



Canada-British Columbia
Clean Water and Wastewater Fund
Program Guide

Foreword

The British Columbia Provincial Program Guide provides an overview of the Clean Water and Wastewater Fund (CWWF) program requirements. This Guide will walk you through the application process, and provide helpful information to assist in preparing and submitting an application under the CWWF Program.

The CWWF will help accelerate short term local government investments, while supporting the rehabilitation of water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

Eligible project categories:

- Drinking Water
- Wastewater
- Stormwater

The Program Guide contains references to the Canada – British Columbia CWWF Agreement which can be found at www.gov.bc.ca/cleanwaterwastewaterfund.

In the event of a conflict between the Program Guide and the CWWF Agreement, the Agreement prevails.

Program Guide published September 28th, 2016.

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1. INTRODUCTION

1.1 ABOUT THE PROGRAM

Canada and British Columbia governments are investing up to \$373.6 million under the Clean Water and Wastewater Fund (CWWF) Program to support infrastructure projects in communities across the province. The federal government will contribute \$225.1 million and the provincial government will contribute \$148.5 million to the total program funds.

Applications for funding will be evaluated on the extent to which the project meets the following program objectives:

- Increased Capacity or Lifespan of the Asset (Economic Growth);
- Improved Environmental Outcomes (Clean Environment); and
- Enhanced Service (Building Stronger Communities).

It is expected that there will be more projects that qualify for funding than there are program funds available. Consequently, eligible projects will be ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

An Oversight Committee consisting of representatives from the federal and provincial governments are responsible for managing the CWWF Agreement.

1.2 PURPOSE

The CWWF will help accelerate short term local government investments, while supporting the rehabilitation of water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

1.3 APPLICATION DEADLINE

The deadline for the application intake is November 23, 2016.

1.4 LIMIT ON NUMBER OF APPLICATIONS

Municipalities may submit two applications. The applications may be for two capital projects or one capital project and one planning project or two planning projects.

Regional Districts may submit one application for each community in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

This program offers funding up to a maximum of eighty-three percent (83%) of the total eligible project costs. Fifty percent (50%) is contributed by the Government of Canada and thirty-three percent (33%) by the Province of British Columbia. The remaining eligible project costs, plus all ineligible projects costs are the responsibility of the applicant. Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful recipient up to the completion of the project.

Through cost-sharing, the funding provided by the federal government towards infrastructure projects is matched by other partners, such as provinces, and municipalities.

2. APPLICANTS

2.1 ELIGIBLE APPLICANTS

- A municipal or regional government established by or under British Columbia legislation.

2.2 INELIGIBLE APPLICANTS

- Applicants not defined in section 2.1.

3. PROJECTS

3.1 ELIGIBLE PROJECTS

To be eligible for funding, a Project must:

- a) demonstrate that it will be able to operate and maintain the resulting infrastructure over the long term;
- b) fall within one of the applicable project (Section 3.3) and investments categories (Section 3.5), and meet one or more of the project outcomes;
- c) be for, rehabilitation, expansion, asset management, or design and planning, or new construction of infrastructure, excluding normal maintenance or operation;
- d) the application and supporting documents should be comprehensive, credible, and feasible;
- e) stipulate a construction completion date of no later than March 31, 2018;

- f) be duly authorized or endorsed by, a resolution of its council/board; and,
- g) meet all the program criteria identified in this Guide.

3.2 INELIGIBLE PROJECTS

A project will be deemed ineligible if:

- a) the construction began prior to April 1, 2016;
- b) the project will be completed after March 31, 2018;
- c) the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- d) it does not meet the conditions outlined in Section 3.1.

3.3 ELIGIBLE PROJECT CATEGORIES

The following are eligible project categories:

- Drinking Water
- Wastewater
- Stormwater

3.4 PROJECT NATURE

The following are eligible project nature:

- Rehabilitation
- Expansion
- Asset Management/Design and Planning
- New Construction

3.5 ELIGIBLE INVESTMENTS CATEGORIES

The following are eligible investments categories:

- Capital projects for the rehabilitation of water treatment and distribution systems, and wastewater and storm water collection, conveyance and treatment systems;
- Separation of existing combined sewers and/or combined sewer overflow control;
- Initiatives that support system optimization and improved asset management including studies and pilot projects related to innovative and transformative technologies;
- Design and planning for upgrades to wastewater treatment infrastructure to meet federal regulatory requirements; and

- New construction projects, including the construction of naturalized systems for management and treatment of wastewater and storm water, if the projects will be completed within the program timeframe.

