

MULTI-PROGRAM INFORMATION HANDBOOK

2020/2021

BC Region



Indigenous Services
Canada

Services aux
Autochtones Canada

Canada

Table of Contents

If you are viewing this Handbook electronically, you can use the table of contents links to maneuver through the document. Simply click on a section title to be taken directly to that page in the Handbook.

General Information.....	1
Introduction	2
Proposal, Application, Work Plan (PAW) List.....	4
Data Collection Instrument (DCI) List.....	4
Service Excellence	4
How to Submit	5
Application / Proposal Due Dates for 2020-2021	6
Contact Indigenous Services Canada BC Region	6
Community Development	7
BC Capacity Initiative (BCCI) Summary Sheet	8
Questions and Answers (BCCI).....	9
Band Support Funding (BSF) Summary Sheet.....	14
Questions and Answers (BSF)	15
Employee Benefits (EB) Summary Sheet	17
Questions and Answers (EB)	18
Professional and Institutional Development (P&ID) Summary Sheet.....	20
Questions and Answers (P&ID).....	21
Community Infrastructure.....	25
Municipal Type Service Agreements (MTSA) Summary Sheet	26
Questions and Answers (MTSA).....	27
Operator Wage Enhancement Initiative (OWEI) Summary Sheet	33
Questions and Answers (OWEI)	34
Lands & Economic Development.....	38
Lands and Economic Development Services Program (LEDSP) Core Summary Sheet	39
Questions and Answers (LEDSP Core).....	40

Education	42
Post-Secondary Education (PSE) Summary Sheet.....	43
Questions and Answers (PSE)	44
 Social Programs	 51
Family Violence Prevention Program (FVPP) Summary Sheet.....	52
Questions and Answers (FVPP)	53
 Emergency Management	 56
Emergency Management Assistance Program (EMAP) – Non-Structural Mitigation and Preparedness Summary Sheet.....	57
Questions and Answers (EMAP)	58
 Appendices.....	 61
Calendar of Applications / Proposal Due Dates.....	62
Program Application Templates and Examples	64

1 /

General Information

ISC BC REGION 2020-2021 MULTI-PROGRAM
INFORMATION HANDBOOK

Introduction	/2
Proposal, Application, Work Plan (PAW) List	/4
Data Collection Instrument (DCI) List	/4
Service Excellence	/4
How to Submit	/5
Application / Proposal Due Dates for 2020-2021	/6
Contact Indigenous Services Canada BC Region	/6

Introduction

Indigenous Services Canada (ISC) works collaboratively with partners to improve access to high quality services for First Nations, Inuit and Metis. Our vision is to support and empower Indigenous people to independently deliver services and address the socio-economic conditions in their communities.

Please visit the website for more information about Indigenous Services Canada and its programs: <https://www.aadnc-aandc.gc.ca/eng/1425576051772/1425576078345>

Information Handbook

The 2020-2021 Multi-Program Information Handbook is a quick resource that lists 10 ISC Programs (Core & Targeted) that are application or proposal based. Each program included in this handbook will include the following information.

- Program Summaries
- Frequently asked questions and answers
- Links to resources and tools
- Proposal/Application deadlines
- Sample and template proposals/applications
- Contact information for each program
- New Fiscal Relationship 10 Year Grant Information

What is a core program?

A core program is an on-going program that forms part of Indigenous Services Canada BC Region's basic (core) annual funding. The core programs included in the information handbook are:

- Band Support Funding (BSF)
- Employee Benefits (EB)
- Municipal Type Service Agreements (MTSA)
- Post-Secondary Education (PSE)
- Lands & Economic Development Services Projects (LEDSP) core

Block and 10-Year Grant Recipients have core programs built into their funding agreement.

What is a targeted program?

A targeted Program is a program that is subject to funding availability each fiscal year. Therefore, a targeted Program is only delivered once the budget for that program and fiscal year has been secured. The targeted programs included in this information handbook are:

- Family Violence Prevention Program (FVPP)
- Operator Wage Enhancement Initiative (OWEI)
- Emergency Management Assistance Program (EMAP)
- British Columbia Capacity Initiative (BCCI)
- Professional & Institutional Development (P&ID)

Program Eligibility

The eligibility section and the Questions & Answers section of each program summary will inform you about your community's eligibility for that program.

New Fiscal Relationship

The Government of Canada and the Assembly of First Nations are working together to establish a new fiscal relationship that moves towards sufficient, predictable and sustained funding for First Nations communities.

With the signing of the [Memorandum of Understanding in July 2016](#), a process was established to achieve this goal, which will be a key step in addressing the disparities and inequities in the socio-economic conditions between First Nations and other Canadians.

From October 11 to November 20, 2017, the Government of Canada and the Assembly of First Nations engaged with First Nations chiefs and administrators. Through this engagement, participants were asked to review and provide feedback on options prepared by 3 working groups to support a new fiscal relationship. Feedback received on working group options has been incorporated into the report: [A new approach: Co-development of a new fiscal relationship between Canada and First Nations](#).

Since then, Canada and the Assembly of First Nations have been working on a number of proposals made in the report:

- creating 10-year grants;
- replacing the Default Prevention and Management Policy;
- developing a mutual accountability framework; and
- establishing an advisory committee on fiscal relations.

About the 10-year grant

The 10-year grant is a funding mechanism that is available to First Nations that provide a written request and that meet the eligibility requirements. These requirements, co-developed with the Assembly of First Nations (AFN) and the First Nations Financial Management Board (FMB), assess the financial performance and governance of recipients. To continue to receive grant funding, recipients will have to demonstrate that they continue to meet these eligibility requirements during the entire term of the grant.

10-year grants provide a number of significant benefits, including:

- a 10-year term (most contribution agreements have shorter terms);
- flexibility to design and deliver services;
- flexibility to allocate, manage and use funding to better accommodate local needs and changing circumstances and priorities;
- ability to retain unspent funds;
- annual escalation based on inflation and population growth starting in 2020; and
- reduced administrative and reporting burden.

Administrative and reporting benefits of the 10-year grant include:

- reduced administration (no "permissions" needed) as a result of greater flexibility to reallocate funding to fit local needs and priorities;
- reduced reporting frequency to Indigenous Services Canada (ISC) and scope (focusing on outcomes and results);
- elimination of compliance-based reporting for programs included in the 10-year grant; and
- no recipient audits or compliance reviews initiated by ISC for programs funded through a 10-year grant.

For more information on the New Fiscal Relationship and 10-Year Grants, please contact your Funding Services Officer or contact the Manager, Funding Services Operations, Anthony Hadfield at (604) 367-7587.

Proposal, Application, Work Plan (PAW) List

The program summary sheet has a section that provides the PAW number specific to its funding. The PAW website provides a full list. Please visit its website:

<https://www.aadnc-aandc.gc.ca/eng/1386610826543/1386610899912>

Data Collection Instrument (DCI) List

The program summary sheet has a section that provides a DCI number specific to its funding. The DCI website provides a full list of updated DCI's. Please visit its website:

<https://www.aadnc-aandc.gc.ca/ReportingGuide>

Service Excellence

Indigenous Services Canada is actively delivering service excellence to its clients. BC Region is engaging with the First Nation Service Excellence Advisory Group, Indigenous partners and its employees for input on improving service delivery. Improvements and service excellence approaches based on these results will be embedded in the BC Region Service Strategy, and the quality of service excellence will be monitored and evaluated over time.

With service excellence as a priority, ISC employees will email confirmation of any application/proposal received within 10 business days. If you do not receive an email within this time, please contact the appropriate ISC program contact listed on each Program Summary Sheet.

How to Submit

To ensure your proposal/application is received and uploaded correctly into the Indigenous Services Canada system, please include the specific program name you are applying to, your First Nation name and number in the subject line of the email or on the cover page of the fax/mail submission. Please choose only one of the following methods:

- Email the application to the dedicated email address: aadnc.bcreports.aandc@canada.ca unless otherwise specified by the program
- Fax the application to the dedicated fax line: (604) 775-7400
- Mail/courier in the application to:

Indigenous Services Canada
Attn: _____
600-1138 Melville Street
Vancouver, BC V6E 4S3

Helpful Hints

- To prevent duplicate submissions, submit each application/proposal once only
- Ensure you receive an email confirmation from Indigenous Services Canada within 10 business days (Service Excellence Standard)
- Refer to the example(s) provided when filling out applications/proposal (template provided)
- Submit proposals/applications by the deadline (refer to the Calendar of Due Dates) to avoid funding delay

Application / Proposal Checklist

When submitting an application or proposal, please ensure that all requested information is included as this will assist with the review and approval process. Here are some items to check before submitting your application:

- ✓ First Nation # and name clearly stated on application
- ✓ Criteria for specific funding is met
- ✓ All fields/requirements are completed
- ✓ Signature by authorized signatory is included
- ✓ All supporting documentation is provided

Application / Proposal Due Dates for 2020-2021

Important deadlines are listed by program area:

Application / Proposal Due Dates		
Program	Expected date for call package to be sent to communities	Deadline to submit to Indigenous Services Canada
Community Development		
BC Capacity Initiative (BCCI)	November 5, 2019	November 29, 2019
Band Support Funding (BSF)	December 2, 2019	January 10, 2020
Employee Benefits (EB)	December 2, 2019	January 10, 2020
Professional & Institutional Development (P&ID)	December 3, 2019	January 31, 2020
Community Infrastructure		
Municipal Type Service Agreements (MTSA)	June 29, 2020	July 31, 2020
Operator Wage Enhancement Initiative (OWEI)	September 4, 2020	September 30, 2020
Lands & Economic Development		
Lands and Economic Development Services Program(LEDSP) Core	December 1, 2019	January 15, 2020
Education		
Post-Secondary Education (PSE)	May 1, 2020	May 29, 2020
Social		
Family Violence Prevention Program (FVPP)	November 22, 2019	December 20, 2019
Emergency Management		
Emergency Management (EM) Assistance Program Preparedness & Non-Structural Mitigation	Open	Ongoing Intake

Please print the 2020-2021 Fiscal Calendar of Application/Proposal Due Dates in the annex section for a quick and easy reference.

Contact Indigenous Services Canada BC Region

The BC Region strives to make regional program resource material user friendly. If you have any feedback on ways to improve this Multi-Program Information Handbook, please email your comments and suggestions to the Allocation Officers at:

aadnc.bcfspallocationofficer.aandc@canada.ca

2 /

Community Development

ISC BC REGION 2020-2021 MULTI-PROGRAM
INFORMATION HANDBOOK

BC Capacity Initiative (BCCI) Summary Sheet	/8
Questions and Answers (BCCI)	/9
Band Support Funding (BSF) Summary Sheet	/14
Questions and Answers (BSF)	/15
Employee Benefits (EB) Summary Sheet	/17
Questions and Answers (EB)	/18
Professional and Institutional Development (P&ID) Summary Sheet	/20
Questions and Answers (P&ID)	/21

BC Capacity Initiative (BCCI) Summary Sheet

Objective	The BC Capacity Initiative (BCCI) projects enhance First Nations capacities and readiness to negotiate treaties, agreements and other constructive arrangements relating to Section 35 rights. Applicants must show how the proposed activities align with their overall plan for self-determination.		
Eligible First Nation Communities	First Nations, Tribal Councils, and incorporated First Nation organizations; Applicants must be legal entities representing First Nations exclusively under the Indian Act. BCCI program does not form part of the Grant core funding; therefore, Grant recipients are eligible to apply for this program as contribution funding.		
Application Requirements	PAW #	PAW / Document Name	Due Date
	5702745	BC Capacity Initiative Proposal Application	November 29, 2019
	5677664	Tribal Council Consolidated Funding Application	November 29, 2019
Contacts at ISC	Alice Wong, BCCI Coordinator Phone: 604-396-6420 Email: alice.wong2@canada.ca General inquiries: aadnc.BCCDcapacity.aandc@canada.ca		
Final Report Due Date	DCI #	DCI Name	Due Date
	4548549	Activity and Expenditures Report (First Nations)	May 31, 2021
	5677661	Activities and Expenditures Report (Tribal Councils)	May 31, 2021
Resources and Tools	National Program Guideline: http://www.bccapacity.org/Documents/BCCI%202021%20Guidelines.pdf Transfer Payments Terms and Conditions for BCCI: https://www.aadnc-aandc.gc.ca/eng/1386360760450/1386360857470 BC Capacity Initiative Project Information: www.bccapacity.org		

Questions and Answers (BCCI)

ELIGIBILITY

Q. Who is eligible to apply?

- A.** Applicants must represent a First Nations group (i.e. a band, tribal council, or incorporated First Nation organization).

Applicants are not **eligible** if they:

- Do not represent a First Nations group
- Are signatories to a modern treaty; or
- Submit multiple applications on behalf of the same First Nations group

Only one application will be accepted for each First Nations group. However, a First Nation Band can submit their own application, and also be part of a joint application with a larger group.

Examples:

If First Nation X applies, they can only submit one proposal for this specific call and ISC would consider this as a “Single proposal” (or Single applicant). But First Nation X can also be part of a “Regional proposal”. BCCI defines a “Regional proposal” where the applicant is:

- 2 or more First Nations
- A Tribal Council or
- Part of a First Nation Organization

Q. Can 10-Year Grant recipients apply?

- A.** The BCCI program does not form part of the 10 Year Grant core funding; therefore, grant recipients are eligible to apply for this program as contribution funding.

APPLICATION / PROPOSAL

Q. What types of activities are funded?

- A.** Projects must demonstrate a strong connection between the capacity being built and the group’s long-term plan for self-determination. BCCI projects often fall into one of the following general project categories:
- Planning Capacity - Planning related to self-determination
 - Information Capacity - Creating data to be used in negotiations
 - Cultural Capacity - Revitalizing cultural practices in support of self-determination
 - Training and Skills Capacity - Providing training that will support participation in negotiations

- Operational and Organizational Capacity - Developing organizational and operational capacities that will support participation in negotiations

Please refer to the BCCI Application Guidelines for more details.

Q. How are applications evaluated?

- A.** Approved projects must have clear objectives and measurable results. Your application will be evaluated based on the evaluation criteria below and compared with other applications and prioritized in relation to the funds available. Completion of past projects and reporting requirements will be considered in the evaluation of your application.

The BCCI application evaluation process considers the following criteria:

1. Strength of the connection between the proposed project and preparation for negotiations (e.g. discussions with governments, other First Nations and organizations)
2. How well the project complements the community plan for self-determination
3. Where appropriate, evidence that the broader community is involved in the project development and implementation
4. Evidence that the project will facilitate a transfer of knowledge into the core administration, the community, or among community members
5. Partner contribution to the project
6. The quality of the application – work plan with clear activities and detailed budget
7. Groups that are engaged in negotiations with the Government of Canada on treaties, agreements and other constructive arrangements relating to Section 35 rights
8. Innovative projects or projects that use traditional knowledge to build capacity

Other factors that are considered during proposal evaluation:

- Past projects and related initiatives: The proposal builds upon capacities from previous projects without duplicating past activities and expenses
- The project has the potential to complement and support other existing or proposed capacity or research initiatives
- The Applicant has not received BCCI funding in the past 2-3 years
- The recipient has sound financial management practices as demonstrated by their audited financial statement
- The Applicant has met all BC Capacity Initiative reporting requirements for their projects
- Completion of BCCI projects
- Geographic distribution of funding

BCCI Council, an external advisory council, has been created to assist in the development of program guidelines and evaluation criteria. The Council meets annually to review proposals and make funding recommendation. A list of the current members is available at <http://www.bccapacity.org/council.aspx>.

Please refer to the BCCI Application Guidelines for more details.

Q. Can we have more than one BCCI proposal?

- A.** To be eligible for funding, applicants must represent a First Nations group (i.e. a band, tribal council, or incorporated First Nation organization). Only one application will be accepted for each First Nations group. However, a First Nation Band can submit their own application, and also be part of a joint application with a larger group.

Q. What happens after we submit our proposal by closing date?

- A.** Deadline to apply for 2020-2021 funding (for the period from April 1, 2020 to March 31, 2021) is November 29, 2019. Receipt of applications will be acknowledged within two weeks of submission.

Applications are then screened for eligibility. Eligible applications are then evaluated and assessed using the evaluation criteria. Refer to the current BCCI Application Guidelines for more details.

Successful applicants will be notified by April 2020. If the applicant already has an existing funding agreement with Indigenous Services Canada (ISC), an amendment will be generated for signature. Payments will be issued based on the regular monthly payment schedule. Ineligible applications will also be notified. For more information, please contact the BCCI Coordinator.

Q. What if my proposal was not approved/funded?

- A.** Contact the BCCI Coordinator, Alice Wong, at aadnc.BCCDcapacity.aandc@canada.ca or (604) 396-6420, to request or discuss the evaluation comments made on the application during the application review process.

Q. How do we know if we have been approved?

- A.** Successful applicants will be notified by April 2020. If the applicant already has an existing funding agreement with Indigenous Services Canada (ISC), an amendment will be generated for signature. Payments will be issued based on the regular monthly payment schedule. For more information, please contact the BCCI Coordinator.

Q. Is there an appeal process?

- A.** There is no appeal process. BCCI funding is fully allocated each year.

Q. Who do I contact if I have questions about the application process?

- A.** Contact the BCCI Coordinator by email at aadnc.BCCDcapacity.aandc@canada.ca or call Alice Wong, at (604) 396-6420.

FUNDING

Q. How much can we apply for?

- A.** There is no maximum limit on the annual estimated amount of BCCI funding that can be requested for a one-year project. However, applicants must provide a detailed budget and project description that demonstrates strong evidence of expenditure planning and achievability of activities for a one year project.

Refer to the current BCCI Application Guidelines for more details.

Q. What costs are allowable? What costs are not allowable?

- A.** Only project-related expenses are eligible. These may include:
- Administrative costs (maximum 10% of BCCI total funding requested)
 - Staff overtime, new position or contract employees when job description is limited to BCCI project completion
 - Honoraria
 - Course fees and training services
 - Information management services and expenses
 - Software costs
 - Consultant and Professional costs (if the funding request for this category is greater than 20% of BCCI total funding requested, the cost must be clearly detailed and justified)
 - Supplies and materials
 - Capital expenditures (maximum 6% of BCCI total funding requested)
 - Travel costs

Ineligible expenses include those that are outside the scope of the project:

- Fees incurred for the purposes of litigation
- Fees related to a person obtaining a post-secondary degree or diploma
- Regular employee salaries and wages
- Operational and maintenance expenses (e.g. subscriptions, on-going rent)

Q. When does the project have to be completed?

- A.** All recipients will be contacted in September to report if the activities are “progressing as planned”. If a one-year project cannot be completed by the following March 31st, carry-over of unspent funds to the next fiscal year must be pre-approved by the BCCI Coordinator.

If there is a possibility that your current year BCCI funding may not be expended by end of this fiscal year, please contact the office to discuss potential carry-over of unexpended fund **before** submitting a new application for the 2020-2021 fiscal year.

REPORTING

Q. What reports do First Nation Communities need to submit?

- A.** Funding First Nation Communities are required to submit a final report and supporting documents for each project activity. The final report is due on the following May 31st. All documents **MUST** be submitted before the final report is considered complete. The DCI can be downloaded at <http://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677>. BCCI will also email the form to all projects in March.

Q. When is the final project report due?

- A.** Final Report is due on the following May 31st. If a one-year project cannot be completed by the following March 31st, carry-over of unspent funds to the next fiscal year must be pre-approved by the BCCI Coordinator.

If there is a possibility that your current year BCCI funding may not be expended by end of this fiscal year, please contact the office to discuss potential carry-over of unexpended fund before submitting a new application for the 2020-2021 fiscal year.

Refer to the current BCCI Application Guidelines for more details.

Band Support Funding (BSF) Summary Sheet

Objective	The purpose of Band Support Funding (BSF) is to assist band councils to meet the costs of local government and administration of departmentally funded services. This support is intended to provide a stable funding base to facilitate effective community governance and the efficient delivery of services. BSF allows First Nation communities the flexibility to allocate funds according to their individual needs and priorities and be responsive in an environment of growing complexity and as they move toward self-government.		
Eligible First Nation Communities	<p>Indian bands as defined by the <i>Indian Act</i>, RSC, 1985 are eligible First Nation Communities of the Grant for BSF. Band councils of bands, as defined in the <i>Indian Act</i>, RSC, 1985, can apply on behalf of the band for the grant.</p> <p>The elected representatives of Indian communities that have not yet been declared to be “bands” by order of the Minister, but are generally recognized as a federal responsibility and have concluded an agreement in principle concerning reserves of land and the establishment of bands, may be eligible for this grant subject to specific Treasury Board approval.</p>		
Application Requirements	PAW #	PAW / Document Name	Due Date
	41814	Band Support Funding Application	January 10, 2020
Contacts at ISC	<p>Holly Crowell, IGS Program and Policy Officer Phone: 604-603-9617 or Toll-Free at 1-800-665-9320 Email: Holly.Crowell@canada.ca</p> <p>Alternative contact: Funding Services Officer: 604-775-5100</p>		
Final Report Due Date	DCI #	DCI Name	Due Date
	n/a	No reporting requirements	n/a
Resources and Tools	<p>Band Support Funding Program Policy: https://www.sac-isc.gc.ca/eng/1100100013828/1565364945375</p>		

Questions and Answers (BSF)

FUNDING

Q. Can New Fiscal Relationship 10-Year Grant recipients apply?

A. BSF is one of the core programs included in the NFR 10-year Grant. An application is not required.

Q. How is Band Support Funding calculated?

A. Band Support Funding is based on a nationally applied formula.

The funding formula takes into account the following factors: population according to place of residence (on/off reserve), total number of income assistance cases per month; number and value of federal, provincial, and territorial agreements; value of major capital projects, number of specialists required to deliver the services funded by the department (Person per Year (PY)); type and value of the basic services funded by the department (lands and trust services, education, income support, economic development, infrastructure, minor capital projects, band management, advisory services); and geographic index (location based on remoteness and environmental conditions).

The formula is comprised of seven components. Each component refers to an activity performed by the band council for which costs are determined. The formula is intended to ensure relative equity in the resourcing of bands. It is not possible for the funding formula to fully account for each band's actual administrative costs of delivering federally-funded programs; certain costs are discretionary and the efficiency and effectiveness of program deliver will vary from band-to-band. The sum of all seven components represents the maximum Band Support Funding level for each band:

- Council Allowance
- Basic Overhead
- Income Support Funding Per Case Month load
- Federal / Provincial Agreements Funding Variables
- Service Staff
- Audit and Professional Funding Variables
- Remoteness and Environmental Indices

These components are used to determine the funding level and not intended to specify the nature of the permitted expenditure under the program.

