, etc.)• Métis settlements• Inter-municipal partnerships
3.2 Which types of entities are ineligible?	<ul style="list-style-type: none">• Individuals• First Nations• For-profit corporations

Note: The lead entity applying for the grant will be responsible for administering the grant.

Section 4: Projects Eligible for Funding

Question	Response
4.1 What projects (i.e. exercises, courses, and/or training) are eligible for funding?	<ul style="list-style-type: none">• Emergency management workshops• Regional municipal exercises• Innovative programs that increase emergency management capabilities
4.2 What projects are ineligible?	<ul style="list-style-type: none">• Courses already offered through AMEA, whether on-line, or by Field/Training Officers.
4.3 What is the deadline for completing all grant funded projects?	<ul style="list-style-type: none">• May 31, 2019 <p><i>Please plan accordingly, so that the project deadline of May 31, 2019 is met.</i></p>

Alberta has adopted the Incident Command System (ICS) as the command and control standard for incident management. This may include:

- Emergency response at the Incident Command Post
- Emergency Operations Centres and Emergency Coordination Centres
- Provincial Operations Centres

Entities are encouraged to utilize the ICS model.

Section 5: EMPP Information

Question	Response
5.1 How are EMPP funds allocated and distributed?	<ul style="list-style-type: none"> Individual <u>projects</u>, as defined in sub-section 4.1 of the guidelines; are capped at a maximum of \$5,000 per project. The lead entity must agree to contribute any outstanding funds for individual projects that exceed the \$5,000 cap. Program funding will be distributed as a <u>lump-sum</u> payment to the lead entity.
5.2 What are the requirements in order to be considered for EMPP funding?	<ul style="list-style-type: none"> Applicants must complete, sign, and submit an application form to AEMA by the <u>September 30, 2017</u> submission deadline. Program funding from AEMA may only be used to supplement approved emergency management preparedness <u>projects</u> (i.e. exercises, courses, and/or training).
5.3 What are the next steps if I am a successful applicant?	<ul style="list-style-type: none"> Successful applicants must sign a Conditional Grant Agreement (CGA) with Municipal Affairs, and comply with the terms therein. Only <u>after</u> the Minister of Municipal Affairs (or his delegated representative) has signed the above agreement (based on the Minister's signing date in the CGA), can any funded projects start. Projects that start before the Minister's signing date will not be eligible to use the funding.
5.4 What are the terms of the Conditional Grant Agreement?	<ul style="list-style-type: none"> The grant must only be used for the pre-approved projects, as outlined in Schedule A of the CGA. Once EMPP projects are completed, the lead entity must complete post-project compliance and accountability reporting requirements as outlined in the CGA, by the due dates specified therein. <u>Note:</u> A document outlining the overall compliance process will be made available on AEMA's website after all grant funds have been disbursed for the 2017/18 program cycle. The Minister retains the right to audit any project. The Minister retains the right to obtain a refund on any grant funds not used in accordance with the CGA.

Section 6: EMPP Application Process

- The EMPP Application Form is available at www.aema.alberta.ca/grants
- Refer to Appendix 1 of the EMPP Guidelines for instructions on completing the application form.
- Once the application form has been completed and signed; please submit the form by mail or email to:

Grants Advisor
 Alberta Emergency Management Agency
 200 Park Plaza
 10611 - 98 Avenue
 Edmonton, Alberta T5K 2P7
 Email: aema.empp@gov.ab.ca

Question	Response
6.1 How will my EMPP application be evaluated?	<ul style="list-style-type: none"> • EMPP applications will be evaluated on several criteria; including, but not limited to the following: <ul style="list-style-type: none"> ○ Based on those that benefit several entities and that provide a maximum benefit to provincial emergency management systems. ○ Based on whether the entity has successfully completed post-project compliance and accountability reporting requirements in previous grant years. ○ Based on a historical review of previous grant funded projects delivered. ○ Based on recommendations made by Field Officers regarding provincial priorities and how these relate to the respective entities. <p>Note: All projects submitted for grant funding will be evaluated by a review panel, but may not necessarily be approved or receive funding.</p>
6.2 How will I know if my EMPP application is successful?	<ul style="list-style-type: none"> • Applicants will be notified within six months of the application deadline as to their status.
6.3 What happens if I disagree with the Government of Alberta's decision on my EMPP application?	<ul style="list-style-type: none"> • Decisions made by Municipal Affairs with regards to grant funding are final.

Appendix 1 – How to Complete the EMPP Application Form

This appendix provides additional information on completing the EMPP Application Form. The section numbers below match the corresponding sections within the application.

Section 2: Applicant Information

2.2 Legal status of entity (if applicable):	<ul style="list-style-type: none"> The legal status of the applicant describes the type of entity applying for the grant, as outlined in sub-section 3.1 of the <u>EMPP Guidelines</u>.
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Section 3: Project Details

3.2 Provide a brief description of <u>each project</u> :	<ul style="list-style-type: none"> This information will be used to assess the project requests against eligibility criteria and requirements, and will also be included within the ‘Schedule A’ of the Conditional Grant Agreement if the applicant is successful.
3.5 Project Costs:	<ul style="list-style-type: none"> The applicant must complete the table shown in in sub-section 3.5 of the application, and include each project listed in sub-section 3.1; each listed on separate lines in the table. All sources of funding, including the amount requested from the EMPP should be included for each project listed. Only eligible project costs under the <u>EMPP Guidelines</u> should be included in the table.

	A	B	C	D	E
<u>Project Name:</u>	Estimated eligible project cost (\$)	Other provincial grants (if expected)		Non-provincial sources of funding (\$)	Funding request under this grant program [A-(C+D)]
		Grant Name	Amount (\$)		
<u>Example:</u> Emergency Management Workshop	\$5,000	As Applicable	\$	Funding from the entity goes here.	
Total	\$	As Applicable	\$	\$	\$

Section 4: Project Output Details

4.1 Functional category of the projects:	<ul style="list-style-type: none">• All project types under the EMPP grant are classified as <u>Staff Development</u> and will always display as 100% in this field.
4.2 Identify expected output:	<ul style="list-style-type: none">• Enter the number of anticipated trainees from the delivery of the projects.

Section 5: Collaboration Details

If you are formally collaborating with other entities, please complete sub-sections 5.2 and 5.3 of the application. Your response should indicate how others will benefit from the results of the project.

A project lead must be identified and will be responsible for all administrative requirements; such as submitting the grant application on behalf of the other partners, and entering into a Conditional Grant Agreement (CGA) with Municipal Affairs to manage the grant funds.

A letter of support will be required from each partner for this collaboration and must be included with the EMPP Application Form submission.

Note: If you are not collaborating with partners, please only answer sub-section 5.4 of Section 5.

Section 7: Application Certification

All applications must be sent to the Alberta Emergency Management Agency (AEMA) c/o the Grants Advisor by **September 30, 2017**. Once applications have been received, AEMA will review the applications for eligibility.