3.6 PHASING PROJECTS

For large projects proponents may consider phasing the project into a distinct stand-alone project. Proponents may focus on a single component of the phased project that best meets the CWWF program objectives and timeline.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying [Detailed Cost Estimate Template](#), and the project descriptions must be organized to easily understand each of the distinct phases of the project, highlighting which phase is the subject of the funding request.

It is important to note that the approval of one phase of a project does not guarantee that other phases will receive CWWF funding.

4. COSTS

See Appendix B for examples of eligible and ineligible costs.

4.1 ELIGIBLE COSTS

Eligible costs will include the following:

- a) all costs considered to be direct and necessary for the successful implementation of an eligible project, excluding those identified under Section 4.2 (Ineligible Costs);
- b) the costs of Aboriginal consultation, and where appropriate, accommodation; and
- c) costs incurred between April 1, 2016 and March 31, 2018.

4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- a) costs incurred prior to April 1, 2016 and costs incurred after March 31, 2018;
- b) costs incurred for cancelled projects;
- c) costs related to purchasing land, buildings and associated real estate and other fees;
- d) financing charges, legal fees and interest payments on loans, including those related to easements (e.g. surveys);

- e) leasing land, buildings and other facilities;
- f) leasing of equipment other than equipment directly related to the construction of the project;
- g) costs associated with operating expenses and regularly scheduled maintenance work;
- h) any goods and services which are received through donations or in kind; and,
- i) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates.

5. GENERAL REQUIREMENTS

5.1 FUNDING

For the capital assets resulting from the project during its life cycle the applicant must demonstrate that their share of funding has been, or is being secured. Further, they must demonstrate that funds have been committed to operate, maintain and plan for replacement. If a plan is not in place what is the applicant doing to work towards developing a plan?

The applicant must submit:

- A council/board resolution or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs. The resolution/bylaw must identify the source of the proponent's share of the projects costs.

5.2 SELECTION PROCESS AND CRITERIA

Please ensure that your application addresses the required criteria.

5.2.1 Required Criteria

- Application form and mandatory documents have been filled out in full and submitted.
- Application must be submitted by an "eligible applicant" (defined in Section 2).
- Application must be for an "eligible project" (defined in Section 3).
- Application includes an authorization to proceed with the project from all appropriate approval authorities.
- Application includes a commitment to pay the applicant share of the eligible costs and ongoing (operating and other) costs associated with the project.

- Project is consistent with applicable provincial, regional or municipal plans (e.g., land-use, integrated watershed management plan, municipal official plans, Integrated Community Sustainability Plans).
- Major risks related to extreme natural events and/or climate change risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project must provide appropriate access for persons with disabilities, including meeting the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CAS B651-04) or any acceptable or similar provincial or territorial standards (describe the variances and plans to achieve compliance).
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project must meet or exceed the energy efficiency requirements of the National Energy Code of Canada for Buildings 2015, where applicable (describe the variances and plans to achieve compliance).
- Successful applicants must meet all applicable legislative or regulatory requirements. This includes requirements for a Federal Environmental Assessment (FEA) process, provincial Environmental Assessment process and requirements for Aboriginal Consultation. Where a project is excluded from a review under the Canadian Environmental Assessment Act, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

There will be a **financial analysis** of each application. This will contain a review of the periodic financial information submitted to the Ministry of Community, Sport and Cultural Development (the Ministry).

This required financial reporting is available on Ministry files, and thus does not need to be submitted with an application. However; local government applicants should recognize that the ranking of applications may reflect the extent to which applicants have met financial criteria such as:

- Met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI).
- Submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter found in Financial Circulars 08:10 (Financial Plan: New Revenue Policy Disclosure Requirements) and 08:15 (Guide to the Amortization of Tangible Capital Assets).
- Measures of financial stability and sustainability which include property tax structures and development costs charge structure.