Q. Does Band Support Funding contribute towards salaries?

A. Yes. For example, it can be used to support the salary costs of administrative staff.

Q. Can Band Support Funding be used to cover election costs?

A. Yes. Band Support Funding, as a grant, affords bands the flexibility to allocate funds according to their individual needs and priorities in meeting the cost of local government and the administration of AANDC-funded services. Elections are considered to be a key element of effective local governments.

Q. What are some examples of activities that might be supported by Band Support Funding?

A. The Band Support Funding grant is intended to provide a financial base for the conduct of band government. Councils may utilize funds provided to defray expenses incurred such as: allowance for Chief and elected members of council; travel expenses for chief and elected members; salaries and travel for administrative staff; office supplies, utilities, rent and equipment; basic telephone rental and installation; long distance telephone costs for council and administrative purposes; postage and bank charges; band office janitorial and maintenance services; or annual audit and other professional fees.

Employee Benefits (EB) Summary Sheet

Objective	Employee Benefits (EB) provide funding to eligible First Nation and Inuit employers to support the employer's share of pension plan and other benefit plan costs for eligible employees. These may include the costs of employer sponsored pension plans, the Canada/Quebec Pension Plan (CPP/QPP) and any additional employee benefits.		
Eligible First Nation Communities	The class of eligible First Nation Communities include eligible employers as defined in Appendix 1: Definitions of the Employee Benefits program. Please refer to the Program Policy for eligibility requirements. Grant recipients who have never received EB funding can still apply.		
Application Requirements	PAW #	PAW / Document Name	Due Date
	41802	Employee Benefits Application	January 10, 2020
Contacts at ISC	Holly Crowell, IGS Program and Policy Officer Phone: 604-603-9617 or Toll-Free at 1-800-665-9320 Email: Holly.Crowell@canada.ca Alternative Contact: Funding Services Officer: 604-775-5100		
Final Report Due Date	DCI #	DCI Name	Due Date
	41784	Employee Benefits Reports	April 30, 2021
Resources and Tools	Employee Benefits Program Policy https://www.sac-isc.gc.ca/eng/1100100013846/1565365417170		

Questions and Answers (EB)

ELIGIBILITY

Q. Who is eligible for Band Employee Benefits?

- A. See definition of "Eligible Employer", "Eligible Program", and "Eligible Employee" under the Definitions section ([Appendix 1](#) of the [Employee Benefit Program Policy](#)).

To be eligible for *Employee Benefits* funding, the organization must be funded by ISC for an eligible program.

Employees who are hired on contract, on a project basis, for profit related services, whose source of funds are other than ISC or from an ISC program that is ineligible, are all considered ineligible employees.

Q. Can New Fiscal Relationship 10-Year Grant recipients apply?

- A. EB is one of the core programs included in the NFR 10-year Grant. An application is not required.

Grant recipients who have never received EB funding can still apply.

Q. What steps need to be taken to get a pension fund in place for a First Nation?

- A. Please see [Appendix 4](#) of Band Employee Benefits Program Policy: Establishing a Pension Plan, for the steps required. Approval of new plans is a regional decision subject to funding availability.

Q. What are the impacts when the First Nation is under Third Party Management?

- A. The Third Party Management policy does not support taking on new programs.

FUNDING

Q. Last year, we had 4 staff but this year we have 6. Will we see an increase in employee benefits this year in order to cover the additional expenditure?

- A. Initial allocations are funded at 70% of the previous fiscal year's allocation. Adjustments are done in September of each year based on the list of eligible employees from the prior fiscal year (April to March). So if a new band employee starts employment in May the increase to Band's Employee Benefit program will be reflected the following fiscal year.

Q. How are the different parts calculated to come up with the amount ISC provides for Band Employee Benefits?

- A.** The department may contribute toward private pension plans, Canada/Quebec Pension Plan, underwriter fees/administrative costs, and non-statutory benefit plans.

For example, if 10 or more eligible employees:

- 5.5% private pension plan
- 4.95% C/QPP
- 2.0% non-statutory
- \$1000 per employer plus \$25 per eligible employee
- = Total Band Employee Benefits Eligible Funding

For example, if less than 10 eligible employees:

- 5.5% private pension plan
- 4.95% C/QPP
- 2.0% non-statutory
- \$125 per eligible employee

= Total Band Employee Benefits

Professional and Institutional Development (P&ID) Summary Sheet

Objective	Professional and Institutional Development (P&ID) is a proposal-based program funded by the Canadian government and administered by Indigenous Services Canada (ISC). P&ID funding is available to assist First Nation and Inuit communities in the development of core governance capacity.		
Eligible First Nation Communities	First Nations, Tribal Councils and/or Inuit communities. P&ID program does not form part of the core Grant agreement; therefore, Grant recipients are eligible to apply for this program as contribution funding.		
Application Requirements	PAW #	PAW / Document Name	Due Date
	638262	Project or Work Plan Funding Application (2020-2021)	January 31, 2020
	n/a	Budget Addendum (Template to be provided as part of the P&ID call package)	January 31, 2020
	n/a	Quotes (To be submitted by the applicant)	January 31, 2020
Contacts at ISC	<p>Application or Program Inquiries: Mariana Wong, Program and Policy Officer, Phone: (604) 396-6045, Email: mariana.wong@canada.ca</p> <p>General Inquiries: Michael Lidstone, Capacity Assessment and Development Assistant, Phone: (604) 364-8337, Email: aadnc.bcregionpid.aandc@canada.ca</p>		
Final Report Due Date	DCI #	DCI Name	Due Date
	4548549	Activities and Expenditures Report (First Nations)	May 31, 2021
	5677661	Activities and Expenditures Report (Tribal Councils)	May 31, 2021
Resources and Tools	<p>Application: PAW 638262 (may be found at www.aadnc-aandc.gc.ca/eng/1386610826543/1386610899912)</p> <p>Program Guidelines (last updated 2017-18): P&ID Program Guidelines (www.sac-isc.gc.ca/eng/1480342101195/1565366368150)</p>		

Questions and Answers (P&ID)

ELIGIBILITY

Q. Who is eligible to apply?

A. Any organization that has an eligible plan or proposal may apply for funding through the Professional and Institutional Development Program.

Q. Can New Fiscal Relationship's 10-Year Grant recipients apply?

A. P&ID program does not form part of the core Grant agreement; therefore, Grant recipients are eligible to apply for this program as contribution funding.

Q. What kind of projects are eligible for funding?

A. Project activities must benefit the community's core governance areas or staff. This includes:

- Chief and Council
- Band or Tribal Council Administrator
- Financial Management
- Human Resources
- General Records Management, and/or
- Reception

Projects must address one or more of the following core functions of government:

- Leadership
- Membership
- Law-Making
- Community Involvement
- External Relations
- Planning and Risk Management
- Financial Management
- Human Resources Management
- Information Management and Information Technology, and/or
- Basic Administration

Q. What project expenses are eligible for funding?

A. P&ID funding covers expenses directly related to project completion and may not be used for operational expenses. Expenses eligible for funding include:

- Tuition and training fees
- Professional fees
- Staff overtime and/or contractors' fees for work on the P&ID project
- Travel and accommodations
- Office supplies and printing
- Expenses related to hosting community meetings
- Information technology system design, purchase, implementation or maintenance
- Hardware and software needed to support core governance staff, and/or

- Other incremental expenses associated with project completion

Project expenses that are ineligible for funding include:

- Employee salaries
- Costs associated with travel or hosting regular meetings
- Subscription fees and bills
- Election costs, and/or
- Honoraria for regular meetings

APPLICATION / PROPOSAL

Q. What is the 2020-2021 P&ID project application timeframe?

- A.** P&ID Funding is delivered through a Call for Proposal and ongoing application intake until funding is fully dispersed. The process will likely follow this timeline:
1. December 2019: ISC will distribute a P&ID Call Package
 2. January 31, 2020: Deadline for eligible recipients to submit applications
 3. February - April, 2020: Indigenous Services Canada reviews project applications and determines which projects receive funding
 4. April - June 2020: Applicants will be notified of project funding decision
 5. June - September 2020: Funding dispersed to program recipients

Q. What will be included in the Call Package?

- A.** Eligible applicants will receive the following:
- P&ID Program Guidelines
 - Project Work Plan Funding Application (PAW #638262, 2020-2021)
 - Budget Addendum for the Application for Funding of a Project, and
 - Sample P&ID Proposal with Instructions

Q. What must be included in a P&ID application submission?

- A.** The following items must be included in a P&ID project application:
- Completed Project Work Plan Funding Application (PAW #638262, 2020-2021)
 - Completed Budget Addendum for the Application for Funding of a Project
 - Project work plan and anticipated timeline, and
 - At least one quote justifying project expenses

The following documentation is not mandatory but will increase the application's chances of success:

- There is documented support from band or tribal council (BCR, TCR), and/or
- The project is a component of a broader community plan (e.g. Strategic Plan, Comprehensive Community Plan, or Management Action Plan)

Q. How much funding may be applied for?

- A.** Most approved P&ID projects receive between \$30,000 and \$50,000 of funding, although the amount varies depending on the scope of the project.

Q. How many projects can one recipient apply for?

- A. There is no limit on the number of P&ID applications an applicant may submit. However, ISC requires that the applicant indicate the order of project priority when doing so, as there may not be enough funding for all submitted projects and those with the higher priorities will be given greater consideration.

Q. How are applications submitted?

- A. Completed applications may be emailed to aadnc.bcregionpid.aandc@canada.ca

Q. What is the file size limit for email submissions?

- A. Please keep the total file size of the email under 5 MB, as larger emails may not be delivered to our server. If your application must be larger than 5 MB, split your files and send multiple emails or reduce the size or resolution of attachments.

Q. What happens after an application is submitted?

- A. You should receive a reply confirming receipt of the application. Please keep this email notification as proof your application was received. If you do not receive a reply, please check the email address and ensure your email size total is less than 5 Mb.

Your application will be considered by an ISC reviewer, who may contact you regarding the details of the application. A funding decision will then be made by a P&ID review Committee.

Q. What criteria are considered by the P&ID review committee when evaluating applications?

- A. There are several criteria considered by the P&ID committee in project evaluation.
- The application meets the P&ID program guidelines and objectives
 - The project can be completed within the fiscal year
 - The budget is reasonable and includes quotes to justify project expenses
 - The applicant has demonstrated need for capacity development funding
 - The history of the P&ID program's funding arrangements with the applicant
 - The project's activities are a departmental priority
 - The application is supported by government leadership (band or tribal council)
 - The project is identified as a priority in a long-term community plan
 - The application includes a detailed work plan

FUNDING**Q. What are the funding terms and amounts?**

- A. All expenditures and activities related to a project must be completed before March 31, 2020 to be considered eligible. P&ID operates on a limited contributions budget, and funding requests often exceed the available budget amount.

Q. How is funding dispersed?

- A. After a project is approved, staff in the Funding Services directorate will create and send

funding agreement amendments for signature and return. Afterwards, funding will flow according to the payment schedule specified in the amendment.

REPORTING

Q. What reports need to be submitted?

A. P&ID funding recipients are required to submit a final report to P&ID, due May 31, 2021. They will also need to submit supporting documents and deliverables outlined in the P&ID Project Approval Letter. Supporting documents are those that show funding was spent; deliverables are documents that show the project was successfully completed.

Q. What if the project was not completed prior to March 31, 2021?

A. If the project has been substantially completed prior to March 31, 2021, ISC may allow the recipient to carryover the remaining funding and complete the project in the 2021-2022 fiscal year. The recipient will need to submit their final report along with any supporting documents and deliverables so the P&ID program staff may review and confirm completion and carryover.

If the project was not started/substantially completed, funding may be recovered.

Q. What if the project was completed but not all the funding was spent prior to March 31, 2021?

A. If the project was completed but not all the funding was spent prior to the end of the fiscal year, please contact the P&ID program staff as indicated on the first page of this document.

3 /

Community Infrastructure

ISC BC REGION 2020-2021 MULTI-PROGRAM
INFORMATION HANDBOOK

Municipal Type Service Agreements (MTSA) Summary Sheet	/26
Questions and Answers (MTSA)	/27
Operator Wage Enhancement Initiative (OWEI) Summary Sheet	/33
Questions and Answers (OWEI)	/34

Municipal Type Service Agreements (MTSA) Summary Sheet

Objective	<p>A Municipal Type Service Agreement (MTSA) is a legal agreement between a First Nation and a local government or business. Under most MTSA's, the First Nation agrees to pay a fee in exchange for receiving municipal services such as water, sewer and fire protection. While Indigenous Services Canada (ISC) is not a party to the agreement, the department contributes funding to assist First Nations to cover 80% to 90% of the fees, depending on the service.</p> <p>First Nations who submitted MTSA application in 2019-2020, will automatically receive an advanced of 70% of the net amount funded in 2019-2020, to begin the new Fiscal Year (2020/21). The MTSA application due in July is to adjust the funding contribution for the remainder of the fiscal year based on eligible expenditures.</p>		
Eligible First Nation Communities	<p>Any BC First Nation community funded through ISC can apply for MTSA funding as long as the following criteria are met:</p> <ul style="list-style-type: none"> • the First Nation receives services from another party • the services fall under one of the eligible categories funded by ISC • the services are for the residential portion of a First Nation community occupied by Band members 		
Application Requirements	PAW # n/a	PAW / Document Name BC Regional template attached	Due Date July 31, 2020
Contacts at ISC	<p>Funding Services Officer or Capital Management Officer: Phone: 604-775-5100 or Toll-Free at 1-800-665-9320</p> <p>Electronic Application template: aadnc.bcfspallocationofficer.aandc@canada.ca</p>		
Final Report Due Date	DCI # n/a	DCI Name No reporting requirements	Due Date n/a
Resources and Tools	<p>Resources for developing municipal service agreements: http://www.pathwaysforservice.ca</p> <p>Solid Waste Management Toolkit: https://fcm.ca/en/resources/fnmcp/solid-waste-management-toolkit</p> <p>Community Infrastructure Partnership Program (CIPP) Service Agreement Toolkit: https://fcm.ca/en/resources/fnmcp/service-agreement-toolkit</p>		

Questions and Answers (MTSA)

ELIGIBILITY

Q. Can New Fiscal Relationship 10-Year Grant recipients apply?

- A.** MTSA's is one of the core programs included in the NFR 10-year Grant. An application is not required if you are in year 2 of your grant agreement. Year 1 NFR Grant recipients, please contact the Allocation Officer.

If your First Nation have never submitted an application for services, please contact the Allocation Officer for further information.

Q. What municipal services are eligible for ISC MTSA funding and what is the applicable subsidy level for each?

- A.** The MTSA funding is for the residential portion of your community. Categories of services that are eligible for MTSA funding include:

Service Category	ISC Contribution %	First Nation Contribution %
Water	80	20
Sewer	80	20
Fire protection	90	10
9-1-1 emergency telephone services	90	10
Garbage collection, disposal, and recycling	80	20
Street lighting	90	10
Other: Railway crossings (on roads to residential area)	90	10

Q. What services are eligible under the Water Service Category?

- A.** Water supply and/or distribution through a piped water system, serving the residential portion of your community occupied by Band members.

Q. What services are eligible under the Sewer Service Category?

- A.** Wastewater Collection and Disposal through a piped sewage system, serving the residential portion of your community occupied by Band members. Please note that septic systems that serve individual homes are not funded under the MTSA program.

Q. What services are eligible for funding under the Fire Protection Service Category?

- A.** Fire suppression services for the residential portion of your community occupied by Band members.

Q. What services are eligible for funding under Garbage Collection, Disposal, and Recycling?

A. Garbage collection, disposal, and recycling for residential portion of the community are eligible for funding. ISC will support the routine collection of garbage on a weekly cycle only. If garbage needs to be collected more frequently during certain times of the year, please contact an Allocation Officer at the ISC BC Region toll free number 1-800-665-9320.

Q. What services and costs are not eligible for ISC MTSA funding?

A. The following services and costs are not eligible:

- Services to public buildings such as recreational centers, schools, and administrative buildings for where O&M funding is already provided by ISC.
- Any other services already funded for O&M under the Integrated Capital Management System (ICMS) Asset Inventory (formerly CAIS), (for example, maintenance of fire hydrants).
- Any capital costs associated with the replacement of off-reserve infrastructure.
- Any costs to construct, upgrade or renovate municipal infrastructure.
- Any costs not pertaining to the residential portion of the community on reserve.
- Late fees on bills, GST and Interest charges.
- Emergency Preparedness Agreements.
- Servicing of individual septic tanks.
- Fire Hydrant maintenance and inspection.
- Bottled water, snow removal and tree removal.
- Ferry operation and maintenance.
- Contracts for the provision and delivery of fuel for heating or electricity generation.
- Servicing of individual or commercial water wells.
- Expenses related to the completion of time sheets.

Q. What if I submit documents for services that are not eligible?

A. Invoices and documents for services that are not eligible will not be processed.

Q. Does this application for MTSA funding also apply to First Nations funded under Block agreements?

A. The MTSA funding application process does not apply to block-funded First Nations. Block-funded First Nations receive funding for municipal services as per the terms of their funding agreement.

APPLICATION / PROPOSAL**Q. What information is on the MTSA Application form?**

A. *Part A – Recipient Information* is to identify the recipient and the funding in 2020-2021 initial allocation.

Part B – Ongoing Services and Agreements is used for ongoing services that the agreements are currently in place, and the cost of the service has increased less than 15% from 2019-2020. Please review all the services to determine if the information is still valid, and update this information as needed, and provide any new or missing information.

Part C – Expired, Changed, or New Agreements and Ongoing Services with a Cost increase higher than 15% is used for any expired, changed, or new agreements, as well as any ongoing services that have a cost increase higher than 15% in comparison to the prior year. Complete the information on the service provider; start and end dates of your new agreement; service details and other information. Other required documentation is a copy of the new signed agreement, and 3 or 12 months' invoices from the previous year, between April 1, 2019 and March 31, 2020.

Agreement start and end dates are required for all services except for Street Lighting. Please ensure these dates are filled in as it may delay the processing of your application.

If your MTSA agreement has expired and it is not being renewed, please cross out the entry and put "N/A" in the column "Requested Gross Amount for 2020-2021" on the Form.

The "Requested Gross Amount for 2020-2021" must be filled in for all eligible services that require funding in 2020-2021.

- Q. What if my MTSA service costs have increased in 2020-2021 application for ongoing services?**
- A.** If your service costs have increased less than 15% in the 2020-2021 MTSA application, you will include the services that have been increased in '*Part B: Ongoing Services and Agreements*'. The funding will be automatically adjusted as per your application with no invoices required.

However, if the service costs increased more than 15%, you will include the services in '*Part C: Expired, Changed, or New Agreements and Ongoing Services with a Cost increase higher than 15%*' and include 3 or 12 months' invoices between April 1, 2019 and March 31, 2020. Rationale for the cost increase is also required on the application.

- Q. What if I have a new service in 2020-2021?**
- A.** If you have any new services, or the agreement has changed or expired, include the services in '*Part C: Expired, Changed, or New Agreements and Ongoing Services with a Cost increase higher than 15%*'. Attach the new signed agreement along with 3 or 12 months' invoices between April 1, 2019 and March 31, 2020.

- Q. Who is an authorized signatory?**
- A.** Examples of authorized signatory may include: Chief and Council, Band Manager or Finance Manager.

- Q. What if the agreement has expired and the new agreement is not signed by MTSA application deadline?**
- A.** If your new agreement is not signed by the application deadline, submit a letter signed and currently dated by your service provider, outlining the service to be provided, the area of coverage, the number of homes to be served, and cost of the interim services being provided. All other documents are required, including 3 or 12 months' invoices between April 1, 2019 and March 31, 2020. Please send in your new agreement when it is signed.

Q. If I am negotiating a new Agreement, are there any resources available to assist with the creation of an MTSA

A. Yes, resources to help you develop an MTSA can be found at:

<http://www.pathwaysforservice.ca/>

The Pathways for Service Delivery website houses templates, guidebooks, and other resources to support First Nations through the different stages of developing a service agreement. This site includes:

- Pathways to Service Delivery - A First Nations' Guide to developing and re-negotiating service agreement.
- Handbooks for the development of agreements for Water and Sewer Agreements, Fire Protection and Garbage Collection and Disposal. (See Reference Tools.)
- MTSA Template which has been annotated to highlight considerations that should be made when drafting a service agreement. Development of the base template is credited to the CIPP Service Agreement Toolkit (<https://fcm.ca/en/resources/fnmcp/service-agreement-toolkit>). A comprehensive service agreement template has been used, but many of the same considerations exist for service agreements for single services. (See “Reference Tools”.)

Q. What is the required documentation?

A. In order to process your funding application as quickly as possible, please provide all required information:

- Completed application form – 2020-2021 Municipal Type Service Agreement (MTSA) Application
- If applicable, 3 or 12 months’ invoices between April 1, 2019 and March 31, 2020 from your service provider.
- If applicable, a copy of your renewed or new signed service agreement.
- If you don’t have a current and signed agreement, a letter signed and currently dated by your service provider, outlining the service to be provided, the area of coverage, the number of homes to be served, and cost of the interim services being provided.

Q. What if I submit an incomplete application form?

A. We will follow-up with you to provide any missing information. Please be aware, that incomplete information will cause a delay in funding and ISC may have to make funding decisions if there is no response from the First Nation.

Q. What if I need more rows on the MTSA Application?

A. If you can’t fill out all service providers on one page and need more space or rows, please attach additional application forms.

Q. Where do I submit my MTSA application?

- A. Please send one copy of your completed funding application with supporting invoices and documentation to ISC, using only one of the following two options.

Email:	aadnc.bcreports.aandc@canada.ca Include your First Nation's name and number and the phrase 2020-2021 MTSA Funding Application in the title of your email. You will receive an auto-reply confirmation of receipt.
FAX:	(604) 775-7400 (Attention: Allocation Officer, Funding Services)

Q. What are the 2020-2021 MTSA Application Funding timelines?

- A. The funding timelines are:
- April 1, 2020: MTSA funding begins to flow automatically, based on 70% of your 2019-2020 allocation
 - June 29, 2020: the call for MTSA funding application for 2020-2021 is issued
 - July 31, 2020: applications for 2020-2021 MTSA funding are due
 - November 1, 2020: MTSA funding for fiscal year 2020-2021 is adjusted

FUNDING**Q. What is the period of funding covered under the MTSA funding program?**

- A. ISC operates on a fiscal year basis. The period for which services are being funded is from April 1, 2020 to March 31, 2021. In your MTSA funding application, you will be submitting an annual invoice or 3 or more representative invoices, from April 1, 2019 to March 31, 2020, to support your funding request. If you are submitting 3 or more invoices, ISC will pro-rate the eligible portions of your invoices to provide funding for the full 12 months of the fiscal year 2020-2021.

