

## APPENDIX 1 TO THE RISK MITIGATION PROGRAM TERMS AND CONDITIONS ANIMAL HEALTH BIOSECURITY SUBJECT AREA CRITERIA DOCUMENT

### 1. Purpose

- 1.1 The Animal Health Biosecurity Subject Area:
- (a) supports the enhancement of industry wide adoption, improvements, and implementation of established national standards of species-specific Biosecurity practices in Alberta;
  - (b) supports communication activities to increase awareness and knowledge of current and emerging livestock disease risks and implementation of mitigation measures to reduce risk in Alberta; and
  - (c) supports innovation and collaboration to develop plans to reduce and mitigate current and emerging animal disease risks in Alberta.

### 2. Definitions

- 2.1 In this Animal Health Biosecurity Subject Area Criteria Document, the following terms have the following meanings:
- (a) **Agri-Processor:** means a manufacturer operating in Alberta that:
    - i. is active in the business of changing a raw agricultural commodity into a value-added product for human consumption through physical, chemical, or thermal means, including packaging; and
    - ii. operates one or more processing facilities that are registered by federal or provincial inspection authorities;
  - (b) **Biosecurity:** means the implementation of practices for the protection of animal health through the prevention, reduction or elimination of disease transmission;
  - (c) **Disease Risk Management (DRM):** means Biosecurity strategies that support:
    - i. awareness and education activities;
    - ii. determination of risk baselines;
    - iii. development and implementation of risk assessments; and
    - iv. implementation of mitigation measures;
  - (d) **Farm Service Provider:** means an individual or organization operating in Alberta that is not a Primary Agriculture Producer, but provides a service to meet the business needs of a Primary Agriculture Producer (e.g. Alberta livestock auction markets);
  - (e) **Industry Organization:** means an industry board, commission, agency and any other non-profit organization that represents the livestock industry in Alberta;
  - (f) **Post-Secondary Institution:** means a university, a public college, or a technical institute, as defined in the Alberta Post-Secondary Learning Act;
  - (g) **Primary Agriculture Producer:** means an individual or a registered corporation operating in Alberta who is responsible for the day-to-day management and work for a livestock operation;

- (h) **Rural Municipality:** means a municipality as defined in the Alberta Municipal Government Act with the exception of summer villages and improvement districts; and
- (i) **Subject Area:** means the Animal Health Biosecurity Subject Area under the Program.

### 3. Eligible Applicants

**3.1** The following entities are eligible to apply under this Subject Area:

- (a) Industry Organizations;
- (b) Rural Municipalities;
- (c) Farm Service Providers;
- (d) Post-Secondary Institutions;
- (e) Metis Settlements; and
- (f) Indian Bands.

**3.2** The following entities are not eligible under this Subject Area:

- (a) government agencies;
- (b) research stations;
- (c) Primary Agriculture Producers; and
- (d) Agri-Processors.

### 4. Eligible Activities

**4.1** The following activities may be included in an Application under this Subject Area:

- (a) development and delivery of training programs, and publication of training/educational materials that increase Biosecurity awareness which would assist with the implementation of animal health Biosecurity practices, and other DRM strategies that meet or exceed established national standards;
- (b) provincial/regional adoption of national Biosecurity standards, or adoption/adaptation/implementation of industry-recognized Biosecurity management practices; and
- (c) design, development, testing and implementation of new Biosecurity technologies aimed to identify, prevent, reduce or eliminate animal disease risks.

**4.2** Activities that are ineligible under this Subject Area include:

- (a) the purchase of equipment;
- (b) activities funded in other government programs;
- (c) activities with respect to risks that have already been addressed;
- (d) basic research activities; and
- (e) any other activity deemed by the Minister to be ineligible.

### 5. Eligible Expenses

**5.1** The following expenses may be included in an Application under this Subject Area:

- (a) incremental costs for labour or salaried services and related employment and/or consultant expenses to develop, deliver, adapt, implement and promote animal health Biosecurity and DRM projects in the livestock industry;

- (b) costs of goods and services to design, deliver, implement and promote livestock Biosecurity and DRM projects/programs, workshops and training seminars, including administrative costs such as advertising, print materials, website and app development;
- (c) expenses incurred in the provincial/regional adaptation of national Biosecurity standards, or adoption/adaptation and implementation of industry-recognized Biosecurity management practices;
- (d) costs to perform feasibility and risk/gap assessment activities related to animal health Biosecurity adoption and DRM programs;
- (e) costs for rental or lease of facilities, equipment or machinery to deliver animal health Biosecurity programs;
- (f) reasonable costs of obtaining client feedback and client advisory committees for the purpose of developing, delivering and evaluating animal health Biosecurity programs;
- (g) reasonable travel expenses for travel within Alberta directly related to the Project in accordance with the Travel Expense Policy;
- (h) expenses for the purchase of computer equipment and software to be used solely for Project administrative purposes, up to a maximum of \$3,000;
- (i) expenses for the purchase of analytical computer equipment, software and other technologies to be used in the implementation and monitoring of animal health Biosecurity practices and DRM projects; and
- (j) for all Applicants other than Farm Service Providers, In-Kind Contributions up to a maximum of 25% of the total Eligible Expenses.