5.3 PROJECT OUTCOMES AND BENEFITS

Each project category has a series of outcomes/performance measures and benefits. Applicants must ensure that their application demonstrates how the project will be eligible for funding (Section 3.1), describe how the project benefits align with the eligible investments categories (Section 3.5), and describe how the project will address at least one of the outcomes and benefits. The project outcomes and performance indicators can be found in Appendix A (CWWF Project Outcomes Reporting)

5.4 PROJECT RANKING

Project applications will be evaluated based on how well the project meets the federal and provincial program objectives of Increased Capacity or Lifespan of the Asset (Economic Growth), Improved Environmental Outcomes (Clean Environment), and Enhanced Service (Building Stronger Communities). In addition, projects will be assessed based on the degree to which they meet the following:

- represents good value for money;
- enhances and protects public health;
- enhances and protects environmental health;
- supports sustainability principles;
- consistent with integrated long-term planning and management;
- utilizes best technologies and practices;
- demonstrates efficient use of resources;
- uses new and innovative approaches;
- supports sustainable long-term economic growth;
- is situated within, and advances, the sponsoring local government's development and financial plans;
- exhibits long-term sustainability, including operational viability, asset management (maintenance), and environmental sensitivity;
- contributes to environmental, economic, community and innovation objectives;
- requires the federal and provincial governments' financial support to enable the proposed project to be implemented, its scope enhanced (increase in size - expressed in the form of a percentage) or its timing accelerated (by number of years); and,
- the best available economically feasible technology, if applicable.

6. APPLICATION PROCESS

All proponents must complete and submit an on-line application form. In addition, a signed certification form, council resolution and detailed cost estimate are to be emailed or mailed in by the application deadline.

The following mandatory documents must be **clearly labeled** and included with your application:

- Certification Form
- Detailed Cost Estimate
- Site Plan / Map
- Council/Board Resolution
- List and status of required licenses, permits and approvals (if applicable)

Applicants are responsible for ensuring full and accurate information is submitted. Applications will not be considered for funding until all necessary information has been submitted.

6.1 OPTIONS ASSESSMENT

It is vital that applicants conduct an assessment to ensure that they have considered the options and chosen the best engineering or planning solution for a particular issue. This assessment should identify what the solution is and why it is being recommended and should address capital and life cycle expenditures; annual operating costs, emerging technologies, environmental considerations and societal impacts.

6.2 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for their project to proceed and they must advise on the status of any that have been applied for. This is important as it demonstrates that a project is on track or that the proponent has considered and commenced applications for these required items.

6.3 DETAILED COST ESTIMATE

A detailed cost estimate template has been provided on the [CWWF website](#) and is part of your mandatory documents. Detailed costs estimates must include but are not limited to: an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). Cost estimates must be dated.

If the project is part of a larger project, the detailed cost estimate should only include the costs for the project being applied for. If a project can be broken into phases, a separate detailed cost estimate must be submitted for each phase being applied for.

It is important to note that projects will be reviewed in the context of the *Canadian Environmental Assessment Act* (CEAA) 2012 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct a CEAA study.

IMPORTANT: It is necessary to provide **up-to-date cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the CEAA process, right of way negotiations, regulatory applications, etc.

6.4 CONTACT INFORMATION

Ministry of Community, Sport and Cultural Development
PO Box 9838 Stn Prov Govt
4th Floor 800 Johnson St.
Victoria, BC V8W 9T1
Phone: 250-387-4060
Email: infra@gov.bc.ca

7. CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 REQUIREMENTS

The *Canadian Environmental Assessment Act 2012* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency makes a decision to allow the proposed project to proceed.

Detailed information on the *Canadian Environmental Assessment Act* and regulations can be found at the Canadian Environmental Assessment Agency's website: www.ceaa-acee.gc.ca/.

All projects that receive funding through the CWWF Agreement have to comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

7.1 HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED

An FEA will be required under CEAA 2012 if the project meets the definition of a designated project and or it is located on federal lands.

Is it a designated project?

Designated projects can be found on the *Regulations Designating Physical Activities*: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont>
Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Canadian Environmental Assessment Agency a description of their proposed project to initiate the process.

