

August 4, 2023

Mayor Yu and Council
City of Prince George
1100 Patricia Boulevard
Prince George, BC V2L 3V9

Reference: AP8288

Re: 2023 Next Generation 911 Funding – Approval Agreement & Terms and Conditions of Funding

Dear Mayor Yu and Council,

I am pleased to inform you that a grant in the amount of \$45,000 has been approved for the City of Prince George under the Next Generation 911 funding program that is being administered by the Union of BC Municipalities (UBCM).

This funding is to support local preparedness for the implementation of Next Generation 911. Funding is being provided on an allocation-basis and 50% of the approved amount will be issued when the signed copy of this agreement is returned to UBCM. The balance of the grant will be available when UBCM has received and approved the required final report and financial summary.

The Ministry of Citizens' Services has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days of the date of this letter;
- (2) The funding is to be used solely for the purpose of local preparedness for the implementation of Next Generation 911;
- (3) All expenditures must meet eligibility and funding requirements as defined in the *Program & Application Guide* (refer to Sections 3 and 4);
- (4) All project activities must be completed within three years and no later than August 7, 2026;
- (5) The final report is required to be submitted to UBCM within 30 days of project end date and no later than September 11, 2026;

The Next Generation 911 program is funded by the Province of BC

- (6) Any unused funds must be returned to UBCM within 30 days following the project end date;

Please note that descriptive information regarding eligible recipients will be posted on the UBCM and/or provincial government websites, or shared through provincial governments news releases or events, and all interim, progress and/or final report materials may be made available to the provincial government.

If you have any questions, please contact Local Government Program Services at 250-387-4470 or rbishop@ubcm.ca.

Sincerely,



Rebecca Bishop, Program Officer

cc. *Walter Babicz, City Manager*

Reference: AP8288

Approval Agreement (to be signed by the CAO or designate)

I, _____, authorized designate of the City of Prince George, have read and agree to the general Terms & Conditions and the requirements for funding under the **2023 Next Generation 911** program.

_____, _____
Signature, Title Date

A digital or original signature is required

Please return an electronic copy of this signed Approval Agreement Attention of the Program Administrator to lgps@ubcm.ca

Local Government Program Services

General Funding Terms & Conditions

The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval agreement.

1. Definitions

Approved Applicant: In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations or other eligible applicants. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

Approved Partner(s): Organizations that contribute directly to the approved project and are identified in the application. This may include boards of education, health authorities, First Nations or Indigenous organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

Approved Project: The activities described in the application and budget and approved by UBCM.

Cash Expenditures: Direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

Community Contribution: Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

In-Kind Expenditures: The use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

2. Eligible & Ineligible Expenditures

Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM.

3. Grant Management & Applicant Responsibilities

Notice of Decision

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

Applicant Responsibilities

Approved applicants are responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline

- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Cash and in-kind expenditures or matching funds (when required)
- Project purpose, goals, outcomes or milestones
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

Submission of Reports

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted approval for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.