

Local Government Infrastructure Planning Grant Program

PROGRAM GUIDE



November 2016



Ministry of
Community, Sport and
Cultural Development

1 Program Overview

1.1. Purpose

The Infrastructure Planning Grant Program (Program) assists local governments in developing sustainable infrastructure that will improve public health and safety, protect the natural environment and strengthen local and regional economies.

1.2. Amount of Grant

The province will provide a maximum grant amount of \$10,000 for approved projects and each approved grant amount is arrived at through a formula as illustrated below:

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

For approved eligible costs over the first \$5,000, this portion will be calculated at 50% funding for the remaining approved eligible costs up to a maximum total grant amount of \$10,000. The following example shows how the formula works:

| | |
|--|-------------------------|
| Total Incurred Approved Eligible Costs = \$8,000 | |
| Formula: | |
| Approved Eligible Project Costs | Provincial Grant |
| 100% of the first \$5,000 of costs | \$5,000 |
| 50% of the remaining \$3,000 | \$1,500 |
| <hr/> | |
| Total Provincial Funding (Grant Amount) = | \$6,500 |

1.3. Application Review and Selection Criteria

Project selection criteria are focused on the principles of sustainability. Projects are evaluated using different rating schemes based on project type. Those applications that effectively demonstrate how they are able to meet the selection criteria will have the greatest opportunity in being considered for approval, as well as those projects that will lead to a capital project or assist in the dissolution of an existing water system.

Additionally, applications need to clearly describe how the project will provide economic, social and 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 operating costs; and,
- improved community sustainability.

Generally, criteria used to review and rank applications are based on the following objectives:

- Public health and safety
- Environmental protection and enhancement
- Sustainable planning, design and management
- Asset Management
- Energy efficiency and greenhouse gas emission reductions
- Best management practices
- Innovation¹ and new approaches
- Efficient use of infrastructure and other resources
- Conservation and demand-side management approaches
- Leadership in sustainable environmental management

¹ Innovation is an approach, idea or methodology that has rarely been done before, is considered to be new and perhaps untested in context with the size or capacity of the local government.

2 Eligibility

2.1. Eligible Applicants

An eligible applicant is a local government, defined as a municipality or a regional district. 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.

2.2. 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 infrastructure including, but not limited to:

| Plans | Studies |
|--|--|
| Water Conservation Plans | Infrastructure Condition Assessments |
| Water Master Plans | Economic Evaluations of Universal Water Demand Management Strategies |
| Asset Management Plans | Innovative Pilot Projects and Capacity Building Programs |
| Liquid Waste Management Plans | Wastewater Reclamation and Water Reuse Studies; Integrated Resource Recovery |
| Integrated Stormwater Management Plans | Water Audits and Development of Water Demand Management Strategies |

2.3. Ineligible Projects

Applications will be deemed ineligible if the following exists:

- has already begun prior to the submission of the application;
- for a proposed privately owned development;
- considered routine maintenance or repair;
- modelling or GIS based projects -note: if a project that includes a modelling component has a long term planning goal that surpasses the modelling piece, the project may be considered eligible; and,
- water main/pipe testing.

2.4. Eligible Costs

Eligible costs are all direct costs properly and reasonably incurred in relation to the proposed project.

Eligible costs include:

- consultant fee (e.g. travel costs, engineer assessment of phasing of project etc.);
- local government staff time (for projects using in-house resources); and,
- in-kind contributions.

For projects that involve in-kind contributions or are to be directly carried out by local government staff:

- a detailed cost estimate must be submitted with the Application Form;
- cost estimates must identify the charge out rate for each participant:
 - fair market value costs;
 - time commitment for each task; and,
 - outline each participant's role (e.g. project manager, coordinator, etc.) and their qualifications pertaining to the project.

Eligible costs are net of any contributions from other grant programs. Approved funding will be calculated once all other grant contributions have been deducted from the total cost of the project.

2.5. Ineligible Costs

Ineligible costs are:

- administrative overhead charges (e.g. office salaries, wages and commissions, office supplies, administration travel and entertainment etc.),
- local government staff time for general administration of a project (e.g. reviewing consultant's report, filling claim forms etc.),
- capital project cost (e.g. construction costs, purchase of land or buildings or equipment used in the production of goods or in the rendering of services etc.),
- routine maintenance and repair costs,
- GST (as of February 2004, municipalities receive a 100% federal government rebate on GST paid),
- costs incurred prior to the date of application,
- local government staff time or consultant fees for completing grant applications.

3 Application Process

3.1. Application Guidelines

3.1.1. Required Materials:

- Completed Application Form (should not exceed four pages in length); and,
- Signed Certification Form.

See **Section 3.3** of this Guide for access information for these materials.

Full and Accurate Information

Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry and any applicable supporting information has been submitted. If a 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, however, do make reference in your application that this material has already been submitted including the date of submission.

