

# Local Government Infrastructure Planning Grant Program

## PROGRAM GUIDE

Ministry of Municipal Affairs

Local Government Infrastructure and  
Finance Branch

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## 1. Program Overview

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### 1.1. Purpose

The Infrastructure Planning Grant Program (Program) assists local governments in developing well planned community infrastructure that will improve public health and safety, encourage resilient communities, protect the natural environment while strengthening local and regional economies.

### 1.2. Amount of Grant

The Province of B.C. will provide a maximum grant amount of \$10,000 for each approved project. Each approved grant amount is arrived at through the funding formula illustrated below:

<b>Approved Eligible Project Costs</b>		<b>Provincial Grant</b>
First \$5,000 of costs or less	➔	100% of approved costs
Next \$10,000 or less	➔	50% of approved costs

One hundred percent of the first \$5,000 in approved eligible project costs will be paid. Those approved eligible costs over the first \$5,000, will be calculated at 50% funding and paid 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		
<b>Formula:</b>		
<b>Approved Eligible Project Costs</b>		<b>Provincial Grant</b>
100% of the first \$5,000 of costs	➔	\$5,000
50% of the remaining \$3,000	➔	\$1,500
<hr/>		
<b>Total Provincial Funding (Grant Amount) = \$6,500</b>		

## 2 Eligibility

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### 2.1. Project Selection

Project selection criteria are focused on the principles of sustainability and resilience. Those applications that will lead to a capital project and effectively demonstrate long-term planning that supports ecological delivery, climate change adaptation, and community wellness will have the greatest opportunity in being considered for approval. The Program supports a range of community infrastructure that meets one or more of the following objectives:

- increases access to and/or the quality of municipal services, such as drinking, sewers, stormwater, waste disposal;
- improves public health and safety;
- dissolves an existing improvement district;
- provides environmental protection and enhancement;
- supports asset management;
- includes sustainable planning, design, and management;
- includes energy efficiency and greenhouse gas emission reductions;
- fosters climate resiliency planning;
- increases efficient use of infrastructure and other resources;
- applies conservation and demand-side management approaches;
- integrates ecological services and natural assets to manage climate change;
- integrates resource recovery<sup>1</sup> (creation/capture of gas, heat recovery, reclamation and reuse of treated wastewater effluents, rainwater as a resource);
- optimizes levels of service through sustainable service delivery; and,
- fosters partnership and collaboration with First Nations, organizations, and/or local governments.

### 2.2. Eligible Applicants

An eligible applicant is a local government (municipality or regional district). Local governments can submit applications on behalf of improvement districts, or other small water system operators and must include the letter of request from that organization.

### 2.3. Eligible Projects

Eligible projects are those that promote sustainable infrastructure including, and not limited to:

- natural asset management plans;
- renewable energy plans;
- integrated stormwater management plans;
- water master plans;
- watershed management plans;
- liquid waste management plans;
- climate adaptation plans;

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<sup>1</sup> For more information about resource recovery visit <https://closingtheloop.ca>

- infrastructure condition assessments;
- integrating asset management data into capital planning;
- rainwater recharge studies;
- urban forest assessments;
- local flooding assessments;
- storm surcharge/surcharging studies;
- green roof feasibility studies;
- swales/raingarden planning;
- ecological accounting studies;
- daylighting feasibility studies;
- economic evaluations of universal water metering;
- demand management strategies;
- water audits and development of water demand management strategies;
- water budget calculations/studies;
- fish passage assessments;
- community centre technology feasibility studies; and,
- demand studies for services.

## 2.4. Ineligible Projects

Applications will be deemed ineligible if the project:

- has already begun prior to the submission of the application;
- is for a privately-owned development;
- is considered routine maintenance or repair;
- main objective is modelling, or GIS based (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,
- deliverable is water main/pipe testing.

## 2.5. Eligible Costs

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

Eligible costs include:

- consultant fees (e.g. travel costs, engineer assessment of phasing of project);
- 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 attached to the online application in the Local Government information System (LGIS); and,
- cost estimates must identify the charge-out rate for each participant, including:
  - fair market value costs;
  - time commitment for each task; and,
  - an outline of each participant's role (e.g. project manager, coordinator) 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.

## **2.6. Ineligible Costs**

Ineligible costs include:

- administrative overhead charges (e.g. office salaries, wages and commissions, office supplies, administration travel and entertainment, food);
- local government staff time for general administration of a project (e.g. reviewing consultant's report)
- 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);
- 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 the application; and,
- local government staff time or consultant fees for completing grant applications.

## 3 Application Process

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### 3.1. Application Guidelines

#### 3.1.1. Required Materials:

- completed Application Supplementary Form;
- council or board resolution supporting the project;
- public health / regulatory agency order if applicable;
- letter of request, if applicable. (See section 2.2 for details); and,
- completed Application Supplementary Form.

#### **Full and Accurate Information**

Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry of Municipal Affairs and any applicable supporting information has also been submitted. If a question in the Application Supplementary Form is not applicable to the project, provide a brief explanation of why it is not applicable.

#### 3.1.2. Freedom of Information and Protection of Privacy Act

Applicant information collected during the application process is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The information being collected is for the purpose of administering the 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 can be directed to Ministry staff (refer to Section 5. Contact Information).

