

BRITISH COLUMBIA

**Local Government Infrastructure
Planning Grant Program**

PROGRAM GUIDE



**Ministry of Community Services
Local Government Infrastructure and Finance Division**

March 2006

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1. Program Overview

Purpose

To assist local governments in developing sustainable infrastructure that will improve public health and safety, protect the natural environment and strengthen local and regional economies.

Eligible Applicants

An eligible applicant is a local government, defined as a municipality, a regional district or a greater board. Local governments can submit applications on behalf of improvement districts, registered utilities or other small water systems and should include the letter of request from that organization.

Eligible Projects

The Program supports a range of initiatives related to improving water, sewer, drainage and other environmental infrastructure. Eligible projects are those that promote sustainable municipal infrastructure including, but not limited to:

Plans

- Capital Asset Management Plans
- Liquid Waste Management Plans
- Integrated Stormwater Management Plans
- Community Energy Plans
- Water Conservation Plans
- Water Master Plans
- Watershed Management Plans
- Community Groundwater Management Plans

Studies

- Infrastructure assessments to determine system condition
- Economic evaluations of universal metering and conservation rate structures
- Water audits and development of water demand management strategies
- Low impact development technologies and green building design evaluations
- Engineering studies of onsite/decentralized wastewater treatment
- Innovative pilot projects and capacity building programs
- Wastewater reclamation and water reuse studies
- Pre-design or feasibility studies to determine the most cost-effective or appropriate way of correcting a specific infrastructure problem

Eligible Costs

Eligible costs means all direct costs properly and reasonably incurred and paid solely and specifically in relation to the proposed project. This restriction applies whether the plan or study is carried out by suitably qualified local government staff or by a consultant or other qualified person. Projects which have already begun at the date of application will not be considered for funding.

For a plan or study to be carried out by local government staff, a detailed work program showing time and cost estimates should identify personnel, their role, (*e.g., project manager, coordinator, etc.*), their qualifications pertaining to the project; and deliverables (*i.e., there must be a final report*).

Eligible costs do not include administration or administrative overhead, interest, carrying charges or capital project costs.

Amount of Grant

The maximum grant for approved projects is \$10,000 according to the following formula:

Approved Project Costs	Provincial Grant
First \$5,000 or less	100% of approved costs
Next \$10,000 or less	50% of approved costs

2. Application Process

How to Apply

Each new project will require a completed application form and supporting documentation. Supporting documentation must include project description and rationale, benefits expected, detailed report deliverables and estimates of project costs.

Applications are to be sent to the Municipal Engineering Services Branch at the address listed below. Applications are received on a continuous basis; however, grant funding may not be available after a posted deadline. If funds permit, applications received after a deadline may be assessed in a subsequent round of approvals.

Grant Application Form

The application form is attached to this Guide, and is also available through the Municipal Engineering Services Branch and can be downloaded from the Ministry's Local Government Grants Web page at http://www.cserv.gov.bc.ca/lgd/pol_research/grants.html.

Each plan or study requires a separate application. Due to limited Program funds, the Ministry reserves the right to limit the number of grants approved per applicant.

The application process can be initiated by FAX or by e-mail. However, the original application with original signatures must be submitted to complete the application process. Completed application forms should not exceed three pages in length.

Please indicate a local priority when submitting multiple grant applications and when pre-existing applications are still active and on file with the Ministry.

If you have a previous application on file with the Ministry, please use the application form to give us any necessary updates to your application.

Contact Information

Applications should be sent to the following address:

Mail Address: Ministry of Community Services
Municipal Engineering Services Branch
PO Box 9838 Stn Prov Govt
Victoria BC V8W 9T1

Location Address: 4th Floor - 800 Johnson Street, Victoria, BC

Phone: (250) 387-4060 FAX: (250) 356-1873
E-mail: Elizabeth.Davidge@gov.bc.ca

Questions should be directed to the Municipal Engineering Services Branch.

3. Completing the Grant Application

Application Guidelines

Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry. Applications with incomplete information will not be considered until all necessary information has been submitted.

