

JEPP 2012/2013

Examples of Allowable and Non-Allowable Expenses

Item	Allowable Expenses	Non-Allowable Expenses	Category
Training and Education	<ul style="list-style-type: none"> <li>• Fees and expenses that are directly related to the training:</li> <li>• Instructor/facilitator fees and expenses, training manuals, handouts, etc.</li> <li>• Rental:               <ul style="list-style-type: none"> <li>- Facility/classroom</li> <li>- Training aids (flipcharts, overhead projectors)</li> <li>- Training room furniture</li> </ul> </li> <li>• Per Diems, mileage and expenses are paid, to a maximum, at the <a href="#">provincial rate</a></li> <li>• Participant meals or refreshment costs <u>during</u> training only (excluding alcoholic beverages, gratuities and GST)</li> <li>• Travel relating to training for volunteers, provincial/territorial instructors and presenters (or their contractors) only</li> <li>• Costs only for Provincial emergency management and preparedness conferences and symposiums and will be considered on a case-by-case basis</li> </ul> <p><b>EXAMPLES OF TRAINING PROJECTS:</b></p> <ul style="list-style-type: none"> <li>• BCERMS emergency management courses</li> <li>• EOC standard operating procedures</li> <li>• Neighbourhood Emergency Preparedness Program (NEPP) - Train the Trainer only</li> <li>• Design and conduct multi-agency, multi-casualty response/recovery training to test site management and coordination of emergency operations, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Training</li> <li>• Fees for consultants where there is no demonstrated or prior knowledge of professional or vocational experience in the proposed field of work</li> <li>• Catering/meals are not eligible if it is the <u>only</u> item in the proposal</li> <li>• Expenses that do not have copies of actual receipts attached (e.g., meal receipts, accommodation invoices, travel receipts, etc.)</li> <li>• Neighbourhood Emergency Preparedness Program materials and equipment</li> <li>• Travel costs for provincial/municipal employees to attend learning events (this includes attendees participating in learning events at the Canadian Emergency Management College)</li> <li>• Travel or catering/meals/refreshments for conferences or symposiums, etc.</li> <li>• Hazardous material (HAZMAT) training (HAZMAT training is available through the International Association of Fire Fighters (IAFF))</li> </ul>	1
Emergency Exercises	<ul style="list-style-type: none"> <li>• Consultant fees and expenses that are directly related to the production of the exercise</li> <li>• Per Diems, mileage and expenses are paid, to a maximum, at the <a href="#">provincial rate</a></li> <li>• Fees:               <ul style="list-style-type: none"> <li>- printing/publication and distribution of exercise material</li> <li>- public relations regarding the exercise</li> <li>- training exercise controllers, facilitators, communicators, and other participants</li> </ul> </li> <li>• Participant meals or refreshment costs <u>during</u> exercises only (excluding alcoholic beverages, gratuities and GST)</li> </ul> <p><b>NOTE: Exercises must be designed to test the emergency plan or a portion of the emergency plan</b></p>	<ul style="list-style-type: none"> <li>• Fees for consultants where there is no demonstrated or prior knowledge of professional or vocational experience in the proposed field of work</li> <li>• Catering/meals are not eligible if it is the <u>only</u> item in the proposal</li> <li>• Expenses that do not have copies of actual receipts attached (e.g., meal receipts, accommodation invoices, travel receipts, etc.)</li> <li>• Travel costs for provincial/municipal employees to attend learning events (this includes attendees participating in learning events at the Canadian Emergency Management College)</li> </ul>	2

Categories:

- 1 Training and Education
- 2 Emergency Exercises
- 3 Emergency Plans
- 4 Telecommunications
- 5 Emergency Operations Centres (EOC)
- 6 Specialized Vehicles Specialized Equipment

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**Examples of Allowable and Non-Allowable Expenses**

