



Investing in Canada Infrastructure Program

COVID-19 Resilience Infrastructure Stream Application Form Questions

THIS IS A SAMPLE APPLICATION ONLY

ALL APPLICANTS MUST APPLY AND SUBMIT APPLICATIONS ONLINE

Visit the ICIP – Covid-19 Resilience Infrastructure Stream website for the online application portal.

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Section 1: Applicant Information

Applicants will access the application through their client record in the Local Government Information System (LGIS). Please see the [Accessing the Online Application Instructions](#) for setting up access to LGIS if your organization does not already have this.

1. Applicant's Primary Contact Information (from the applicant organization)
 - a) First Name
 - b) Last Name
 - c) Position Title of Primary Contact
 - d) Phone Number
 - e) Email Address
2. Applicant's Secondary Contact Information (optional)
 - a) Full Name
 - b) Title of Secondary Contact
 - c) Phone Number
 - d) Email Address
3. Head of the Applicant Organization's Contact Information (This information will be used during the decision process for any formal correspondence) Example: Chief, President, Mayor, Board Chair
 - a) Full Name
 - b) Title of Primary Contact
 - c) Phone Number
 - d) Email Address

Section 2: Project Information

4. Project Title *(Please provide a short concise plain language title) (limit of 90 characters)*
5. Project Description:
 - a) Provide a general, brief description of the project. (text box) *(limit of 1475 characters)*
 - b) Provide a detailed list of the project works. (text box) *(limit of 1475 characters)*

Example: build a wastewater effluent pipeline and outfall at north end of 20 Mile Bridge at Highway 10, including:

 - 10km of 800 mm diameter forcemain;
 - pumping system;
 - outfall structure; and,
 - related civil, mechanical and electrical works.

6. Briefly describe why the project is needed and how this need was determined or assessed. Also describe how this project is most appropriate to meet the identified need (rationale for the project). *(limit of 3750 characters)*

Federal Outcomes

7. Identify the outcome that best describes the major benefits from project works. (The selection of the outcome is important as questions within the application will be related specifically to the outcome that is selected.)
- The project will provide retrofits, repairs and upgrades to local government and indigenous buildings, health infrastructure or education infrastructure.
 - The project will help communities to improve their COVID-19 infrastructure, such as protective screens and physical distancing in public facilities.
 - The project will support development of active transportation networks.
 - The project will complete disaster mitigation and adaptation infrastructure projects.*
*Excludes Flood Mitigation projects as these projects will be administered separately by Emergency Management BC through the [Adaptation, Resilience and Disaster Mitigation Program \(ARDM\)](#)

Project Type

8. Project Type [selected from pick-list]
Example: active transportation

Project Location

9. Project physical address (and/or start and end points) - Latitude:(e.g. 42°, 13' 56"N") Longitude: (e.g. 125°, 44' 35"W"). If you are requesting to be identified as a Remote Community, please review the criteria in the Program Guide and supply how you meet the definition. If you have any questions please contact Ministry staff (text box) *(limit of 1000 characters)*
10. Electoral Area of project (for Regional District applications only). (text box)
11. What is the population that will be directly served by this project? (numerical input)
12. Will the completed works be used by the general public or members of the community (is it public facing)? (Yes/No)

Section 3: Is the Project Eligible

Projects that are eligible under the COVID-19 Resilience Infrastructure Stream must be public infrastructure (capital assets) owned by a Local Government, Indigenous Ultimate Recipient or a Not-For-Profit organization. Please keep in mind when applying for the COVID-19 Resiliency Infrastructure Stream that there will be reporting requirements associated with the project if successful. These include but are

not limited to Accessibility, GHG Reduction and energy efficiency standards. Please refer to the program guide for details.