Is the project on federal lands?

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to CWWF program staff on whether or not the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet CEAA, 2012.

For more information refer to the Operation Policy Statement:

<http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=22CA364E-1>

7.2 TIME AND COST CONSIDERATIONS

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

7.3 DIALOGUE WITH ENVIRONMENTAL AGENCIES

For projects that require a FEA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

IMPORTANT NOTE:

- Where necessary, CWWF funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting BC and Canada environmental assessments early in the planning of a project will assist the British Columbia and the Government of Canada in discharging the legal duty to consult and, if appropriate, accommodate Aboriginal peoples when the Crown contemplates conduct that might adversely impact established or potential Aboriginal or Treaty rights.

- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the CWWF program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

7.4 OTHER REGULATORY CONSIDERATIONS

Projects must meet all applicable federal and provincial environmental legislation and standards. Even though a project is excluded from a review under the *Canadian Environmental Assessment Act*, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

7.5 B.C. ENVIRONMENTAL ASSESSMENT PROCESS

Proposed projects or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to CWWF program staff on whether or not the project will be subject to BC Environmental Assessment.

Refer to BC Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

**1st Floor 836 Yates Street
PO Box 9426 Stn Prov Govt
Victoria, BC V8W 9V1
Email: eaoinfo@gov.bc.ca**

8. ABORIGINAL CONSULTATION

Proponents may be required to consult with Aboriginal groups if the project is located in an area where Aboriginal communities have potential or established Aboriginal or Treaty rights. It is the responsibility of the Proponent to determine whether or not the project requires consultation with Aboriginal groups. Information must be provided to CWWF program staff on whether or not the project will be subject to Aboriginal Consultation.

For more information on British Columbia's consultation policy:

<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BEBE782E>

For more information on Aboriginal Consultation in Federal Environmental Assessment:

<http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=ED06FC83-1>

9. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

Funding is conditional upon the recipient signing a shared cost agreement with the Province.

The Province of British Columbia will advise applicants in writing of the terms and conditions of their award through a shared cost agreement.

The Province will provide a shared cost agreement to those proponents approved for funding outlining the terms and conditions associated with the funding.

Note: If a signed shared cost agreement between the recipient and the Province is not in place within three months from the approval date, the Province may withdraw the offer to fund the project.

9.1 SHARED COST AGREEMENT

“Ultimate Recipient Agreement” means an agreement between British Columbia and the Ultimate Recipient under the CWWF.

“Ultimate Recipient” means an entity identified under sections A.1 b) of Schedule A in Canada – British Columbia CWWF Agreement.

9.2 CONTRACT PROCEDURES AND PROVISIONS

Contract means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

All contracts will be awarded in a way that is transparent, competitive and consistent with value for money principles.

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency and accountability:

- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/06_Procurement.htm);
- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;
- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed; and
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement.

Proponents are responsible for:

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

It is expected that all contracts for works associated with projects that are approved for CWWF funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the Ministry for approval before proceeding with the project.

The Province reserves the right to review a Recipient's procurement and tendering policies relating to contracts for works associated with projects funded through this program at any time from project approval to a date three years after project completion.

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training and procedures. For further information about MMCD access its website at: www.mmcd.net/.
- BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: www.bcbid.gov.bc.ca/open.dll/welcome.

9.3 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

Applicants need to advise the Ministry, **in writing**, of any variation from the approved project. Before any changes are implemented they must be approved by the Ministry.

Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

9.4 REPORTING

A Periodic Progress Report will be required quarterly and Budget Forecast Report will be required monthly or upon request by the Province. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project. Progress reports are required whether or not a claim is made, or whether or not construction has begun. The reports are required for the period between project approval and project completion.

A Final Report detailing project performance must be completed and submitted with the final claim upon project completion. Applicants must ensure that they collect and are able to provide data on the applicable performance indicators listed in Appendix A.

9.5 CLAIMS

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed shared cost agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g. through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

A summary of expenditures is required with each claim, including: name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry for claim reimbursement. All projects are subject to site visits and audit at any time during the project and up to three years after the final settlement of accounts.