Item	Allowable Expenses	Non-Allowable Expenses	Category
Emergency Plans	<ul style="list-style-type: none"> <li>• Proposals to develop or revise Emergency Plans</li> <li>• Third-party consultant fees and expenses that are directly related to research and production of the plan</li> <li>• Per diems, mileage and expenses for contractors/consultants are paid, to a maximum, at the <a href="#">provincial rate</a></li> <li>• Fees for publication/printing and distribution of the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Proposals to develop or revise debris clearance or recovery plans</li> <li>• Meals except for contractors/consultants</li> <li>• Fees for consultants where there is no demonstrated or prior knowledge of professional or vocational experience in the proposed field of work</li> <li>• Expenses that do not have copies of actual receipts attached (e.g., accommodation invoices, travel receipts, etc.)</li> <li>• Travel costs for provincial/municipal employees to attend learning events (this includes attendees participating in learning events at the Canadian Emergency Management College)</li> </ul>	3
Telecommunications	<ul style="list-style-type: none"> <li>• Telephones, telephone lines and data lines dedicated to EOC requirements</li> <li>• Communications equipment and installation of radios, aerial mounts, etc.</li> <li>• Integrated communications network with computer software linkage - must be compatible (linked) with other systems</li> <li>• UHF or VHF commercial radios (and installation) that have narrow band capability and are type-approved by Industry Canada</li> <li>• Base or mobile (excluding hand-held) amateur band transceivers mounted in a fixed or mobile EOC facility or vehicle that is owned by the applying local government</li> </ul>	<ul style="list-style-type: none"> <li>• Warranties</li> <li>• Telephone monthly charges</li> <li>• Modifications to, or equipment for placement in, privately-owned vehicles or residences</li> <li>• Meals or travel expenses</li> <li>• Communications studies or plans</li> <li>• Citizen band (CB) radios or family radio service (FRS) devices</li> <li>• Base or mobile (excluding hand-held) amateur band transceivers mounted in a privately-owned facility or vehicle</li> <li>• Hand-held amateur (HAM) transceivers</li> <li>• Cellular phones, pagers and satellite phones other than those used in very remote areas, and where justified on a case-by-case basis by the provincial and federal JEPP committees</li> <li>• 911 emergency service systems</li> <li>• Public warning systems</li> <li>• Spare batteries</li> <li>• Equipment that does not comply with Industry Canada Standards as determined by Public Safety Canada</li> </ul>	4

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Emergency Operation Centre (EOC)	<ul style="list-style-type: none"> <li>• Equipment for fixed or mobile EOCs (e.g., workstations, map boards, electronic print boards, data projectors)</li> <li>• Installation of equipment</li> <li>• ESS vests and reception centre signage</li> <li>• Lap-top computers (notebooks)</li> <li>• Cots</li> <li>• Blankets</li> <li>• Minor modifications to fixed EOC buildings or rooms</li> </ul> <p><b>NOTE: One data projector and one white/print board for the same applicant are allowable each year.</b></p>	<ul style="list-style-type: none"> <li>• Warranties</li> <li>• Major capital costs that are considered to be the responsibility of the agency (e.g., major construction projects, major extensions to buildings and other complex undertakings)</li> <li>• Non-specialized emergency equipment</li> <li>• Digital cameras</li> <li>• Scanners</li> <li>• Storage units, lockers, kiosks and bunkers for emergency supplies and their contents</li> <li>• Storage fuel tanks</li> <li>• Meal or travel expenses</li> <li>• Global Positioning Systems (GPS) other than those justified on a case-by-case basis by the provincial and federal JEPP committees</li> </ul>	5
Specialized Vehicles	<ul style="list-style-type: none"> <li>• Emergency response vehicle (road rescue)</li> <li>• Mobile Emergency Operations Centre (EOC)</li> <li>• Hazardous material (HAZMAT) emergency response vehicle</li> <li>• Modifications to specialized vehicles and permanent installations (e.g., sanitation facilities, water, workstations, map boards, awnings, cupboards, benches, etc)</li> </ul> <p><b>Note: The maximum allowable for a specialized vehicle is \$40,000. The cost share for specialized vehicles is \$40,000 if the cost of the vehicle is \$80,000 or more. If less than \$80,000, the cost-share is 50 percent.</b></p> <p><b>The \$40,000 cap applies to cab, chassis, box and permanent installations such as cupboards, benches, etc.</b></p> <p><b>Refer to section 3.3.1 of the federal guidelines for details to accurately complete the application.</b>  <a href="http://www.publicsafety.gc.ca/prq/em/jepp/gl-id-eng.aspx#gdlns-3.3">http://www.publicsafety.gc.ca/prq/em/jepp/gl-id-eng.aspx#gdlns-3.3</a></p>	<ul style="list-style-type: none"> <li>• Fire-fighting equipment or trucks</li> <li>• Snowmobiles, all terrain vehicles, “off-road” rescue vehicles</li> <li>• Sprinkler protection trailers</li> <li>• Rescue boats</li> </ul>	6
Specialized Equipment	<ul style="list-style-type: none"> <li>• Vehicle extrication equipment</li> <li>• Generator plus installation to provide backup electrical power to the EOC/Reception Centre. The location of the EOC/Reception Centre must be identified in your Emergency Plan and a copy of the applicable section from your Emergency Plan must be provided with your application.</li> <li>• Emergency site lighting</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioners</li> <li>• Cascade Air Recharging Systems</li> <li>• Property numbering systems</li> <li>• Modifications to, or equipment for placement in, privately-owned vehicles or residences</li> <li>• Meal or travel expenses</li> <li>• Any associated response equipment carried on a vehicle</li> <li>• Water purification units/systems</li> </ul>	6