13. Please review the eligibility criteria listed below to ensure that the project will meet all requirements:

- i. The project supports public infrastructure, defined as tangible capital assets, primarily for public use and/or benefit, with the possible exceptions of temporary infrastructure related to pandemic response.
- ii. The completed asset will be owned and operated by the funding recipient for the duration of the Asset Disposal Period (five years after a project is complete) with the possible exceptions of temporary infrastructure related to pandemic response.
- iii. Project contracts will be awarded through a public tender process in a way that is fair, transparent, competitive and consistent with value for money principles.
- iv. The project will meet or exceed applicable energy efficiency standards for buildings where a building is constructed.
- v. All required permits will be obtained when necessary.
- vi. The project will consider climate change in the design and will include materials that will increase energy efficiency when applicable.
- vii. The project will consider climate related risks and will have mitigation measures for these risks.
- viii. Do you have a Council/Board/Band Council/other appropriate governing body resolution authorizing the project to proceed and committing your share? This must be available upon request.
- ix. The project will meet or exceed the applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework.
- x. For publicly accessible building(s), the completed works will meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12), in addition to applicable provincial building codes and relevant local government bylaws.
- xi. The project will ensure that the principles underlining the federal government's policies to promote linguistic duality and promote the development of official language minority communities are reflected.

14. Does the project meet the eligibility criteria listed above? (Yes/No)

a) If no, Please explain which requirement(s) are not met and explain why. (text box)

15. Has the construction phase of the project started?*** (Yes/No)

****Projects that have started (construction tender awarded) are ineligible.*

16. What is the percentage of project design that has been completed as of application submission date? (This should match the class of your estimate.) (dropdown)

17. Estimated project start date. (YYYY-MM-DD)

18. Estimated project completion date (including reporting after construction, all projects must be completed by the end of 2021 with the exception of remote communities which must complete by the end of 2022*). (YYYY-MM-DD)
19. Estimated project construction start date. (YYYY-MM-DD) Construction must start no later than September 30, 2021
20. Estimated project construction completion date. Projects must be completed by the end of 2021 with the exception of remote communities which must complete by the end of 2022.* (YYYY-MM-DD)

*Please see section 1.1 of the program guide for more information on the definition of a remote community.

Section 4: Mandatory Documents

In all cases, relevant information must be included within the completed application form itself, as this will form the basis of the assessment. **Please make specific reference within the application to sections of attached documents that you wish to be included in the review.** Attachments should be clearly labelled, organized, and succinct. Mandatory documents may vary by applicant type and must be submitted with the application for the project to be eligible for review and potential funding.

Please see the ICIP-CVRIS Program Guide for explanation of requirements for each mandatory document.

Local Governments and Indigenous Ultimate Recipients

21. Please attach each of these mandatory documents (15 MB limits per documents). Zip files will not be accepted:
 - Project location .KML file (see instructions on the [ICIP website](#))
 - Detailed Cost Estimate (Must use the template on found on the ICIP CVRIS website)
 - For all Disaster Mitigation and Adaptation Outcome projects:
 - a Hazard, Risk, and Vulnerability Assessment/Risk Assessment. (Please see the CVRIS Program Guide for direction/link)
 - Partnership/Memorandum of Understanding (MOU) agreement (if more than one entity is involved in the project)

22. Additional Documentation

Additional documentation is optional and may be uploaded here to support your application. Supporting document examples: Cost Benefit Analysis or Other Study; Design Drawings; Letters of Support; Community Energy Plan; Options Assessment; or, Asset Management Plan. (Please refer to the ICIP CVRIS Program Guide for more information).

You may upload up to five Additional Documents.

Not-for-Profit

23. Please attach each of these mandatory documents (15 MB limits per documents). Zip files will not be accepted:

- Project location .KML file (see instructions on the [ICIP website](#))
- Detailed Cost Estimate (Must use the template on found on the [ICIP website](#))
- Site Plan/Map (see the ICIP CVRIS Program Guide for details)
- Business financial plan including working capital and income sources
- For all Disaster Mitigation and Adaptation Outcome projects:
 - a Hazard, Risk, and Vulnerability Assessment/Risk Assessment. (Please see the CVRIS Program Guide for direction/link)
- Partnership/Memorandum of Understanding (MOU) agreement (if needed)

24. Additional Documentation (Click to expand)

Additional documentation is optional and may be uploaded here to support your application.

