



# Joint Emergency Preparedness Program (JEPP)

## ANNUAL UPDATE - 2011

The Annual Update is published annually by Public Safety Canada (PS) and outlines federal priorities, funding arrangements, and any changes to the program.

### WHAT'S NEW

- A new form will be in use for the establishment of all Payables at Year End (PAYE) starting with the PAYE reporting of April 6, 2012. Provinces and territories (P/Ts) will now be required to certify the establishment of funds under PAYE for each project by using the attached template.
- In order to assist P/Ts with the required December 31<sup>st</sup> Status Report, a new template has been developed and will be in use starting in December 2011. PS will provide each P/T with the template listing the approved JEPP, USAR and CI projects and funds allocated for each project at the beginning of December. P/Ts will be responsible for populating the required columns (amounts that will actually be spent and reason for reduction, if applicable). The completed template must then be returned to PS by the December 31<sup>st</sup> deadline.
- Catering/meals will no longer be eligible for P/T symposiums and conferences beginning in 2012-2013.

### FEDERAL PRIORITIES

The federal priorities to be used by PS in evaluating JEPP proposals put forward by P/Ts for consideration under JEPP Regular Funds in 2012-2013 are:

- Training and Education
- Telecommunications

### REGULAR BUSINESS

#### JEPP Proposal Submissions

The deadline for 2012-2013 proposal submissions to PS Headquarters (HQ) is February 1, 2012. ***PS Regional Offices (ROs) will determine the date for submission to their respective offices in order to meet that deadline.***

Please ensure that all project application forms are printed on green-colour paper and limited to one legal size page. ***All forms that do not comply with this requirement will be returned to the P/T.***

#### Annual Project Reporting

Under JEPP's Terms and Conditions, P/Ts are required to contribute to annual reporting for JEPP funded projects to support federal accountability and risk management guidelines.

The reports on projects approved in fiscal year 2011-2012 must be submitted to PS HQ **no later than April 30, 2012.**

## **Outstanding Payables at Year End (PAYE)**

All 2011-2012 claims must be submitted to PS HQ by **April 6, 2012**. Projects completed but not claimed by this date must be set up under PAYE by completing the new attached template for each of these projects. These forms must also be provided to PS HQ by **April 6, 2012**.

All 2011-2012 claims which have been setup under PAYE must be submitted to PS HQ by **September 30, 2012**. Claims received after the deadline will not be reimbursed (except where special circumstances are justified in advance by P/Ts and **approved by PS HQ**, such as those requiring a provincial/territorial audit).

***PS ROs will determine the dates for submission to their respective offices for the above in order to meet these deadlines.***

## **CLARIFICATIONS**

- Project proposals must be adequately documented and contain a detailed cost breakdown prior to being submitted to the PS RO. Any unjustified proposals or those containing cost breakdowns that are not detailed (i.e. unacceptable descriptions such as “supplies”, “equipment”, etc.) will be returned to the P/T and will not be considered for funding until the required information is provided. **All proposals must clearly describe the following:**
  - How the project proposal will enhance the applicant’s emergency preparedness capacity (i.e. what would be accomplished if the project is approved, compared to their current capabilities)
- Catering/meals will continue to be eligible for field exercises; however, it will not be eligible if it is the only item being put forward for cost sharing.
- Only the items listed on the approved cost breakdown will be eligible for cost sharing – any additional items purchased without requesting an amendment and receiving approval from PS HQ will be ineligible.
- All work performed, goods received and services rendered after the March 31<sup>st</sup> deadline of the fiscal year for which it was approved will be considered ineligible for that fiscal year’s funding.
- P/Ts must ensure the status of their waitlisted projects are up to date and inform PS of any changes.

## **OTHER**

As specific information/additional documents may be required for the following types of project proposals, please refer to the annexed updated Information Notes to ensure proper preparation of those proposals:

- Chemical, Biological, Nuclear and Explosive (CBRNE)
- Critical Infrastructure
- Training and Education
- Urban Search and Rescue

## JEPP FUNDING

The following table is provided as a guide to outline the Earmarked and Regular Funds anticipated for 2012-2013. The figures are estimates only and may be subject to adjustment before the beginning of the new fiscal year. Estimated funding for both CI and USAR initiatives for fiscal year 2012-2013 is also outlined.

### **EARMARKED FUNDS – 2012-2013**

<b>Provinces/ Territories</b>	<b>Earmarked Funds</b>
Newfoundland and Labrador	\$106,000
Prince Edward Island	\$100,000
Nova Scotia	\$125,000
New Brunswick	\$120,000
Québec	\$365,000
Ontario	\$545,000
Manitoba	\$130,000
Saskatchewan	\$125,000
Alberta	\$210,000
British Columbia	\$250,000
Northwest Territories	\$90,000
Yukon	\$90,000
Nunavut	\$90,000
<b>Total</b>	<b>\$2,346,000</b>

<b>Year</b>	<b>Earmarked</b>	<b>Regular</b>	<b>Total Allocation</b>
2012-2013	\$2,346,000	\$725,000	\$3,071,000

#### **Additional funding available through JEPP:**

<b>Year</b>	<b>USAR</b>	<b>CI</b>
2012-2013	\$3,000,000	\$400,000