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	<p><b>NOTE: The maximum allowable for a generator is \$10,000. The cost share is \$10,000 if the cost of the generator is \$20,000 or more. If less than \$20,000, the cost-share is 50 percent.</b></p> <p><b>The \$10,000 cap applies to Generator, transfer switch, all related wiring and any other electrical component associated with the generator.</b></p> <p><b>Refer to section 3.3.1 of the federal guidelines for details to accurately complete the application.</b>  <a href="http://www.publicsafety.gc.ca/prg/em/jepp/gld-eng.aspx#gdlns-3.3">http://www.publicsafety.gc.ca/prg/em/jepp/gld-eng.aspx#gdlns-3.3</a></p>		
<p>Urban Search and Rescue Equipment (USAR)</p>	<ul style="list-style-type: none"> <li>• Thermal imaging cameras - for Medium and Heavy Urban Search and Rescue (USAR) only.</li> <li>• Direct operating and maintenance costs to sustain urban search and rescue initiatives; i.e., storage facility, aircraft pallets, veterinarian costs, warehouse lease for specialized vehicles, etc.</li> </ul> <p>In order to be eligible for USAR funding, all project proposals must conform to the requirements outlined in the Canadian Urban and Search and Rescue Classification Guide. The Classification Guide can be found on the Public Safety website at <a href="http://www.publicsafety.gc.ca/prg/em/usar/usar-guide-eng.aspx">http://www.publicsafety.gc.ca/prg/em/usar/usar-guide-eng.aspx</a></p> <p>USAR is categorized into three distinct groups;</p> <ul style="list-style-type: none"> <li>- Light</li> <li>- Medium</li> <li>- Heavy</li> </ul>	<ul style="list-style-type: none"> <li>• Thermal imaging cameras for Light Urban Search and Rescue (USAR)</li> </ul>	<p align="center">6</p>
<p>Chemical, Biological, Radiological and Nuclear (CBRN)</p>	<ul style="list-style-type: none"> <li>• Hazardous material (HAZMAT) equipment (e.g., protective clothing, foam pumps, spill retaining equipment, etc.)</li> <li>• Chemical, Biological, Radiological and Nuclear (CBRN) First Responder Training Program – (Local delivery, classroom based only)</li> </ul>		<p align="center">6</p>

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<b>Non-Allowable Expense for All Categories</b>
• Equipment, training and administrative procedures that is considered to be the routine responsibility of first responder agencies
• Ongoing operating and maintenance costs and equipment licenses
• Costs for goods where the invoice pre-dates project approval notification letters
• Costs for goods that are received after the March 31 deadline
• Facility rentals owned by the agency (e.g., meeting/conference rooms, halls)
• Consumable items (e.g., office supplies, batteries, pens, pencils, paper, etc.)
• "In-house" labour costs
• HST Tax -The portion of taxes eligible for a rebate are not eligible for cost-sharing
• Personnel fulfilling operational functions, including emergency preparedness staff
• Fees incurred during the application process
• Postage
• Inflation allowance/contingency fees
• Permits or licences
• Items relating to animal evacuation and care
• Audit costs
• Products requiring annual updating, i.e., Emergency Preparedness calendars

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