9.6 ACCOUNTING RECORDS

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of six years after the final settlement of accounts.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding.

The Province can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

9.7 COMMUNICATIONS

Procedures for Communications

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the CWWF Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

Timeline for Public Events

Please contact the provincial Ministry for your project at least **20 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

APPENDIX A – Project Outcomes Reporting

Eligible applicants are required to report on outcomes through the Province to Canada for the CWWF projects completed in BC. Below are some examples of the relevant performance indicators that are associated with the CWWF program. The Province may request information from local governments that completed projects under the CWWF to obtain relevant information to support outcomes reporting.

CWWF Outcomes and Performance Indicators

Outcome	CWWF Performance Indicator
Improved reliability	Average % decrease in unplanned service interruptions per month (not related to weather)
	Average % decrease in volume of water leakage and/or infiltration that can be attributed to funded investments
Improved efficiency	Total estimated kilowatt-hours saved as a result of funded investments
	Average Life Cycle Cost of applicable water treatment systems after construction
	Average Life Cycle Cost of applicable wastewater treatment and stormwater systems after construction
Improved rehabilitation	Percentage of assets that have increased their physical condition rating (as per reporting guideline) as a result of funding
	Average number of years of useful life remaining on applicable wastewater treatment and collection components, extended as a result of funded investments
	Average number of years of useful life remaining on applicable storm water components, extended as a result of funded investments
	Average number of years of useful life remaining on applicable water treatment and distribution components, extended as a result of funded investments
Funded plans are being implemented	Number of funded water treatment plans and studies that have resulted in identified capital projects that are either included in capital planning documents with associated funding or that are in the process of being implemented
	Number of funded wastewater plans and studies that have resulted in identified capital projects that are either included in capital planning documents with associated funding or that are in the process of being implemented
Safer drinking water	Number of water treatment facilities that have improved water quality as a result of funded investments

	Number of drinking water systems that have eliminated a boil water advisory as a result of funded investments
	Number of water treatment systems that have met or exceeded applicable regulations and guidelines as a result of funding
Cleaner wastewater and stormwater	Number of applicable wastewater systems by treatment level (no treatment, Primary, Secondary, Tertiary) after end of construction
	Number of systems that have improved the quality of wastewater effluent or storm water discharge as a result of funded investments
	Number of wastewater systems that have met or exceeded applicable regulations and guidelines as a result of funding
Projects are incremental	Total value of capital expenditures for water and wastewater system projects for 2016
	Total value of capital expenditures for water and wastewater system projects for 2017

APPENDIX B – Examples of Eligible Costs and Ineligible Costs

Please note: If a cost is not listed below, contact program staff prior to undertaking the cost. (See Section 6.4 for contact information)

General

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Costs paid under contract for goods or services to be direct and necessary to implement the project 	<ul style="list-style-type: none"> Any unpaid costs including invoices or holdbacks Accrued costs Any goods or services costs which are received through donations or in kind
<ul style="list-style-type: none"> Costs incurred between April 1, 2016 and March 31, 2018 and deemed properly and reasonably incurred 	<ul style="list-style-type: none"> Costs incurred prior to April 1, 2016 and after March 31, 2018
<ul style="list-style-type: none"> Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in INELIGIBLE COSTS) 	<ul style="list-style-type: none"> Services or works normally provided by the Recipient, including: <ul style="list-style-type: none"> overhead costs salaries and other employment benefits of any employees of the Recipient unless pre-approved by the Ministry leasing of equipment except those noted under section 4.2 f) purchasing equipment accounting fees incurred in the normal course of operation auditing fees incurred in the normal course of operation operating expenses and regularly scheduled maintenance
	<ul style="list-style-type: none"> Land acquisition and real estate fees: <ul style="list-style-type: none"> leasing land, buildings and other facilities and related costs
	<ul style="list-style-type: none"> Financing charges, legal fees and loan interest payments (including those related to easements – e.g. surveys)
	<ul style="list-style-type: none"> Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates

Environmental Assessment/Aboriginal Consultation Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Environmental reviews Environmental costs Remedial activities Mitigation measures Aboriginal consultation 	<ul style="list-style-type: none"> Costs incurred prior to April 1, 2016 and after March 31, 2018