For example: If you submit 3 invoices, each for \$100 (total \$300), we will prorate your costs of services as follows:

$$(\$300/3 \text{ months}) \times 12 \text{ months} = \$1,200 \text{ for fiscal year 2020-2021.}$$

Q. What is the funding methodology in 2020-2021 MTSA?

- A. On April 1, 2020, you received an initial allocation of 70% of the total net amount funded in 2019-2020.

For example: If your First Nation was funded a total of \$10,000 for MTSA services in 2019-2020 then your initial allocation for 2020-2021 is \$7,000.

\$7,000 began to flow April 1, 2020. This amount is adjusted up or down starting on November 1, 2020. The adjustment amount will be based on eligible expenditures provided in your 2020-2021 application, which will have been submitted by July 31, 2020.

REPORTING

No report required

Operator Wage Enhancement Initiative (OWEI) Summary Sheet

Objective	The “Operator Wage Enhancement Initiative” is a program which recognizes the key role that water and wastewater operators perform in their communities. This initiative will provide financial remuneration in recognition of the efforts that water and wastewater operators have made in attending training courses and workshops in order to achieve certification.		
Eligible First Nation Communities	All First Nations in Funding Agreements with Indigenous Services Canada in BC Region who have met the terms, conditions and all completion reporting requirements of this program for all years and who have not had any funding recovered from this program. OWEI program does not form part of the Grant core funding; therefore, Grant recipients are eligible to apply for this program as contribution funding.		
Application Requirements	PAW #	PAW/Document Name	Due Date
	n/a	BC Regional template attached	July 19, 2020
Contacts at ISC	<ul style="list-style-type: none"> Funding Services Officer contact number: 604-775-5100 or Toll-Free at 1-800-665-9320 General questions and/or to request an electronic application template, please email Allocation Officers: aadnc.bcfspallocationofficer.aandc@canada.ca 		
Final Report Due Date	DCI #	DCI Name	Due Date
	4548549	Capital Facilities and Maintenance Program Special Initiatives Report	May 31, 2021
	n/a	First Nations Water and Wastewater Operator Wage Enhancement	May 31, 2021
Resources and Tools	Environmental Operators Certification Program (EOCP) Program Guide: http://eocp.ca/wp-content/uploads/2016/05/EOCP-Program-Guide-28_04_2016.pdf The Reporting Guide: https://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677		

Questions and Answers (OWEI)

FOR GRANT RECIPIENTS

Q. Can New Fiscal Relationship's 10-Year Grant recipients apply?

A. Yes, grant recipients are eligible to apply for this program funding.

ELIGIBILITY

Q. Who is eligible to apply?

A. All First Nations in Funding Agreements with Indigenous Services Canada in BC Region who:

- Have met the terms & conditions of the program
- Have no outstanding prior year reporting requirements of this program
- Have not had any funding recovered from this program.

Q. Will I be eligible for this initiative if my community is on a Municipal Type Service Agreement (MTSA) for water and wastewater services?

A. In many cases Yes. If the services to be provided in your MTSA ends at the reserve boundary, then your community should have a water/wastewater operator to operate and maintain your water and wastewater assets within the reserve boundary.

Q. Do my operators need to be certified to be eligible for this initiative?

A. Yes. In addition, your certified operator(s) must be “in-good-standing” with the EOCP by the application deadline. **Certified operators who are “NOT IN GOOD STANDING” with the EOCP (i.e. EOCP annual association dues have not been paid, adequate amount of CEUs have not been earned, etc.) at the time of the application deadline will not be eligible for this initiative.**

Q. Will I be eligible for this initiative if my water and/or wastewater facilities are not yet classified?

A. No. Water and wastewater facility classifications became mandatory as a result of the BC Drinking Water Protection Regulations in 2006.

APPLICATION/PROPOSAL

Q. How do I apply?

A. Complete and return a copy of the “Operator Wage Enhancement Initiative Application Form” by September 30, 2020, to BC Reports: aadnc.bcreports.aandc@canada.ca or via fax # (604) 775-7400, attention to Allocation Officer, Funding Services.

Q. What information do I need to submit to ISC?

A. First Nations should submit: Completed application form – water and wastewater information.

Q. What if I do not submit an application?

- A. First Nations will not be eligible for funding for this initiative if an application form is not submitted by the deadline.

Q. What if my application is late?

- A. Late applications will not be considered for 2020-2021 Operator Wage Enhancement Initiative funding.

Q. Why are water/waste water systems classified by levels?

- A. Classification of a facility provides an indication of the degree of knowledge and training that will be required of an operator of that facility.

Q. How are facilities classified?

- A. Facilities are classified from Small Systems to Class I through IV with Class IV systems being the largest or most complex.

Q. How do I get my facility classified?

- A. Your Circuit Rider can provide you with assistance to get your facilities classified. Facility Classification Forms can be found on the Environmental Operators Certification Program's (EOCP) web site at: <http://www.eocp.ca/facilities/facility-classification/>

Q. How are Operators certified?

- A. Water and wastewater operators will generally be certified as Small Water or Wastewater System, Level I, Level II, Level III, or Level IV operators with Level IV being the highest or most advanced, paralleling the facility classification. In addition, water and wastewater operators may be certified as an Operator-in-Training. The combinations of education/training and experience required for eligibility to write the examinations for each level of certification can be found on EOCP's web site at: http://eocp.ca/wp-content/uploads/2016/05/EOCP-Program-Guide-28_04_2016.pdf

FUNDING**Q. How will funding be determined/calculated?**

- A. The funding is calculated based on the classification level of your water and/or wastewater facilities and the certification level of your operator(s) on record from 2019-2020. If a First Nations has had their O&M funding for their water and/or wastewater system(s) funded based on "actual costs", then the calculated Operator Wage Enhancement funding amount may be reduced. The calculation and funding is for the entire Fiscal Year (2020-2021).

Q. When will my First Nation receive the funding?

- A. Payments are processed starting December 2020 and subject to the annual Treasury Board renewal of program budget.

Q. When does the money need to be spent by?

A. Funding will be allocated as a set contribution. Therefore, all funding must be spent by March 31, 2021.

Q. What if the money is not spent by March 31, 2021?

A. Funding that is not spent by March 31, 2021 will be recovered in your audit and will not be reimbursed the following year.

Q. What can I spend the money on?

A. The funding can be used for operator bonuses, operator wages, and operator salaries.

Q. What can the money not be used for?

A. The funding can't be used for training, Band Administration, other Band employee remuneration, facility upgrades, maintenance, etc. Please keep in mind that the Operator Wage Enhancement Initiative was developed as a result of the requirement for mandatory water and wastewater operator certification. Furthermore, the amount of funding that your First Nation receives under this initiative is directly a result of the level of certification that your operator(s) has achieved.

Q. What if I am already paying my operators an adequate salary?

A. If you are paying your operators more than the minimum suggested hourly rates listed in the Table below, then it would be acceptable to use a portion (not more than 20%) of the funding that you receive from this initiative to:

- 1) supplement the wages of an additional back-up operator/trainee;
- 2) reimburse the funding source that is allowing you to pay your water/wastewater operators more than the rates listed in the Table below; or
- 3) provide a water/wastewater utility user fee reduction in fiscal year 2020-2021 for your members.

Please note that if you utilize Option 3, you must make it clear to your water/wastewater utility users that this reduction will only occur in fiscal year 2020-2021 as there is no guarantee that the Operator Wage Enhancement Initiative funding will continue beyond March 31, 2021.

Level of Certification Achieved	Suggested Minimum Hourly Wage
Uncertified	\$12
SWS/SWWS	\$15
Level 1	\$20
Level 2	\$21
Level 3	\$23
Level 4	\$25

If you are paying your operator(s) more than the minimum hourly wage rates in the above Table and if you have other options that you would like to have considered for the partial use of the funding that you receive, please contact an Allocation Officer at the following email address: aadnc.bcfspallocationofficer.aandc@canada.ca

- Q. If I am paying my operators more than the minimum suggested hourly rates listed in the table above and my operators agree to allow more than 20% of our eligible funding to go towards the three options mentioned above, then is this allowable?**
- A.** In many cases Yes. However, you must ensure that the percentage of your eligible funding put towards the three options mentioned above is agreed upon with your operators before you submit your application, to prevent any grievances from your operators when you receive the funding.
- Q. Is OWEI funding availability guaranteed annually?**
- A.** No. Funding for this program is based on budget availability each fiscal year.

REPORTING

- Q. What are the First Nations reporting requirements?**
- A.** First Nations need to confirm that funds are spent by March 31, 2021 as identified in the terms and conditions of your funding agreement. Approved applicants will also be required to submit a completion report by May 31, 2021. A separate schedule will be required for this contribution amount in your 2019-2020 audit.
- Q. Who do I contact if I have questions about the report process?**
- A.** Please contact your Funding Services Officer or an Allocation Officer. Refer to summary sheet.
- Q. Have the reporting requirements changed since fiscal year 2019-2020?**
- A.** No, this will be the sixth year using the Completion Report template. All operators receiving funding under the Water and Wastewater Operator Wage Enhancement Initiative Program are required to sign the Completion Report (which is due May 31, 2021) verifying the funding allocation that they have received. Completion Reports submitted without these signatures will be rejected. The Completion Report should also detail the reason(s) for any variances between the application and project expenditures (such as First Nation Communities other than those listed on the application) under the **Additional Comments** section.

4 /

Lands & Economic Development

ISC BC REGION 2020-2021 MULTI-PROGRAM
INFORMATION HANDBOOK

Lands and Economic Development Services Program (LEDSP) Core
Summary Sheet /39

Questions and Answers (LEDSP Core) /40

Lands and Economic Development Services Program (LEDSP) Core Summary Sheet

Objective	Lands and Economic Development Services Program provides support to First Nation and Inuit communities to assist with enhancing the economic development, land and environmental capacity of communities and to support the establishment of the conditions for economic development to occur, increasing their participation in the economy.		
Eligible First Nation Communities	First Nation and Inuit communities and their governments, including Tribal Councils receiving funding on behalf of two or more First Nation communities.		
Application Requirements	PAW #	PAW/Document Name	Due Date
	471935	Lands and Economic Development Services Program (LEDSP) - Planned Activities and Report	January 15, 2020
Contacts at ISC	<p>ISC BC Region Economic Development Manager, Tanya Duncan, contact number: (604) 908-4457</p> <p>ISC BC Region Economic Development Programs Officers:</p> <ul style="list-style-type: none"> • Cariboo / Kootenay / Northeast / Nechako Region Amory Adrian, Economic Development Programs Officer, contact number: (604)-679-8645 • Vancouver Island / South Coast / North Coast Region Don Potter, Economic Development Programs Officer, contact number: (604) 341-7561 • Thompson / Okanagan/Mainland / Southwest Region Contact number: TBD 		
Final Report Due Date	DCI #	DCI Name	Due Date
	471935	Lands and Economic Development Services Program (LEDSP) - Planned Activities and Report	May 31, 2021
Resources and Tools	<p>National Program Guideline Link: http://www.aadnc-aandc.gc.ca/eng/1100100033426/1100100033427</p> <p>Transfer Payments Terms and Conditions for LEDSP Core Link: https://www.aadnc-aandc.gc.ca/eng/1386549231377/1386549271233</p>		

Questions and Answers (LEDSP Core)

ELIGIBILITY

Q. Can New Fiscal Relationship 10-Year Grant recipients apply?

A. LEDSP Core is one of the core programs included in the NFR 10-year Grant. An application is not required.

Q. What are the eligible activities for LEDSP core funding?

A. Economic development activities include, but are not limited to, capacity development, community economic development planning and proposal development.

APPLICATION/PROPOSAL

Q. Where do I find the LEDSP application/report for LEDSP Core funding?

A. A call for applications will be sent out in December 2019. If you require a copy, please contact your Economic Development Programs Officer identified in the Contacts section found in the Lands and Economic Development Services Program Core Summary.

Q. What is my Core allocation for 2020-2021 year?

A. LEDSP Core allocations are calculated on a weighted per capita based formula. Your 2020-2021 LEDSP Core allocation will be similar to last year's allocation amount; however, this amount may change as your per capita information is updated.

Q. How do I submit my application?

A. Email your application to aadnc.bcecdev.aandc@canada.ca, please include the phrase "2020-2021 LEDSP Core DCI 471935" with your First Nation name and number in the subject line of the email.

Q. What if I am late on submitting my application?

A. Applications not received by January 15, 2020, will not receive funding as part of the initial allocation (April). Late applications may be accepted depending on available funding.

FUNDING

Q. When will I get my LEDSP Core funding?

A. To receive your LEDSP Core funding as part of your initial allocations in your funding agreement, please submit DCI 471935 by January 15, 2020.

Q. Is LEDSP funding availability guaranteed annually?

A. No. Funding for this program is based on budget availability each fiscal year.

REPORTING

Q. What are the LEDSP Core economic development reporting requirements?

A. DCI 471935 serves as both funding application and reporting requirement from the previous fiscal year. Applications are due January 15, 2020.

5 /

Education

ISC BC REGION 2020-2021 MULTI-PROGRAM
INFORMATION HANDBOOK

Post-Secondary Education (PSE) Summary Sheet /43

Questions and Answers (PSE) /44

Post-Secondary Education (PSE) Summary Sheet

Objective	<p><u>Post-Secondary Student Support Program (PSSSP)</u> - The program objective is to improve the employability of First Nation and eligible Inuit students by providing them with funding to access education and skills development opportunities at the post-secondary level.</p> <p><u>University and College Entrance Preparation Program (UCEPP)</u> - The program objective is to provide financial support to eligible First Nation and Inuit students who are enrolled in university and college entrance preparation programs, to enable them to attain the academic level required for entrance into degree and diploma credit programs.</p>		
Eligible First Nation Communities	<ul style="list-style-type: none"> • Band councils of recognized First Nations bands as well as Inuit communities • Organizations designated by band councils (bands or settlements, tribal councils, education organizations, political or treaty organizations engaged by or on behalf of First Nations) or Inuit communities • Self-governing First Nations in Yukon that have not yet assumed responsibility for Post-secondary education through a Programs and Services Transfer Agreement or through the terms of their self-government agreement 		
Application Requirements	PAW #	PAW/Document Name	Due Date
	n/a	BC Regional Template attached	May 29, 2020
Contacts at ISC	Funding Services Officer contact number: 604-775-5100; or Toll-Free at 1-800-665-9320 ISC BC region Education program email: aadnc.bceducation.aandc@canada.ca		
Final Report Due Date	DCI #	DCI Name	Due Date
Resources and Tools	4016769	Annual Register of Post-Secondary Education Students	August 31, 2020
	<p>National Program Guidelines: https://www.sac-isc.gc.ca/eng/1415377531020/1531401688567</p> <p>Transfer Payments Terms and Conditions for PSE program: https://www.aadnc-aandc.gc.ca/eng/1386268704500/1386269142450</p> <p>The Reporting Guide: https://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677</p> <p>List of Designated Educational Institutions – National: https://www.canada.ca/en/employment-social-development/programs/designated-schools.html</p> <p>List of Designated Educational Institutions – International: https://www.sac-isc.gc.ca/eng/1433334714906/1531402394547</p>		

Questions and Answers (PSE)

FOR GRANT RECIPIENTS

Q. Can New Fiscal Relationship's 10-Year Grant recipients apply?

A. PSE is one of the core programs included in the NFR 10-year Grant. An application is not required. More information regarding the General Pool will be sent with the call package sent out in 2020.

Q. Will grant recipients receive the PSE enhancement funding?

A. Yes, the PSE enhancement funding is a targeted program, grant recipients are eligible. An application is not required.

ELIGIBILITY

Q. Why are we identifying the Indian Registry System (IRS) number for eligible students on our list?

A. As per the National program guidelines (2018-19), section 4.2 identifying students with their IRS number is required to demonstrate the eligibility of the students to receiving funding.

Q. What if we do not have enough space to list all of the eligible students we hope to fund?

A. There is no limit to the number of students you can list on your application. However, your Initial Allocation and Protected Pool Amounts (if applicable) will remain the same. Please use as many additional PSE Form #2 (for non-grant recipients). Eligible Student forms as necessary. This is applicable for UCEPP Student form; please fill out additional forms as required: Form #3 (for non-grant recipients). This will ensure the eligibility requirements of all students are demonstrated as per the National Program Guidelines (2018-2019). Refer to the link on the summary sheet.

Q. We have an eligible student who is going to attend an Indigenous Adult & Higher Learning Association (IAHLA) institute. Will this student be funded?

A. The student may be eligible for funding if the IAHLA institute has an arrangement with a BC post-secondary institution that will grant the diploma, certificate or degree upon program completion. Additionally, the program must meet the criteria for eligibility as noted in Section 4.3 of the National Guidelines 2018-2019 (which remains applicable).

Q. What determines the eligibility of a program?

A. The completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial/territorial ministry of education, is required; Delivered at an eligible institution as defined in section 4.4, Eligible Institutions; UCEPP (University and College Entrance Preparation Program) must provide the student with the necessary courses to attain the academic level for university or college entrance.

For detailed information, please refer to 4.3 Eligible Programs in National Program Guidelines at: <https://www.sac-isc.gc.ca/eng/1415377531020/1531401688567>

Q. What costs are allowed and where can we find more information?

- A. Eligible costs or expenditures are the same as those found in the Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) National Program Guidelines (2018-19). Additionally, expenditures should also be in accordance with your Local Operating Guidelines.

Q. What priorities will be considered in the review process?

- A. At this time we are not indicating priorities. If demand exceeds the funds available in the general pool, allocations may be prorated. If demand does not exceed the allocations available in the pool, all applications will be fully funded.

Q. How do we find eligible institutions and programs?

- A. You can find a list of eligible post-secondary institutions in BC from this website: <https://www.canada.ca/en/employment-social-development/programs/post-secondary/designated-schools.html>

Refer to Section 4.3 and 4.4 of the National Guidelines (2018-19) for the criteria on eligible programs of study. Please note that there are some educational institutes that are recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution. In these cases, please indicate the institute along with the post-secondary institution granting the diploma, certificate, or degree.

Q. What if an institution is not listed as an eligible institution?

- A. If you are unable to find an institution, please contact an Allocation Officer for verification. The Allocation Officer email is: aadnc.bcfspallocationofficer.aandc@canada.ca

APPLICATION / PROPOSAL**Q. How do we apply for Protected Pool and/or General Pool funds?**

- A. Complete the attached PSE Application Summary Form #1, Eligible Student Form #2 and #3 for UCEPP students. Any eligible expenditure above your initial allocation can be applied to your protected pool, if applicable and/or be considered as a general pool request.

Submit the completed forms to the BC Regional Office. Refer to the General Information, “How to Submit”, section of the Multi-Program Information Handbook.

Q. How much can we apply for?

- A. There is no limit to the amount you may apply for, providing all students and institutions are eligible and the total cost of expenditures for each student does not exceed the maximum allowable payment as defined in the National Program Guidelines 2018-2019.

Approved allocations must be spent on eligible activities by March 31, 2021.

Q. What are the four levels of PSE assistance?

- A. Assistance can be provided at the following four Levels of post-secondary education. Refer to 6.2.1 from National Program Guidelines 2018-19.

- Level 1: Certificate / Diploma;
- Level 2: Undergraduate Degree Program;
- Level 3: Graduate Degree / Advanced or Professional Degree;
- Level 4: Doctoral Degrees.

Q. Why is there no longer a Pending Student Form?

- A.** The Pending Student form has been eliminated due to lack of data collection and to reduce the burden on Education Coordinators to track this information.

FUNDING

Q. How are Post-Secondary Allocations being calculated in 2020-2021?

- A.** First Nation Communities will receive an initial allocation equal to PSE eligible expenditures reflected on their 2018-19 audits. In addition, a per capita amount is calculated using the regional allocation and the total population (as of December 31, 2019). An additional allocation may be applied for through this application process. Your initial budget and the amount up to the per capita allocation will be protected. Remaining funds (if any) will be made available to all non-Block funded First Nation Communities with a student waitlist. Submitting an application does not guarantee that a general pool allocation will be approved, as there may not be a general pool if all First Nations submit applications equal to their protected pool.

Q. What is our Post-Secondary Protected Pool?

- A.** The protected pool is the difference between your initial allocation and your formula-based maximum per capita budget. You can access all or part of your protected pool if you have more eligible students than you can fund with your initial allocation (i.e. if you have a waitlist).

Q. What is the Post-Secondary General Pool?

- A.** The general pool represents the remaining unused protected pools. Unused protected pools are from First Nation Communities who have not applied for all of their protected pool by **May 29, 2020**.

Q. What if there are unexpended funds in our PSE budget at year end?

- A.** PSE funding is fixed funding that contributes to the Post-Secondary Education program. As per the Schedule “DIAND-2” of the Aboriginal Recipient Funding Agreement, First Nation Communities are required to use any unexpended funding (i.e. surplus) from 2018-19 towards 2020-21 Post-Secondary Education program funding. Before you can apply for additional funding for the current year, you must first spend and/or plan to spend any surplus you have carried forward from last year.

Fixed Contribution Funding (FIXED) – Unexpended FIXED funds can be retained only if the First Nation Communities have met all of the following conditions:

- Delivery requirements for the program, service or activity must be fulfilled in the fiscal year for which the funds were provided.
- Unexpended FIXED Funding is spent in the one-year period immediately following the fiscal year for which the funds were provided.
- Unexpended FIXED Funding is used to fund similar projects which are consistent with the

program objectives OR within a plan accepted in writing by AANDC submitted within 120 days from fiscal year end.

- Expenditures must be reported in accordance to the Reporting Guide.

Q. How do we know when and how much money we will be getting from this pool?

A. A confirmation of the additional allocation that your First Nation will receive will be sent in August, 2020.

Q. What if our audit amount is greater than our per capita calculation? How much funding would we receive?

A. Your First Nation would receive an initial allocation equal to the eligible expenditures identified in your 2018-19 audit up to your per capita allocation. The maximum you could receive from the protected pool is the per capita amount (if applicable).

Q. Why is the department not using 2019-20 audit information?

A. The 2019-20 Annual Audited Financial Statements are due on **July 31, 2020** and the PSE applications must be reviewed before July 31, 2020.