### 3.2. How to Apply

Applications for the infrastructure planning grant funding must be completed and submitted online using the [Local Government Information System \(LGIS\)](#).

A Business BCeID credential and password are required to access the LGIS online application system. After receiving your Business BCeID credentials, you must request access to the online application system in LGIS (these processes can take up to three weeks).

After gaining access to the LGIS system, please visit the [LGIS Learning Centre](#) for step-by-step instructions to completing the application forms. Please review [Accessing the Online Application \(PDF\)](#) on the [website](#) for further details.

Once you have obtained access to LGIS, follow these steps:

- **Step 1.** Log in LGIS.
- **Step 2.** Complete the LGIS online application and ensure you have attached the Application Supplementary Form and required materials.
- **Step 3.** Submit your application. Changes cannot be made once an application is submitted.

Once an application is submitted, the application status can be viewed online using LGIS.

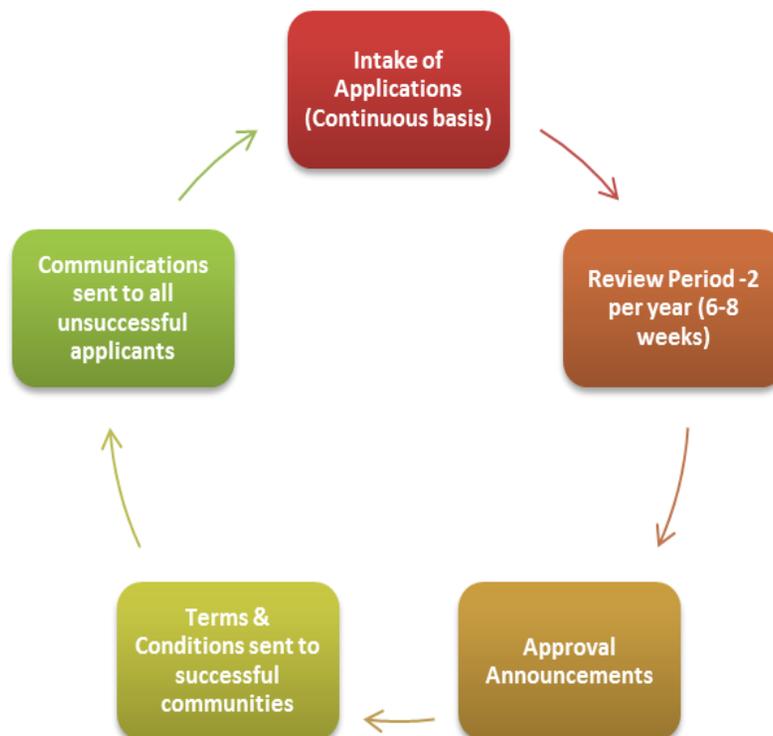
### 3.3. Application Deadline

Applications are received on a continuous basis throughout the year. Ministry staff generally complete two rounds of assessments each year – one in the Spring and the second in the Fall.

Grant applications that are **not successful in the first round of assessment** will be considered for a subsequent evaluation in the next round of approvals. **Applications that are not successful within two rounds of approvals are withdrawn** from further assessment. Applicants are notified after first and second rounds of assessment. Applicants would have the opportunity to request Ministry’s feedback and update their application before the application is consider for the second round of review.

The application submission date becomes your eligible cost date and you can begin your project; however, funding is not guaranteed. If the application is successful in a subsequent round of review, any eligible costs incurred after submission date 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

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### 4.1. Announcements

Successful applicants will receive written notification of approved funding. Grant announcements are usually made within three months following 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 the Terms and Conditions and send it back to the Ministry at [infra@gov.bc.ca](mailto:infra@gov.bc.ca). Signed Terms and Conditions are required before payment can be made.

### 4.3. Claim Period and Expiry of Grant

Claims can be submitted between the approval date to approximately one and a half years past the approval date (date will be specified in the grant terms and conditions). 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. Any substitute project must produce similar results to that for which the original 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. Grant Payment

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 be

submitted online using LGIS: <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS>

- **Step 1:** Complete the online Claim using LGIS. The Program allows for one claim to be submitted at the completion of the project, when no further expenses will occur. (See Section 4.5.2. of this Guide for details on the Claim Form).
- **Step 2:** Attach all invoices and Final Report under the “Attachment” tab for all eligible expenses. The invoices 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. The Final Report is the final product that has resulted from the awarded grant. If the attachment is larger than 15Mb please contact the Ministry to discuss how to submit the Final Report.
- **Step 3:** Submit the Claim. Note: No changes can be made once a Claim is submitted. Status of a claim post-submission can be viewed online using LGIS.

**\*Note:** For projects that did not generate invoices (e.g. 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.

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 for information about changes to project scope.

Final Reports prepared by a registered engineer and/or geoscientist, must be sealed or stamped with a signature and date clearly showing the report author and responsible professional.

The following is an example of how the financial section of the claim form is calculated. The example uses a total project cost of \$24,242.50 and no financial contributions from others:

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

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

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Ministry staff are available to discuss potential applications.

### **Mailing Address**

Ministry of Municipal Affairs  
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](mailto:Infra@gov.bc.ca)

Website: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program>