Design / Engineering Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project. 	<ul style="list-style-type: none"> Costs incurred prior to April 1, 2016 and after March 31, 2018
<ul style="list-style-type: none"> Accommodation costs included in consulting fees or disbursement for out of town/province professionals 	<ul style="list-style-type: none"> Any legal fees including those for land transfers (easements, Right of Way)

Construction/Materials Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Tenure fee – Ministry of Agriculture and Lands & Plan of Statutory Right of Way. 	<ul style="list-style-type: none"> Cost of purchasing land and associated real estate and other fees Value of donated land Interim financing and interest costs Appraisal fees Land title fees Leasing of land or facilities
<ul style="list-style-type: none"> Permit fees 	<ul style="list-style-type: none"> Building permit charged by proponent to itself Development cost charges
<ul style="list-style-type: none"> Insurance related to construction 	<ul style="list-style-type: none"> Liability insurance for directors
<ul style="list-style-type: none"> Project management fees 	
<ul style="list-style-type: none"> Material testing necessary to prove suitability of soils and specified structural elements 	
<ul style="list-style-type: none"> Fencing for the construction site Permanent fencing 	
<ul style="list-style-type: none"> Towing heavy equipment to and from the construction site 	<ul style="list-style-type: none"> Towing vehicles

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Security guard & First Aid attendant (contracted for construction project) 	<ul style="list-style-type: none"> Ambulance for workplace accidents First aid courses
<ul style="list-style-type: none"> Furniture and/or equipment essential for operation of the project 	<ul style="list-style-type: none"> Tools (e.g. hammer, broom, shovel, rakes, hoses, hose nozzles, measuring tapes, leather gloves)
<ul style="list-style-type: none"> Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line 	<ul style="list-style-type: none"> General repairs and maintenance of a project and related structures
<ul style="list-style-type: none"> Safety equipment to be kept at the project site (e.g. safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.) 	
<ul style="list-style-type: none"> Fire protection equipment as required by the fire department 	
<ul style="list-style-type: none"> Third party (contractor) rental of a trailer/site office 	
<ul style="list-style-type: none"> Permanently installed 2 way radios, phone system for facility 	<ul style="list-style-type: none"> Monthly bills for utilities and phone/internet
	<ul style="list-style-type: none"> Contributions in kind
<ul style="list-style-type: none"> Fuel costs for rental equipment 	<ul style="list-style-type: none"> Vehicle maintenance and fuel costs
<ul style="list-style-type: none"> Temporary construction or permanent signage, specific to the project Street signage (during construction) if specific to the project (e.g. 1st Street Closed) 	<ul style="list-style-type: none"> General construction signs (e.g. detour, street closed)
<ul style="list-style-type: none"> Relocation/renovation kiosk signs for public information 	<ul style="list-style-type: none"> Temporary “Hours of Business” signs
<ul style="list-style-type: none"> Surveys necessary to determine the site’s suitability for the intended purpose 	<ul style="list-style-type: none"> Any other surveys except to determine the site’s suitability
<ul style="list-style-type: none"> Demolition of unwanted structures from the site 	
<ul style="list-style-type: none"> Landscaping to restore construction site to original state following construction Installation of landscaping 	<ul style="list-style-type: none"> Maintaining landscaping
<ul style="list-style-type: none"> Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project 	
<ul style="list-style-type: none"> Printing and distribution costs for public information materials regarding the project 	

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Printing costs for preparing contract documents or tenders, blue prints, plans/drawings 	
<ul style="list-style-type: none"> • Courier services, specific to project e.g. delivering drawings/designs 	
<ul style="list-style-type: none"> • Paving of access and curb cuts 	

Communication Activities Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Any costs reasonably incurred to undertake communication activities, such as, but not limited to: <ul style="list-style-type: none"> - federal or provincial funding recognition signage - permanent commemorative plaques - A/V rental and set up costs - event equipment rental and set up costs, such as stage and podium for joint events - event photography 	<ul style="list-style-type: none"> • Media consultant • Event planners • Gifts • Hospitality costs, such as, but not limited to: <ul style="list-style-type: none"> - food/beverages - liquor - entertainment