Q. Will all First Nations get an additional allocation through the protected pool process?

A. The budget for this PSE pool will be allocated on an application basis, to interested First Nation Communities only. Where a First Nation applies and demonstrates a need for additional funding by having a wait-list of eligible students, the First Nation can access an additional allocation up to its protected pool amount. If a First Nation expended its full per capita amount in 2018-2019, it would receive its full protected amount in its initial budget, and could only apply for the general pool.

Q. What are the maximum amounts allowed for administration costs?

A. For non-grant recipients, administration costs are not to exceed 10% of the sub-total amount requested before administration costs. Eligible administration costs include only the actual costs associated directly with administering the PSSSP/UCEPP funding. Eligible expenditures could include the following costs:

- Salaries and benefits of personnel directly employed in the administration and delivery of the funding. In the case of multiple responsibilities, the portion of the salary to be included under administration costs should be proportional to the amount of time spent fulfilling PSSSP/UCEPP duties, without surpassing the 10% maximum;
- Materials required for the management of funds;
- Rent and utilities;
- Printing and publishing costs; and
- Travel and accommodation.

Q. How do we determine the amount to be requested from each funding pool?

A. The PSE - Eligible Students Form is used to apply for all funding which includes the Initial Allocation, Protected Pool and/or General Pool (if applicable) requests.

To determine the amount of funds you require, you must list all of the eligible students on Form #2 – List of Eligible Students and Form #3 if the students are in UCEPP. If your List of Eligible Students

is greater than your Initial Allocation plus the prior year unexpended funds (if any), then you will need to submit an application to receive Protected and/or General Pool funds. Please see the examples below.

Example #1 – For non-grant recipients:

A First Nation has an Initial Allocation of \$50,000 and a Protected Pool Amount of \$20,000. Their List of Eligible students adds up to \$75,000. First, they would apply their initial allocation of \$50,000 against the requirement of \$75,000. They still have \$25,000 in funds required after applying their initial budget. Next, they would apply for the maximum amount indicated in their Protected Pool which is \$20,000. This leaves \$5,000 to be submitted as a General Pool Request (as demonstrated below) for a total request of 75,000).

#	Budgetary Items	Amount \$
1	2018-19 Unexpended Funding	0
2	Initial Allocation in 2020-21	\$50,000
3	Total Budget in 2020-21	\$50,000
4	Amount Required on List of Eligible Students	\$75,000
6	Less Current Budget (#3)	\$50,000
5	Amount required from Protected/General Pool	\$25,000
6	Amount required from Protected/General Pool (#5)	\$25,000
7	Less Protected Pool	\$20,000
8	Amount required from General Pool	\$5,000

Example #2- For non-grant recipients:

A First Nation has \$5,000 of unexpended funds from their 2018-19 PSE Allocation. Their Initial Allocation is \$50,000 and a Protected Pool Amount of \$20,000. Their List of Eligible students adds up to \$65,000. First, they would apply their 2019-20 unexpended funds plus the initial allocation of \$50,000 against the requirement of \$65,000.

They still have \$10,000 in funds required after applying their initial budget and 2018-19 unexpended funds. Since their protected pool amount is greater than their need, they would only need a portion of their protected pool. The \$10,000 remaining in their protected pool will be redistributed to First Nation Communities that have applied to the General Pool.

#	Budgetary Items	Amount \$
1	2018-19 Unexpended Funding	\$5,000
2	Initial Allocation in 2020-21	\$50,000
3	Total Budget in 2020-21	\$55,000
4	Amount Required on List of Eligible Students	\$65,000
6	Less Current Budget (#3)	\$55,000
5	Amount required from Protected/General Pool	\$10,000
6	Amount required from Protected/General Pool (#5)	\$10,000
7	Less Protected Pool	\$20,000
8	Amount required from General Pool (If the protected pool (#7) is greater than the need (#6), then no funds are required from the General Pool. The remaining protected pool is redistributed to the Regional General Pool.)	-\$10,000

Q. When do program dollars need to be spent by?

A. Program dollars should be spent by March 31, 2021.

Q. How do I get Contingency (Emergency) Funding?

A. The Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) National Program Guidelines 2018-2019 no longer include a provision for First Nation Communities to set up a Contingency Fund. Students requiring emergency funding may wish to contact their post-secondary institution as some institutions may have emergency funds available.

REPORTING

Q. What is the difference between the PSE application and the Annual Register of Post-Secondary Education Students report?

- A.** The PSE application is to apply for additional funding from Protected and General Pool for the current year. The Annual Register of Post-Secondary Education Students report is to identify students that have attended a Post-Secondary institute in the previous year.

Q. When is the Annual Register of Post-Secondary Education Students report due for 2020- 21 funding?

- A.** The report is due **August 31, 2021** (DCI # 4016769)
Note: The report should include all students who received funding in the fiscal year just completed.

Q. Where can I find more information on the PSE reporting requirements?

- A.** In July 2021, we will be sending you a pre-populated Annual Register of Post-Secondary Education call package for you to update (DCI # 4016769).

Reporting requirements remain as usual. The link is found at:

<https://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677>

Please bookmark this website for reference.

6 /

Social Programs

ISC BC REGION 2020-2021 MULTI-PROGRAM
INFORMATION HANDBOOK

Family Violence Prevention Program (FVPP) Summary Sheet /52

Questions and Answers (FVPP) /53

Family Violence Prevention Program (FVPP) Summary Sheet

Objective	<p>The primary objective is to support women, children and families living on-reserve with family violence shelter services through funding to core shelter operations.</p> <p>The secondary objective is to support family violence prevention activities through funding to Aboriginal communities and organizations to deliver public outreach and awareness type initiatives.</p>		
Eligible First Nation Communities	<p>First Nations, Tribal Councils, other aggregations of First Nations approved by Chief and Council, or an authority, board, committee or other entity authorized to act on behalf of the initial First Nation Communities to provide family violence protection and prevention services.</p> <p>FVPP program does not form part of the core grant agreement; therefore, grant recipients are eligible to apply for this program as contribution funding.</p>		
Application Requirements	PAW #	PAW / Document Name	Due Date
	5664860	Family Violence Prevention Program (FVPP) Prevention Project Proposal	December 20, 2019
Contacts at ISC	<ul style="list-style-type: none"> • Funding Services Officer Phone #: 604-775-5100 or Toll-Free at 1-800-665-9320 • ISC BC region Social Programs 1-888-440-4080 or by email at aadnc.tsdboutien-bsdwsupport-bc.aandc@canada.ca • Electronic Application template: aadnc.bcfspallocationofficer.aandc@canada.ca 		
Final Report Due Date	DCI #	DCI Name	Due Date
	455955	Family Violence Shelter and Prevention Project Annual Report	May 31, 2021
Resources and Tools	<p>National Program Guidelines 2018-2019: https://www.sac-isc.gc.ca/eng/1519748029765/1533306028656</p> <p>Transfer Payments Terms and Conditions for FVPP: https://www.aadnc-aandc.gc.ca/eng/1386520802043/1386520921574</p> <p>Proposals, Applications, Work Plans (PAW) #: https://www.aadnc-aandc.gc.ca/eng/1386610826543/1386610899912</p> <p>The Reporting Guide: https://www.aadnc-aandc.gc.ca/eng/1385559716700/138555977677</p>		

Questions and Answers (FVPP)

ELIGIBILITY

Q. Who is eligible to apply?

- A.** Eligible First Nation Communities are First Nations, Tribal Councils, other aggregations of First Nations approved by Chief and Council, or an authority, board, committee or other entity authorized to act on behalf of the initial First Nation Communities to provide family violence protection and prevention services. Individual members are not eligible. First Nations with outstanding reports from previous years will not be accepted until all outstanding Family Violence Project Annual Reports have been submitted.

Q. Can New Fiscal Relationship's 10-Year Grant recipients apply?

- A.** Family Violence Prevention program does not form part of the core grant agreement; therefore, grant recipients are eligible to apply for this program as contribution funding.

Q. What projects are eligible for Family Violence Prevention funding?

- A.** These culturally appropriate prevention projects must demonstrate that they promote a reduction in family violence and support a more secure environment for families on reserve. These include promotion and public awareness, education campaigns, conferences, workshops, stress and anger management seminars, counselling, training, support groups, and community needs assessments.

Q. What maximum administration cost is eligible for Family Violence Prevention?

- A.** The maximum administrative costs cannot exceed 15% of the total contribution.

Q. What expenditures are eligible for Family Violence Prevention?

- A.** Eligible expenditures may include the following: costs for books, pamphlets and materials; costs for workshops, outreach and awareness; reasonable travel costs; facilitator per diem; and refreshments. Rent and maintenance costs for facilities located on reserve are not eligible expenditures.

Q. Where can more information be found on the program?

- A.** For easy reference, please refer to the Resources and Tools section on Family Violence Prevention Projects page.

APPLICATION / PROPOSAL

Q. How do I apply?

- A.** If you have access to the Grants and Contribution Information Management System, please submit your proposal electronically by December 20, 2019 to:
aadnc.bcreports.aandc@canada.ca
 Otherwise, fax your proposal to 604-775-7400.

Q. What if I have questions about the proposal?

A. Please contact your Funding Services Officer at main reception 604-775-5100 if you have any questions.

Q. Who is an authorized signatory?

A. Examples of authorized signatories may include: Chief and Council, Band Manager or Finance Manager

Q. What if I do not submit a proposal by the deadline? What if we do not submit one at all?

A. If a proposal is not submitted by December 20, 2019, you will not be eligible for FFVP funding for the 2020-2021 fiscal year.

Q. When must the project take place?

A. Project initiatives must be completed between April 1, 2020 and March 31, 2021.

Q. If our plans change during the year, can we amend our proposal?

A. If revisions are required to your proposal, please check that the activity described remains within the financial authority, and then submit the changed proposal in writing for approval.

Q. Can I have more than one project activity?

A. Yes, you may have one or more activity as long as they do not exceed your total project budget.

Q. How do I know when and how much money we will be getting for this program?

A. Your proposal template sheet indicates your maximum available funding allocation from the Region. The Department will initiate the transfer of your allocation once your proposal has been approved.

FUNDING**Q. How is the FVPP budget determined?**

A. Initial budgets are based on the funding formula of \$1,000 base per band, plus a geographic 'weighted' per capita formula. The weighted population is the First Nation's Total on reserve Population (Indian Registry population codes 1 through 5 as of December 31 of the previous fiscal year) multiplied by the First Nations' Remoteness Index Factor.

Q. Is FVPP funding availability guaranteed annually?

A. No. Funding for this program is based on budget availability each fiscal year.

REPORTING**Q. If a report is deemed unobtainable in the GCIMS system, what happens?**

A. If a report is not received and is deemed unobtainable, the total amount of funding will be recovered and will not be replaced.

Q. When is the annual report due?

A. The *Family Violence Shelter and Prevention Project Annual Report* DCI 455955. GCIMS (2020-2021) is due May 31, 2021.

Q. Should the report match the proposal?

A. Yes, it must match the proposal or your First Nation may be in breach of the Funding Agreement.

Q. Should we keep a copy of the submitted proposal?

A. Yes, keep copies of your proposal in your records to refer to when writing your annual report <http://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677>

2020-2021 Report DCI #455955



Emergency Management

ISC BC REGION 2020-2021 MULTI-PROGRAM
INFORMATION HANDBOOK

Emergency Management Assistance Program (EMAP) - Non-Structural Mitigation
and Preparedness Summary Sheet /57

Questions and Answers (EMAP) /58

Emergency Management Assistance Program (EMAP) – Non-Structural Mitigation and Preparedness Summary Sheet

Objective	The Non-Structural Mitigation and Preparedness funding stream under the Emergency Management Assistance Program prioritizes support for local efforts through small-scale projects that address emergency preparedness and mitigation against natural disasters. Note: FireSmart funding in BC is administered by the First Nations Emergency Services Society.		
Eligible First Nation Communities	All First Nations are eligible to apply for Non-Structural Mitigation and Preparedness under the Emergency Management Assistance Program. For treaty and self-governing First Nations, proposed activities and expenditures must not duplicate provisions within existing agreements/funding arrangements. Grant recipients are eligible to apply.		
Application Requirements	PAW #	PAW/Document Name	Due Date
	6978382	Emergency Management Non-Structural Mitigation and Preparedness Program Application	Ongoing Intake
Contacts at ISC	BC Region Emergency Management Unit Tel: 604-209-9709 Email: aadnc.bcemu.aandc@canada.ca		
Final Report Due Date	DCI #	DCI Name	Due Date
	4548549	Activities and Expenditures Report (General Project Report)	30 days after project completion
Resources and Tools	<p>Emergency Management Assistance Program : https://www.sac-isc.gc.ca/eng/1534954090122/1535120506707</p> <p>Emergency Management Non-Structural Mitigation and preparedness funding guidelines 2020-2021 : https://www.sac-isc.gc.ca/eng/1565706504682/1565706577567</p> <p>Emergency Management Non-Structural Mitigation and Preparedness program call for applications 2020-2021 : https://www.sac-isc.gc.ca/eng/1565705792556/1565705808900</p> <p>Contributions for Emergency Management Assistance for Activities on Reserve - Terms and Conditions : https://www.aadnc-aandc.gc.ca/eng/1386012167936/1386012273685</p> <p>Emergency Management Assistance Program (EMAP) in British Columbia : https://www.aadnc-aandc.gc.ca/DAm/DAM-INTER-BC/STAGING/texte-text/emapbc_1565370095064_eng.pdf</p>		

Questions and Answers (EMAP)

FOR GRANT RECIPIENTS

Q. Can New Fiscal Relationship's 10-Year Grant recipients apply?

- A.** Yes, Emergency Management program does not form part of the core grant agreement; therefore, grant recipients are eligible to apply for this program as contribution funding.

ELIGIBILITY

Q. Are all First Nations eligible to apply for EMAP?

- A.** Yes, all First Nations are eligible to apply for EMAP. Applications may be prioritized based on a range of factors, including risks and hazards, remoteness, population and history of previous emergency events. For treaty and self-governing First Nations, proposed activities and expenditures must not duplicate provisions in existing agreements or funding arrangements. Planning for risks, hazards and emergency events is an extremely important part of communities building capacity and resilience. EMAP supports plan making and exercising, conducting Hazard, Risk and Vulnerability Analyses, and emergency management training for communities to undertake this important work.

Q. Who is responsible to ensure emergency management plans are in place for our community?

- A.** Emergency management is a shared responsibility. Chief and Council have primary responsibility to ensure emergency management plans are in place and that everyone in the community is aware of the response protocol during an emergency. Communities may designate an interested and appropriate member or employee to be the lead in developing an all-hazards emergency plan and coordinate response activities when needed.

Q. How is ISC involved in our community emergency preparedness plan?

- A.** ISC's EMAP supports the development of First Nation emergency preparedness plans. ISC has service agreements with Emergency Management BC and the BC Wildfire Service and can support communities in making important connections with these and other emergency management partners. Please note that Emergency Management BC provides a range of services to First Nations at no cost, and EMAP funding generally cannot duplicate these services. For more information, please contact Emergency Management BC (see <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/contact-us>).

APPLICATION / PROPOSAL

Q. What are the streams of funding to apply for?

- A.** Stream 1: EM Preparedness funding for emergency management planning and training activities, e.g., developing/updating community EM plan and associated training activities.

Stream 2: Tsunami Preparedness to assist First Nations communities on-reserve with the purchase and installation of tsunami sirens, signage, weather radios and associated training

such as emergency evacuations.

Stream 3: Non-structural mitigation emergency preparedness projects, e.g., flood protection study, flood mapping, place of refuge feasibility study or seismic/tsunami mapping and risk assessments.

Q. What do we do if we are interested in submitting an application for this funding?

A. If your community is interested in undertaking activities through EMAP, it is recommended that the emergency management lead first contact the ISC BC Region EM Unit (604-209-9709 / Email: aadnc.bcemu.aandc@canada.ca). Following that, completed application forms may be submitted to aadnc.bcreports.aandc@canada.ca and aadnc.bcemu.aandc@canada.ca. In the case of tsunami sirens, minor capital or services provided by a consultant, quotes will also be required.

Q. Who from the Band should sign the Emergency Management Funding Request and Work Plan?

A. The Authorizing Signature should be that of Chief and Council or another person with delegated signing authority and responsibility for funding.

Q. How will funding decisions be made?

A. Requests for emergency management funding will be reviewed and assessed based on national/regional priorities and availability of funding. Proposals will be measured against the eligible activities as per the Emergency Management Non-Structural Mitigation and preparedness funding guidelines and ISC's EMAP Terms and Conditions.

Q. How much time does ISC BC Region EM need to review EM Preparedness Funding Proposal Applications?

A. ISC's EM Unit requires at least 30 days to review, recommend and receive approval from Headquarters for final funding decision.

Q. When is the application deadline?

A. The deadline is November 1, 2020, however, applications are accepted on an ongoing basis. Applicants are encouraged to contact the BC Region Emergency Management Unit (Tel: 604-209-9709 / Email: aadnc.bcemu.aandc@canada.ca) before submitting an application.

Q. How do I access information regarding the FireSmart program at FNESS?

A. Please see <https://www.fness.bc.ca/core-programs/forest-fuel-management/indigenous-services-canada-isc> for more information.

FUNDING

Q. What does Emergency Management Assistance Program fund?

A. Through the Emergency Management Assistance Program, project funding is available for initiatives, such as:

- hazard risk and vulnerability assessments

- development and updating emergency management plans
- exercising emergency management plans
- emergency management training/courses
- flood mapping
- landslide studies
- research or studies pertaining to disaster risk
- tsunami warning systems
- wildfires
- small capital (e.g., emergency operation centre kits, radios, satellite phone).

REPORTING

Q. When must the Data Collection Instrument Reports be received?

A. Final reports are due within 30 days of project completion. If your community performed a hazard, risk, vulnerability analysis (HRVA) and/or completed/updated an EM plan, a copy of the HRVA and/or plan must accompany the final report. If a non-structural mitigation project was undertaken a copy of the completed project summary report must accompany the final report.

8 /

Appendices

ISC BC REGION 2020-2021 MULTI-PROGRAM
INFORMATION HANDBOOK

Calendar of Applications / Proposal Due Dates	/62
Program Application Templates and Examples	/64

Calendar of Application / Proposal Due Dates

Calendar of Application Due Date for 2020-2021 Funding

Program Legend (Application Deadline)

2019							
NOVEMBER							
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
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DECEMBER							
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2020							
JANUARY							
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FEBRUARY							
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AUGUST							
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OCTOBER							
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NOVEMBER							
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DECEMBER							
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27	28	29	30	31			

EM - Emergency Management Assistant Program
Ongoing Intake

BCCI - BC Capacity Initiative
November 29, 2019

FVPP - Family Violence Prevention Program
December 20, 2019

BSF - Band Support Funding
January 10, 2020

EB - Employee Benefit
January 10, 2020

LEDSP - Land and Economic Development
Services Program Core
January 15, 2020

P&ID - Professional Institutional Development
January 31, 2020

PSE - Post -Secondary Education
May 29, 2020

MTSA - Municipal Type Service Agreements
July 31, 2020

OWEI - Operator Wage Enhancement Initiative
September 30, 2020

Program Application Templates and Examples



BC CAPACITY INITIATIVE PROPOSAL APPLICATION

Privacy Statement

The collection, use and disclosure of your personal information is required for your participation in the BC Capacity Initiative Program and authorized by program specific legislation. We will collect, use, disclose and protect your personal information in accordance with the *Privacy Act* (<http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>) for Financial Management for the purposes of administering Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) financial management and recipient funding agreements in meeting compliance and accountability requirements and for purposes and uses judged to be consistent with that purpose. In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the *Privacy Act*. Should you decide not to provide the personal information requested, we will not be able to provide you with the service, program or funding requested. The personal information collected under this initiative is referenced in Personal Information Bank AANDC PPU 300 detailed at Info Source (<https://www.aadnc-aandc.gc.ca/eng/1353081939455/1353082011520>). You have the right to access personal information that we hold about you and to request correction of erroneous personal information about you. Should you wish to do so, please write to the Director of Access to Information and Privacy at the following address: Access to Information and Privacy, 10 Wellington Street, 18 Floor, Section A, Ottawa, ON K1A 0H4. You may also write by email at aadnc.aiprdemande-atiprequest.aandc@canada.ca. To inquire about applicable legislative authority or to withdraw participation from this program, contact your Regional Office or the departmental Public Enquiries Contact Centre at 1-800-567-9604. If you require clarification about this *Privacy Act* Statement, contact our Access to Information and Privacy Office at 1-819 997-8277. Note that you have a right to file a complaint to the Office of the Privacy Commissioner of Canada regarding our handling of your personal information. To do so, contact the Privacy Commissioner at 1-800-282-1376.

Office Use Only: BCCI 2021 -

A. Applicant Information

First Nation or Organization Name

Mailing Address (Number/Street/Apartment/P.O. Box)

City/Town	Province/Territory BC - British Columbia	Postal Code
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Telephone Number	Extension	Email Address
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Primary Contact - Project Manager

Given Name	Family Name	Title/Position
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Telephone Number	Extension	Email Address
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Secondary Contact

Given Name	Family Name	Title/Position
------------	-------------	----------------

Telephone Number	Extension	Email Address
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B. Project Information

Project Title

Project Brief Summary

Project Start Date (YYYYMMDD)	Project End Date (YYYYMMDD)	BCCI Funding Requested (\$) \$0.00
-------------------------------	-----------------------------	--

Is this a Regional Project? Yes No If "Yes", indicate the recipient of this project if funded ►

BC Capacity Initiative Project Categories: Select 1-2 categories that applies to your project from the list below

- | | | |
|---|--|--|
| <input type="checkbox"/> Planning Capacity | <input type="checkbox"/> Information Capacity | <input type="checkbox"/> Cultural Capacity |
| <input type="checkbox"/> Training and Skills Capacity | <input type="checkbox"/> Operational and Organizational Capacity | <input type="checkbox"/> Other Capacity: |



Project Description

1. Reconciliation Discussions

Explain how this project will prepare the First Nation to negotiate treaties, agreements and other constructive arrangements relating to Section 35 rights.

2. Connection to Plan for Self-determination

- i. Are you developing a plan for self-determination through this project? Yes No
- ii. Indicate how this project connects the community's plans for self-determination. Please provide specific references to pages in the community's existing plan. Ensure relevant portions of the existing plan are emailed with this application.

3. Community Engagement

Describe how the wider community will be engaged in this project.

4. Knowledge Transfer

Identify how knowledge will be transferred into the community through this project. If training is provided, indicate the training provider, cost, and number of trainees for each type of training (include in Budget table).

