

Quarter 3 COVID-19 Health Needs Funding Submission Guide

Original Version – October 1, 2020

The First Nation and Inuit Health Branch, Alberta Region (FNIHB-AB) is committed to ensuring that all Nations across the province have access to the health services they need to respond to the COVID-19 pandemic. To meet the Operational Health Needs related to COVID-19, FNIHB-AB is accepting submissions on a quarterly basis to be responsive to changing needs and priorities. As the pandemic response will continue for months to come, this approach allows flexibility to address any health needs or issues that arise on an ongoing basis based on the unique needs of each community.

For First Nations and Organizations wanting to access Quarter 3 funding (October 1st, 2020 to December 31st, 2020), the following guide provides an overview of the submission requirements and process as well as a Frequently Asked Questions section. Please note that a guide on Accessing additional public health support for First Nations and Inuit communities during COVID-19 has been posted to the Indigenous Services Canada website. For more information, please contact your Nation's Community Liaison Team (CLT) or submit your inquiry to the FNIHB-AB Communicable Disease Emergency Inbox at sac.cdemergenciesab-urgencesmtab.isc@canada.ca

As always health funding is provided following a health needs support of "as when and needed" therefore as your pandemic situation changes so will your funding needs. Additional funding submissions may be required to support your changing health needs.

Funding Submission Requirements

Submission Format:

A complete funding submission should include the following:

1. An overview that identifies the activities to be undertaken (**Addendum A**)
 - A brief description of each activity
 - Key details important to the activity are highlighted
 - i.e. Staffing – Temporary: Position names, number of positions, fulltime/part-time, rate of pay, etc.
2. A budget separating the estimated costs by category and based upon actual expenses to date (**Addendum B**)
 - Addendum B (Part 3) - Quarter 3 estimate budget has a timeframe from October 1 to December 31;

- Addendum B (Part 1) - Actual expenses incurred during Quarter 1 & 2 (April- September) need to be summarised and separated by the categories below;
 - **(New)** Actual expenses will be mandatory for acceptance of the funding request. If they have not been provided, the funding submission will be returned to the Nation/Organization.
- The following categories need to be used for your funding submission (further information can be found under **Category Definitions** section):
 - Staff – Health
 - Staff – Temporary
 - Staff – Custodial for Isolation Centre and Facilities
 - Staff – Security for Isolation Centres and Facilities
 - Medical Equipment and Supplies
 - General Supplies
 - Transportation
 - Food Security
 - Other – Communication
 - Other – Training
 - Other – Mental Wellness
 - Other – Personal Protective Equipment
 - Other – Pandemic Plan
 - Other

3. **Optional:** Reimbursement of Q2 expenses

- An overview of activities and actual expenses will need to be submitted
 - Addendum C (Q2 Activity for Reimbursement) will need to be populated with details of the activities undertaken
 - Addendum B - Part 2 (Q2-Q3 Budget Details) will need to be populated with the amount of expenses being requested for reimbursement.
 - a. Please note that Addendum B – Part 1 Actual Expenses must be completed to support your request for reimbursement.

Where to submit:

- Completed funding submissions should be submitted via email to the FNIHB-AB Communicable Disease Emergency inbox at sac.cdemergenciesab-urgencesmtab.isc@canada.ca

Category Definitions

- Staff – Health
 - Surge capacity to support **existing** health staff and positions with overtime costs, relief staff support and additional hours for part-time staff. Staff that had a position within the health department prior to the COVID pandemic is to be captured in this category.

- Staff – Temporary
 - Includes all new staff hired on a temporary basis to support the pandemic response;
 - Staff from other departments that have been retasked to Covid response, their overtime costs is an eligible expense (not their base salary, which is already funded through their program);
 - Additional custodial staff are not to be included – they have their own category;
 - Security staff are not to be included – they have their own category;

- Staff – Custodial for Isolation Centre and Facilities
 - New staff hired on a temporary basis to support the cleaning of the isolation centres and facilities and additional cleaning for the health centre

- Staff – Security for Isolation Centres and Facilities
 - New staff hired on a temporary basis to support the security measures for the isolation centres and facilities and health centre
 - Do not include perimeter security as that is eligible under a separate funding stream.

- Medical Equipment and Supplies
 - Medical equipment and supplies used to support the COVID response such as thermometers, carts, sanitizers, disinfectants, Plexiglass shields, etc.

- General Supplies
 - Supplies to support the operational plan such as cots, bedding, batteries, pens, paper, computer, storage containers, etc.

- Transportation
 - Additional capacity for transportation staff such as overtime;
 - Additional capacity such as temporary transportation services for clients to access health facilities and isolation centres;
 - Transporting samples to lab;

- Food Security
 - Supports the purchase and distribution of food to people self-isolating on the advice of a medical professional.
 - Food is a perishable product therefore a base funding amount is provided based upon the number of isolation spaces identified in your plan (Please see **Addendum D** for more details).

- Other – Communication
 - Supports items such as signage, physical distancing markers, electronic communications (Nations/Organization website messages, Facebook, etc.)

- Other – Training
 - All forms of training supports required for staff to safely and properly implement the Nations/Organizations pandemic plan are eligible.

- Other – Mental Wellness
 - Support is provided to adapt existing services (mental health and addiction services) to maintain public health measures such as use of virtual platforms (telehealth sessions).
 - Equipment and services to set-up and maintain virtual platforms are eligible. This can include communication devices (laptop, Ipad, etc.) and services (wifi, teleconferencing, etc).