Supporting document examples: Cost Benefit Analysis or Other Study; Design Drawings; Letters of Support; Food Security Plan; Options Assessment; or, Asset Management Plan. (Please refer to the ICIP CVRIS Program Guide for more information.)

You may upload up to five Additional Documents

Section 5: Project Costs and Project Delivery

25. Total Gross Project Costs (must not exceed \$10 million) (numerical input)

26. Total Ineligible Project Costs (numerical input)

27. Total Eligible Project Costs [Total Gross Project Costs less Total Ineligible Project Costs]

28. Maximum Grant Amount (Estimated)** *Grant amount may be adjusted after ministry review.*

*Please note: because 100% of eligible costs are covered by the CVRIS, financial stacking with any other funding sources, including but not limited to Provincial and Federal government sources, is not allowed.

Fiscal Year Breakdown

29. Please fill in the costs below. The costs to be entered will represent how much money you expect to spend on eligible costs for the project each year. Projects must commence prior to September 31, 2021 and be completed prior to December 31, 2021.

Fiscal Year*	Forecasted Eligible Project Costs (April 1 to March 31)
2021 – 2022	<i>If null, enter \$0</i>
2022 – 2023 (remote communities only)	<i>If null, enter \$0</i>
Total	

*Fiscal Year Breakdown Totals must equal Total Eligible Project Costs.

Section 6: Funding/Planning

Local Governments and Indigenous Ultimate Recipients

Approved projects will be funded 100% of eligible costs

30. How does your organization intend to carry the project costs until a claim for completed works is reimbursed by the Province? *Example: Line of Credit, Reserve Funds* (text box) (limit of 3750 characters)
31. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)? *(Example: Line of Credit)* (text box) (limit of 3750 characters)

Please Note: ICIP does not provide additional funds to cover cost overruns. Also note stacking rules in the ICIP CVRIS Program Guide.

Not-for-Profit

Approved projects will be funded 100% of eligible costs

32. How does your organization intend to carry the project costs until reimbursements occur? (text box)
33. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)? *(Example: Line of Credit, Funds on Hand, Financial Donations, Surplus and Other)* (text box)

Please Note: ICIP does not provide additional funds to cover cost overruns. Also note stacking rules in the ICIP CVRIS Program Guide.

34. A financial statement will be required for Not-for-Profit organizations and must be specific to the applicant organization.

Please upload:

- An internally prepared financial statement for projects with eligible costs up to \$500,000 or,

- A statement reviewed by an independent public accountant for projects with eligible costs \$500,001 and above

Indigenous Consultation Considerations

35. What stage of consultation has occurred with surrounding Indigenous Groups and if an Indigenous Ultimate Recipient applicant type, has your membership been consulted? Please identify the Indigenous groups that have been consulted and what steps have been taken. (text box) *(limit of 3750 characters)*
36. If you have started consultation please attach any documentation available. (upload)
37. Are there any unsettled land claims on or culturally sensitive issues related to land on which the project works will occur? (Yes/No)
 - a. If yes, please explain. (text box) *(limit of 3750 characters)*
38. Is any part of the project located on federal lands? (Yes/No)
39. Is the project subject to an impact assessment as per the [Impact Assessment Act](#) (2019)? (Yes/No)

Risks

40. Please identify any project risks (social, financial, environmental, human resources, timeline, additional impacts of COVID-19) and the mitigation strategies to address these risks. (text box) *(limit of 3750 characters)*

Section 7: Management & Planning

ALL APPLICANTS

Asset Management - Additional resources on infrastructure asset management can be found on the Asset Management BC website: www.assetmanagementbc.ca

41. How do you manage your infrastructure assets? Do you have an asset management plan linked with a long-term financial plan, asset management policy, strategy, framework, and/or governance structure? (text box) *(limit of 4000 characters)*
42. Describe your long-term planning activities that will ensure that there will be funds to replace the proposed project at the end of its life? (text box) *(limit of 4000 characters)*

Section 8: GHG Calculations

43. Will the project achieve a reduction in greenhouse gas emissions? (Yes/No)
 - a) If yes, How does/will the proposed project represent the most efficient solution to achieving lower greenhouse gas (GHG) emissions? (text box) *(limit of 1000 characters)*
 - b) If yes, Please provide an estimate of the GHG emissions (in tonnes Co2 equivalent per year), before the investment, and an estimate of the GHG emissions after the investment. (Table) *(numerical input)*

See guidance on methodology on the [ICIP website](#).