5. Connection to Past Projects

If relevant, list any connections between this project and past projects, and explain how this project will build on these past projects.

C. Work Plan (Identify a supporting document that will be provided for each activity with the Final Report)

Activity		Number of Days	Human Resources (individual responsible for ensuring this task is completed)	Cost Estimate (BCCI \$)
[-]	1			\$0.00

Supporting Documents (Identify supporting documents that will be provided for this activity)

Title

D. Budget Summary

The Budget Summary shows amounts budgeted for project expenditures, grouped by Cost Category, e.g. Project Administration, Honoraria, etc. This table is on the last page of this form. This table includes contributions made by the BC Capacity Initiative, the Applicant (cash/in-kind) and Partners (cash/in-kind).

- Enter all budget items for each Cost Category that is applicable to your project directly into the table.
- Add a new row (click [+] on the left side) for each additional item.

Partners (Attach letter of support for each partner)

Will partners be involved in this project? Yes No



Note: Enter each Partner's contribution details in the Partners section of the Budget Summary table on the last page.

	Organization Name	Contact Name	Telephone Number	Submission Method
1				

E. Required Documents

Your application package must include the following (check when completed):

- Resolution from the applicant (i.e. a Current Band Council or Tribal Council Resolution); or, First Nations Organizations must provide a Certificate of Incorporation, a signed Resolution, and Band Council Resolutions from each First Nation benefitting in or participating in the project.
- Letters of support from partners contributing financially or in-kind to this project. Amount must be identified in the letter.
- Quotes from each participating consultant or estimates for similar tasks.
- A completed BCCI Application form.
- Relevant sections of the long-term plan that the project links to (not necessary for projects that are developing a new long-term plan).

Declaration

The information provided is accurate to the best of my knowledge.

Given Name		Family Name	
Title			Date (YYYYMMDD)

Submitting Your Proposal

- Email all BC Capacity Initiative Proposal Application documents to aadnc.BCmail.aandc@canada.ca.
- If there are large attachments, email them separately and clearly link all emails to the same application.
- Maximum size of attachment that is acceptable is 5 MB.
- An automatic email confirmation will be sent back to the sender of the email upon receipt.
- If you are having difficulty in emailing your attachments, or have not received an email confirmation after submitting your application, please contact the BCCI Secretariat at (604) 396-6420 or aadnc.BCCDcapacity.aandc@canada.ca.



Budget Summary Table - BCCI Funding

Source	BCCI Funding					
	Name/Title	Description	Rate or Cost (\$)	Unit	Quantity	Cash Total (\$)
Cost Category						
1	Project Administration		\$0.00		1	\$0.00
2	Honoraria		\$0.00		1	\$0.00
3	Capital Acquisitions		\$0.00		1	\$0.00
4	Project Supplies and Materials		\$0.00		1	\$0.00
Employees						
5	Salaries and Benefits		\$0.00		1	\$0.00
6	Travel Expenses		\$0.00		1	\$0.00
Consultants						
7	Fees		\$0.00		1	\$0.00
8	Travel and Other Expenses		\$0.00		1	\$0.00
Other Costs						
9	Other Expenditures		\$0.00		1	\$0.00
BCCI Funding Request Total:						\$0.00



Budget Summary Table - Applicant and Partners Contributions

Source	Applicant			Partner(s)		
	Description	Cash (\$)	In-Kind (\$)	Description	Cash (\$)	In-Kind (\$)
Cost Category						
1	Project Administration	\$0.00	\$0.00		\$0.00	\$0.00
2	Honoraria	\$0.00	\$0.00		\$0.00	\$0.00
3	Capital Acquisitions	\$0.00	\$0.00		\$0.00	\$0.00
4	Project Supplies and Materials	\$0.00	\$0.00		\$0.00	\$0.00
Employees						
5	Salaries and Benefits	\$0.00	\$0.00		\$0.00	\$0.00
6	Travel Expenses	\$0.00	\$0.00		\$0.00	\$0.00
Consultants						
7	Fees	\$0.00	\$0.00		\$0.00	\$0.00
8	Travel and Other Expenses	\$0.00	\$0.00		\$0.00	\$0.00
Other Costs						
9	Other Expenditures	\$0.00	\$0.00		\$0.00	\$0.00
Applicant Contribution Total:		\$0.00	\$0.00	Partners Contribution Total:		\$0.00

**BC CAPACITY INITIATIVE
PROPOSAL APPLICATION****Privacy Act Statement**

The collection, use and disclosure of your personal information is required for your participation in the BC Capacity Initiative Program and authorized by program specific legislation. We will collect, use, disclose and protect your personal information in accordance with the [Privacy Act](#) for Financial Management for the purposes of administering Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) financial management and recipient funding agreements in meeting compliance and accountability requirements and for purposes and uses judged to be consistent with that purpose. In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the *Privacy Act*. Should you decide not to provide the personal information requested, we will not be able to provide you with the service, program or funding requested. The personal information collected under this initiative is referenced in Personal Information Bank AANDC PPU 300 detailed at [InfoSource](http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040) (<http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040>). You have the right to access personal information that we hold about you and to request correction of erroneous personal information about you. Should you wish to do so, please write to the Director of Access to Information and Privacy at the following address: Access to Information and Privacy, 10 Wellington Street, 18 Floor, Section A, Ottawa, ON K1A 0H4. You may also write by email at aadnc.aiprpdemande-atiprequest.aandc@canada.ca. To inquire about applicable legislative authority or to withdraw participation from this program, please contact your Regional Office or the Public Enquiries Contact Centre at 1-800-567-9604. If you require clarification about this *Privacy Act* Statement, please contact our Access to Information and Privacy Office at 1-819 997-8277. Please note that you have a right to file a complaint to the Office of the Privacy Commissioner of Canada regarding our handling of your personal information. To do so, please contact the Privacy Commissioner at 1-800-282-1376.

Office Use Only: **BCCI 1920 -****A. Applicant Information**Applicant Name
ACE First NaitonMailing Address (Number/Street/Apartment/P.O. Box)
1111 RoadCity/Town
Eagle CityProvince/Territory
BC - British ColumbiaPostal Code
V0A 1A1Telephone Number
(604) 123-4567

Extension

Facsimile Number
(604) 345-6789Email Address
admin@ACE.ca**Primary Contact - Project Manager (Main Contact for Proposal)**Given Name
MichaelFamily Name
SmithTitle/Position
Band AdministratorTelephone Number
(604) 123-4567Facsimile Number
(604) 345-6789Email Address
admin@ACE.ca**Secondary Contact (If applicable)**Given Name
MaryFamily Name
JamesTitle/Position
Community Forest ManagerTelephone Number
(604) 222-3333Facsimile Number
(604) 345-6789Email Address
forest@ACE.ca**Proposal Written by**Given Name
MichaelFamily Name
SmithTitle/Position
Band Administrator**B. Project Information**Project Name (Brief descriptive title. Long titles will be shortened.)
Building ACE First Nation Community Capacity for Forest & Land ManagementBCCI Funding Requested (\$)
\$71,050.00Project Start Date (YYYYMMDD)
2019-04-01Project End Date (YYYYMMDD)
2020-03-31

Project Synopsis (Brief summary of proposal, maximum 100 words, approximately 4 lines)
Building on the ACE Community Forest Landscape Restoration Plan (BCCI 2014-15). This project will address gaps in capacity and practical tools required to support ACE FN to carry out sustainable forest and land management within ACE Traditional Territory and will strategically build community capacity.

Resolution by Band, Tribal Council or First Nation Organization
(Provide a copy of the Band/Tribal Council or First Nation Organization Resolution that authorizes the activities of the proposal.)



Resolution Number OR Signed Date (YYYYMMDD) 2019-01-20

BC Capacity Initiative Project Sectors

Select one sector from the list of main sectors that is most applicable to your proposal.

- Community Vision/Strategic/Comprehensive Community Plans
- Cultural Heritage
- Land & Resource Governance
- Land & Resource Professional Development
- Multi-Sectoral Land & Resources

BC Capacity Initiative Project Activities

Select one primary (1st) and one secondary (2nd), if applicable, activities that are most applicable to your proposal.

- | 1st | 2nd | Project Activity Name |
|----------------------------------|----------------------------------|---|
| <input type="radio"/> | <input type="radio"/> | Education, training and skills development |
| <input type="radio"/> | <input type="radio"/> | Research, studies and database development |
| <input type="radio"/> | <input checked="" type="radio"/> | Development of decision-making frameworks, plans and strategies |
| <input checked="" type="radio"/> | <input type="radio"/> | Operational or organizational development |

1. Provide a summary of the proposal that addresses the following points:

- What is this project about?
- How will this project enhance capacity to prepare for consultation, negotiation, implementation or management of lands and resources components of current and future aboriginal title settlement agreements? (E.g., list any current negotiations that your community is involved in and provide a brief description of how this proposal supports each of them.)
- Why does the community need to do this project? Identify the capacity gaps to be addressed.
- Who will be participating in this project? Identify Partners and consultants involved and how they are involved (e.g. roles and responsibilities, transfer of knowledge taking place).
- What are the anticipated impacts/benefits on the community from this project?

This "Project Description" should also contain information that would further clarify Questions 2 to 6. The points above can be addressed in point form.

Project Focus

The goal of this project is to build the capacity of ACE staff, leadership, and community members with the knowledge and tools required to sustainably manage ACE Traditional Territory. We will accomplish this goal through two steps:

1. We will hire a Lands and Natural Resources Coordinator (LNRC) who will work to support the establishment of a referral system, organization of natural resource and cultural heritage archives and development of important forest and land management policies and guidelines (see job description attached).
2. We will train key staff and ACE Chief and Council on referrals and in the policies and guidelines developed

Capacity Building

This project will help build ACE capacity to access information about the forests and natural resources to support consultation and negotiation, and will develop tools for ACE led management of our territory.

ACE capacity to participate in consultation and negotiation will be enhanced in two ways:

- *the Lands and Natural Resources Coordinator hired by this project will organize a digital and paper archive of resources related to ACE title and rights, and will support the improvement of referral response and tracking at ACE, and
- *through the development of natural resource and cultural heritage policies that can be used to guide land use planning within ACE Traditional Territory.

The ACE community has mandated the Community Forest with ensuring the sustainable management of our forest and lands (see Mission Statement & Goals attached). ACE negotiated a Community Forest Agreement (CFA) the covers most of ACE Survival Territory, as an interim measure, pending a just and honorable resolution of title (see CFA letter attached). By building land management policy tools and training ACE staff this project will advance the ability of ACE to autonomously manage the forests and resources in ACE Traditional Territory in a way that is culturally and ecologically appropriate.



Project Description (Recommended 1 page in length, maximum 2 pages)

Capacity Gaps

At a joint planning meeting between the ACE Administration and Community Forest the following gaps in our capacity to sustainably manage ACE Traditional Territory were identified:

- *inaccessible and disorganized archives of resources related to ACE Title & Rights
- *need for ArcGIS mapping skills to support consultation & negotiation, and forest management planning
- *an improved referral response and tracking system
- *need for training on referrals for leadership & key technical support staff
- *forest and land management policies that protect our cultural and ecological interests
- *training to ensure key staff have the capacity to use these policies to guide forest and lands management

This project has been designed to address all of these gaps.

Partnerships & Community Participation

We are confident in our ability to carry-out this project because the project is a joint partnership between ACE Administration and Community Forest. The Community Forest has a full time manager who will oversee the policy development goals of this project, and who will provide mentorship to the new Lands and Natural Resources Coordinator (LNRC). It will be the responsibility of LNRC to organize ACE archives, maintain and build on the existing mapping database, develop a referral response and tracking system, and help organize training on referrals (see project deliverables 1 & 2).

For the policy development ACE and Community Forest will partner with a diversity of local organizations and experts including the Great Regional Invasive Species Society, the Great Naturalist Society, registered archaeologist Mary, and local wildlife biologist Ken. It will be the responsibility of these experts to support the development of these policies and to train key staff and leaders with the skills and knowledge required to apply these policies (see project deliverables 3, 4 & 5). Through training by these local experts ACE and Community Forest will gain knowledge that will support better forest and land management decisions, and strengthen our ability to provide quality information and advice to ACE leadership involved in negotiations related to forest and land management within ACE Traditional Territory. These partners are keen to strengthen collaborative relationships with ACE, and work together toward meeting our common goals.

With support from the Community Forest Forester, Henry, the Community Forest Manager will incorporate these new policies and tools into the Eco-cultural Restoration Prescription Template which was developed as part of ACE's Landscape Restoration Plan (BCCI 2011-12). This will ensure that these policies become an integral part of the day-to-day plans and operations of the Community Forest (see project deliverable 6).

A committee with community representatives that includes ACE leadership, Directors from Community Forest, and knowledgeable Elders will be responsible for providing input to help at the outlining and brainstorming stage of policy development. This same committee will review a draft policy to provide input and feedback. This committee of community representatives will help present the final policies to the community and Chief and Council for adoption at a community outreach meeting (see project deliverable 8).

The community will also be involved in the project through various community outreach events organized by the Community Forest as part of its normal education and outreach program. One example of a community event will be a spotted bat awareness evening organized in conjunction with our partnership with the Great Naturalist Society (see project deliverables 3,4, 5 & 8).

Impacts & Benefits

This project will benefit ACE by:

- * increasing our community's technical capacity to support ACE leadership in consultation, negotiation, and forest and land management planning
 - *improving ACE's response to and tracking of referrals through training our leadership and developing a better referral system
 - *strengthening ACE's mapping and spatial data management capacity which will reduce our reliance on expensive consultants for our mapping needs
 - *building policies, tools, and capacity that support the operations of our Community Forest, and ACE land use initiatives (e.g. Fountain Ranch, ACE Community Garden).
-



Project Deliverables

Deliverables are specific, measurable and tangible items that must be produced to complete the project. List key deliverables of the project below and include a brief description of methods, products and outcomes for each as the "Measurable Indicator". For each Measurable Indicator, indicate specific support documents (e.g. meeting minutes for meeting held, invoices for training and/or equipment purchases, posting for Land Manager position) that will be included with the BCCI Final Report submission in May.

Table with 3 columns: Deliverable, Deliverable, Measurable Indicator. Rows include: Hire a Lands & Natural Resources Coordinator, Referrals Tracking & Response Process, ACE Cultural Heritage Policy, Species at Risk Handbook, ACE Invasive Species Strategy, Incorporation of Policies into Eco-cultural Restoration Prescription Template, Policy & Referrals Training for Leadership & Key Staff, Community Outreach & Education.

2. This project is a Regional project (2 or more First Nations participating) [] Yes [x] No

If "Yes", identify:

- a) Who are the other participating First Nation communities?
b) How will the project maximize benefits to the several participating First Nations?
c) Who would administer the Regional project?
d) Who (the recipient) will be administering the funding should this project be funded?

3. Is this project a continuation of past or other capacity building projects? [x] Yes [] No

If "Yes", provide the brief descriptive title of the project(s).

This project builds on two previous BC Capacity Initiative projects:

*In the BCCI (2009/10) funded project "ACE Comprehensive Community Plan".

*To address the ACE CCP goal of restoring the health of our forests ACE undertook the "ACE Community Forest Landscape Restoration Plan" (LRP) project (BCCI 2011-12).

4. Does this project relate to a completed/existing Strategic/Community Plan? [x] Yes [] No

If "Yes", include a copy of the plan.

The ACE CCP is attached (see pg 39). Its relationship to the proposed project is described under question 3.

5. Does the project have community consultation and/or community involvement of Elders (or mentorship) and community members? If "Yes", describe in Question 1: Project Description [x] Yes [] No

6. Is there a commitment to retain capacity of the project after the fiscal year? [x] Yes [] No

If "Yes", provide details of your commitment.

ACE Administration is committed to retaining a full-time position of ACE Lands and Natural Resource Coordinator beyond this project by leveraging funds from other departments or projects that use the mapping and database services of this employee. The community will recruit a well-qualified candidate at a competitive salary to ensure retention.



Capacity built through the development and training in resource management policies and tools will also be retained through the staff of the ACE Community Forest (ACFC). Since 2009 ACFC has employed the same four Forest Technicians, and a Community Forest Manager. These key staff will be trained in the policies and tools being developed and will apply these tools to the eco-cultural restoration work that they undertake. The ACE Community Forest is committed to maintaining our staff, and has been diversifying our revenue sources through contract work opportunities, and the pursuit of developing sustainable logging operations within our Community Forest Agreement area. Capacity built through this project will help us meet some of the obligations outlined under the ACE Forest Stewardship Plan, and will further support our ability to develop a selective logging operation.

C. Project Partnerships

Identify all partners, including Provincial government and other Federal departments, who will contribute financial and/or human resources/in-kind support to the project. Include letters of support from each partner or program, identifying each partner's contribution and its value. Partners identified in this table must also be included in Part E. "BCCI Budget Summary" table.

Organization/Program	Contact Name and Title	Telephone Number
ACE Community Forest Corporation	Partner1, Community Forest Manager	(250) 222-2222
Great Regional Invasive Species Society	Partner2, Coordinator	(604) 555-5555
Great Naturalists Society	Partner3, Director	(250) 778-8888

D. Consultants

Identify consultants that are participating in this BCCI proposal. Include letters from each consultant that identify their duties or "Area of Expertise" in this proposal.

If a Consultant has not been selected, indicate the "Area of Expertise" that you are seeking. Consultants (and/or area of expertise) identified in this table and their fee/cost must be included in Part E. "BCCI Budget Summary" table.

Consultant Company Name	Area of Expertise	Contact Name	Telephone Number
Consultant1	Ecosystem Based Forestry	Name1	(604) 888-8888
Consultant2	Wildlife Research	Name2	(250) 555-5555
Consultant3	Archaeology	Name3	(250) 111-1111
Consultant4	Referrals	Name4	(604) 777-7777

E. BC Capacity Initiative Budget Summary

The Budget Summary shows amounts budgeted for project expenditures, grouped by Cost Category, e.g. Project Administration, Honoraria, etc. This summary is to be completed in the Budget Summary table on page 5. This summary includes contributions made by the BC Capacity Initiative, the Applicant (cash/in-kind) and Partners (cash/in-kind). Provide a one to two word description for each amount.



F. Supporting Documents

Proposal Application Package must include (in digital format):

For a First Nation and/or Tribal Council: **Current Band Council or Tribal Council Resolutions (BCR/TCR)**

OR

For an Aboriginal Organization: **Certificate of Incorporation, a signed Resolution and BCR's from each First Nation benefitting and/or participating in the project**

AND

Current Strategic or Community Plan document or Vision/Mission Statement

Include, if applicable:

Letters of support from partners contributing financially or in-kind

Declaration

The information provided is accurate to the best of my knowledge.

Given Name

Michael

Family Name

Smith

Title

ACE Administrator

Date (YYYYMMDD)

2018-11-14

Submitting Your Proposal

Email all BC Capacity Initiative proposal documents to aadnc.BCmail.aandc@canada.ca.

If there are large attachments, email them separately and clearly link all emails to the same proposal. **Maximum size of attachment that is acceptable is 5 MB.** If you are having difficulty in emailing your attachments, please contact the BCCI Secretariat at (604) 396-6420 or aadnc.BCCDcapacity.aandc@canada.ca.

An automatic email confirmation will be sent back to the sender of the email upon receipt. If an email confirmation was not received, please call 604-396-6420 and leave a message identifying the applicant of the proposal and the email address it was sent from and this matter will be checked.

Thank you and good luck!



BCCI Budget Summary (2019-2020)					Applicant Name				
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Source	BCCI Description (limited to two lines)	BCCI Cash	Applicant Description (limited to two lines)	Applicant		Partner(s) Description (limited to two lines)	Partner(s)		Total Cost
				Cash	In-Kind(\$)		Cash	In-Kind (\$)	

Cost Category

1	Project Administration (Max 10% BCCI \$)	Payroll, Accounting, Use of Office Facilities	\$2,250.00				ACFC Admin related to BCCI	\$975.00		\$3,225.00
2	Honoraria	2 policy committee meetings (5 Elders)	\$2,000.00	2 policy committee meetings 2 C&C reps		\$800.00	2 policy committee meetings 2 ACFC reps		\$800.00	\$3,600.00

Employees

3	Employee: Salaries & Benefits	Salary & MERCS for 1 LNRC position (60%)	\$29,475.00	LNRC position (40%) & Salary Staff Training	\$27,450.00		ACFC Manager's Time to work with LNRC and Crew time	\$31,200.00		\$88,125.00
4	Employee: Travel & Other Expenses	Travel for Training & Workshops	\$3,200.00							\$3,200.00

Consulting

5	Consulting: Fees	Policy Development and Training	\$23,425.00				In kind GRISS & Great Naturalists	\$1,300.00		\$24,725.00
6	Consulting: Travel & Other Expenses	Travel Expenses	\$4,500.00							\$4,500.00

Other Costs

7	Capital Acquisitions (Max 6% BCCI \$)	1 Computer & GIS software & 1 GPS	\$1,500.00	GPS Unit & Software	\$1,075.00					\$2,575.00
8	Project Supplies & Materials	Field Equipment & Safety Gear & Supplies	\$2,000.00							\$2,000.00
9	Other Expenditures	Meetings & Training -catering & room rental	\$2,700.00							\$2,700.00
Totals:			\$71,050.00		\$28,525.00	\$800.00		\$33,475.00	\$800.00	\$134,650.00



BAND SUPPORT FUNDING APPLICATION

Note ► This template is for use by the following departments: Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) and Indigenous Services Canada (ISC).

Privacy Statement

This statement explains the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection and use of personal information are in accordance with the *Privacy Act* (<https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>). In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the *Privacy Act*. The collection and use of your personal information for the Governance Capacity Programs are authorized by section 4 of the *Department of Indian Affairs and Northern Development Act* (<https://laws-lois.justice.gc.ca/eng/acts/j-6/>), R.S.C., 1985, c. I-6, and s. 122 (1), 123 (1) and 124 (1) of the *Financial Administration Act* (<https://laws-lois.justice.gc.ca/eng/acts/F-11/page-1.html>) and required for your participation. We will use your personal information for evaluation purposes in order to respond to your Band Support Funding Application. The information collected is described in Personal Information Bank AANDC PPU 300 (<https://www.aadnc-aandc.gc.ca/eng/1353081939455/1353082011520>), and will be retained for a period of 30 years and then the records are transferred to the Library and Archives Canada. As stated in the *Privacy Act*, you have the right to access your personal information and request changes to incorrect information. Contact the departmental Public Enquiries Contact Centre at 1-800-567-9604 to notify us about incorrect information. For more information on privacy issues and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

Identification

Recipient Name	Recipient Number	Region
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Contact

Given Name	Family Name	Title
Telephone Number	Email Address	

Application Information

Tribal Council Affiliation/Tribal Council Name (if applicable)	Tribal Council Number (if applicable)
--	---------------------------------------

Supporting Documents (if applicable)

Title	Submission Method

Declaration

The information provided is accurate to the best of my knowledge.

