

Alberta

Fire Services and Emergency Preparedness Program (FSEPP)

2015/16

Program Guidelines

www.ofc.alberta.ca/grant-funded-training.cfm

This program supports expanding and enhancing regional fire services
and emergency management training.

Government of Alberta ■

Municipal Affairs

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1. Program Objectives

The objective is to provide an effective and cost-efficient mechanism for increased training capacity that results in a greater number of trained fire service and emergency management practitioners.

Key outcomes of the program include:

- Local authorities and volunteers have the required competencies and skills for fire and emergency response.
- This will create a greater capacity of Alberta communities to mitigate, prepare for, respond to and recover from fires, disasters and major emergencies.

2. Program Highlights

2.1 When is the application due? September 30, 2015

2.2 Who do I contact for assistance?

If you have any questions about the program or these guidelines, contact the Grants Coordinator. Dial toll-free 1-866-421-6929, or email firecomm@gov.ab.ca.

3. Is Your Organization Eligible?

3.1 Eligible entities include:

- Municipalities (cities, towns, villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Métis settlements;
- First Nations communities; and
- Inter-municipal partnerships.

In 2015/16:

- All municipalities, regardless of population size can apply for training.

Ineligible entities include:

- Individuals; and
- For-profit corporations.

Applications that benefit several stakeholders and that provide maximum benefit to provincial fire and emergency management systems have priority.

Note: the municipality or First Nation applying for the grant is responsible for administering the grant.

4. Grant-stacking Options

4.1 What other grant programs can be combined with the Fire Services and Emergency Preparedness Program?

Grant-stacking options include:

- Municipal Sustainability Initiative (MSI) – Conditional Operating Funding: this grant may be combined with funding through the FSEPP grant, or to support training on its own. In order to access this funding, the application MUST meet program requirements. Please ensure that you work with your municipal administration to determine whether MSI-Conditional Operating Funding is an option for your organization.

5. Eligible Projects/Courses

5.1 What projects/courses are eligible for funding?

Eligible projects/courses include, but are not limited to:

- Fire services training; and
- Emergency management workshops, regional municipal exercises, and innovative training programs

5.2 What is the time span in which project expenses can be incurred?

All courses must be delivered by May 31, 2017.

6. Funding Conditions

6.1 What funds are available and how are they allocated?

- The allocated funding **supplements** the approved training. The municipality/training group **MUST** agree to contribute any outstanding funds for the training.
- Fire Services and Emergency Management training courses have a maximum of \$5,000 per course; however, applicants can request several courses.

6.2 How are funds distributed?

Funding is made as a lump-sum payment to the hosting municipality or First Nation.

6.3 What requirements must I comply with in order to receive funds?

Applicants must complete and submit an application form. Successful applicants will sign a conditional grant agreement (CGA).

Only after the Minister (or his delegated representative) signs this agreement can training start.

6.4 What does the CGA involve?

The terms of the agreement include:

- the use of the grant for approved purposes only;
- eligibility;
- reporting and accountability requirements;
- the Minister's right to audit any project; and
- the Minister's right to require a refund of any grant funds not used in accordance with the agreement.

7. Application Process

The application form is on the Office of the Fire Commissioner website at www.ofc.alberta.ca/grant-funded-training.cfm. Refer to Appendix 1 of these Guidelines for instructions on completing different sections of the application form.

Mail, fax, or email your application form to:

Grants Coordinator
Public Safety Division
Alberta Municipal Affairs
16th floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4

Fax: 780-427-2538
Email: firecomm@gov.ab.ca

7.1 How will my application be evaluated?

Applications will be evaluated based on meeting compliance in previous years, the history of training received, and recommendations made by the field officers regarding provincial priorities of the communities in their respective regions. All the courses or requested amounts may not be awarded.

7.2 How will I know if my application is successful?

Only successful applicants will be notified. If you do not get a notification within six months of the application deadline, assume that you have been unsuccessful.