Section 9: Outcome Specific Questions

Depending upon the federal Outcome selected in Question 7, the applicant will be asked to answer ONE of the corresponding sets of Outcome Specific Questions on the following pages.

COVID-19 Resilience Infrastructure Stream Outcomes:

Outcome 1: The project will provide retrofits, repairs and upgrades to local government and indigenous buildings, health infrastructure or education infrastructure.*

Outcome 2: The project will help communities to improve their COVID-19 infrastructure, such as protective screens and physical distancing in public facilities.**

Outcome 3: The project will support development of active transportation networks.

Outcome 4: The project will complete disaster mitigation and adaptation infrastructure projects.**, ***

*Local Governments and Indigenous government applicants are eligible to retrofit, repair or upgrade administrative buildings. All eligible applicant types can apply for health and education infrastructure projects.

** For the purpose of this project category, public infrastructure assets include not-for-profit infrastructure projects where the project is for public use and/or benefit.

*** Excludes Flood Mitigation projects as these projects will be administered separately by Emergency Management BC.

Outcome 1: The project will provide retrofits, repairs and upgrades to local government and indigenous buildings, health infrastructure or education infrastructure.

Projects eligible under the COVID-19 Resilience Infrastructure Stream are public infrastructure (capital assets) owned by a Local Government or Indigenous Ultimate Recipient or Not-For-Profit organizations (with exceptions). The desired outcome of the retrofits, repairs and upgrades to public buildings outcome is to complete work on Local Government and Indigenous Administrative Buildings including Fire Halls, Public Works Buildings, Food Safety Infrastructure; Infrastructure including Daycare Facilities, Playgrounds, Theatres. Please see the project examples for a comprehensive list.

1. Which sub-category of infrastructure will the improvements target? (dropdown)
 - a) Local government (local government) and Indigenous buildings (Local Government and Indigenous government applicants only)
 - b) Health Infrastructure
 - c) Education Infrastructure

Program Targets & Community Benefits

1. How was the need for the project in the community identified? (Please elaborate on the previous answer supplied in Section 2 of the application) (text box) *(limit of 3750 characters)*
2. Describe the key project benefits(s) that led the community to make this project a priority for application for funding. (Include the key reason(s) why this project is important to the community. (text box) *(limit of 3750 characters)*
3. How will the project works improve the quality of living or increase the ability to supply services to your community? (text box) *(limit of 3750 characters)*

Outcome 2: The project will help communities to improve their COVID-19 infrastructure, such as protective screens and physical distancing in public facilities.

Projects eligible under the COVID-19 Resilience Infrastructure Stream are public infrastructure (capital assets) owned by a Local Government, Indigenous Ultimate Recipient or Not-For-Profit entity. The desired outcome is to improve any public infrastructure asset* where the purpose of the project is to build, modify and/or reconfigure the asset to respond to the COVID-19 pandemic. Please keep the desired Outcome in mind when answering the questions in this section.

* For the purpose of this project category, public infrastructure asset includes not-for-profit infrastructure projects where the project is for public use and/or benefit.

There are no sub-categories for this outcome.