Given Name	Family Name
Title	Date (YYYYMMDD)



BAND SUPPORT FUNDING APPLICATION

Privacy Act Statement

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Identification

Recipient Name First Nation Name	Recipient Number 000	Region British Columbia
--	--------------------------------	-----------------------------------

Contact

Given Name Joe	Family Name Smith	Title Band Administrator
Telephone Number (555) 555-5555	Email Address joe.smith@firstnation.ca	

Application Information

Tribal Council Affiliation/Tribal Council Name (if applicable)	Tribal Council Number (if applicable)
--	---------------------------------------

Supporting Documents (if applicable)

Title	Submission Method
not required	

Declaration

The information provided is accurate to the best of my knowledge.

Given Name Joe	Family Name Smith
Title Band Administrator	Date (YYYYMMDD) 2019-01-04



EMPLOYEE BENEFITS APPLICATION

Note ► This template is for use by the following departments: Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) and Indigenous Services Canada (ISC).

Privacy Statement

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Identification

Table with 3 columns: Recipient Name, Recipient Number, Region

Contact

Table with 3 columns: Given Name, Family Name, Title; and 2 columns: Telephone Number, Email Address

Application Information

Table with 2 columns: Multi-Employer Plan, Underwriter or Administrator

Indicate which condition applies to you from the following three options:

- 1. We are currently receiving Employee Benefits funding and estimated expenditures on PPP and CPP/QPP employer contributions towards eligible employees for the current fiscal year will be similar (within 10%) to the previous fiscal year's expenses.
2. We are currently receiving Employee Benefits funding and estimate that expenditures on PPP and CPP/QPP employer contributions towards eligible employees for the current fiscal year will be significantly different from the previous fiscal year's expenditures.
3. We are not currently receiving Employee Benefits funding.

Select at least one of the following two options:

- 3(a) Our new Employee Benefits application only includes funding for CPP/QPP employer contributions, for CPP/QPP eligible employees.
3(b) Our new Employee Benefits application includes funding for an employer sponsored Private Pension Plan. We are in the process of seeking approval from the appropriate Federal or Provincial Pension Plan regulator to register this pension plan, or the regulator has already registered our pension plan. We have attached documentation of our communication with the regulator.

The Pension Plan is in good standing with the appropriate Federal or Provincial Pension Plan regulator:

- Yes No N/A (CPP/QPP only)

Employee Contributions - Defined Contribution Plans

Employee contributions are of equal or greater value than employer contributions as per the Employee Benefits Program Policy:

- Yes No N/A

Defined Benefit Plans

Employer contributions to the Defined Benefit pension plan are at the rate determined by the most recent Actuarial Valuation:

- Yes No N/A



Supporting Documents (if applicable)

Title	Submission Method

Declaration

The information provided is accurate to the best of my knowledge.

Given Name	Family Name	
Title		Date (YYYYMMDD)



EMPLOYEE BENEFITS APPLICATION

Privacy Act Statement

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Identification

Recipient Name First Nation Name	Recipient Number 000	Region British Columbia
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Contact

Given Name Joe	Family Name Smith	Title Band Administrator
Telephone Number (555) 555-5555	Email Address joe.smith@firstnation.ca	

Application Information

Multi-Employer Plan 555858	Underwriter or Administrator Great West Life
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Indicate which condition applies to you from the following three options:

- 1. We are currently receiving Employee Benefits funding and estimated expenditures on PPP and CPP/QPP employer contributions towards eligible employees for the current fiscal year will be similar (within 10%) to the previous fiscal year's expenses.
- 2. We are currently receiving Employee Benefits funding and estimate that expenditures on PPP and CPP/QPP employer contributions towards eligible employees for the current fiscal year will be significantly different from the previous fiscal year's expenditures.
- 3. We are not currently receiving Employee Benefits funding.

The Pension Plan is in good standing with the appropriate Federal or Provincial Pension Plan regulator:

- Yes No N/A (CPP/QPP only)

Employee Contributions - Defined Contribution Plans

Employee contributions are of equal or greater value than employer contributions as per the Employee Benefits Program Policy:

- Yes No N/A

Defined Benefit Plans

Employer contributions to the Defined Benefit pension plan are at the rate determined by the most recent Actuarial Valuation:

- Yes No N/A

Supporting Documents (if applicable)

Title	Submission Method
not required	



Declaration

The information provided is accurate to the best of my knowledge.

Given Name

Joe

Family Name

Smith

Title

Band Administrator

Date (YYYYMMDD)

2019-01-04

EXAMPLE



PROJECT OR WORK PLAN FUNDING APPLICATION

Note ► This template is for use by the following departments: Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) and Indigenous Services Canada (ISC).

Privacy Statement

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Identification

Recipient Name	Recipient Number
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Contact

Given Name	Family Name	Title
Telephone Number	Email Address	

Application Information

Title or Brief Description of the Proposed Project or Work Plan

Provide a proposal for a project or work plan which describes at a minimum the following:

- Objectives and activities to be undertaken (if training - describe and provide a detailed schedule);
- Timelines of the project or work plan;
- Outcome and success of the project or work plan (such as impact at community/organizational level); and
- Indicate any deliverables that will result from the project or work plan.

Budget related to the project or work plan (including all expenditures and all sources of revenue)

Other (letters of support and/or work plans may also be submitted)

Supporting Documents (if applicable)

Title	Submission Method

Declaration

The information provided is accurate to the best of my knowledge.

Given Name	Family Name
Title	Date (YYYYMMDD)



ANNEX B - Part 2 of 2

PROJECT OR WORK PLAN FUNDING APPLICATION

Privacy Act Statement

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1 Identification

Recipient Name Turtle Island First Nation		Recipient Number 1234
Contact		
Given Name Arthur	Family Name Winter	Title Band Administrator
Telephone Number 1-250-123-4567	Email Address wintera@turtleisland.net	

Application Information

2 Title or Brief Description of the Proposed Project or Work Plan
Turtle Island First Nation Custom Election Code

Provide a proposal for a project or work plan which describes at a minimum the following:

3

- A:** Objectives and activities to be undertaken (if training - describe and provide a detailed schedule);
- B:** Timelines of the project or work plan;
- C:** Outcome and success of the project or work plan (such as impact at community/organizational level); and
- D:** Indicate any deliverables that will result from the project or work plan.

Background:

In 2015 Turtle Island First Nation developed a Strategic Plan that demonstrated their commitment to long-term strategic governance planning. This Plan was drafted as the result of a community strategic planning workshop charting the aspirations of the community. The community has been adhering to its goals and guidelines since and has acted as a benchmark for further governance planning. On page 12 of our 5 year Strategic Plan under the subheading "Governance" we have identified a need to "build a custom approach to election" to support our goal of moving away from Indian Act elections to a custom election system.

Objective:

To develop a draft Custom Election Code by December 2018 and send it for INAC HQ review. It is anticipated any INAC feedback will be addressed and the Code presented to the Community, before submission to INAC and after necessary changes are made. At this time it is anticipated only the development of the Code will take place in 18/19 and ratification in 19/20.

Core Function Areas: Leadership, Community Involvement

Approach:

As demonstrated by the Turtle Island Strategic Plan, a Custom Election Code will be foundational to the further development of responsible self-governance of the First Nation. We are proposing an approach that will maximize engagement with community members so that the code reflects the governance needs of the community and can thereby be more successful in becoming ratified. To ensure this we are proposing a period of engagement with members to receive feedback on their 2010 Draft Custom Election Code, which may lead to revisions. Thereafter, necessary updates will be made and the draft submitted to INAC.

Activities:

1. Community Meetings: At the community meetings members will be presented with the current Draft Custom Election Code and will be given the opportunity to speak to their concerns about the code.
2. Ongoing Engagement Campaign: Throughout this process community will be engaged through social media, community posters, and in-person meetings facilitated by the Custom Election Code Committee in the community.



- A**
3. Anonymous Survey sent to all voting band members: this survey will provide members an opportunity to express any concerns they have with the Draft Custom Election Code after the community meetings, which will enable the team to decide if the Draft Custom Election Code requires edits. It will also provide indication of the standing approval of the code, whether it would pass ratification.
 4. Edits to Draft Custom Election Code: if necessary, the Draft Election Code will be edited to accommodate concerns in both community meetings, surveying, and other engagement. After review of this information the draft code will be revised if needed.
 5. Legal review of draft custom code before submission to INAC.

- B**
- Timeline:**
The next scheduled election for Turtle Island is August 2019. With the proposed timeline of this project, Turtle Island will be working towards the goal of holding their next election with their own Custom Election Code. Having a community developed Custom Election Code will enable Turtle Island to meet their goal of electing leaders “based on their education, knowledge and experience in the Nation’s business” as identified in their Strategic Plan.
- July/August 2018: Hold Community Meeting presenting the Draft Custom Election Code, Launch Election Code Survey
 - September 2018: Tabulate survey conflicts
 - October 2018: Make necessary edits to Draft Custom Election Code
 - November 2018: Legal review and final edits to Draft Custom Election Code
 - December 2018: Send Draft Custom Code to INAC HQ for review/feedback

- C**
- Outcomes:**
- Community members will be engaged with a major governance decision
 - Community members will be able to decide how they elect their leadership
 - Council will be more aligned with the needs of community
 - Roles and responsibilities of councillors will be clarified and upheld

D Deliverable: Draft Custom Election Code

4 Budget related to the project or work plan (including all expenditures and all sources of revenue)
Project = \$19,850. In kind \$3,000. P&ID request \$16,850

(Please see attached addendum for a breakdown/cost estimates)

Other (letters of support and/or work plans may also be submitted)

5 N/A

6 Supporting Documents

Title	Submission Method
Budget plan - Addendum	Email
Signed BCR	Email
Consultant quotes (Custom Codes 'r Us and Martin, Sawyer and Hillman)	Email
Capacity Development Plan (5 year Strategic Plan)	Email

7 Declaration

The information provided is accurate to the best of my knowledge.

Given Name Arthur	Family Name Winter
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Title Band Administrator, Turtle Island First Nation	Date (YYYYMMDD) 2018-01-31
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BUDGET ADDENDUM TO THE APPLICATION FOR FUNDING OF A PROJECT OR WORK PLAN (20XX-20XX) PAW 638262

Please ensure to attach this addendum to your Application for Funding of a Project or Workplan (PAW 638262).

File Number #4045-21-

Attention: Mariana Wong
Community Development Governance Unit: Full Access
Security: Unclassified

First Nation/Tribal Council Name: Turtle Island First Nation

Recipient Number: _____

Project Title: Turtle Island First Nation Custom Election Code

What Costs are Allowed? Reasonable incremental/project related costs such as: Tuition and training fees; travel/accommodation; necessary overtime for staff; office supplies and printing; professional services such as legal/accounting and consultant fees; community information initiatives; systems design, implementation and maintenance; hardware and software needed to support data collection, analysis and reporting.

What Costs are NOT Allowed? Operational costs such as: Core salaries/wages; employee benefits (*MERCs); applied administrative costs (eg. 10% fee); unreasonable consultant fees (especially where consultant knowledge is not being transferred to the First Nation); door prizes; capital acquisitions; unnecessary or high travel costs.

*MERCs (Mandatory Employment Related Costs) may include employment insurance, workers' compensation, Canada Pension Plan

Detailed Budget: Where several activities are proposed, include a detailed budget for each activity. Include daily rate and estimated days to complete. For fixed cost items, provide actual estimates/fees from professional services provider (e.g., consultants, software supplier estimates and training, course agenda and training/tuition estimates.)

ACTIVITY OR SERVICE	SOURCE OF FUNDING			DETAILED DESCRIPTION
	Band Contribution \$	P&ID \$ required	Partner/ Other \$ Sources	
Tuition and Training Fees		\$ 0.00		Provide course agenda(s) and training/tuition estimate(s) from professional service provider(s)
Salary and Wages Total (For salaried employees, only overtime related to project is eligible) - Provide breakdown of Salary and Wages (MERCs not eligible - please refer to info above)	\$ 2,000.00	\$ 0.00		Breakdown the salary/wage of each source of funding based on Per Day, # of Days and Total. E.g., Band Contribution -- \$100/day, 3 days, Total \$300; P&ID \$ required -- \$200/day, 4 days, Total \$800; Partner -- \$50/day, 5 days, Total \$250 Band staff, through committees, will work with the consultants on custom code development.
Travel/Accommodation		\$ 1,500.00		Provide details (Name of traveller(s), \$ / trip, start and end points Travel for consultants. \$500/trip X 3 trips = \$1,500. Victoria to Turtle Island return
Office Supplies/Printing (should make sense in the context of the project)		\$ 100.00		Photocopying of draft code for community engagement
Professional Services Total - Provide breakdown of Professional Services (Include details on consultant activities related to each item)		\$ 13,000.00		Provide itemized quote (estimates/fees) from professional service provider(s) Breakdown the fees for each source of funding based on Per Day, # of Days and Total. Eg., Band Contribution -- \$100/day, 3 days, Total \$300; P&ID \$ required -- \$200/day, 4 days, Total \$800; Partner -- \$50/day, 5 days, Total \$250 \$8,000 for consultant to work on custom code \$5,000 for legal review of draft custom code Please see attached quotes
Community Information Initiatives (e.g. Catering, hall rental for community meetings as they relate to the project)	\$ 1,000.00	\$ 2,250.00		Hall rental for meetings \$50/meeting X 5 meetings = \$250. Food estimate \$1,500, honoraria for members to attend \$20/member/meeting (estimated participation)
Systems Design, Implementation and Maintenance		\$ 0.00		Provide quote(s) (estimates/fees) from supplier(s)
Hardware and Software needed to support data collection, analysis and reporting		\$ 0.00		Provide quote(s) (estimates/fees) from supplier(s)
Other (Please specify)		\$ 0.00		
TOTALS	\$ 3,000.00	\$ 16,850.00	\$ 0.00	



CAPACITY DEVELOPMENT PLAN

Privacy Act Statement

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Planning Horizon: Year 1 **2016** to Year 5 **2020**

Identification

Recipient Name Turtle Island First Nation	Recipient Number 1234
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Contact

Given Name Arthur	Family Name Winter	Title Band Administrator	Telephone Number	Email Address wintera@turtleisland.net
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Plan Information

Identify your community's capacity needs and provide a summary of the projects which could address each need. Include information sufficient for departmental officials to evaluate the proposed project against program objectives, criteria on eligibility and eligible expenditures. Provide a narrative which describes the following: Capacity Needs; Fiscal Year; Priority; Capacity Development Projects; Description/Objectives; Start and End Date of Each Project and Contact Person; Detailed Costs; Indicators; and Expected Outcomes. The following is a suggested format for your capacity development plan; you may also choose to submit another format so long as the above-mentioned criteria are captured.

Identify Capacity Needs	Fiscal Year	Priority	Capacity Development Projects	Description/Objectives	Start Date (YYYYMMDD)	End Date (YYYYMMDD)	Contact Person	Detailed Costs	Indicators	Expected Outcomes
Safe Work environment	2016-17	1	To provide lateral violence training for band office staff	To contract JIBC to provide training to Chief and Council and all band staff.	2016-05-15	2016-06-30	Arthur Winter	\$2,500.00	A safer work environment	Activity completed in 2016-17
Financial Management Training for Chief and Council	2016-17	2	AFOA training for leadership	To contract AFOA to provide training to C&C on budgets, expenditures and reporting.	2016-09-15	2017-03-31	Arthur Winter	\$7,000.00	C&C able to read and understand financial statements	Activity completed in 2016-17



Develop a membership code - phase 1 - surveys	2018-19	1	To update membership code phase 1 - compiling feedback from membership	To work with a consultant to bring survey results together into a draft membership code. To hold one final meeting to discuss and ratification.	2018-04-01	2019-03-31	Arthur Winter	\$8,955.00	Surveys created to obtain feedback from membership as to membership code requirements	Completed survey results in a report
Develop a membership code - phase 2 - drafting of the code	2019-20	1	To update a membership code - phase 2 - drafting of the code	To work with a consultant to bring survey results together into a draft of updated membership code. To hold one final meeting to ratify updated code.	2019-04-01	2020-03-31	Arthur Winter	\$15,000.00	A draft membership code ready for ratification	Draft membership code
Develop a Custom Election Code	2018-19	2	To update Custom Election Code	Work with Custom Code r' Us to develop TIFN's custom election code. Hoping to complete draft by December 2018 for submission to INAC for review.	2018-04-01	2019-03-31	Arthur Winter	\$19,850.00	Draft custom election code for ratification	Draft custom election code for ratification
Ratification of Custom Election Code	2019-20	2	To ratify updated Custom Election Code	Membership meeting to discuss final draft of the Code and ratification.	2019-04-01	2019-07-19	Arthur Winter	\$5,000.00	Ratified custom election code ready to adopt	Ratified custom election code

Supporting Documents (if applicable)

Title	Submission Method

Declaration

The information provided is accurate to the best of my knowledge.

Given Name Arthur	Family Name Winter	Title Band Administrator	Date (YYYYMMDD)
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2020-2021 MUNICIPAL TYPE SERVICE AGREEMENT (MTSA) APPLICATION

Part A: Recipient Information

Recipient #

Recipient:

2020-2021 Initial Budget:

Part B: Ongoing Services and Agreements

This table should include all contracts/agreements that are currently in place (have not expired) and the cost of the service has not increased more than 15% from 2019-2020.

Service Type	Name of Service Provider	Agreement Start Date (mm-dd-yyyy)	Agreement End Date (mm-dd-yyyy)	Geographic Area Covered by Specified Service Provider (Reserve name(s) and number(s))	# of Homes Served	Requested Gross Amount for 2020-2021 (Based on 2019-2020 actual)	ISC Approved Gross Amount (ISC Use Only)

Part C: Expired, Changed, or New Agreements and Ongoing Services with a cost increase higher than 15%

This table should include all expired, changed, or new agreements, as well as any ongoing services that have increased more than 15% from 2019-2020. If an agreement has expired on or before March 31, 2020, or if there is a new service or a change to an agreement, please attach the new agreement and 3 or 12 months of invoices (if applicable). If cost increases are above 15%, please submit the last 3 or 12 months of invoices.

Service Type	Name of Service Provider	Date Contract Expired	Agreement Start Date (mm-dd-yyyy)	Agreement End Date (mm-dd-yyyy)	Geographic Area Covered by Specified Service Provider (Reserve name(s) and number(s))	# of Homes Served	Rationale if Annual Service Cost Increased of Over 15% from prior year	Requested Gross Amount for 2020-2021 (Based on 2019-2020 Actual)	New Agreement and 2019-2020 Invoices attached? (Y/N)	ISC Approved Gross Amount (ISC use only)

Part D: Affirmation - All Requested Gross Amounts above should be for residential cost only. If any non-residential cost included in the invoices, please deduct them from the request.

By signing below you declare that the information in this application package is accurate to the best of your knowledge.

Authorized Signature	Printed Name and Position Title	Date	Contact Name	Email Address	Phone #



Definitions

Part A: Recipient Information

Recipient #: Band number for your First Nation.
 Recipient Name: The name of your First Nation.

Part B and C: All Services and Agreements (Ongoing, Expired, Changed, or New)

Service Type: Choose type of municipal services: Water, Sewer, Fire Protection, 911 Dispatch Services, Street Lighting, Garbage Collection, Disposal, & Recycling, Other: Maintenance of Railway Crossing.
 Name of Service Provider: The legal name of your municipal service provider or contractor providing the service.
 Agreement Start Date: The date your MTSA became effective. **(REQUIRED)**
 Agreement End Date: The date your MTSA expires. If there is no end date, and the services are on-going, please write "on-going" in this box. **(REQUIRED)**

Water	<p>You will identify water supply if the water is supplied by the service provider to your First Nation's water system. In this case, the water is distributed within the reserve through a water system that is owned and operated by your First Nation.</p> <p>You will identify both water supply and water distribution if the water is supplied and distributed within the reserve through a water system that is not owned and operated by your First Nation.</p>
Sewer	<p>Sewage treatment and disposal refers to the treatment and disposal of sanitary waste discharged from a sewage collection system that is owned and operated by your First Nation.</p> <p>You will also identify sewage collection if the sanitary waste is collected from a sewage system that is not owned and operated your First Nation.</p>
Fire Protection	Identify fire suppression services from the residential portion of your community occupied by Band members.
911 Dispatch Services	Identify 911 emergency telephone services for fire dispatch.
Street Lighting	<p>Identify the street lighting for the residential portion of your community.</p> <p>Agreement start and end dates are not required for this service.</p>
Garbage Collection, Disposal, & Recycling	<p>Garbage collection refers to the collection of domestic waste curbside, or from centralized collection bins. In general, ISC will support the collection of garbage once a week only.</p> <p>The garbage can be taken to a transfer station, or disposed of in a landfill located on-, or off-reserve.</p> <p>Identify "Transfer" if the garbage is going to a transfer station. Identify "Garbage disposal" if the garbage is going to a permitted landfill off-reserve. The costs of garbage disposal to an on-reserve landfill are already covered by ISC if you are receiving Capital Asset Inventory System (CAIS) funds to operate and maintain the landfill.</p> <p>You may be able to register with an Extended Producer Responsibility (EPR) steward to pick-up eligible recyclable materials for free. Check-out the Recycling FAQs at www.rbc.ca (Recycling Programs & Resources/ Resources).</p>
Other	This service is funded under special circumstances relating to the maintenance of railway crossings on roads to residential areas.

Geographic Area covered by Specified Service Provider: Your service may cover the entire reserve, or only part of one. If the service covers the entire reserve, please specify the reserve name and number. If it covers only part of a reserve, please attach a map of the service area. (You may already have a map of the service area in your MTSA contact.)

of Homes served: Please specify the number of residential units occupied by Band members that receive the service.

Rationale if Annual Service Cost Increased of Over 15% from prior year: Review your service costs and compare them to the costs you submitted last year. If the increase is more than 15%, please let us know why there has been an increase. This will inform us of existing market costs for services and assist with program planning. You may wish to get details on the reasons for the cost increases directly from your service provider.

Requested Gross Amount for 2020/21 (based on 2019-20 actual): This is the total cost of the service for the portion of your MTSA serving Band member residences. It is based on 2019-20 actual. If you no longer have the service, please put "N/A" in this column.

