

# EquipCare BC

As of: April 4<sup>th</sup>, 2024

## Frequently Asked Questions (FAQs)

### Contents

<b>EquipCare BC Guidelines &amp; Eligibility Criteria</b> .....	2
Who is eligible and how much can we apply for? .....	2
Other Funding Sources.....	3
Quotes, Invoices and Prior Purchases.....	3
Item Eligibility .....	3
<b>Application Submission Process</b> .....	4
Open Application Periods .....	4
Electronic Application Form, Multiple Site Applications and Supporting Documentation .....	4
<b>Application Review</b> .....	4
Review & Adjudication Process .....	4
<b>Application Approvals</b> .....	5
Application Status .....	5
Partial Funding Approvals.....	5
<b>Implementation &amp; Funding</b> .....	5
Purchases & Implementation .....	5
Submitting Invoices and Receipts .....	6
Funding .....	7
<b>Final Steps &amp; Communication Protocols</b> .....	7
Final Steps.....	7
Communication Protocols.....	7
Contact Us.....	8

# EquipCare BC Guidelines & Eligibility Criteria

## Who is eligible and how much can we apply for?

### 1. Who can apply for funding?

To be eligible for program funding, 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](#) under the "Seniors" residence type SN.

### 2. How much can I apply for and when?

One application is permitted for each site per period by the closing date of that period.

Grant Funding Limits			
Operator	"Up To" Amount* Period 1	"Up To" Amount Period 2	Per Public
Assisted Living (AL)	\$300	\$310	Unit
Long-Term Care (LTC)	\$300	\$310	Bed

*Note:* The "up to" eligible amount only applies to public funded units or beds.

\*The "up to" eligible amount may vary for Period 2 dependent on the number of applications and funds remaining from Period 1.

Application Period	Intake Opens	Intake Closes	# of Applications Permitted	MOH Reporting Due
1	June 16 <sup>th</sup> , 2023	February 21 <sup>st</sup> , 2024	1 per site for the "up to" eligible limit.	April 15 <sup>th</sup> , 2024
2	April 4 <sup>th</sup> , 2024	February 21 <sup>st</sup> , 2025	1 per site for the "up to" eligible limit.	April 15 <sup>th</sup> , 2025

*Note:* If the Period 1 application is missed, amounts do not carry forward to Period 2.

### 3. Are health authority owned and operated homes, private pay, independent living residences, and home health operators eligible for funding?

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

### 4. Are private pay beds and units eligible for funding if my home is publicly funded?

Only the publicly funded beds and units are eligible for the grant funding calculation. If this number increases while you have a grant fund pending, the "up to" eligible amount can be adjusted with sufficient contractual documentation showing the number of beds or units newly funded.

## 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, training, or rental 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, for example in backorder situations.

### 8. Can I go ahead and make purchases if I have a quote?

A quote is not required to proceed with an application; however, it will give you an estimate for your application request. For grant funding eligibility, invoices and proof of payment documents cannot pre-date April 4<sup>th</sup>, 2023 for Period 1 and April 4<sup>th</sup>, 2024 for Period 2.

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

There are no retroactive payments or reimbursements for orders made prior to the application period opening. If items are ordered and paid for after the period opening but before the application is submitted, there is no guarantee that the application will be approved. The application must be for net new purchases whereby no other warranties, programs, grants, rebates, or funding sources exist.

## 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.

**12. Can the funding be used to cover costs needed to implement the capital purchase such as installation, shipping, and handling?**

Yes, if the installation labour cost, shipping, and handling is part of the same invoice or matched with the capital purchase invoice of the same application period.

## Application Submission Process

---

### Open Application Periods

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

The program is designed so that your allocation of the “up to” limit is available for one application submission per period. Grant funding may become exhausted prior to the end of the period so it is recommended that you apply as soon as possible to take full advantage of funding while available. If the Period 1 application is missed, amounts do not carry forward to Period 2.

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

Applications are accepted up to the application closing date of February 21<sup>st</sup>, 2024, for Period 1 and closing date of February 21<sup>st</sup>, 2025, for Period 2 (if funding has not been exhausted by the closing date).

### Electronic Application Form, Multiple Site Applications and Supporting Documentation

**15. 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](#)).

**16. 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. If your site has both long-term care and assisted living, one application can be submitted.

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

The “up-to” eligible limit is determined by the number of LTC funded beds 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 agreements or contracts by the Health Authority or an email from the Health Authority confirming the information.

## Application Review

---

### Review & Adjudication Process

**18. 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 safety and quality improvements for seniors and those who care for them.
- b. Items requested are new purchases where no other funding sources exist.
- c. Items requested are in the *Eligible Items* List.
- d. Requests are within the “up to” eligible limit.
- e. Supporting documentation for the application adjudication is submitted in a timely manner.

#### **19. 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 of the same Operator 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

#### **20. 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.

#### **21. What are the requirements to apply in Period 2?**

If you did not apply in the first period, the amount does not carry over to the second period. However, your application will be given priority over applicants that received funding in the first period. If you received an approval for first period funding and have not submitted the appropriate documents for grant funding, your second period funding will not be adjudicated until the grant has been paid for the previous period.

### Partial Funding Approvals

#### **22. 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 units 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

#### **23. 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 24 – 25 below for more information on the approved funding amount.*

**24. 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. If the items are on the Eligible List, Programs staff will make updates to the application on your behalf from the documents submitted prior to the grant funds being released.

**25. 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.

**26. 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.

**27. What if I cannot provide my invoices and receipts within 90 calendar days due to 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

**28. 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 (proof of payment) contains the following information:

- All the information in the corresponding invoice (see above)
- A date stamp from the vendor for payment received

- A financial statement or a bank stamp on the back of a cleared cheque
- The total amount paid (or “remaining balance due: \$0.00”)

**29. 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

**30. 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.

**31. 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, grant funds are electronically paid every 1<sup>st</sup> and 15<sup>th</sup> of the month. Cheques are only issued on an exception basis which can take 20+ days, including mailing. 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

**32. 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 33 for more information regarding EquipCare BCs communication protocols.*

### Communication Protocols

**33. 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**.

**Snezana Ristovski**

Senior Director of Programs &  
Organizational Development

[snezana@bccare.ca](mailto:snezana@bccare.ca)

604.736.4233 ext. 244