



# INDIGENOUS ADVISORY AND MONITORING COMMITTEE FOR ENERGY INFRASTRUCTURE PROJECTS- TRANSMOUNTAIN EXPANSION PROJECT EMERGENCY PREPAREDNESS AND RESPONSE CALL FOR PROPOSALS - PROGRAM APPLICATION FORM

## 1 - Recipient Information

Recipient Name (Name of First Nation, Indigenous Community or Organization)

ABC First Nation

Mailing Address

123 Sample St

Province

BC

Postal Code

X1X1X1

Business / GST Number

123456789 XX0001

Incorporation

Federal

in the Province of British Columbia  N/A

Date of Incorporation

July 1, 1990

## 2 - Coordinator/Project Lead and Contact Person

Name

Jane Doe

Job Title

Project Coordinator

Telephone Number

250-123-4567

Email Address

Jane.Doe@ABCFN.com

## 3 - Project Information

This application form is specifically used for the Community Call for Proposals for Emergency Preparedness and Response for Projects under \$50,000 (i.e. maximum amount is \$49,999). For all other Capacity Funding proposals, please complete the standard [proposal template](#).

Please select **one** of the four streams and complete all relevant project information as outlined in the application form:

- Stream 1 – Planning Activities (complete pages 2 and 7)
- Stream 2 – Equipment Purchase (complete pages 3 and 7)
- Stream 3 – Training and Skills Development (complete pages 4 and 7)
- Stream 4 – Other (complete pages 5, 6, and 7)

Select **Stream 4** to combine streams for a custom community or multi-community application. If you are submitting a multi-community application, please include resolutions, or letters of support, from participating communities and/or organizations.

Please refer to the Application Guide to detailed information on how to complete the application form and frequency asked questions.



**Stream 1 – Planning Activities**

**Project Title**

Building Community Capacity In Emergency Preparedness & Response – Planning Activities

**Project Description**

To hire a emergency management consultant to create or conduct a review of the Nation's Emergency Response Plan, identifying areas that require updating and or further analysis and next steps, as it relates to the Trans Mountain Expansion Project

<p><b>Mandatory</b> - Provide Additional Details (eg. Describe consultation work to be undertaken. Example of eligible planning activities:</p> <ul style="list-style-type: none"> <li>Contracting of Professional Services to develop, review, update and renew a community Emergency Response Plan</li> </ul>
<p><b>Provide Details Below on the type of Professional Services to be Undertaken:</b></p>

**Expected Deliverables**

This project will analyze and review the Nation's emergency response plan as well as provide advice and guidance to the Nation to better prepare for emergencies.

The access to additional funding to enhance the community-based capacity for emergency response capabilities, will allow for a more resilient community in the event of any type of emergency. By enhancing emergency response capability, for the community as whole, the community will be better positioned to participate with Trans Mountain, in response and recovery should an incident occur involving the Trans Mountain Pipeline ensuring community concerns are understood and addressed by Trans Mountain.

**Expected Benefits**

One community with increased capacity in environmental monitoring and emergency planning

<p><b>Optional</b> – Provide Additional Details on Expected Project Deliverables (e.g. updated community emergency response plan; emergency response needs analysis) and/or Expected Benefits</p>
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**Estimated Project Costs**

Category	Description	Estimated Cost	Maximum Allowable Cost
Professional Services Costs	Mandatory - Identify the nature of the work to be completed (as identified above)		\$45,454
Administration (up to 10% of eligible expenditures)	Expenses related to administration and reporting on the funding from NRCan (office supplies and overhead are not eligible)		\$4,545
<b>Total Requested from NRCan</b>			\$49,999

**Please go to Page 7 to complete the remaining required sections of the Application**



**Stream 2 – Equipment Procurement**

**Project Title**

Building Community Capacity in Emergency Preparedness & Response – Equipment Procurement

**Project Description**

To purchase equipment to improve and modernize the Nation’s capacity to respond to medical, environmental and industrial emergencies, as it relates to the Trans Mountain Expansion Project.

**Mandatory** – Provide Details on Equipment to be Purchased (i.e. List equipment to be purchased along with the estimated costs for each item).

Examples of eligible equipment purchase:

- Trucks, Side-by-Sides, Utility Terrain Vehicles or All-Terrain Vehicles equipped with rescue or emergency response capabilities
- Tools and add-ons for emergency response vehicles
- Remote rescue kits
- Search and Rescue Accessories
- Remote fire-fighting packages
- Fire Response personnel and equipment transport
- Environmental cleanup and restoration equipment
- Ice Safety equipment
- Siren and public address system, emergency lights

**Provide Details Below on Equipment to be Purchased:**

**Expected Deliverables**

This project will identify and purchase the equipment needed to improve the Nation’s capacity in Emergency Preparedness and Response.