2019/20 Invoices Attached?: Copies of 3 to 12 representative invoices between April 1, 2019 to March 31, 2020 to support your funding application for each service are required and must be included with your submission.

New agreement is attached?: If your MTSA has expired or changed before March 31, 2020, then a copy of the renewed agreement must be attached to your submission. If you are still negotiating, a letter identifying the service, start/end date, and number of homes being served must be signed by both parties and attached to your submission. If there is a new service, please include a copy of the new agreement with the 2019-20 invoices (if applicable).



2020-2021 MUNICIPAL TYPE SERVICE AGREEMENT (MTSA) APPLICATION

Part A: Recipient Information

Recipient #

Recipient:

2020-2021 Initial Budget:

Part B: Ongoing Services and Agreements

This table should include all contracts/agreements that are currently in place (have not expired) and the cost of the service has not increased more than 15% from 2019-2020.

Service Type	Name of Service Provider	Agreement Start Date (dd-mm-yyyy)	Agreement End Date (dd-mm-yyyy)	Geographic Area Covered by Specified Service Provider (Reserve name(s) and number(s))	# of Homes Served	Requested Gross Amount for 2020-2021 (Based on 2019-2020 actual)	ISC Approved Gross Amount (ISC Use Only)
Water	City of Vancouver	1-Apr-19	31-Mar-20	123 FN IR # 1, 2, 6	147	5,000	
Sewer	City of Vancouver	1-Apr-19	31-Mar-20	123 FN IR # 1, 2, 6	147	3,000	
Fire Protection	City of Vancouver	1-Apr-19	31-Mar-20	123 FN IR # 1, 2, 6	147	5,000	
911 Service	City of Vancouver	1-Apr-19	31-Mar-20	123 FN IR # 1, 2, 6	147	200	
Garbage Collection, Disposal & Recycling	City of Vancouver	1-Apr-19	31-Mar-20	123 FN IR # 1, 2, 6	147	20,000	
Street Lighting	BC Hydro	01-Jan-19	Ongoing	123 FN IR # 1, 2, 6	147	600	

Part C: Expired, Changed, or New Agreements and Ongoing Services with a cost increase higher than 15%

This table should include all expired, changed, or new agreements, as well as any ongoing services that have increased more than 15% from 2019-2020. If an agreement has expired on or before March 31, 2020, or if there is a new service or a change to an agreement, please attach the new agreement and 3 or 12 months of invoices (if applicable). If cost increases are above 15%, please submit 3 or 12 months of invoices.

Service Type	Name of Service Provider	Date Contract Expired	Agreement Start Date (mm-dd-yyyy)	Agreement End Date (mm-dd-yyyy)	Geographic Area Covered by Specified Service Provider (Reserve name(s) and number(s))	# of Homes Served	Rationale if Annual Service Cost Increased of Over 15% from prior year	Requested Gross Amount for 2020-2021 (Based on 2019-2020 Actual)	New Agreement and 2019-2020 Invoices attached? (Y/N)	ISC Approved Gross Amount (ISC use only)

Part D: Affirmation - All Requested Gross Amounts above should be for residential cost only. If any non-residential cost included in the invoices, please deduct them from the request.

By signing below you declare that the information in this application package is accurate to the best of your knowledge.

Authorized Signature	Printed Name and Position Title	Date	Contact Name	Email Address	Phone #
----------------------	---------------------------------	------	--------------	---------------	---------



2020-2021 Operator Wage Enhancement Initiative Application Form Due Date: September 30, 2020

1. First Nation #:

2. First Nation Name:

WATER SYSTEMS

3. Number of Community Water Systems:

4. Classification of Community Water System(s):

a. Name of Water System:

b. Small System: Yes No EOCF Facility No.:

c. Water Treatment Class (please check one): 1 2 3 4

EOCF Facility No.:

d. Water Distribution Class (please check one): 1 2 3 4

EOCF Facility No.:

WASTEWATER SYSTEMS

5. Number of Community Wastewater Systems:

6. Classification of Community Wastewater System(s)

a. Name of Wastewater System:

b. Small System: Yes No EOCF Facility No.:

c. Wastewater Treatment Class (please check one): 1 2 3 4

EOCF Facility No.:

d. Wastewater Collection Class (please check one): 1 2 3 4

EOCF Facility No.:

Note: If you have more than one community water and/or wastewater systems, please provide the same information as above for each additional system on a separate sheet of paper.

7. Operator Certification Information

a) Name of Operator 1: _____

b) Certification(s) Held: _____

c) EOCF Certification #: _____

If you are a certified operator, are you in
Good Standing (Y/N): _____

d) Name of Operator 2: _____

e) Certification(s) Held: _____

f) EOCF Certification #: _____

If you are a certified operator, are you in Good
Standing (Y/N): _____

Note: Please submit a copy of the Operator's certificate with the application. If you have more than 2 water and/or wastewater operators, please provide the same information as above for each operator.



8. Funding Allocation Breakdown

a. Operators; bonuses, wages, salary: _____ %

Note: Sections b-e only apply if the operator(s) are being paid more than the minimum suggested hourly rates shown in the Questions and Answers section of the call package.

b. Supplementing wages of additional back-up operator / trainee: _____ %

c. Reimburse funding source enabling higher hourly wage rates than suggested in call package: _____ %

d. Water / wastewater utility user fee reduction (2020-2021): _____ %

e. Other (please explain _____): _____ %

Total: 100 %

9. Operator Signature (to be completed by the water and wastewater operators)

I hereby certify that operator certification mentioned in Section 7 is correct. I also hereby certify that I am aware of the funding allocation breakdown in section 8, and I accept the funding allocation breakdown as shown:

a. Yes No Operator 1: _____ Date (mm/dd/yy): _____

b. Yes No Operator 2: _____ Date (mm/dd/yy): _____

Note: If you have more than 2 water and/or wastewater operators, please provide the same information as above for each additional operator, including signatures.

10. Chief / Councillor Signature (to be completed by the Chief/Councillor)

I hereby certify that the information provided in this report is accurate to the best of my knowledge. I also hereby certify that I am aware of the funding allocation breakdown in Section 8, and that I accept the funding allocation breakdown as shown:

a. Yes No Chief Councillor : _____ Date (mm/dd/yy): _____

I have access to the Treasury Board of Canada Secretariat's Guide on Grants, Contributions and Other Transfer Payments (July 2002) http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/TBM_133/ggcotp-gscapt_e.asp and accept the terms and conditions of Contribution funding that are in accordance with current policy.

b. Yes No Chief/Councillor: _____ Date (mm/dd/yy): _____

11. Contact Name:

Title:

Phone #:

Email address:

Please submit this application by **September 30, 2020** electronically to aadnc.bcreports.aandc@canada.ca or by fax: (604) 775-7400; Please note: Attention to Allocation Officer, Resource Services.



2020-2021 Operator Wage Enhancement Initiative Application Form

Due Date: September 30, 2020

1. First Nation #: 555 2. First Nation Name: Squamish

WATER SYSTEMS

3. Number of Community Water Systems: 1

4. Classification of Community Water System(s):

a. Name of Water System: Squamish Water Treatment

b. Small System: Yes No EOCP Facility No.: 1234

c. Water Treatment Class (please check one): 1 2 3 4

EOCP Facility No.: 637

d. Water Distribution Class (please check one): 1 2 3 4

EOCP Facility No.: 4567

WASTEWATER SYSTEMS

5. Number of Community Wastewater Systems: 1

6. Classification of Community Wastewater System(s)

a. Name of Wastewater System: Squamish Waste Facility

b. Small System: Yes No EOCP Facility No.: 1245

c. Wastewater Treatment Class (please check one): 1 2 3 4

EOCP Facility No.: 613

d. Wastewater Collection Class (please check one): 1 2 3 4

EOCP Facility No.: 9834

Note: If you have more than one community water and/or wastewater systems, please provide the same information as above for each additional system on a separate sheet of paper.

7. Operator Certification Information

a) Name of Operator 1: George Wilson

b) Certification(s) Held: WT 2, WWT 2

c) EOCP Certification #: 3621

If you are a certified operator, are you in

Good Standing (Y/N): Y

d) Name of Operator 2: Johnson Hill

e) Certification(s) Held: WD 2, SWS, SWWS

f) EOCP Certification #: 9312

If you are a certified operator, are you in

Good Standing (Y/N): Y



Note: Please submit a copy of the Operator's certificate with the application. If you have more than 2 water and/or wastewater operators, please provide the same information as above for each operator.

8. Funding Allocation Breakdown

a. Operators; bonuses, wages, salary: 80 %

Note: Sections b-e only apply if the operator(s) are being paid more than the minimum suggested hourly rates shown in the Questions and Answers section of the call package.

b. Supplementing wages of additional back-up operator / trainee: 10 %

c. Reimburse funding source enabling higher hourly wage rates than suggested in call package: 10 %

d. Water / wastewater utility user fee reduction (2020-2021): _____ %

e. Other (please explain _____): _____ %

Total: **100 %**

9. Operator Signature (to be completed by the water and wastewater operators)

I hereby certify that operator certification mentioned in Section 7 is correct. I also hereby certify that I am aware of the funding allocation breakdown in section 8, and I accept the funding allocation breakdown as shown:

a. Yes No Operator 1: George Wilson Date (mm/dd/yy): 2020/09/27

b. Yes No Operator 2: Johnson Hill Date (mm/dd/yy): 2020/09/27

Note: If you have more than 2 water and/or wastewater operators, please provide the same information as above for each additional operator including signatures.

10. Chief / Councillor Signature (to be completed by the Chief/Councillor)

I hereby certify that the information provided in this report is accurate to the best of my knowledge. I also hereby certify that I am aware of the funding allocation breakdown in Section 8, and that I accept the funding allocation breakdown as shown:

a. Yes No Chief Councillor : Chief Coutley Date (mm/dd/yy): 2020/09/27

I have access to the Treasury Board of Canada Secretariat's Guide on Grants, Contributions and Other Transfer Payments (July 2002) http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/TBM_133/ggctop-gscapt_e.asp and accept the terms and conditions of Contribution funding that are in accordance with current policy.

b. Yes No Chief/Councillor: Erin Coutley Date (mm/dd/yy): 2020/09/27

11. Contact Name: Erin Coutley Title: Financial Manager
Phone #: 250-927-4587 Email address: E.coutley@squamish.ca

Please submit this application by **September 30, 2020** electronically to aadnc.bcreports.aandc@canada.ca or by fax: (604) 775-7400; Please note: Attention to Allocation Officer, Resource Services



LANDS AND ECONOMIC DEVELOPMENT SERVICES PROGRAM (LEDSP) PLANNED ACTIVITIES AND REPORT

Privacy Act Statement

This statement explains the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection and use of personal information are in accordance with the *Privacy Act*. In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the *Privacy Act*. The collection and use of your personal information for the Lands and Economic Development programs are authorized under sections 3, 18(2), 20, 24, 53, 58(1)(b)(c), 58(3) and 60 of the *Indian Act* (1985) and required for your participation. We will use your personal information in this report in order to meet program requirements. The information collected is described in: [Indian Lands Registry Personal Information Banks \(PIB\) AANDC PPU 090; Automated Document, Records, and Information Management Systems TBS PSU 904](http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040) (<http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040>). Information collected under the PIB AANDC PPU 90 is retained indefinitely. As stated in the *Privacy Act*, you have the right to access your personal information and request changes to incorrect information. Contact your appropriate [Crown-Indigenous Relations and Northern Affairs Canada office](http://www.aadnc-aandc.gc.ca/eng/1100100033420/110010003342) (<http://www.aadnc-aandc.gc.ca/eng/1100100033420/110010003342>) to notify us about incorrect information or to withdraw participation after submitting your information. For more information on privacy issues and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

Tribal Councils

Is this report being completed by a Tribal Council receiving funding on behalf of two or more First Nation communities? Yes No

Tribal Council Name	Tribal Council Number
---------------------	-----------------------

Identification

Recipient Name	Recipient Number	Fiscal Year
----------------	------------------	-------------

Mailing Address (Number/Street/Apartment/P.O. Box)

City/Town	Province/Territory	Postal Code
-----------	--------------------	-------------

Telephone Number	Facsimile Number	Email Address
------------------	------------------	---------------

Economic Development Governance

Does the community have an economic development corporation? Yes No

Community's economic development governance system:

- Separate from Chief and Council
 Part of Council Operations
 Other (Specify)

Economic Development Services

Does the community have someone identified to provide economic development services? Yes No

If "No", economic development services are provided by:

- Economic Development Officer
 Contracted Services
 Tribal Council
 Other (Specify)

Rationale on how economic development services are provided to the First Nation

If "Yes", provide the following:

Given Name	Family Name	Title
------------	-------------	-------

Work Telephone Number	Work Mobile Number	Work Email Address
-----------------------	--------------------	--------------------

Percentage of time this person devotes to providing economic development services: 100% 75% 50% 25%



Other position(s), if any, this person holds within the First Nation:

- Chief, Councillor, Land Manager, Environmental Manager, Other (Specify)

Table with 2 columns: Number of years employed in this position, Number of years of economic development experience

Do qualifications include education specific to economic development? Yes No Unsure

If "Yes", specify education:

Service Organizations

Select the following organizations whose services have been used. (if applicable)

- CANDO - Council for the Advancement of Native Development Officers, FNQLEDC - First Nations of Quebec and Labrador Economic Development Commission, CESO - Canadian Executive Service Organization

Select the following CANDO services that have been used (if applicable).

- Certification, Training and Education, Conferences, Mentorship

Select the professional certifications of the person providing the economic development services (if applicable).

- CANDO - TAED (Technician Aboriginal Economic Developer) Certification, Other National Certification, CANDO - PAED (Professional Aboriginal Economic Developer) Certification, Other Regional Certification

Community Economy

List the top three sectors of employment for on-reserve community members

Table with 2 columns: No. of community businesses owned/operated by the community, No. of community members employed by band owned/operated businesses

Planning

Economic Development

Form with questions about strategic economic development plan, its frequency of updates, and community interest in developing one.

Land Use

Form with questions about land use plan and community interest in developing one.

Environmental Sustainability

Form with questions about environmental sustainability plan and community interest in developing one.

Waste Management

Form with questions about waste management plan and community interest in developing one.



Economic Development Activities - Completed (or Being Completed) - In Current Fiscal Year

Program Objective		Activities Description	Budget (\$)
Rank	1		
Total Budget			

Economic Development Activities - Next Fiscal Year

Program Objective		Planned Activities Description	Planned Budget (\$)
Rank	1		
Total Planned Budget			

Factors Impacting Community Economic Development

What would you attribute to having the greatest positive impact on the development of the community's economy?

Has CIRNAC or its programs or initiatives been instrumental in your efforts?

What would you consider to be the greatest challenges or needs in order to develop the community's economy?

How could CIRNAC and its programs help the community overcome these challenges?

Declaration

The information provided is accurate to the best of my knowledge.

Given Name		Family Name	
Title			Date (YYYYMMDD)



LANDS AND ECONOMIC DEVELOPMENT SERVICES PROGRAM (LEDSP) PLANNED ACTIVITIES AND REPORT

Privacy Act Statement

This statement explains the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection and use of personal information are in accordance with the *Privacy Act*. In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the *Privacy Act*. The collection and use of your personal information for the Lands and Economic Development programs are authorized under sections 3, 18(2), 20, 24, 53, 58(1)(b)(c), 58(3) and 60 of the *Indian Act* (1985) and required for your participation. We will use your personal information in this report in order to meet program requirements. The information collected is described in: [Indian Lands Registry Personal Information Banks \(PIB\) AANDC PPU 090; Automated Document, Records, and Information Management Systems TBS PSU 904](http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040) (<http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040>). Information collected under the PIB AANDC PPU 90 is retained indefinitely. As stated in the *Privacy Act*, you have the right to access your personal information and request changes to incorrect information. Contact your appropriate [Crown-Indigenous Relations and Northern Affairs Canada office](http://www.aadnc-aandc.gc.ca/eng/1100100033420/110010003342) (<http://www.aadnc-aandc.gc.ca/eng/1100100033420/110010003342>) to notify us about incorrect information or to withdraw participation after submitting your information. For more information on privacy issues and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

Tribal Councils

Is this report being completed by a Tribal Council receiving funding on behalf of two or more First Nation communities? Yes No

Tribal Council Name	Tribal Council Number
---------------------	-----------------------

Identification

Recipient Name Upper Nicola Band	Recipient Number 697	Fiscal Year 2020-2021
--	--------------------------------	---------------------------------

Mailing Address (Number/Street/Apartment/P.O. Box)

P.O Box 435

City/Town Merritt	Province/Territory BC - British Columbia	Postal Code V5X 4M3
-----------------------------	--	-------------------------------

Telephone Number (250) 666-9999	Facsimile Number (250) 666-9900	Email Address staff@UNB.com
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Economic Development Governance

Does the community have an economic development corporation? Yes No

Community's economic development governance system:

- Separate from Chief and Council Part of Council Operations
 Other (Specify)

Economic Development Services

Does the community have someone identified to provide economic development services? Yes No

If "No", economic development services are provided by:

- Economic Development Officer Contracted Services Tribal Council
 Other (Specify)

Rationale on how economic development services are provided to the First Nation

If "Yes", provide the following:

Given Name	Family Name	Title
------------	-------------	-------

Work Telephone Number	Work Mobile Number	Work Email Address
-----------------------	--------------------	--------------------

Percentage of time this person devotes to providing economic development services: 100% 75% 50% 25%



Other position(s), if any, this person holds within the First Nation:

- Chief, Councillor, Land Manager, Environmental Manager, Other (Specify)

Table with 2 columns: Number of years employed in this position, Number of years of economic development experience

Do qualifications include education specific to economic development? Yes No Unsure

If "Yes", specify education:

Service Organizations

Select the following organizations whose services have been used. (if applicable)

- CANDO - Council for the Advancement of Native Development Officers, FNQLEDC - First Nations of Quebec and Labrador Economic Development Commission, CESO - Canadian Executive Service Organization

Select the following CANDO services that have been used (if applicable).

- Certification, Training and Education, Conferences, Mentorship

Select the professional certifications of the person providing the economic development services (if applicable).

- CANDO - TAED (Technician Aboriginal Economic Developer) Certification, Other National Certification, CANDO - PAED (Professional Aboriginal Economic Developer) Certification, Other Regional Certification

Community Economy

List the top three sectors of employment for on-reserve community members

Table with 2 columns: No. of community businesses owned/operated by the community, No. of community members employed by band owned/operated businesses

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Economic Development

Form with questions about strategic economic development plan, its frequency of updates, and community interest in developing one.

Land Use

Form with questions about land use plan and community interest in developing one.

Environmental Sustainability

Form with questions about environmental sustainability plan and community interest in developing one.

Waste Management

Form with questions about waste management plan and community interest in developing one.



Economic Development Activities - Completed (or Being Completed) - In Current Fiscal Year

Program Objective		Activities Description	Budget (\$)
Rank	1		
Total Budget			

Economic Development Activities - Next Fiscal Year

Program Objective		Planned Activities Description	Planned Budget (\$)
Rank	1		
Total Planned Budget			

Factors Impacting Community Economic Development

What would you attribute to having the greatest positive impact on the development of the community's economy?

Has CIRNAC or its programs or initiatives been instrumental in your efforts?

What would you consider to be the greatest challenges or needs in order to develop the community's economy?

How could CIRNAC and its programs help the community overcome these challenges?

Declaration

The information provided is accurate to the best of my knowledge.

Given Name		Family Name	
Title			Date (YYYYMMDD)



Form 1

2020-2021 Post-Secondary Education (PSE)

Protected / General Pool Application Summary

Part A: Recipient Information

Recipient Number:

Recipient Name:

Part B: 2019-20 Fiscal Year Funding Summary

2018-2019 PSE Carry Forward from Unexpended Funding

(Amount reported on 2018-19 Financial Statements)

1

2019-20 PSE Final Budget Allocation

2

2019-20 PSE Total fiscal year budget (box 1 + 2)

3

2019-20 PSE Actual Expenditure

(Amount to be reported on 201-20 Financial Statements)

4

Part C: 2020-2021 Application Summary

Total Requested for Eligible Students on Form 2

1

Total Requested for Eligible UCEPP Students on Form 3

2

Administration Cost

3

Part D: Affirmation

By signing below you declare that you have read and are following the PSE National Program Guidelines and that the listed students, programs, and institutions are eligible according to those guidelines when applicable.

Education Coordinator

Email Address

Telephone #

Finance/Band Manager

Authorized Signature

Date

Fax: 604-775-7400 Email: aadnc.bcreports.aandc@canada.ca Deadline: May 29, 2020

Part E: ISC Use Only

2020-2021 Initial Budget Allocated in Funding Agreement

1

2019-2020 PSE Unexpended Funding (Part B: box 3 - 4). If deficit, enter "0"

2

Total Initial PSE Budget (box 1 + 2)

3

2020-2021 Total Budget Requested (Part C: box 1 + 2 + 3)

4

Additional Funding required (box 4 - 3)

5

2020-2021 Protected Pool (pre-determined based on formula)

6

Total Protected Pool requested for 2020-2021

7

(If box 5 is greater than box 6, then equal to box 6. If box 5 is less than box 6, then equal to box 5)

2020-2021 Requested from General Pool for (box 5 - 7, if applicable)

8



Form #2 2020-2021 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) Application LIST OF ELIGIBLE STUDENTS

Recipient #:									
Student Name	Indian Registry System (IRS) #	Area of Study - Category Name in Full (No abbreviations)	Post Secondary Eligible Institution (Institution name)	Application Status <small>A =Accepted by institution</small>	Completion of secondary school studies required for admissions Y/N	Academic Length of Program	Funding Amount Requested Per Student	ISC USE ONLY	
<i>Example: Johnny Adams</i>	<i>1230045601</i>			<i>A</i>	<i>Y</i>	<i>4</i>	<i>\$ 18,000</i>		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
TOTAL COST of eligible students (Do Not Include Administration Cost)							\$	-	

NOTE: Attach additional sheets as necessary to list requested funding for all eligible students. The Administration Cost should only be completed in Part C on Form 1 for all students.