- Other – Personal Protective Equipment
 - PPE are limited to non-medical masks or surgical masks, gloves, or supplies not covered by provincial/territorial or ISC stockpile. It is limited for use to essential workers.
 - Essential workers are considered critical to preserving life, health and basic societal functioning and include, but are not limited to: first responders, health care workers, critical infrastructure workers, hydro and natural gas, and workers who are essential to supply society with critical goods such as food and medicines.

- Other – Pandemic Plan
 - Supports the updating process necessary to adjust the Nations/Organizations operational plan as the pandemic changes;
 - Support a review of the effectiveness of the Nations/Organizations pandemic response.

- Other
 - This will include items that do not fit into any of the other categories and will be reviewed on a case-by-case basis.

ISC-FNIHB national document on COVID funding support

Accessing additional public health support for First Nations and Inuit communities during COVID-19 – use link below to access on internet

<https://www.sac-isc.gc.ca/eng/1584819394157/1584819418553>

Frequently Asked Questions

1. Why must Quarter 1 & 2 actual expenses be provided with the funding submission?
 - Health funding is provided following a health needs support of “as when and needed”. In order to provide support to **all** Alberta First Nations/Organizations, actual expenses are mandatory for the review team to support the review process and clearly understand your Nations/Organization current financial status. This will ensure the review team has made their recommendations for additional funds based upon reasonable data and in alignment with the health practice of funding “as when and needed”.

2. What if my Quarter 2 actual expenses are more than the funding provided?
 - If you expended funds in Q2 that were not on your Q2 submission or the actual expenditures were over your estimated amounts, please complete **Addendum B – Part 2** of your funding submission. The funding team will review your submission for eligibility and potentially support the expenses.
 - The Q2 activity description must be completed to support the request for reimbursement.

3. Can I still submit for just Quarter 1 reimbursement?
 - Yes you can but the process will be on a case by case basis.
 - Submissions will be required to provide supporting information for the funds to be reimbursed. This can include but is not limited to: general ledger, monthly income statements, receipts, etc.
 - Please contact your CLT to discuss the process and requirements for submission.

4. Is my submission of Quarter 1 & 2 actuals part of the year end reporting process? Is it considered a report as per my agreement
 - No. The actuals expenses submitted are a summary of the expenses to date by category that is used to support the work of the Funding team while reviewing your funding submission. There is a separate reporting requirement for the funds received (see question #15 for details).

5. What if my needs change and I need additional funding during Q3? Can I request additional funding?
 - Yes. FNIHB-AB understands that as community needs change so to may operational needs. If you determine that your current funding submission and funding is insufficient or needs to be adjusted, please contact your Nation’s CLT for assistance and next steps.

6. What types of activities are eligible for this funding submission?
 - Your funding submission should be based on your community pandemic plan. Activities identified in your pandemic plan that are covered by the health needs funding (with the exception of capital and perimeter security activities explained in question 8 & 9 below) should be included in your funding submission. The guidelines published by FNIHB outline the areas that can be supported which are explained in the Category Definitions above. During review of

your funding submission, activities identified in your pandemic plan that are not covered by this funding may be flagged as eligible expenses through other funding sources such as the ICSF.

7. Who is considered an essential worker?
 - Essential workers are considered critical to preserving life, health and basic societal functioning and include, but are not limited to, first responders, health care workers, critical infrastructure workers, hydro and natural gas, and workers who are essential to supply society with critical goods such as food and medicines
8. Does this funding submission cover Capital funding?
 - No. Capital funding is submitted in a separate funding submission. Please contact your Nation's CLT member for more information.
9. Does this funding submission include perimeter security?
 - No. Perimeter security is submitted under a separate funding submission.
 - **(New)** As of October 1, all perimeter security funding request are to be made under the ICSF2 funding stream. Please see ISC website for more details on the ICSF2 funding.
10. How do I include actual expenses in the funding submission?
 - Actual expenses are to be recorded by month as demonstrated in **Addendum B – Part 1**.
11. Can I request Plexiglass for work areas other than the health centre such as the Band office, Social Service office, School, etc.?
 - Yes. Currently Plexiglass is supported to adapt workplaces, community events, and ceremonies to ensure physical distancing and other public health measures are in place.
12. Is this funding stream the same as the Indigenous Community Support Funding (ICSF)?
 - No. While both funding streams have some overlapping areas of support, the COVID-19 needs-based Health Funding stream and the ICSF are separate sources of funding within ISC.
13. How do I submit the funding submission?
 - Funding submissions must include a list of activities and detailed budget (outlined above). Completed funding submissions may be sent by email to the Communicable Disease Emergency inbox at sac.cdemergenciesab-urgencesmtab.isc@canada.ca. Please contact your Nation's CLT member for more information.
14. How long will it take for FNIHB-AB to respond to a submitted funding submission?
 - It will take between 2-4 weeks to respond to a completed funding submission depending on the number of submissions and level of detail received. First Nations are encouraged to submit funding submissions as soon as possible.

15. What type of reporting is required?

- A separate financial schedule within your annual audit (due July 29th, 2021) that breaks down the funding expenses by category will be required. It can be combined with the financial schedule required for capital funding received.

EXCEL Workbook Tabs

Addendum A – Q3 Activity Description

Addendum B – Q2-Q3 Budget Details & Q3 Budget Details Supplement

Addendum C – Q2 Activity for Reimbursement

Addendum D – Food Security