

Reporting Requirements – Investing in Canada Infrastructure Program

The following forms and information are for funding recipients of the Investing in Canada Infrastructure Program and should be used in order to meet the provisions of the Shared Cost Agreement. Please review the Shared Cost Agreement for additional requirements. For more information, please contact your lead ministry.

- **A Budget Forecast Report (BFR)** is required monthly and must be completed and submitted online using the [Local Government Information System \(LGIS\)](#). BFRs are required for the period between project approval and submitting a final claim upon project completion.
- **A Periodic Progress Report (PPR)** is required quarterly and must be completed and submitted online using the [Local Government Information System \(LGIS\)](#). PPRs are required whether or not a claim is made, or whether or not construction has begun. This report is required for the period between project approval and project completion.
- **A Claim Form** is required to obtain a payment for reimbursement of eligible costs. Claims must be completed and submitted online using the [Local Government Information System \(LGIS\)](#). Please note claim periods cannot cross program fiscal years (April 1 – March 31). There is no claim submission limit.
- **A Final Report** (coming soon) detailing project performance must be completed and submitted with the final claim upon project completion. It is the proponent's responsibility to ensure that the means to collect and provide data on project outcomes is in place.

Visit the [LGIS Learning Centre](#) for training videos and step by step instructions to walk you through completing BFRs, PPRs and Claims online using the Local Government Information System.