Form #3 2020-2021 UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEPP) Application
LIST OF ELIGIBLE STUDENTS

Recipient #:							ISC USE ONLY
Student Name	Indian Registry System (IRS) #	Post-Secondary Institute - UCEP program will provide the student with necessary courses to attain the academic level for University or College entrance? Y/N	Post Secondary Eligible Institution (Institution name)	Has the student received more than 2 academic years of UCEPP funding? Y/N	UCEPP ONLY Full Time (F/T) or Part Time (P/T)	Funding Amount Requested Per Student	
<i>Example: Johnny Adams</i>	<i>1230045601</i>	<i>Y</i>	<i>e.g. University of British Columbia</i>	<i>N</i>	<i>P/T</i>	<i>\$ 18,000</i>	
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20							
TOTAL COST of eligible UCEPP students (Do Not Include Administration Cost)						\$	-

NOTE: Attach additional sheets as necessary to list requested funding for all eligible students. The Administration Cost should only be completed in Part C on Form 1 for all students.



Form 1

2020-2021 Post-Secondary Education (PSE)

Protected / General Pool Application Summary

Part A: Recipient Information

Recipient Number: Recipient Name:

Part B: 2019-20 Fiscal Year Funding Summary

2018-2019 PSE Carry Forward from Unexpended Funding (Amount reported on 2018-19 Financial Statements)	1	<input type="text" value="\$10,000"/>
2019-20 PSE Final Budget Allocation	2	<input type="text" value="\$250,000"/>
2019-20 PSE Total fiscal year budget (box 1 + 2)	3	<input type="text" value="\$260,000"/>
2019-20 PSE Actual Expenditure (Amount to be reported on 201-20 Financial Statements)	4	<input type="text" value="\$300,000"/>

Part C: 2020-2021 Application Summary

Total Requested for Eligible Students on Form 2	1	<input type="text" value="\$ 200,000"/>
Total Requested for Eligible UCEPP Students on Form 3	2	<input type="text" value="\$ 50,000"/>
Administration Cost	3	<input type="text" value="\$ 25,000"/>

Part D: Affirmation

By signing below you declare that you have read and are following the PSE National Program Guidelines and that the listed students, programs, and institutions are eligible according to those guidelines when applicable.

Education Coordinator _____ Email Address _____ Telephone # _____

Finance/Band Manager _____ Authorized Signature _____ Date _____

Fax: 604-775-7400 Email: aadnc.bcreports.aandc@canada.ca Deadline: May 29, 2020

Part E: ISC Use Only

2020-2021 Initial Budget Allocated in Funding Agreement	1	<input type="text" value="\$100,000"/>
2019-2020 PSE Unexpended Funding (Part B: box 3 - 4). If deficit, enter "0"	2	<input type="text" value="\$0"/>
Total Initial PSE Budget (box 1 + 2)	3	<input type="text" value="\$100,000"/>
2020-2021 Total Budget Requested (Part C: box 1 + 2 + 3)	4	<input type="text" value="\$275,000"/>
Additional Funding required (box 4 - 3)	5	<input type="text" value="\$175,000"/>
2020-2021 Protected Pool (pre-determined based on formula)	6	<input type="text" value="\$25,000"/>
Total Protected Pool requested for 2020-2021 <i>(If box 5 is greater than box 6, then equal to box 6. If box 5 is less than box 6, then equal to box 5)</i>	7	<input type="text" value="\$25,000"/>
2020-2021 Requested from General Pool for (box 5 - 7, if applicable)	8	<input type="text" value="\$150,000"/>



Form #2

2020-2021 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) Application

LIST OF ELIGIBLE STUDENTS

Recipient #:									ISC USE ONLY
Student Name	Indian Registry System (IRS) #	Area of Study - Category Name in Full (No abbreviations)	Post Secondary Eligible Institution (Institution name)	Application Status A =Accepted by institution	Completion of secondary school studies required for admissions Y/N	Academic Length of Program	Funding Amount Requested Per Student		
<i>Example: Johnny Adams</i>	<i>1230045601</i>			A	Y	4	\$ 18,000		
1 Phillip Joe	1230045602	Associate of Arts - General	NVIT	A	Y	2	\$ 15,000		
2 Samantha McRae	1230045603	Bachelor of Science	SFU	A	Y	4	\$ 15,000		
3 Ursula Bob	1230045604	Business Diploma	BCIT	A	Y	2	\$ 15,000		
4 Vern Cook	1230045605	Practical Nursing Program	Vancouver College	A	Y	2	\$ 15,000		
5 Jack Roberts	1230045606	Associate of Arts - Social Work	NVIT	A	Y	2	\$ 15,000		
6 Roberta Henry	1230045607	Associate Certificate - PR	BCIT	A	Y	1	\$ 15,000		
7 Dillan Whitehead	1230045608	Business Diploma	NVIT	A	Y	2	\$ 15,000		
8 Alex George	1230045609	Mechanics Certificate	UNBC	A	Y	1	\$ 17,500		
9 Catherine McNeil	1230045610	Associate of Arts	UBC	A	Y	2	\$ 15,000		
10 Kelly Gates	1230045611	Business Diploma	NVIT	A	Y	2	\$ 15,000		
11 Irene McKleary	1230045612	Bachelor of Arts	UBC	A	Y	4	\$ 15,000		
12 Zoe Smith	1230045613	Masters of Education	UBC	A	Y	5	\$ 15,000		
13 Kyle O'Regan	1230045614	Associate of Arts - Criminology	NVIT	A	Y	2	\$ 17,500		
14									
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20									
TOTAL COST of eligible students (Do Not Include Administration Cost)							\$ 200,000		

NOTE: Attach additional sheets as necessary to list requested funding for all eligible students. The Administration Cost should only be completed in Part C on Form 1 for all students.



Form #3

2020-2021 UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEPP) Application

LIST OF ELIGIBLE STUDENTS

Recipient #:							ISC USE ONLY
Student Name	Indian Registry System (IRS) #	Post-Secondary Institute - UCEP program will provide the student with necessary courses to attain the academic level for University or College entrance? Y/N	Post Secondary Eligible Institution (Institution name)	Has the student received more than 2 academic years of UCEPP funding? Y/N	UCEPP ONLY Full Time (F/T) or Part Time (P/T)	Funding Amount Requested Per Student	
<i>Example: Johnny Adams</i>	<i>1230045601</i>	<i>Y</i>	<i>e.g. University of British Columbia</i>	<i>N</i>	<i>P/T</i>	<i>\$ 18,000</i>	
1 Joe George	6940524312	Y	Northern Lights College	N	F/T	15,000	
2 Sam Tom	6940524313	Y	Thompson Rivers University	N	P/T	5,000	
3 Bob Smith	6940524314	Y	Northern Lights College	N	F/T	15,000	
4 Thomas Taylor	6940524315	Y	Northern Lights College	N	P/T	5,000	
5 Riley Rogers	6940524316	Y	Thompson Rivers University	N	F/T	10,000	
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TOTAL COST of eligible UCEPP students (Do Not Include Administration Cost)						\$ 50,000	

NOTE: Attach additional sheets as necessary to list requested funding for all eligible students. The Administration Cost should only be completed in Part C on Form 1 for all students.



FAMILY VIOLENCE PREVENTION PROGRAM (FVPP) PREVENTION PROJECT PROPOSAL

Privacy Statement

This statement outlines the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection, use, and disclosure of personal information are in accordance with the *Privacy Act* (<https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>). In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the *Privacy Act*. The authority to collect and use personal information for the Family Violence Prevention Sub-Program within Social Development is derived from OIC 2017-1464 (<http://orders-in-council.canada.ca/attachment.php?attach=35375&lang=en>), as well as from annual *Appropriation Acts* granting authority to the Government to spend funds on programs. We will use personal information for administrating, assessing and determining eligibility for the program to which you are applying and for reporting aggregated program results. We may share the personal information you provide us with as outlined under AANDC PPU 210, detailed at Info Source (<https://www.aadnc-aandc.gc.ca/eng/1353081939455/1353082011520>). The information collected will be retained for a period of five years, then transferred to Library and Archives Canada. As stated in the *Privacy Act*, you have the right to access the personal information you give us and request changes to incorrect information. Contact your Regional Office (<http://www.aadnc-aandc.gc.ca/eng/1100100016936/1100100016940>) to notify us about incorrect information or contact the departmental Public Enquiries Contact Centre at 1-800-567-9604 for general enquiries. For more information on privacy issues and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

Identification

Recipient Name	Recipient Number
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Mailing Address (Number/Street/Apartment/P.O. Box)

City/Town	Province/Territory	Postal Code
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Contact

Given Name	Family Name	Title
Telephone Number	Facsimile Number	Email Address

Project Information

Project Name

Project Start Date (YYYYMMDD):	Project Completion Date (YYYYMMDD):
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Is this a new or continuing project?

- New
 Continuing

Where will the project be delivered?

- On-Reserve
 Off-Reserve

Budget Information

Item	Description	Amount (\$)
Equipment and Supplies		
Information, Documents, Web		
Facility Rentals		
Travel		
Professional Fees (Facilitator/Trainer)		
Administration Costs (Maximum 15%)		
Other (i.e. Salaries and Wages, if applicable)		
Total Funding Requested from Indigenous Services Canada		



Project

Project Description

Need, Activities, Expected Results

Target Audience:	<input type="checkbox"/> Women
	<input type="checkbox"/> Men
	<input type="checkbox"/> Children
	<input type="checkbox"/> Families
	<input type="checkbox"/> LGBTQ/Two-Spirited
	<input type="checkbox"/> Other (Specify):
Delivery Method:	<input type="checkbox"/> Seminar/Workshop
	<input type="checkbox"/> Healing Circle and/or Traditional Healing
	<input type="checkbox"/> Cultural Camp
	<input type="checkbox"/> Elder and/or Traditional Teaching(s)
	<input type="checkbox"/> Other (Specify):
How will you measure the success of the project?	<input type="checkbox"/> Survey
	<input type="checkbox"/> Participant Feedback
	<input type="checkbox"/> Evaluation
	<input type="checkbox"/> Other (Specify):

Who is going to deliver the project?

How many individuals do you expect will participate in this project and/or specify the number of First Nation communities it will serve.

How and with whom will results of the project be shared?

List all the partners (funding and/or collaboration) who will be involved in the delivery of this project, such as federal, provincial, municipal, community, agencies/organizations, police, charities, volunteers, etc.

Partner	Involvement

Declaration

The information provided is accurate to the best of my knowledge.

Given Name		Family Name	
Title			Date (YYYYMMDD)



FAMILY VIOLENCE PREVENTION PROGRAM (FVPP) PREVENTION PROJECT PROPOSAL

Privacy Statement

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Identification

Recipient Name North Town First Nation	Recipient Number 520
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Mailing Address (Number/Street/Apartment/P.O. Box)

111 North Village

City/Town North Town	Province/Territory BC - British Columbia	Postal Code V0V 0V0
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Contact

Given Name Norma	Family Name Jones	Title Band Social Development Worker
Telephone Number	Facsimile Number	Email Address Normajones@northtown.com

Project Information

Project Name Warriors Against Violence	
Project Start Date (YYYYMMDD): 2020-04-01	Project Completion Date (YYYYMMDD): 2021-03-31

Is this a new or continuing project?

- New Continuing

Where will the project be delivered?

- On-Reserve Off-Reserve

Budget Information

Item	Description	Amount (\$)
Equipment and Supplies		\$300.00
Information, Documents, Web		\$150.00
Facility Rentals		\$600.00
Travel		\$400.00
Professional Fees (Facilitator/Trainer)		\$700.00
Administration Costs (Maximum 15%)		\$200.00
Other (i.e. Salaries and Wages, if applicable)		
Total Funding Requested from Indigenous Services Canada		\$2,350.00



Project

Project Description

This program is targeted for teens and it will be facilitated by the Warriors Project, consisting of interactive workshops, focusing on healing, no-violence communication, youth support.

Need, Activities, Expected Results

Raising awareness of violence to prevent violence in the community.

Target Audience:	<input type="checkbox"/> Women
	<input type="checkbox"/> Men
	<input checked="" type="checkbox"/> Children
	<input checked="" type="checkbox"/> Families
	<input type="checkbox"/> LGBTQ/Two-Spirited
	<input type="checkbox"/> Other (Specify):
Delivery Method:	<input checked="" type="checkbox"/> Seminar/Workshop
	<input checked="" type="checkbox"/> Healing Circle and/or Traditional Healing
	<input type="checkbox"/> Cultural Camp
	<input type="checkbox"/> Elder and/or Traditional Teaching(s)
	<input type="checkbox"/> Other (Specify):
How will you measure the success of the project?	<input type="checkbox"/> Survey
	<input checked="" type="checkbox"/> Participant Feedback
	<input type="checkbox"/> Evaluation
	<input type="checkbox"/> Other (Specify):

Who is going to deliver the project?

Warriors Project staff and youth workers

How many individuals do you expect will participate in this project and/or specify the number of First Nation communities it will serve.

17-26

How and with whom will results of the project be shared?

News Letter

List all the partners (funding and/or collaboration) who will be involved in the delivery of this project, such as federal, provincial, municipal, community, agencies/organizations, police, charities, volunteers, etc.

Partner	Involvement

Declaration

The information provided is accurate to the best of my knowledge.

Given Name Norma	Family Name Jones
Title Band Social Development Worker	Date (YYYYMMDD) 2019-12-12



EMERGENCY MANAGEMENT NON-STRUCTURAL MITIGATION AND PREPAREDNESS PROGRAM APPLICATION

Privacy Statement

This statement explains the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection and use of personal information are in accordance with the *Privacy Act* (<https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>). In some cases, information may be disclosed without your consent, pursuant to subsection 8(2) of the *Privacy Act*. The collection and use of your personal information for the Emergency Management Assistance Program are authorized by section 4 of the *Department of Indian Affairs and Northern Development Act* (<https://laws-lois.justice.gc.ca/eng/acts/i-6/>), R.S.C., 1985, c. I-6, and s. 122 (1), 123 (1) and 124 (1) of the *Financial Administration Act* (<https://laws-lois.justice.gc.ca/eng/acts/F-11/page-1.html>); and sections 21 and 55 of the *Indian Act* (<http://laws-lois.justice.gc.ca/eng/acts/i-5/>), and are required for your participation. We will use your personal information for this project or work plan funding application in order to respond to your request(s) and/or program requirements. The information collected is described in Personal Information Bank AANDC PPU 090, detailed at Info Source (<https://www.aadnc-aandc.gc.ca/eng/1353081939455/1353082011520>), and is retained indefinitely by Indigenous Services Canada, who shares information with AANDC PPU 110 for validation and data matching purposes. As stated in the *Privacy Act*, you have the right to access your personal information and request changes to incorrect information. Contact the departmental Public Enquiries Contact Centre at 1-800-567-9604 to notify us about incorrect information. For more information on privacy issues and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

Consult your ISC regional office to confirm eligibility and to clarify program funding requirements.

Recipient Information

Recipient Name (First Nation or Organization)	Recipient Number
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Emergency Program Coordinator/Project Lead

Given Name	Family Name	Telephone Number	Facsimile Number
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Email Address

Project Information

Project Title	Region
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Project Type ► Capacity Building Non-Structural Mitigation and Preparedness FireSmart

Project Description

Project Outcomes

Project Deliverables

Funding Requested

Are you applying for a multi-year project?

Yes No

Items	Amount (\$)

Total Requested from ISC ►



Other Sources of Funding	Amount (\$)
Funding provided by your First Nation	
Funding provided by Regional District/Local Government/Other	
Total Funding from Other Sources ▶	

Optional - Additional Information

Has your community experienced emergency disasters in the past? If so what type of emergency(ies) and when?

Do you agree to have ISC's Emergency Management Assistance Program contact you to discuss highlighting your emergency preparedness or non-structural mitigation project on ISC's website?

Yes No

Declaration

The information provided is accurate to the best of my knowledge.

Given Name	Family Name	Title
Signature X		Date (YYYYMMDD)



EMERGENCY MANAGEMENT NON-STRUCTURAL MITIGATION AND PREPAREDNESS PROGRAM APPLICATION

Privacy Act Statement

This statement explains the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection and use of personal information are in accordance with the *Privacy Act*. In some cases, information may be disclosed without your consent, pursuant to subsection 8(2) of the [Privacy Act](#). The collection and use of your personal information for the Emergency Management Assistance Program are authorized by section 4 of the [Department of Indian Affairs and Northern Development Act](#), R.S.C., 1985, c. I-6, and s. 122 (1), 123 (1) and 124 (1) of the [Financial Administration Act](#); and sections 21 and 55 of the [Indian Act](#), and are required for your participation. We will use your personal information for this Project or Work Plan Funding Application in order to respond to your request(s) and/or program requirements. The information collected is described in Personal Information Bank AANDC PPU 090, detailed at [Info Source](#) (<http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040>), and is retained indefinitely by Indigenous Services Canada, who shares information with AANDC PPU 110 for validation and data matching purposes. As stated in the *Privacy Act*, you have the right to access your personal information and request changes to incorrect information. Contact the Public Enquiries Contact Centre at 1-800-567-9604 to notify us about incorrect information. For more information on privacy issues and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

Consult your ISC regional office to confirm eligibility and to clarify program funding requirements.

Recipient Information

Recipient Name (First Nation or Organization) Northern First Nation	Recipient Number 0869
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Emergency Program Coordinator/Project Lead

Given Name Fraser	Family Name Smith	Telephone Number (604) 123-4567	Facsimile Number (604) 765-4321
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Email Address
em.coordinator@northernfn.ca

Project Information

Project Title Northern First Nation Emergency Preparedness Plan	Region British Columbia
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Project Type Capacity Building Non-Structural Mitigation and Preparedness FireSmart

Project Description

Community Risk: Northern First Nation is located in a remote location in the Regional District of Kitimat-Stikine. The community is situated in the Northern River Valley adjacent to the Northern River which makes the risk for major flooding high. Further, the community is located at the base of the Northern Mountain which highlights a major risk for landslides. As a result of its Northern location, the area frequently sees severe weather in the form of snow storms and blizzards throughout the winter months. We were highly affected by the 2017 wildfires and also experienced flooding events in the spring of 2018. Our Nation is comprised of 3 communities, each with approximately 250 community members. We are concerned about future EM events and are focused on being prepared for them.

At present, we have no emergency preparedness documents, plans, or procedures in place. To improve the safety of our community members the Band is seeking funding under the Non-Structural Mitigation and Preparedness program to address these needs. To do this, we plan to hire qualified resources to work with the Band to develop the plan and provide training and capacity development to leadership, staff, and members (Communities can hire local resources or external consultants on a project bases, as the Band sees best fit). Part of this approach will centre on these resources providing the Band with the appropriate skills, capacity, and knowledge to prepare, mitigate and recover from emergency disasters.

The detailed scope of services to be provided, includes:

- Review current emergency preparedness documents and complete a Hazard, Risk, and Vulnerability Assessment (HRVA);
- Use the results from the HRVA to develop a comprehensive emergency plan for Northern FN; and
- Implement and provide qualified training on the new plan and any accompanying emergency procedures, which may include a variety of workshops and training sessions on emergency preparedness management.

Impact of the project: Currently, there are no emergency plans, procedures, or resources in place in Northern FN- which is a major risk. We have talented resources within the community, although most are at their capacity within their current roles,



and require financial and human resources to advance the development of a plan. The project would directly benefit the entire community. The project would be critical as it relates to inclusion. Our leadership would be able to engage with youth, elders, and people with disabilities to ensure specific measures are in place to secure their safety in the event of an emergency. Feasibility of the project: The project is expected to take seven months to complete, beginning immediately after funding is secured in April 2019 and finishing at the end of October 2019. To date, the Band has not received funding under this program.

Project Outcomes

The expected project outcomes from this project will be a completed HRVA, a community Emergency Plan, and training and capacity building around emergency preparedness to Northern FN leadership, staff, and members.

Following the completion of this project, Northern FN have answered, and built capacity around the following questions:

- What hazards exist in the Northern FN area?
- How likely are they to occur, and is that likelihood changing?
- How resilient is our community?
- How severe can their impact be on our community, infrastructure, property, and the environment?
- How do we implement risk reductions strategies in my community?

This will result in Northern FN being safer and better prepared in the event of an emergency

Project Deliverables

The key deliverables from Phase 1 will be:

- Agreement on project scope, timelines, and availability of team members from the Band.
- Gap assessment.
- Customized Hazard Dictionary for Northern FN.
- Identification of the community's critical infrastructure.
- Risk Profile and Heat Map with frequency and impact scores for all identified hazards.
- HRVA tool that can be used by the Band in the future during updates and maintenance.
- PowerPoint presentation to walk through findings.

The key deliverables for Phase 2 will be:

- First draft of emergency plan, with opportunity to provide feedback and verification (Chief and Council).
- Second draft of revised emergency plan, with a table of changes made.
- Final draft of emergency plan for Chief and Council approval.

The key deliverables for Phase 3 will be:

- Training sessions (Part 1 and Part 2)
- Orientation log for staff and leaders who attended the orientation session.
- Summary of results and recommendations, including prioritized recommendations and timelines for implantation in the final report from Phase 2

Funding Requested

Are you applying for a multi-year project?

- Yes No



Items	Amount (\$)
Phase 1: Complete HRVA	
local resource = \$30 x 300 hours, 6 community meetings for 40 people in 3 communities, facility rental and lunch for participants, mileage for local resource/consultant = \$1600, elder honorarium for one elder per meeting = \$600, 6 meetings with EM committee = \$200	\$11,400.00
Phase 2: Develop Emergency Plan	
local resource = \$30 x 550 hours, 6 community meetings for 40 people in 3 communities, facility rental and lunch for participants, mileage for local resource/consultant = \$1600, elder honorarium for one elder per meeting = \$600, 12 meetings with EM committee = \$400	\$19,100.00
Phase 3: Implement Emergency Plan and Provide Training	
local resource = \$30 x 250 hours, development of curricula for meetings, coordination of external trainers to train community, printing of training materials -\$1200, flights (Vancouver - name of closest city), mileage (67 kilometres), hotel for 2 trainers for 2 nights, and per diem 2 trainers for 2 nights (treasury board rate) for 2 - 3230	\$11,930.00
Administration fee - 10%	\$4,243.00

Total Requested from ISC ►	\$46,673.00
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Other Sources of Funding	Amount (\$)
Funding provided by your First Nation	\$5,000.00
Funding provided by Regional District/Local Government/Other	\$7,000.00
Total Funding from Other Sources ►	\$12,000.00

Optional - Additional Information

Has your community experienced emergency disasters in the past? If so what type of emergency(ies) and when?
We were highly affected by the wildfires in 2017 as well as experienced flooding in 2018.

Do you agree to have ISC's Emergency Management Assistance Program contact you to discuss highlighting your emergency preparedness or non-structural mitigation project on ISC's website?

Yes No

Declaration

The information provided is accurate to the best of my knowledge.

Given Name Fraser	Family Name Smith	Title EM Coordinator	Date (YYYYMMDD)
Signature X			