

Appendix A:

RESPONSE CLAIM PROCEDURES AND ELIGIBILITY

Addendum To EMBC INTERIM POLICY and PROCEDURES BULLETIN FIRE SEASON 2017

This addendum will specify and clarify response claim procedures as detailed in the “Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations” directly related to the new Policy Bulletin named above. The attached *Examples of Eligible Response Costs* has been updated and will be included in complete review of the guidelines document.

The basic steps local authorities should take to ensure successful cost recovery include:

1. Prepare a Response Claim as soon as an emergency operations centre (EOC) is activated. Using a spreadsheet application (such as Excel) document each for eligible line item being claimed. Include the date, vendor, invoice # (if applicable), purpose and cost information (gross amount, taxes, net of GST). If the amount claimed was incurred during an evacuation phase (Alert or Order) please indicate in a separate column.
2. Document Rationale for Response Expenditures - the response claim submission must provide clear documentation that verifies the cost, date, purpose and proof of payment. Copies of paid invoices/receipts will provide most of this evidence. If the purpose of the expenditure is unclear a brief written rationale should be provided. The most effective way to confirm eligibility and ensure reimbursement is to prepare and submit an Expense Authorization Form (EAF) to the activated Provincial Regional Emergency Operation Centre (PREOC). The approved and signed EAF document must be included with the response claim submission to facilitate claim reimbursement.
3. Collect and Organize Documentation – make copies of paid invoices/receipts and copies of the general ledger and/or payroll register showing proof of payment.
4. Pay Invoices - local authorities are expected to pay response costs first and then submit a claim to EMBC for processing. Note: In-kind expenses and lost revenue are not eligible.
5. Submit Completed Response Claim – claims are to be sent to the closest EMBC regional office. Include the summary sheet, invoices and proof of eligible expenditures.
6. Each local authority, whether the provider of provincial assistance or the recipient of provincial support, is responsible for the submission of their own Response Claim.
7. Administration fees, related to the preparation and submission of Response Claims are not considered an eligible expenditure.

The attached *Examples of Eligible Response Costs* is a brief summary and may not contain all eligible items for all events. There is some room for interpretation which provides flexibility to allow the legislation to work as intended – to help those most in need. Therefore, it is in the interest of every local authority to check assumptions with EMBC regional office staff regarding eligibility, especially when dealing with large cost items.

Examples of Eligible Response Costs Specific to Policy Bulletin Attached

Figure 6. Examples of Eligible and Ineligible Response Costs

(This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)

Response Item	Eligible	Not Eligible
Apparatus & Personnel from Host Fire Department	<ul style="list-style-type: none"> • Firefighting costs (all found) for the assisting departments under mutual aid agreements when they are pre-authorized and exceed normal operational expectations. • As outlined in EMBC Interim Policy Bulletin 2016 Fire Season • Costs of special fire services that are pre-authorized. 	<ul style="list-style-type: none"> • Incremental costs that are not pre-authorized. • Normal costs for the host departments working within their jurisdiction. • Costs associated with backfilling personnel by the assisting jurisdiction • Normal operating or usage charges of equipment
Mutual Aid Costs for Assisting Agencies	<ul style="list-style-type: none"> • Firefighting costs for the assisting departments under mutual aid agreements when they are pre-authorized and exceed normal operational expectations. • As outlined in EMBC Interim Policy Bulletin 2016 Fire Season 	<ul style="list-style-type: none"> • Costs associated with backfilling personnel by the assisting jurisdiction

For more information on eligible and ineligible response costs, refer to Schedule 5 of the *Compensation & Disaster Financial Assistance Regulation*, and Part 3 of the Regulation, which can be viewed at the EMBC website (www.gov.bc.ca/emergency-preparedness-response-recovery).