Program Targets & Benefits

1. How was the need for the project in the community identified? (Please elaborate on the previous answer supplied in Section 2 of the application) (text box) *(limit of 3750 characters)*
2. How does the project support pandemic response and/or economic recovery? (text box) *(limit of 3750 characters)*
3. Describe the key project benefits(s) that led the community to make this project a priority for application for funding. (Include the key reason(s) why this project is important to the community. (text box) *(limit of 3750 characters)*
4. How will the project works improve the quality of living or increase the ability to supply services to your community ? (text box) *(limit of 3750 characters)*
5. How will the improvements increase the safety of the users and/or workers of the infrastructure? (text box) *(limit of 3750 characters)*

Outcome 3: The project will support development of active transportation networks

Projects eligible under the COVID-19 Resilience Infrastructure Stream are public infrastructure (capital assets) owned by a Local Government, Indigenous Ultimate Recipient or Not-For-Profit entity. The desired outcome of the active transportation outcome is to increase the ability to be outdoors to exercise or move throughout the community. Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths is eligible. Please keep the desired Outcome in mind when answering the questions in this section.

There are no sub-categories for this outcome.

Program Targets & Benefits

1. How does the project improve or increase active transportation or outdoor activities within the community? (text box) *(limit of 3750 characters)*
2. Does the project align with a land-use or transportation plan or strategy (active transportation), or long-term planning strategies of your organization(parks and playgrounds)? (Yes/No)
 - a. If yes, Please explain how it aligns. (text box) *(limit of 3750 characters)*
3. Who will utilize the improved active transportation or increased outdoor activities infrastructure? Does it target one specific user group or multiple user types? Please describe. (text box) *(limit of 3750 characters)*

Outcome 4: The project will complete disaster mitigation and adaptation infrastructure projects *

*Excludes Flood Mitigation projects as these projects will be administered separately by Emergency Management BC

Projects eligible under the COVID-19 Resilience Infrastructure Program, the Disaster Mitigation and adaptation outcome will complete works on public infrastructure (capital assets) owned by a Local Government, Indigenous Ultimate Recipient or Not-For-Profit entity. The desired results of the outcome under the CVRIS program is to fund projects that will help communities prepare for the impacts of climate change and associated natural hazards/ events/disaster that may result. The projects will help local populations prepare for or mitigate impacts of an event on the environment and communities including natural infrastructure, fire mitigation, and tree planting and related infrastructure. Please keep this desired Outcome in mind when answering the questions in this section.

1. Which sub-category of infrastructure will the improvements target? (dropdown including a,b,c below)
 - a) Any public infrastructure asset including natural infrastructure, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather events)

- b) Any public infrastructure asset including natural infrastructure, where the purpose of the project is to build, modify and, or reinforce to prevent, mitigate or protect against fires.
- c) Assets associated with afforestation and reforestation

Program Targets & Benefits

2. How was the need for the project in the community identified? (Please elaborate on the previous answer supplied in Section 2 of the application)? (text box) *(limit of 3750 characters)*
3. What type of natural disaster/impact/event will the project improve resiliency against? (text box) *(limit of 3750 characters)*
4. Is your community susceptible to the natural disaster/impact/event (s) identified in the previous question and have you completed a hazard, risk and vulnerability analysis (HRVA) or other risk assessment? Yes/No
 - a) If Yes, What are the potential risks that are identified by the HRVA/risk assessment? *(limit of 3750 characters)*
5. Explain how the project will increase resiliency during and after a natural disaster/event. *(limit of 3750 characters)*
6. Will man-made structural assets be constructed, rehabilitated, or upgraded in order to adapt to climate change impacts, natural disasters and extreme weather events? (Yes/No)
 - a) If Yes, What type of man-made structural assets will be constructed, rehabilitated or upgraded in order to adapt to climate change impacts, natural disasters and extreme weather events? Example: construction/remediation of dykes. (text box) *(limit of 3750 characters)*
7. Will natural assets be improved, rehabilitated, or created? (Yes/No)
 - a) If Yes, What type of natural asset will be improved, rehabilitated or created? Example: wetlands or shoreline vegetation. (text box) *(limit of 3750 characters)*
8. Will the project protect surrounding communities in addition to the community where the project is situated? Yes/No
 - a) If Yes, Please describe the benefits provided. *(limit of 3750 characters)*