7.3 What if I disagree with the Government of Alberta’s decision on my application?

Minister’s decisions regarding grant funding are final.

8. Reporting Requirements

8.1 What information do I need to provide to report on the use of my grant funds?

You will need to submit information that demonstrates:

- That the total grant received was used in accordance with the CGA including Schedule A of the package;

- A description of the training undertaken;
- Certification that the municipality did not use any portion of the grant to carry out any training before the original CGA was signed by the Minister of Municipal Affairs; and
- That course(s) were completed by May 31, 2017 or by the completion date as stated in an amended CGA.

8.2 When are the reporting documents due, and where do I send them?

Reporting documents are due June 30, 2017

Mail, fax, or email reporting documents to:

Grants Coordinator
Public Safety Division
Alberta Municipal Affairs
16th floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4

Fax: 780-427-2538
Email: firecomm@gov.ab.ca

8.4 What happens if the scope of the project changes or I need to change the approved course/s?

Email firecomm@gov.ab.ca and request a course change/extension form.

Note: Requests must be received prior to May 31, 2017. Extensions that are granted will require an amendment to the CGA.

Appendix 1 – Filling out the Application Form

The numbering in these notes corresponds to the numbering on the application form.

2. Applicant Information

The legal status of applicant describes the type of entity applying for a grant, e.g., municipality, municipal district, specialized municipality, improvement district, special areas.

Municipal Affairs staff will use the contact data if they need additional information from the applicant.

3. Project Information

This information will be used to assess the proposed project against eligibility requirements and will form part of the CGA.

3.7 Project/Training Costs

The table allows the applicant to show the total estimated costs for each course and sources of funding, including the amount requested from this program. Costs should only include those eligible under Fire Services Emergency Preparedness Program. Non-provincial sources of funding should include any municipal cash contributions to each of the courses.

Example: FSEPP Training

| Project/Training Costs | | | | | |
|---------------------------------------|--|-------------------------------------|--|---|--|
| Project Phase Milestone/ Course | {A} | {B} | {C} | {D} | {E} |
| | Estimated eligible project cost (\$) | Other provincial grants expected | | Non- provincial sources of funding (\$) | Funding request under this grant program [A-(C+D)] |
| | | Grant Name | Amount (\$) | | |
| Emergency Management Workshop | \$5,000 | N/A | MSI – Conditional Operating Funding goes here. | Funding from the municipality goes here. | |
| NFPA 1001 | \$5,000 | | | | |
| NFPA 1021 | \$5,000 | | | | |
| Total | \$15,000 | N/A | <amount> | <amount> | \$15,000 |

3.8 Functional Category of the Project

All project types under this grant are classified as staff development and will always have 100 per cent in this field.

4. Functional Category Details

Enter the number of anticipated trainees. For this grant program, there is only one relevant category.

5. Collaboration Information

If you are formally collaborating with another municipality or First Nation complete subsections 5.2 and 5.3. If you are not collaborating with other municipalities, please answer the last question in this section of the application form. Your response should indicate if other municipalities will benefit from the results of the project.

The collaborating municipalities must decide which municipality will be the project manager for the project. The project manager is responsible for all administrative requirements of the program component such as submitting the municipal grant application on behalf of the collaborating municipalities and entering into a CGA with the Government of Alberta to manage grant funds.

*** A letter of support is also required from each partner.**

6. Supporting Documentation and Application Submission

If there is another relevant course that would increase the skills of fire or emergency staff that is not already listed in the proposed training plan template, provide full documentation for the course in 6.2. This could be in the form of a training calendar, and will be used to determine how applicable the course is.

7. Application Certification

All applications must be sent to the Grants Coordinator by September 30, 2015, once applications are submitted, representatives from the Office of the Fire Commissioner and Alberta Emergency Management Agency will review the application for compliance and sign.

A list of the field officers and their contact information follows on the next page.