**5.2** Expenses that are ineligible under this Subject Area include:

- (a) Goods and Services Tax (GST);
- (b) financing fees and interest charges;
- (c) legal fees;
- (d) cost of land, buildings, roads or vehicles;
- (e) expenses incurred in Non-Arm's Length Transactions;
- (f) costs incurred by the Applicant to prepare the Application;
- (g) costs for normal (day-to-day) operations and general office equipment, as well as overhead, salary and maintenance costs;
- (h) costs to set up a society, association or company, and membership fees, dues and contributions;
- (i) costs funded through any other federal, provincial or municipal government grants, programs or projects;
- (j) expenses incurred by the Applicant outside of the Project Term; and
- (k) any other expense deemed by the Minister to be an ineligible expense.

## **6. Processing of Applications**

- 6.1** Applications completed to the satisfaction of the Minister will be considered for approval on a case-by-case basis, subject to Subject Area eligibility criteria, assessment criteria, and funding constraints.

## **7. Subject Area Assessment Criteria**

- 7.1** Subject Area assessment criteria by which an Application will be assessed are:
- (a) impact or applied benefit that the Proposed Project will have on the animal health and DRM/Biosecurity practices of livestock producers and the Alberta livestock industry as a whole;
  - (b) extent the Proposed Project will address novel DRM and Biosecurity practices and be applied extensively in the short term within the Alberta livestock industry;
  - (c) extent of industry engagement, support, collaboration and partnership in the Proposed Project;
  - (d) extent to which the Proposed Project implements an action or strategy identified in an existing animal health Biosecurity plan;
  - (e) the extent to which the Application demonstrates the Applicant's capacity and readiness to execute the Proposed Project based on available financial resources, necessary experience, and skills (to manage, lead and execute the Project), and detailed Proposed Project timelines that are realistic and attainable;
  - (f) extent to which the Proposed Project is unique/innovative (i.e. no other projects with similar objectives have been done or are currently underway in Alberta or Canada within the targeted sector) and has the potential to be used extensively in one or more commodities;
  - (g) feasibility and probability that the Proposed Project will achieve the stated objectives; and
  - (h) extent to which the Proposed Project will become self-sustained in the long term.

## **8. Funding Levels and Grant Payment For Farm Service Provider Applicants**

- 8.1** For Farm Service Provider Applicants, this Subject Area provides grants on a cost-shared basis to cover Eligible Expenses for approved Projects up to a maximum of \$80,000 per Project.
- 8.2** Eligible Expenses shall be cost-shared at 50% grant and 50% Farm Service Provider Applicant.
- 8.3** Grant payments will be made on a reimbursement basis based on the Eligible Expenses incurred and claimed by a Farm Service Provider Applicant and approved by the Minister pursuant to the Grant Agreement.
- 8.4** The only Eligible Expenses for which a Farm Service Provider Applicant may make a claim for reimbursement are the Eligible Expenses listed in the Approval Letter or Executed Grant which are directly incurred by the Farm Service Provider Applicant in completing the Project, unless otherwise authorized by the Minister.
- 8.5** To make a claim for reimbursement, a Farm Service Provider Applicant must submit:
- (a) a completed Reimbursement Claim Form with copies of all documentation (e.g. invoices, receipts, or other supporting documentation) necessary to establish, to the satisfaction of the Minister, that the Farm Service Provider Applicant incurred and paid all of the Eligible Expenses claimed;

- (b) a Status Report or Final Report for the Eligible Expenses incurred and paid in the period covered by the report; and
- (c) any supplementary documentation requested by the Minister.

**8.6** The Approval Letter or Executed Grant will specify when the Reimbursement Claim Form and all required supporting documentation must be submitted by a Farm Service Provider Applicant.

**9. Funding Levels and Grant Payment For All Applicants Other Than Farm Service Provider Applicants**

- 9.1** For all Applicants other than Farm Service Provider Applicants, this Subject Area provides grants on a cost-shared basis to cover Eligible Expenses for approved Projects up to a maximum of \$250,000 per Project.
- 9.2** Eligible Expenses shall be cost-shared at 50% grant and 50% Applicant for all Applicants other than Farm Service Provider Applicants.
- 9.3** Payments to Applicants other than Farm Service Provider Applicants will be made as follows:
- (a) upon execution of the Executed Agreement, an initial payment of 25% of the maximum approved grant amount stated in the Executed Agreement; and
  - (b) the remaining 75% of the maximum approved grant amount shall be paid over the Project Term upon receipt of Status Reports and/or the Final Report, as specified in the schedule in the Executed Agreement.

After submission of the Final Report, if the sum of all previous grant payments exceeds the total Eligible Expenses claimed by the Applicant multiplied by the applicable funding level, no final payment will be made and the Applicant shall immediately pay the unused grant funds to the Provincial Crown.