

EquipCare BC

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Frequently Asked Questions (FAQs)

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EquipCare BC Guidelines & Eligibility Criteria

Who is eligible and how much can we apply for?

1. Who can apply for infection prevention and control (IPC) funding?

To be eligible for program funding specific to infection prevention and control, all the following criteria must be met:

- Home operates in the province of BC
- Includes non-health authority owned and operated homes
- Includes private *and* publicly funded long-term care homes
- Includes private *and* publicly funded assisted living operators as listed on the [Seniors' Assisted Living Registry](#)

2. Who can apply for safety and quality improvement funding?

To be eligible for program funding specific to safety and quality improvement, all the following criteria must be met:

- Home operates in the province of BC
- Includes non-health authority owned and operated homes
- Includes publicly funded long-term care homes
- Includes publicly funded assisted living operators as listed on the [Seniors' Assisted Living Registry](#)

3. How much can I apply for in the second period and when?

The second application period opens September 28th, 2020.

Period 2 Infection Prevention & Control (IPC) Funding		
Operator	"Up To" Amount	Per
Assisted Living (AL)	\$100	Unit
Long-Term Care (LTC)	\$150	Resident

Private funded homes can apply for Infection Prevention and Control (IPC) items up to the maximum eligible. *Publicly* funded homes can apply for *either* IPC, safety, or quality items up to the maximum eligible.

4. Are health authority owned and operated homes, independent living residences and home health operators eligible for funding?

Currently, health authority owned and operated homes, independent living residences and home health operators are not eligible for program funding.

Other Funding Sources

5. Can I still apply to the program if I am eligible to receive funding from another source?

Existing programs from health authorities or other funding sources are taken into consideration in the approval process for all or partial funding. You can submit an application; however, the EquipCare BC Terms & Conditions are set out whereby if there are other sources of funding, the capital purchase may not be funded, be deemed as a low priority in your request or considered a cost share.

6. Do I need to co-fund or leverage funds to be approved?

Co-funding is not a requirement. If a purchase is more than your approved funding, it is expected that you will be covering the remaining costs.

Quotes, Invoices and Prior Purchases

7. Do I need to obtain quotes to apply?

Quotes are helpful to provide estimates for funding requests, but they are not a requirement to apply as they may take time to obtain during the current COVID-19 pandemic or backorder situations.

8. Can I go ahead and make purchases if I received a quote or assessment?

Quotes may help determine funds needed for the application but are not required. An application approval however is required to proceed with purchases.

9. Can I apply for funding if I already have an invoice for my items?

You can still apply if you have invoices that have not yet been paid. Funding is not eligible for items that are already paid for prior to receiving funding approval. The application must be for net new purchases whereby no other warranties, programs, grants, or funding sources exist. There are no retroactive payments or reimbursements for purchases made prior to receiving grant application approval.

Item Eligibility

10. What if we need items that are not on the eligible list?

Please contact the Programs Department ([see page 8](#)) for direction before starting and/or submitting an application for an item that may not fall within the category or list of items. Where necessary, the Advisory Committee will need to be privy to the request.

11. Can the funding be used to cover costs essential to the capital purchase such as maintenance?

Currently, EquipCare BC is available for capital purchases or rental funding only.

Application Submission Process

Open Application Periods

12. Is it more advantageous to apply sooner rather than later?

The program is designed so that your allocation of the “up to” limit is secured for the length of one period and reset each application period until funds deplete. It is recommended that you apply in all periods to take full advantage of funding while available.

13. What time during the year are you open to accepting applications?

Applications are accepted any time during open application periods.

Electronic Application Form, Multiple Site Applications and Supporting Documentation

14. I need help when completing the online application form, who do I contact for assistance?

Please contact the Program Department for assistance ([see page 8](#)).

15. My organization has multiple sites that are eligible to apply. Does each site need to apply?

Yes, an application must be created for each eligible site.

16. There has been a change to the number of LTC funded residents or AL funded units. How does that change my eligibility?

The “up-to” eligible limit is determined by the number of LTC funded residents or AL funded units at the time of application. If this information differs from public records or registries, documentation is required to confirm the information such as agreements or contracts by the Health Authority or an email from the health authority confirming the information.

Application Review

Review & Adjudication Process

17. What is considered in the application review and adjudication process?

In accordance with the EquipCare BC *Guiding Principles*, does the application show that the:

- a. Outcomes for funding are directly correlated to the COVID-19 response urgency and/or improvement of safety and quality improvement for seniors and those who care for them.
- b. Urgency of the requested items are evident in the application.
- c. Items requested are new purchases where no other funding sources exist.
- d. Items requested are in the Eligible Items List.
- e. Requests are within the “up to” eligible limit.
- f. Supporting documentation for the application is submitted in a timely manner.