Office of Fire Commissioner – Fire Rescue Officer

For information regarding your region please contact:

Public Education Officer Ross Bennett 780-644-4692 ross.bennett@gov.ab.ca

Alberta Emergency Management Agency – Field Officers

| | | | |
|-----------------------|-----------------|--------------|--|
| Northwest Alberta | Brice Daly | 780-538-5295 | brice.daly@gov.ab.ca |
| Alt/Northwest | Ken Hawrylenko | 780-292-1155 | ken.hawrylenko@gov.ab.ca |
| Northeast Alberta | Ian Fox | 780-645-6213 | ian.fox@gov.ab.ca |
| Northeast Alberta | Craig Sallows | 780-645-6213 | craig.sallows@gov.ab.ca |
| North Central Alberta | Mark Pickford | 780-638-4102 | mark.pickford@gov.ab.ca |
| North Central Alberta | John Swist | 780-638-1057 | john.swist@gov.ab.ca |
| First Nations North | Rudy Parenteau | 780-645-6213 | rudy.parenteau@gov.ab.ca |
| First Nations North | Pat Kennedy | 780-644-4812 | pat.kennedy@gov.ab.ca |
| East Central Alberta | Dieter Langer | 780-679-1271 | dieter.langer@gov.ab.ca |
| East Central Alberta | John Lamb | 780-379-1203 | john.lamb@gov.ab.ca |
| Central Alberta | Bruce Mackenzie | 403-340-5102 | bruce.mackenzie@gov.ab.ca |
| South Central Alberta | Randy Tiller | 403-297-6470 | randy.tiller@gov.ab.ca |
| South Central Alberta | Rob Morton | 403-297-5600 | rob.morton@gov.ab.ca |
| Southern Alberta | Bill Seymour | 403-381-5222 | william.seymour@gov.ab.ca |
| Southern Alberta | Mark Murphy | 403-382-4006 | mark.murphy@gov.ab.ca |
| First Nations South | Winston Delorme | 780-516-0642 | Winston.delorme@gov.ab.ca |
| First Nations South | Stacy Doore | 587-777-0879 | stacy.doore@gov.ab.ca |

10. Vendor Profile

ALL municipalities or regional training centres that have been allocated grant funding **MUST** have a vendor profile set up. If a profile is not set up, you will not get funded. If you need assistance, contact the Grants Coordinator toll free at 1-866-421-6929 or email firecomm@gov.ab.ca.

Appendix 2 – FSEPP Course List

Courses that you can request include those listed below.

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| Emergency Management Workshop | Forum for municipal directors of emergency management to evaluate and validate emergency management plans, processes and programs |
| Regional Municipal Disaster Exercise | Exercise involving the response of a municipality and its mutual-aid partners to a simulated major emergency/disaster |
| Exercise Design | Teaches municipal emergency management teams to design, conduct and evaluate an exercise to test their Municipal Emergency Plan |
| NFPA 1001: Firefighter Professional Qualifications | Includes FFTS Courses 200, 300, 400, 500, 600, 700, 800, 900, 1000, 1100 and 1200 |
| NFPA 1002: Fire Department Vehicle Driver/Operator Professional Qualifications | <ul style="list-style-type: none"> • FFTS 600 • Pump Operator B • Aerial Apparatus • NAPD Driving (Fire Apparatus Only) |
| NFPA 1021: Fire Officer Professional Qualifications (FOTP) | FOTP 100 through 800 |
| NFPA 1041: Fire Service Instructor Professional Qualifications | <ul style="list-style-type: none"> • Fire Service Instructor Level 1, Part 1 • Fire Service Instructor Level 1, Part 2 |
| NFPA 1051: Wildland Firefighter Professional Qualification | Wildland Firefighter |
| Fire Services and Emergency Management Training | Applicable or innovative training programs (will be evaluated on a case-by-case basis). |

CIFFC Canadian Interagency Forest Fire Centre
 FFTS Firefighter Training Series
 NAPD National Academy of Professional Driving
 NFPA National Fire Protection Association