The access to additional funding to enhance the community-based capacity for emergency response capabilities, will allow for a more resilient community in the event of any type of emergency. By enhancing emergency response capability, for the community as whole, the community will be better positioned to participate with Trans Mountain, in response and recovery should an incident occur involving the Trans Mountain Pipeline ensuring community concerns are understood and addressed by Trans Mountain.

**Expected Benefits**

One community with increased capacity in environmental monitoring and emergency planning

**Optional** – Provide Additional Details on Expected Project Deliverables and/or Expected Benefits

**Estimated Project Costs**

Category	Description	Estimated Cost	Maximum Allowable Cost
Equipment and Machinery Costs	<i>Mandatory – Provide total estimated cost of equipment and/or machinery to be purchased (as listed above)</i>		\$45,454
Administration (up to 10% of eligible expenditures)	<i>Expenses related to administration and reporting on the funding from NRCan (office supplies and overhead are not eligible)</i>		\$4,545
<b>Total Requested from NRCan</b>			\$49,999

**Please go to Page 7 to complete the remaining required sections of the Application**



**Stream 3 – Training**

**Project Title**

Building Community Capacity In Emergency Preparedness & Response – Training

**Project Description**

To provide training to community members to increase awareness and knowledge related to emergency preparedness and response, as it relates to the Trans Mountain Expansion Project.

**Mandatory** – Provide Additional Details (e.g. type of training provided, number of people trained, other associated costs, etc.).

Examples of eligible training:

- Incident Command System (ICS) Training
- First Aid and CPR courses
- AED (Automated External Defibrillator) training
- Wilderness First Responder Courses
- Public Safety or Emergency Response training
- Hazmat Scene Management / Hazards control or victim management

**Provide Details on Proposed Training Below:**

**Expected Deliverables**

This project will identify and provide the type of training needed to improve the Nation’s capacity in Emergency Preparedness and Response.

The access to additional funding to enhance the community-based capacity for emergency response capabilities, will allow for a more resilient community in the event of any type of emergency. By enhancing emergency response capability, for the community as whole, the community will be better positioned to participate with Trans Mountain, in response and recovery should an incident occur involving the Trans Mountain Pipeline ensuring community concerns are understood and addressed by Trans Mountain.

**Expected Benefits**

One community with increased capacity in environmental monitoring and emergency planning

**Optional** – Provide Additional Details on Expected Project Deliverables and/or Expected Benefits

**Estimated Project Costs**

Category	Description	Estimated Cost	Maximum Allowable Cost
Training and Skills Development Costs	<i>Mandatory - Provide total cost of training to be undertaken (as listed above)</i>		\$45,454
Travel (rates not exceeding National Joint Council)	<i>Mandatory – Breakdown of Travel costs in accordance with National Joint Council <a href="https://www.njc-cnm.gc.ca/directive/d10/en">https://www.njc-cnm.gc.ca/directive/d10/en</a></i>		
Administration (up to 10% of eligible expenditures)	<i>Expenses related to administration and reporting on the funding from NRCan (office supplies and overhead are not eligible)</i>		\$4,545
<b>Total Requested from NRCan</b>			\$49,999

**Please go to Page 7 to complete the remaining required sections of the Application**



**Stream 4 – Other**

Is there more than one community or organization participating in this project?

- NO (Continue to Project Title)
- YES

IF YES, how many are participating in this project? Choose an item.

IF YES, list the names of **all** participating communities or organizations below. Please submit a Band Council Resolution (or similar) in support of the project for **each** participating community.

Provide list of all participating communities and/or organizations.

**Project Title**

**Mandatory - Provide Project Title**

Building Community Capacity In Emergency Preparedness & Response – Equipment Procurement and Emergence Response Plan Development

**Project Description**

**Mandatory - Provide Project Description**

ABC First Nation has contracted XYZ Emergency Consulting to update the community’s Emergency Response Plan. XYZ Consulting will review the community’s existing emergency response plan, which has not been updated in over 15 years. XYZ Consulting will provide an updated plan, identifying areas, equipment and infrastructure that requires updating and modernizing.

ABC FN will also be purchasing a rural fire-fighting and search & rescue accessory kit for equipping a 4x4.

**Expected Deliverables**

The access to additional funding to enhance the community-based capacity for emergency response capabilities, will allow for a more resilient community in the event of any type of emergency. By enhancing emergency response capability, for the community as whole, the community will be better positioned to participate with Trans Mountain, in response and recovery should an incident occur involving the Trans Mountain Pipeline ensuring community concerns are understood and addressed by Trans Mountain.