18. Can we make bulk purchases to stretch our dollars?

When possible, bulk purchases are approved together that are for the same site or across sites to save costs on shipping, handling and discount pricing from the same vendor. This must be identified in the application or it is not taken into consideration.

Application Approvals

Application Status

19. How do I know if my application was approved or declined?

All applicants will receive an e-mail from the BCCPA Programs Department regarding the status of the application and the next steps.

Partial Funding Approvals

20. What would be the reason for a partial funding approval?

An application may not be approved for the entire amount requested in the following circumstances:

- Funding requested exceeds the “up to” eligible limit.
- There is a discrepancy in the “up to” eligible limit at the time of application submission regarding number of AL suites or LTC beds.
- Items requested grossly exceed industry standard pricing.
- There is a cost share or other sources of funding for equivalent eligible items.
- Supporting documents are not provided or adequate.

Implementation & Funding

Purchases & Implementation

21. Does the quantity I purchase have to match the quantity on the approval?

It is understood that industry costs and quotes are subject to change*. The quantity of items you purchase does not have to match the approved quantity as you may get more purchasing power or discounts.

**Please refer to questions 22 – 23 below for more information on the approved funding amount.*

22. If the needs changed since I received funding approval, can I use the amount for the purchase of other items?

If a previously approved item for funding is no longer needed or is no longer a priority, the grant recipient is not obligated to purchase all the items as indicated on the approval. A change request is required so that an updated approval is issued.

23. If the total purchase amount on the invoices and receipts are greater than the total amount of funding approved, can I request for more EquipCare BC funds to cover the costs?

The funding is issued for the amount on the approval. The remaining balance is considered a cost share by the applicant.

24. How long do we have from the date of approval to make the purchase and implement?

Grant recipients are to provide proof of purchase such as invoices and receipts within 90 calendar days of the date of approval. Exceptions where requested will be assessed.

25. What if I cannot provide my invoices and receipts within 90 calendar days due the nature of the project, backorder, or other unexpected circumstances?

Please contact the Programs Department ([see page 8](#)) if you cannot implement and submit the invoices and receipts within 90 calendar days prior to the deadline.

Submitting Invoices and Receipts

26. I only have an invoice for my purchases and no receipts. Will the invoice alone be sufficient for the reimbursement?

As per the EquipCare BC Terms and Conditions, submission of both the invoices and receipts are required as proof of purchase.

The invoice contains the following information:

- Date ordered
- Invoice number
- Items ordered
- Quantity ordered
- Total cost (including applicable taxes and shipping fees)

The receipt contains the following information:

- All the information in the corresponding invoice (see above)
- The date the invoice was paid (or the date the vendor received the payment)
- The total amount paid (or “remaining balance due: \$0.00”)

27. My organization has multiple-sites and the same items have been approved for each site. Can I make one bulk purchase and submit one invoice and receipt for all the sites? Or do I need to make separate payments for each site?

One bulk purchase and payment can be made for multiple sites and the applicable invoices and receipts must be submitted for each site. The invoices and receipts must match the approval per site.

Funding

28. Can I request an advance on grant funding if I do not have the financial resources to make the purchases upfront?

As per the EquipCare BC Terms and Conditions, submission of both the invoices and receipts are required as proof of purchase to release grant funding. Under special circumstances of financial hardship, this request may be reviewed. Please contact the Programs Department ([see page 8](#)) to make special arrangements.

29. I have submitted my invoices and receipts (and other applicable documents) within 90 calendar days, when should I expect to receive my reimbursement?

Once we receive and review all the required documents, please allow for five business days in the case of electronic fund transfers and ten business days for cheques. Missing payment information will delay grant funding. If incorrect payment information is provided, a reissuance will be made which will delay grant funding. If updates to an application are needed, there may be a delay in grant funding to make the changes requested.

Final Steps & Communication Protocols

Final Steps

30. What else may be required if I am a grant recipient?

You need to confirm you have received your grant funding and answer a brief satisfaction survey with the opportunity to provide your feedback on the funding process.

Please ensure that the EquipCare BC communication protocols are adequately followed*. We may also request onsite inspections which will be conducted by BCCPA, an appointed representative or a third party.

**Please refer to question 31 for more information regarding EquipCare BCs communication protocols.*

Communication Protocols

31. What are the recognition and communication protocol requirements if I am a grant recipient?

The information regarding this funding approval cannot be released publicly prior to obtaining written approval from BCCPA. Once information can be publicly released, grant recipients are required to acknowledge the support of the BC Ministry of Health and the BCCPA in their promotional material associated with the grant.

Grant recipients are also required to recognize the BC Ministry of Health and BCCPA for providing support of the purchase wherever the opportunity for recognition is possible and participate in communications protocol where requested.

For further information, please refer to the EquipCare BC Terms and Conditions or speak to BCCPA Public Relations staff.

Contact Us

If you need to get in touch with us about EquipCare BC, please contact the **Programs Department**.

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