

**Local Government
Infrastructure Planning Grant Program
PROGRAM GUIDE**



**Ministry of Community Development
Local Government Infrastructure and Finance Division**

March 2009

Table of Contents

1	Program Overview	1
	1.1. Purpose.....	1
	1.2. Amount of Grant.....	1
2	Eligibility	1
	2.1. Eligible Applicants.....	1
	2.2. Eligible Projects	1
	2.3. Ineligible Projects.....	2
	2.4. Eligible Costs	2
	2.5. Ineligible Costs.....	2
3	Application Process.....	3
	3.1. How to Apply	3
	3.2. Application Guidelines	3
	3.3. Where to Apply	5
	3.4. Application Deadline	5
	3.5. Application Review and Selection Criteria	5
4	Approval and Payment of Grants	6
	4.1. Announcements	6
	4.2. Terms and Conditions	6
	4.3. Claim Period and Expiry of Grant.....	6
	4.4. Transfers Between Projects.....	6
	4.5. Payment of Grant.....	6
5	Contact Information	7

1 Program Overview

1.1. Purpose

To assist 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 maximum grant for approved projects is \$10,000 according to the following formula:

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

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

- Liquid Waste Management Plans
- Integrated Stormwater Management Plans
- Community Energy Plans
- Water Conservation Plans
- Water Master Plans

Studies

- Infrastructure condition assessments
- Economic evaluations of universal metering and conservation rate structures
- Water audits and development of water demand management strategies
- Low impact development technologies and green building design evaluations
- Innovative pilot projects and capacity building programs
- Wastewater reclamation and water reuse studies

2.3. Ineligible Projects

Applications will be deemed ineligible if the project:

- has already begun prior to the submission of the application;
- is for a proposed privately owned development; or
- is considered routine maintenance or repair.

2.4. Eligible Costs

Eligible costs means all direct costs properly and reasonably incurred in specific in relation to the proposed project. Eligible costs include:

- consultant fees
- local government staff time (for projects using in-house resources)
- in-kind contributions

For projects that involve in-kind contributions or are to be directly carried out by local government staff, a detailed cost estimates sheet must be submitted with the Application Form. Cost estimates must identify the charge out rate for each participant, costed at fair market value, time commitment for each task and should 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
- local government staff time for general administration of a project (e.g. reviewing consultants report, filling claim forms)
- capital project costs
- 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

3 Application Process

3.1. 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 using word processing software. 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 completed (yymmdd). For example: *Tahsis_IPGP_070120.doc*

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: Email the completed Application Form and any supporting documentation to the Ministry of Community Development at: infra@gov.bc.ca (mailed/faxed hardcopies will also be accepted).

Step 6: Complete the Certification Form, then print, sign and mail it to the Ministry of Community Development. By signing this form, the applicant is certifying that the information contained in the application is correct and complete.

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

3.2. Application Guidelines

Each project requires a completed Application Form and signed Certification Form. Completed Application Forms should not exceed four pages in length.

Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry. Applications with incomplete information will not be considered until all necessary information has been submitted. Please ensure that all the appropriate boxes have been completed and that any applicable supporting information has been prepared. If a question is not applicable to the project, provide a brief explanation.

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.

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. You should make reference to the date when this material was sent.

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.

Applications need to clearly describe how the project will provide economic, social and/or 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
- Improved community sustainability

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);
- Reference to any guidebooks or best practices that form the basis of the project (e.g. InfraGuide, B.C.'s Stormwater Planning Guidebook, Master Municipal Construction Document Association's Green Design Guidelines);

3.3. Where to Apply

All completed application forms should be emailed to the Ministry of Community Development at: infra@gov.bc.ca

Please mail the signed Certification Form to the address at the end of this guide.

If you are unable to submit the Application Form by email, then a hardcopy can be mailed to the Ministry.

3.4. Application Deadline

Applications are received on a continuous basis; 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. To be considered in future rounds, a new grant application with updated information will need to be submitted.

3.5. 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. Generally, criteria used to review and rank applications include measures for:

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

Additionally, preference is given to applications that will lead to capital projects or assist in the dissolution of an existing water system.

Projects will be assessed on how they meet these criteria. Those applications that are able to effectively demonstrate how they are able to meet the selection criteria will have the greatest opportunity in being considered for approval. Please provide sufficient information so as to enable a proper assessment of the project.

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.

4.2. Terms and Conditions

Successful applicants will receive a contract that sets out the terms and conditions of the funding. This will confirm all parties' understanding of the project, its cost and 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.

4.3. Claim Period and Expiry of Grant

The claim period will normally be for 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.

4.4. Transfers Between Projects

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

4.5. Payment of Grant

To request payment the grant recipient must submit:

- Completed and signed Claim Form
- Copy of the final report
- Copies of invoices for all work undertaken to complete the report

The Claim Form is available for download from:

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

Final reports can be submitted by e-mail or CD and must be in PDF format. Electronic submissions of reports are preferred.

If a digital copy of the report cannot be supplied, then 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 transmittal notice or covering letter, from the applicant, should indicate that the final report, and its contents, have been received, evaluated and accepted by the project proponent.

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.

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.

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.

5 Contact Information

Mailing Address

Ministry of Community Development
Infrastructure and Finance Division
PO Box 9838 Stn Prov Govt
Victoria BC V8W 9T1

Location Address

4th Floor - 800 Johnson Street, Victoria, BC

Phone: (250) 387-4060

FAX: (250) 356-1873

Email: infra@gov.bc.ca

Website:

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