3.1.2. Supporting Documentation

It is recommended that applications are submitted with supporting documentation in order to provide additional information for assessment. Though not mandatory, applications should be submitted with a work plan. This could be the project's terms of reference or a consultant's proposal. Some examples of other supporting documentation include, but are not limited to, the following:

- ✓ Council or board resolution supporting the project;
- ✓ Letters of support and/or documentation demonstrating support from relevant regulatory agencies such as local Health Authorities, Ministry of Environment, Department of Fisheries and Oceans Canada, etc.;
- ✓ Letters of support from community groups, stakeholders and partner organizations;
- ✓ Copies of pertinent sections of any long term plans (e.g. Regional Growth Strategy, Official Community Plan, Liquid Waste Management Plan);
- ✓ Copies of any applicable bylaws that directly support the project (e.g. Rainwater Management Bylaw, District Energy Bylaw, Water Conservation Bylaw, Low Impact Development Bylaw); and,
- ✓ Reference to any guidebooks or best practices that form the basis of the project (e.g. AMBC Asset Management Roadmap, B.C.'s Stormwater Planning Guidebook, Master Municipal Construction Document Association's Green Design Guidelines).

3.1.3. *Freedom of Information and Protection of Privacy Act*

Applicants should be aware that information collected is subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the Infrastructure Planning Grant Program and will be used for the purpose of evaluating eligibility under the Program. Any questions about the collection, use or disclosure of this information should be directed to the contacts at the end of this guide.

3.2. **Where to Apply**

All completed application packages should be emailed to the Ministry of Community, Sport and Cultural Development at: Infra@gov.bc.ca. Though an electronic version of the Application Package (i.e. application and supporting documentation) is preferable, if you are unable to submit via this format, then a hardcopy can be mailed to the Ministry. See **Section 5** for the Ministry address. If it is not possible to complete the Application Form using a computer, please contact the Ministry and an application designed to be filled in by hand will be mailed to you.

3.3. **How to Apply**

- **Step 1:** Download both the Application Form and the Certification Form from the web at: http://www.cd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm
- **Step 2:** The Application Form is a protected Word® Document which should be completed electronically. Please note that the area below each question will expand as necessary to provide additional space to answer a question. Each question must be answered in less than 200 words.
- **Step 3:** Save the completed Application Form with the following filename format using the applicant's name, then IPGP (acronym of the Program) and date submitted. *For example: Tahsis_IPGP_Jan2017 (month/year: Jan2017)*
- **Step 4:** If applicable, prepare and copy any supporting documentation that will be submitted with the Application Form (e.g. work plan, consultant's proposal, council resolution). Supporting documentation can be submitted in portable document format (PDF).
- **Step 5:** Complete the Certification Form, then print, sign and submit in portable document format (PDF) along with the completed Application Form and any supporting documentation by email to the Ministry of Community, Sport and Cultural Development at: Infra@gov.bc.ca. By signing the Certification Form, the applicant is certifying that the information contained in the application is correct and complete. Mailed hardcopies will also be accepted.

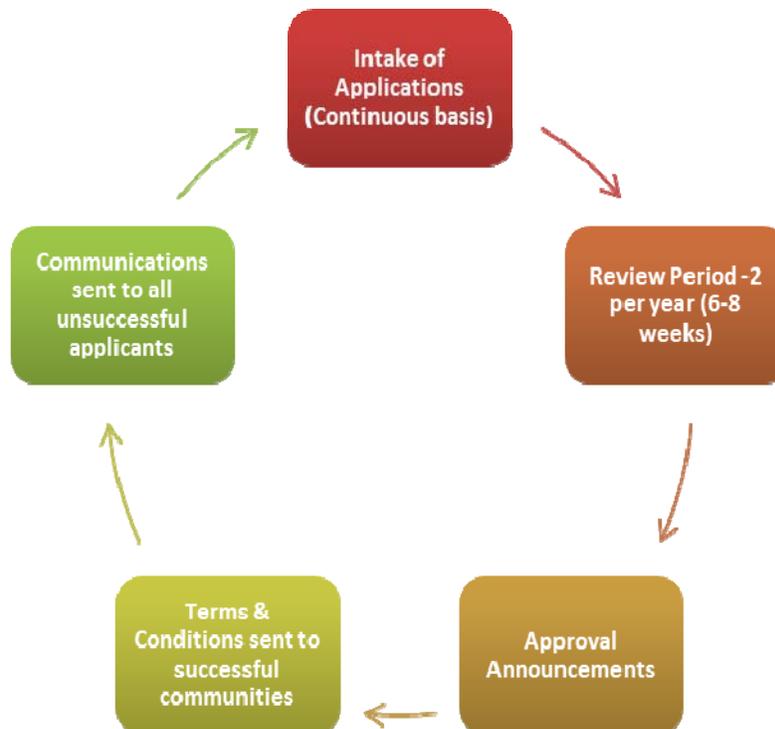
Once all required materials have been received by the Ministry, an email will be sent notifying applicants that their application package is complete and eligible for assessment.