**Mandatory - Provide Additional Details**

This project will deliver a new Emergency Response Plan for ABC FN. ABC FN will also be updated with the equipment necessary to deal with rural fires and conduct search and rescue.

**Expected Benefits**

**Mandatory – Provide Additional Details**

ABC FN will be better planned and equipped to handle disasters and emergency events. ABC FN will be have greater capacity to manage emergency issues.



**Estimated Project Costs**

Category	Description	Estimated Cost	Maximum Allowable Cost
Equipment and Machinery Costs	List equipment and machinery to be purchased.  Fire-fighting and Search & Rescue Accessory Kit for Equipping 4X4	\$25,454	\$45,454 per community
Training and Skills Development Costs	Describe the type of training to be completed and the number of people to be trained (in each training course if applicable).		
Professional Services Costs	Identify the nature of the work to be completed.  Updated Emergency Response Plan and consultation provided by XYZ Emergency Consulting	\$17,500	
Salaries, Wages and Benefits	Salaries and Benefits are limited to new positions or an expansion of an existing position  Identify salaries designated solely for the time dedicated to support the project.  Salaries, Wages and Benefits of Health and Safety Officer for time designated to the project – 37.5 hours total x \$66.67/hour (including MERCS and benefits)	\$2,500	
Travel (rates not exceeding National Joint Council)	Mandatory – Breakdown of Travel costs in accordance with National Joint Council <a href="https://www.njc-cnm.gc.ca/directive/d10/en">https://www.njc-cnm.gc.ca/directive/d10/en</a>		
Honoraria or Ceremonial Costs	Specify the cultural services to be provided at		
Administration (up to 10% of eligible expenditures)	Expenses related to administration and reporting on the funding from NRCan (office supplies and overhead are not eligible)	\$ 4,545	\$4,545 per community
<b>Total Requested from NRCan</b>		<b>\$ 49,999</b>	<b>\$49,999 per community</b>

**Please go to Page 7 to complete the remaining required sections of the Application**



#### 4 - Project Date

Project Start Date: (No earlier than application date)	2020-08-04	Project End Date: (No later than March 31 <sup>st</sup> , 2021)	2020-12-31
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#### 5 - Payment

##### 5.1. Do you require an advance payment?

YES – An advance (up to 80%) will be provided. The remaining holdback (up to the total requested amount) will be released based on actual expenses incurred upon completion of the project when a claim is submitted. Please complete, **sign**, and submit the cash flow forecast template.



EM\_CFP\_IAMC  
Quarterly Cash Flow

Provide rationale to why an advance is required.

**Mandatory** – provide response here

ABC FN does not have enough available cash flow to complete the project without an advance.

NO – You will be reimbursed based on actual expenses incurred (up to the total requested amount) upon completion of the project when a claim is submitted.

##### 5.2. Have you previously received funding from NRCan through a Contribution Agreement?

YES

NO – Please complete and submit this vendor form to receive payment.



New Vendor Form -  
Direct Deposit

#### 6 - Declaration

- The information entered here on all supporting documents, as well as any other information collected by or on behalf of Natural Resources Canada (NRCan) to process proposals for grants and contributions, is collected pursuant to the *Department of Natural Resources Act* and the *Financial Administration Act*.
- The information provided to NRCan will be treated in accordance with the Access to Information Act and the Privacy Act. The information is secured from unauthorized access.
- There is no obligation to provide the requested information but failure to do so may prevent NRCan from considering the application.
- I declare that the Band Council has authorized the funding request for this proposal.
- I authorize NRCan to make inquiries required to assess this proposal, and consent to the collection of information.
- I consent to the sharing of the information collected with other federal and provincial departments and agencies for the administration of the grants and contributions program.
- I consent to the use of the information for policy analysis, research and/or evaluation of NRCan programs.
- I certify that the information provided is, to the best of my knowledge and ability, complete, true and correct, and this will apply to all information provided in the future in connection with the assessment of the proposal.

I have read and understood the above Information Sharing and Certification. I consent to the collection; use and disclosure of information as described, make the certification as stated and authorize the actions indicated.

Given Name John	Family Name Smith	Title Chief
Signature of Authorized Official x JSmith		Date (YYYYMMDD) 2020/07/01

##### Additional signature box (if required)

I have read and understood the above Information Sharing and Certification. I consent to the collection; use and disclosure of information as described, make the certification as stated and authorize the actions indicated.

Given Name	Family Name	Title
Signature of Authorized Official X		Date (YYYYMMDD)