**Quarter 1 COVID-19 Health Needs Funding Submission Guide for 2021-22**

Original Version – March 18, 2021

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. With the upcoming 2021-22 fiscal year, FNIHB-AB has decided to move to a hybrid funding model – which includes an initial allocation and optional submission for additional funds. This change better supports the Nations in reducing the administrative burden of COVID-19 and is possible because of the data provided by the Nations through their quarterly submissions in the 2020-21 fiscal year. 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 Nation.

As always, health funding is provided following a health needs support of “as when and needed” therefore as your pandemic situation changes so may your funding needs. Therefore, each Nation, Tribal Council and Health Organization that requires supplementary health needs funding support beyond the allocated amount can complete and submit to FNIHB-AB the quarterly submission request template.

For First Nations and Organizations wanting to access Quarter 1 funding (April 1st, 2021 to June 30th, 2021), 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](mailto:sac.cdemergenciesab-urgencesmtab.isc@canada.ca)

**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 (**Addendum B – Part 1 & 2)**
   * Addendum B (Part 1) – Identification of any surplus health needs funding carried forward from the 2020-21 fiscal year. If zero, please indicate as well.
   * Addendum B (Part 2) - Quarter 1 estimate budget has a timeframe from April 1 to June 30;
   * 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

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](mailto: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. What funds must I identify as surplus from the 2020-21 fiscal year?
   * Any remaining funds you still have as of March 31st that was provided in your funding agreement under Q23X.
2. Why must I identify my surplus amount from the 2020-21 fiscal year?
   * With the fluidity of the pandemic, the region wants to support Nations in their ability to address COVID-19 while managing the potential risk of providing Nations with targeted COVID-19 funds that could result in a surplus at the end of the 2021-22 fiscal year
3. What if my needs change and I need additional funding during Q1? 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.

1. 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 6 & 7 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.

1. 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

1. 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.

1. Does this funding submission include perimeter security?

* No. Perimeter security was only support by FNIHB health funds in Q1 and Q2 of the 2020-21 fiscal year. Currently, ICSF funds support perimeter security and can be access through its process.

1. 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.

1. How do I prepare for the distribution of vaccine?
   * Prepare as normal for any immunization process for your Nation. Additional staffing can be supported through this health needs submission process.
   * Immunization supplies, including alcohol swabs, needles, syringes, and sharps containers, will be shipped directly to Nations and the amount of supplies shipped will be based on population and initial shipments will consist of 50% of the community allocation. Remaining allocation will be shipped as supply is utilized.
2. 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.

1. 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](mailto:sac.cdemergenciesab-urgencesmtab.isc@canada.ca). Please contact your Nation’s CLT member for more information.
2. How long will it take for FNIHB-AB to respond to a submitted funding submission?

* Submissions received will not start to be reviewed until May 10th, 2021.
* 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.

1. What type of reporting is required?

* A separate financial schedule within your annual audit (due July 29th, 2022) 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 – Submission Document**

Addendum A – Q1 Activity Description

Addendum B (part 1, 2,) – Q1 Budget Details & Q1 Budget Details Supplement

Addendum C – Food Security