

CRITICAL PROVINCIAL DEADLINES

October 15, 2011– NEW DATE - APPLICATION Deadline

- On or before this date, applications must be received at the EMBC Regional Office. Applications are reviewed by the EMBC Regional Manager and forwarded to EMBC Victoria for consideration. **Applications received after October 15 will not be considered.**
- **Applications should be submitted early enough to provide time for additional information or changes, if required, before the October 15 deadline.**

April 2012 – PROJECT DECISION DATE

- Public Safety Canada notifies EMBC Victoria of the decision for each project. EMBC advises applicants that their projects are:
 - Approved (with the maximum cost-shared amount identified)
 - Denied
 - Pending (due to insufficient funds at the time of approval). **Pending projects may be approved later in the year as surplus funds become available.**

November 30, 2012 - SURPLUS STATUS LETTERS due for current year JEPP projects

- EMBC Victoria sends faxed requests to **project managers/financial officers to provide surplus funding status** for current projects in the first two weeks of November. This report must be returned to EMBC Victoria by November 30.
- This information is forwarded to Public Safety Canada so they may consider approval for projects which are on the pending list.

March 31, 2013 - All CLAIMS must be received at EMBC Victoria

- For purchases made in March, the deadline is still March 31 for the claim and supporting documentation, however final proof of payment may be submitted until April 30.
- **Claims will be adjudicated with the documentation submitted. Please ensure your claim is complete to avoid forfeiting funds. Refer to the Claim Overview section.**
- The project must be completed within the same fiscal year approval was given (federal and provincial fiscal years run April 1 - March 31). **Goods and Services received after March 31 are not eligible for cost-sharing.**