Please ensure that all necessary information is attached and all the appropriate boxes have been completed. If there is no supporting documentation, or the question is not applicable to the project, provide a brief explanation.

If you have already sent information to the Ministry, such as a detailed work plan or consultant's proposal, it is not necessary to re-submit it. You should make reference to the date when this material was sent.

Grant applications that are not successful in their first assessment will be considered for a subsequent evaluation in the next round of approvals. Applications that are not successful within one year of submission are withdrawn from further assessment. To be considered in future rounds, a new grant application with updated information will need to be submitted.

Project Information

Long-range planning that takes full account of the interdependencies between the economy, society and the environment is essential for the development of sustainable communities. The Program encourages local governments to develop comprehensive plans that integrate and balance environmental responsibilities with the infrastructure demands of a growing community.

The application should describe how the project compliments a long-term planning approach and its relationship to community planning and development initiatives. For example, the project may be needed to address infrastructure requirements as part of a:

- Regional Growth Strategy
- Official Community Plan
- Improvement District Conversion
- Liquid Waste Management Plan
- Restructure Plan

Applications need to clearly describe how the project will provide economic, social and/or environmental benefits such as:

- Cost savings and lower tax burden for residents and businesses
- Improved public health and safety
- Reduced ecological footprint and enhanced environmental protection
- More efficient use of infrastructure and natural resources
- Reduced infrastructure and operating costs
- Improved community sustainability

4. Application Review and Approval Process

Selection Criteria

Projects are evaluated using different rating schemes based on project type. Generally, criteria used to review and rank applications will include measures for:

- Public health and safety
- Environmental protection and enhancement
- Long-term planning and community sustainability
- Energy efficiency
- Best management practices
- Innovation and new approaches
- Greenhouse gas emission reductions
- System efficiency
- Conservation and demand-side management approaches

Additionally, preference is given to plans and studies that will lead to capital projects and those that demonstrate leadership in sustainable environmental management.

Announcements

The timing of announcements of funding approvals will depend on the number and complexity of applications received.

Terms and Conditions

Successful applicants will receive a Terms and Conditions Schedule which sets out the agreement between the Province and the local government. This will confirm the project description and deliverables, its cost and the maximum grant amount. The Schedule will include the earliest grant payment due date and the agreement expiry date.

You will be asked to confirm your acceptance of these Terms and Conditions by returning a signed copy of the Schedule to the Ministry.

Transfers Between Projects

Grants are project specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by either the initial terms of reference, a consultant's proposal or a detailed work program, may be considered only with the prior agreement of the Ministry. Any substitute project must produce similar results to that for which the grant was approved.

5. Payment of Grants

Copy of Final Report

Final reports can be submitted by e-mail or CD and must be in PDF format. Electronic submissions of reports are preferred.

If a digital copy of the report cannot be supplied, then a paper copy of the final report will be accepted. Hard copy reports prepared by a registered engineer and/or geoscientist must be sealed or stamped, with signature and date, clearly showing the report author and responsible professional. A transmittal notice or covering letter, from the applicant, should indicate that the final report, and its contents, have been received, evaluated and accepted by the project proponent.

The Ministry may publish, release, or otherwise disseminate information related to the study or plan, including the final report.

Claim Form

The Ministry's claim form must be completed, signed and submitted to request payment of the grant. Payment will be made upon completion of the project and only after the submission of a copy of the final report together with an invoice for all work undertaken to complete the report. For studies completed using in-house resources, the claim must be accompanied by a schedule detailing the costs (time and charges) of the project.

Should the final report be different than shown in contract description and deliverables, the proponent shall be held responsible and grant funding may be withdrawn. Should the invoice show unreasonable or ineligible costs, grant claims may also be denied or reduced.

The total amount of the grant payable will not exceed either the amount noted in the approval letter or the approved percentage of the actual cost, whichever is less.

Claim Period and Expiry of Grant

The claim period for the project and the expiry date for the grant will be set out in the Terms and Conditions Schedule. The claim period will normally be for two years. Requests for an extension of this claim period must be received, in writing, before the grant's expiry date. Extensions will be considered where there are unforeseen or extenuating circumstances.