3.4. Application Deadline

Applications are received on a continuous basis throughout the year with usually two review rounds taking place in Spring and Fall; however, grant funding may not be available after a posted deadline. If funding permits, 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 and the applicant is notified. To be considered in future rounds, a new grant application with updated information will need to be submitted.

If you have already submitted an application, your application submission date becomes your eligible cost date, therefore, you can begin your project and if you are successful in a subsequent round of reviews, any eligible costs incurred will be reimbursed through an approved grant.

The following diagram illustrates the general intake and approval process for all applications:



4 Approval and Payment of Grants

4.1. Announcements

Successful applicants will receive written notification of approved funding. Grant announcements are usually made within three months after a posted deadline.

Unsuccessful applicants will receive email notification of their status, as per Section 3.4. of this Guide.

4.2. Terms and Conditions

Successful applicants will receive the Terms and Conditions associated with their approved grant. This acts as a contract that confirms all parties' understanding of the project, the maximum grant amount to which the applicant is entitled and the grant's expiry date. Certain conditions may be attached to successful contracts in order to ensure that sustainability goals are met.

It is the responsibility of the successful applicant to sign this Terms and Conditions (contract) and send it back to the Ministry in two versions (see **Section 5** of this Guide):

- hardcopy mailed in; and,
- electronic copy.

***Note:** The Terms and Conditions are not available on the website as the contract is project-specific.

4.3. Claim Period and Expiry of Grant

The claim period will be for approximately two years. Requests for an extension of this claim period will only be considered where there are unforeseen or extenuating circumstances. Such requests must be received before the expiry date of the grant. Extensions are granted in one year increments. Grants are only eligible for two extensions.

4.4. Transfers between Projects and Scope Changes

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 the initial application, a consultant's proposal or a detailed work program, may be considered only with the prior agreement of the Ministry of Community, Sport and Cultural Development. Any substitute project must produce similar results to that for which the grant was approved.

The Ministry must be notified of any changes to the project description prior to completion of the project, which could then be eligible for a formal scope change process for approval of proposed changes.

4.5. Payment of Grant

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.

To request payment, the grant recipient must submit by email to: Infra@gov.bc.ca:

(Please submit the following materials: 1.Claim form; 2. Final Report; 3. Compiled Invoices as three separate documents.)

1. Completed and signed **Claim Form** in PDF format (see **Section 4.5.2.** of this Guide for details on filling in the Claim form);
2. Copy of the **Final Report** (i.e. Study, Plan etc., see **Section 4.5.1.** of this Guide); and,
3. Copies of **invoices** for all work undertaken to complete the report; this should include details of all times and charges, or, a schedule detailing the cost (time and charges) for in-house resources used to prepare the report;

If not previously submitted the following are required as well before payment can be made:

4. **Signed Certificate Form** sent in electronically to the email address above; and,
5. **Signed Terms & Conditions** –two copies to be sent in: hardcopy mailed in and electronic copy.

***Note:** For projects that did not generate invoices (i.e. used in-house resources or in-kind contributions), the claim must be accompanied by a schedule detailing the costs (time and charges) for the project. Should the schedule show unreasonable or ineligible costs, grant claims may be denied or reduced.

4.5.1. Submission of Final Report

The Final Report refers to any study, plan, evaluation, strategy etc. as per **Section 2.2.** of this Guide for eligible projects. The Final Report is the final product that has resulted from the awarded grant. The Ministry may publish, release, or otherwise disseminate information related to the plan or study, including the final report.

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. See **Section 4.4.** of this Guide.

Please submit the Final Report in the following format:

- **Digital copy** – if a digital copy of the report cannot be supplied, than 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 covering letter, from the applicant, should indicate that the final report and its contents, have been received, evaluated and accepted by the project proponent.

4.5.2. Submission of Claim Form

A completed and signed claim form is required for payment of grant and is available for download from: http://www.cd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm.

The following is an example of how to fill in the financial section of the claim form, with an estimated total project cost of \$24,242.50, and no financial contributions from others:

Claim Calculation:

| | | |
|---|----------|--------------------|
| Total Amount of Grant Approved: | A | \$10,000 |
| Total Eligible Costs Incurred To Date: | | \$24,242.50 |
| Less Contributions or Grants from Others: | | \$0 |
| Total Eligible Costs Incurred: | | \$24,242.50 |
| 100% of first \$5,000: | B | \$5,000 |
| 50% of next \$10,000: | C | \$5,000 |
| Grant calculation (B plus C): | D | \$10,000 |
| Claim A or D , whichever is less: | | \$10,000 |

Refer to **Section 1** of this Guide for further explanation on the breakdown of costs and the formula used by the Ministry to determine the grant amount per community.



5 Contact Information

Mailing Address

Ministry of Community, Sport and Cultural Development
Local Government Infrastructure and Finance Branch
PO Box 9838 Stn Prov Govt
Victoria BC V8W 9T1

Location Address

4th Floor - 800 Johnson Street, Victoria, BC

Phone: 250 387-4060

Email: Infra@gov.bc.ca

Website: http://www.cd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm