

Program Guidelines for the Federal Gas Tax Fund Strategic Priorities Fund

Capital Infrastructure Projects Stream and Capacity Building Stream

March 2017

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Strategic Priorities Fund			
Program Purpose	Provides funding for strategic investments that are large in scale, regional in impact or innovative.		
Eligible Applicants	All local governments outside the Greater Vancouver Regional District.		
Eligible Projects Capital Infrastructure Projects Stream	Public Transit; Local Roads and Bridges; Community Energy Systems; Drinking Water; Solid Waste; Wastewater; Highways and Major Roads; Local and Regional Airports; Short-Line Rail; Short-Sea Shipping; Broadband Connectivity; Brownfield Redevelopment; Disaster Mitigation; and Cultural, Tourism, Sport and Recreation Infrastructure.		
Eligible Projects Capacity Building Stream	Asset Management, Long-Term Infrastructure Planning, and Integrated Community Sustainability Planning.		
Application Limit	Two (2) capital infrastructure projects stream applications. One (1) capacity building stream application.		
Available Funding	Up to 100% of net eligible costs of approved projects up to a maximum federal Gas Tax fund contribution of \$6 million. Project applications over \$6 million remain eligible provided that additional costs are confirmed through other funding sources.		

Contact UBCM Gas Tax Program Services:

For further questions on Strategic Priorities Fund, please contact UBCM via e-mail at <u>gastax@ubcm.ca</u> or by phone at 250-356-5134.

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1. **PROGRAM OVERVIEW**

In May 2014, Canada, BC and UBCM signed the renewed Gas Tax Agreement (GTA) which provides a ten-year commitment of federal funding for investments in Local Government infrastructure and capacity building projects in British Columbia.

One of the key funding programs established through the GTA is the Gas Tax Strategic Priorities Fund (SPF). The SPF is an application-based funding program, which pools approximately \$30 million of the \$265 million annual federal Gas Tax Fund for strategic investments that are considered large in scale, regional in impact, or innovative and support the Gas Tax Fund national objectives of productivity and economic growth, a clean environment, and strong cities and communities.

The first SPF intake was launched in 2014, which resulted in the approvals of 66 projects across the province and committing over \$122 million in federal Gas Tax Strategic Priorities Funding.

2. **GOALS AND OBJECTIVES**

The SPF program provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are larger in scale, regional in impact, or innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities. The SPF program also provides grant funding for Local Government capacity building projects, including asset management, long term infrastructure planning and sustainability planning that support the national objectives and are large, regional or innovative.

3. **APPLICATION DEADLINE**

The deadline for submitting your SPF application is **June 1**, **2017**.

4. ELIGIBLE APPLICANTS

The SPF program is open to all Local Governments in British Columbia outside of the Greater Vancouver Regional District.¹

Local Governments may choose to apply either as an individual applicant, or as a sponsor for another Ultimate Recipient. Ultimate Recipients are defined as: a local government; a non-municipal entity, including for-profit, non-governmental and not-for-profit organizations; and BC Transit.

All Local Governments are encouraged to apply for funding under this 2017 SPF intake.

¹ Islands Trust and Okanagan Basin Water Board are considered eligible applicants under this SPF program ubcm.ca

5. APPLICATION LIMITS

Each eligible Local Government may submit two (2) applications under the *SPF-Capital Infrastructure Projects Stream* and one (1) application under the *SPF-Capacity Building Stream* for a total of three (3) applications.

If a Local Government chooses to sponsor an application for an Ultimate Recipient, that will be considered one of that Local Government's allowable applications.

6. **PROJECT CATEGORIES**

SPF Capital Infrastructure Projects Stream

Public Transit	Brownfield Redevelopment
Local Roads, Bridges and Active Transportation	Local and Regional Airports
Solid Waste	Short-sea Shipping
Community Energy Infrastructure	Short-line Rail
Drinking Water	Highways
Wastewater	Broadband Connectivity
Disaster Mitigation	Culture Infrastructure
Recreational Infrastructure	Sport Infrastructure
Tourism Infrastructure	

SPF Capacity Building Stream

Asset Management Planning	Long-term Infrastructure Planning	1
Integrated Community Sustainability Planning		

Examples of eligible projects under each category can be found in Annex A of this program guide.

7. ELIGIBLE AND INELIGIBLE COSTS

Eligible Costs for SPF Capital Infrastructure Projects Stream

Eligible Costs are the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset.

In addition, eligible costs also include expenditures directly related to the joint communication activities and with federal project signage for GTF funded projects.

The application will ask the applicant to include the class of cost estimate for the project. Below is a definition of cost estimate classification.

Cost Estimate Classification Definitions

(Source: APEGBC/CEBC: Budget Guidelines for Consulting Engineering Services 2009)

Class A estimate (±10-15%): A detailed estimate based on quantity take-off from final drawings and specifications. It is used to evaluate tenders or as a basis of cost control during day-labour construction.

Class B estimate (±15-25%): An estimate prepared after site investigations and studies have been completed and the major systems defined. It is based on a project brief and preliminary design. It is used for obtaining effective project approval and for budgetary control.

Class C estimate (±25-40%): An estimate prepared with limited site information and based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval.

Class D estimate (±50%): A preliminary estimate which, due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client's broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used in developing long term capital plans and for preliminary discussion of proposed capital projects.

Eligible Costs for SPF Capacity Building Stream

Expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life cycle costs assessments, and Asset Management Plans.

Expenditures could include developing and implementing:

- i. Studies, strategies, or systems related to asset management, which may include software acquisition and implementation
- ii. Training directly related to asset management planning
- iii. Long-term infrastructure plans

Ineligible Costs for Capital Infrastructure and Capacity Building Projects

Ineligible Costs include:

- Leasing costs;
- Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient;
- Direct or indirect operating or administrative costs;
- Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff;
- Purchase of land or any interest therein, and related costs;
- Legal fees; and
- Routine repair and maintenance costs.

Employee and equipment costs are **only** eligible if:

- a) The Ultimate Recipient demonstrates that it is not economically feasible to tender a contract.
- b) The employee or equipment is directly engaged in the work under the parameters of the contract.
- c) And the arrangement has received prior approval in writing by UBCM.

If the use of own force employee or equipment costs is being considered, please provide in addition to the application, a letter addressing the conditions above. Note that while most eligible costs are eligible from the date of the application submission, own force employee and equipment costs are only eligible from date of UBCM approval.

Under the Capital Infrastructure Stream:

- Response and emergency services related infrastructure are not eligible (including fire halls, fire trucks, fire services equipment, emergency service vehicles, buildings and equipment).
- Investments in health infrastructure (hospitals, convalescent and seniors centres) are not eligible.
- Investments in the National Airport System are not eligible.
- Investments in facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League), are not eligible.
- The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible under the Short-sea Shipping investment category.

Under Capacity Building Stream:

• Feasibility studies and detailed design for a specific infrastructure project are ineligible.

8. PHASING OF PROJECTS

For large projects that require significant funding support, it is recommended that applicants submit a "phased" approach. Applicants should apply for a component of the phased project or identify how the project could be phased. Each phase should be a stand-alone aspect of the project. It is important to note that successful grant awards for phased projects do not ensure subsequent funding for future phases of the project.

9. INELIGIBLE PROJECTS

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

Under the Capacity Building stream, projects that have been approved under the UBCM Asset Management Planning (AMP) grant program are deemed ineligible projects under the SPF-Capacity Building Project Stream, unless they are identified as a distinct or phased component of the overall project.

10. HOW TO APPLY

Applications must be received through the **UBCM Program Information Management System** (**PIMS**) and must include the following:

- ✓ Completed online application form;
- Attached feasibility study and/or detailed designs/detailed cost estimates and other relevant supplemental documentation; and
- ✓ A Council/Board resolution indicating support for the application.

It is expected that **PIMS** will be open to accept online applications beginning in April 2017. Local Governments will be notified at that time.

For any questions related to PIMS, please contact Gas Tax Program Services via e-mail at <u>gastax@ubcm.ca</u> or by phone at 250-356-5134.

11. FUNDING AMOUNT LIMIT

A SPF grant can fund up to 100% of eligible costs of an eligible project up to a maximum federal Gas Tax Fund amount of \$6 million. Project applications over \$6 million remain eligible provided that additional costs are confirmed through other funding sources.

12. AVAILABLE FUNDING

It is anticipated that there is approximately \$180 million in SPF funding available for this intake. Depending on the quality of applications, it is expected that this amount will be committed. If funds are remaining, a final intake will follow. All eligible Local Governments are encouraged to apply for this 2017 SPF intake.

Approximately 5% of SPF funding will be reserved for projects under the Capacity Building stream.

Funding allocations and decisions are made by the Gas Tax Management Committee.

13. SELECTION PROCESS AND CRITERIA

Applications will first be screened to ensure the applicant and the project meet eligibility requirements. Those meeting eligibility requirements will then be reviewed and scored against the selection criteria noted below. Funding decisions will be made primarily on the basis of the relative ranking of the applications in relation to these criteria. Applicants are responsible for ensuring that applications include full and accurate information to assess eligibility and to score the project on the stated selection criteria.

Screening Criteria

- Applications must be submitted by an eligible Local Government either individually or as a sponsor for another Ultimate Recipient.
- Applications must be for a project that is an Eligible Project, as defined in the GTA and listed in Annex A.
- The project must not have started prior to the submission of the application.

14. SELECTION AND SCORING CRITERIA

SPF Capital Infrastructure Projects Stream

Selection criteria are based on the program purposes and objectives listed below. These selection criteria form the basis of the scoring and ranking of applications. Note the criteria listed below are not listed in order of priority; applicants should provide full information in relation to all of the criteria that are relevant to the project for which funding is requested.

- How much the project is expected to support the Gas Tax Fund National Objectives of productivity and the economic growth; a clean environment; and strong cities and communities;
- The timing of the project and its outcomes;
- The capacity of the community to undertake, evaluate and document the project, and to
 operate and maintain it;
- The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans;
- The degree to which asset management practices were considered;

- The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., demand management; resource management and construction practices);
- The degree the project benefits more than one community or is identified as regional in impact;
- The size or scale of the project in relation to the size of the community;
- The degree to which the project reflects inter-jurisdiction cooperation;
- The degree to which the innovative plan, process, method or technology supports the approach that will be used, and the additional risks associated with using this innovation;
- The relative benefit of the innovative process, method or technology over existing processes, methods and technologies.

SPF Capacity Building Stream

Scoring will be based primarily on:

- How the project is expected to align with the Gas Tax Fund National Objectives of productivity and economic growth, a clean environment or strong cities and communities;
- The degree to which the project is identified as large in scale;
- The degree to which the project is considered regional in impact;
- Contribution to innovation;
- Long term thinking;
- Integration with other plans, planning or sustainability activities;
- Collaborative elements, including engaging community members and other partners;
- Implementation program;
- Monitoring and evaluation component;
- Linkage to capital investment plans; and
- Contribution to efficient use of infrastructure and other resources.

15. APPROVED APPLICATIONS

Successful applicants will be notified after funding decisions have been made.

Content of Funding Agreements

All grant approvals are subject to the execution of a funding agreement between the recipient and UBCM. The agreement will set out the roles and responsibilities of the parties, including a deadline for completion of the project and other recipient obligations.

Applicable Law

Recipients are responsible for ensuring that all projects are implemented in accordance with all laws applicable in British Columbia and for ensuring that any required permits, licenses, or approvals are obtained.

Payments

Payments will be made available to recipients in accordance with the terms and conditions of the funding agreement. Payments are also on condition of the following:

- That UBCM has received sufficient funds from Canada;
- That a holdback of 15% be placed on the project until such time as it is deemed complete; and
- The Ultimate Recipient is in compliance with the terms and conditions of the funding agreement.

ANNEX A: EXAMPLES OF ELIGIBLE SPF PROJECTS

Project Category	Description	Examples	
Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	 Transit infrastructure such as rail and bus rapid transit systems, and related facilities Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals 	
Local Roads, Bridges, and Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	 New and rehabilitation of roads New and rehabilitation of bridges Cycling lanes, paths, sidewalks and hiking trails Intelligent Transportation systems Additional capacity for high occupancy/ transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts 	
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	 Construction projects that enhance airports and are accessible all year- round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities 	
Short-line Rail	Railway related infrastructure for carriage of passengers or freight	 Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel Construction, development or improvement of facilities to improve 	

Project Category	Description	Examples
		 interchange of goods between modes Procurement of technology and equipment used to improve the interchange of goods between modes Short-line operators must offer year- round service
Short-sea Shipping	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	 Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities Capitalized equipment for loading/unloading required for expansion of short-sea shipping Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS) Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding
Community Energy Systems	Infrastructure that generates or increases efficient use of energy	 Renewable electricity generators Electric vehicle infrastructure/fleet vehicle conversion Hydrogen infrastructure (generation, distribution, storage) Wind/solar/thermal/geothermal energy systems Alternative energy systems that serve local government infrastructure Retrofit local government buildings and infrastructure
Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	 Drinking water treatment infrastructure Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	 Wastewater collection systems and or wastewater treatment facilities or systems Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization Separate storm water collection systems

Project Category	Description	Examples
	Infrastructure that	 and or storm water treatment facilities or systems Wastewater sludge treatment and management systems Solid waste diversion projects including
Solid Waste	supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	 recycling, composting and anaerobic digestion Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery Solid waste disposal strategies that reduce resource use
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams	 Sport infrastructure for community public use Sport infrastructure in support of major amateur athletic events
Recreation Infrastructure	Recreational facilities or networks	 Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale Community centers that offer programming to the community at large, including all segments of the population Networks of parks, fitness trails and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	 Museums The preservation of designated heritage sites Local government owned libraries and archives Facilities for the creation, production, and presentation of the arts Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attract travelers for recreation, leisure, business or other purposes	 Convention centers Exhibition hall-type facilities Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates	 Construction, modification or reinforcement of structures that protect

Project Category	Description	Examples
	long-term impacts and risks associated with natural disasters	 from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme national events and impacts or events related to climate change Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and not response (such as fire trucks, fire halls etc.)
Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	 High-speed backbone Point of presence Local distribution within communities Satellite capacity
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.	 New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement New construction of municipal use public parks and affordable housing
Asset Management	Increase local government capacity to undertake asset management planning practices.	 Asset Management Practices Assessment Current State of Assets Assessment Asset Management Policy Asset Management Strategy Asset Management Plan Long-Term Financial Plan Asset Management Practices Implementation Plan Asset Management Plan Annual Report
Integrated Community	Increase local government capacity to	 Integrated community sustainability plans

Project Category	Description	Examples
Sustainability Plans	undertake integrated community sustainability plans	 Regional growth strategies Community development plans Community plans
Long-term Infrastructure Plans		 Transportation plans Infrastructure development plans Liquid waste management plans Solid waste management plans Long-term cross-modal transportation plans Water conservation/demand management plans Drought management contingency plans Air quality plans GHG reduction plans Energy conservation plans

ANNEX B: SPF CAPITAL APPLICATION FORM



FOR INFORMATION PURPOSES ONLY DO NOT SUBMIT THIS AS AN APPLICATION

Strategic Priorities Fund Capital Application Form

SECTION 1

- 1. Project Title
- 2. Project Category
- Is this project the subject of a recent infrastructure grant application? (Yes/No)

If yes: what program?

4. Project Rationale: Provide a brief project rationale outlining why the project is needed and how the project meets that need.

For example, why the project is needed could be: current facility needs replacement due to age, condition, increased service demands, meeting regulatory requirements etc.

5. Project Description: Provide a detailed list of the physical works and location of the project.

For example: build a wastewater effluent pipeline and outfall at north end of 20 Mile Bridge at Highway 10, including: 10km of forcemain; pumping system; outfall structure; and civil, mechanical and engineering works.

6. Project Location: Include physical address, GPS coordinates or start and end points.

Project Details/Cost Estimates

Please attach documents requested for questions 7, 8 and 9.

7. Detailed Cost Estimates

Please fill out the table Section 2: Project Costs and Sources of Funding.

If your detailed cost estimates do not directly correspond with the amounts in Section 2: **Project Costs and Sources of Funding**, clarify the variance between the costs.

- 8. Maps and/or drawings and at least one of the following:
- 9. Feasibility study or Design details
- 10. Class of Cost Estimate: Class A, B, C, D

See program guide for examples of Cost Estimate Class.

- 11. When (year) and how were these cost estimates determined?
- 12. What contingency plans are in place for increase in project costs or if external contributions are less than anticipated?

Note that SPF does not consider cost overruns

Attach any other relevant information that would assist in the technical review of the application (e.g. detailed project description including a description of the problem being addressed, pilot study, supporting engineering documents, etc.)

SECTION 2

SECTION 2	PROJECT COSTS AND SOURC	ES OF FUN	DING
	Total Cost		
Total SPF Request			
Total Project Cost			
Other Grants			
(Federal/Provincial etc.)		\rightarrow	7
Borrowing Internal Contributions		Y	
(Reserves/DCCs etc.)	(
Other Contributions (3 rd party)	4		
	2		
	ELIGIBLE COSTS		
	Description	Quantity	Total Cost
Construction/Materials			
Items should reflect the major			
components in your project without			
going into specific detail.			
	Construction/Materials Sub-Total:		
Design/Engineering			
	Design/Engineering Sub-Total:		
Other Eligible Costs			
For example: communications,			
surveying, testing, consultation,			
environmental assessments etc.			
	Other Eligible Costs Sub-Total:		
Contingency			
	TOTAL ELIGIBLE COSTS:		

INELIGIBLE COSTS		
	Total Cost	
Land Acquisition Cost		
Legal Fees		
Own Force Equipment and Employee costs		
Direct or indirect operating or administrative costs		
Tax rebate		
Routine repair and maintenance costs		
TOTAL INELIGIBLE COSTS:		
TOTAL GROSS PROJECT COSTS: (Eligible + Ineligible)		

SECTION 3

Project Information

- 13. Has the project started? (Yes/No)
- 14. Estimated project start date.
- 15. Estimated project completion date.
- 16. Identify risks to meeting this timeline.

Please list all that are known, and include your evaluation and proposed mitigation for each risk. (e.g. seasonal limitations to construction, detailed design work, public oppositions expected, referendum required, unconfirmed grants, siting not confirmed, environmental assessments etc.)

17. Will a request for the use of own force labour and equipment be submitted for this project? (Yes/No)

If yes: Please see program guide for how to submit a request for approval.

18. Is this project a phase or component of a larger project? (Yes/No)

If yes: Is this phased approach reflected in the cost estimates and/or supporting documentation you have provided?

Please provide additional details on the phases, including funding for past and future phases and estimated timelines. 19. Were alternative options for the project considered? (Yes/No)

If yes: If so how were they compared or analyzed? Please Explain why the chosen option was selected.

SECTION 4

Program Objectives

In order to be eligible a project must align with one or more of the Gas Tax Fund National Objectives of Productivity and Economic growth, Cleaner Environment, or Strong Cities and Communities.

Answer the following questions for each national objective that is applicable to the project or phase that is the subject of this application, identifying both quantitative and qualitative benefits.

20. Productivity and Economic Growth: Describe the measurable economic benefits of the project in the community.

e.g. number of existing or confirmed jobs; increase in number of services/level of service.

21. Productivity and Economic Growth: Describe the non-measurable economic benefits of the project in the community.

e.g. potential for future business/jobs, increasing tourism, services etc.

22. Cleaner Environment: Describe the environmental benefits of the project.

e.g. reduction in GHG emissions, cleaner water, cleaner air, climate change mitigation etc.

23. Cleaner Environment: What environmentally sustainable considerations have been incorporated into the project?

e.g. integration, connections with long term planning, climate change adaptation etc.

24. Strong Cities and Communities: Describe the community health, social, and cultural benefits of the project.

e.g. promoting inclusive and accessible communities, improved drinking water quality etc.

25. Strong Cities and Communities: Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans. Include a copy of the relevant sections of the community plan as supporting documentation.

SECTION 5

Program Criteria

In order to be eligible a project must meet at least one of the SPF Program Criteria: Large in Scale, Regional in Impact, or Innovative. Describe how the project subject to this application meets these criteria.

- 26. Large in Scale: Describe how the size, scale and/or benefits of the project is large in relation to the size of the community.
- 27. What is the population of community? (*The community making the application.*)
- 28. What is the population directly served by the project works?
- 29. Regional in impact: Describe the degree to which this project supports inter jurisdictional collaboration and coordination.
- 30. Does this project involve partnerships? (Yes/No)

e.g. P3, NGO, inter-agency etc.

If yes: Describe partnership.

31. Identify the parties involved and their roles.

e.g. sharing cost, governance, or delivery.

- 32. Regional in Impact: Describe the degree the project benefits more than one community, is identified as regional priority, or is regional in scope.
- 33. Innovation: Describe the innovative component(s) of the project.

Describe what research, planning, testing, technology, or methodology supports the approach that will be used, and the additional risks associated with using this innovation (include where it has been used, and the results).

34. Innovation: Describe the relative benefit of the innovative process, method or technology over existing practices.

Describe how its application is innovative locally, regionally or nationally and how these innovative elements may be transferable to other jurisdictions.

SECTION 6

Project Planning and Benefits

Asset Management

35. Does your Local Government have a long-term financial plan? (Yes/No)

If yes: over how many years?

- 36. How does the financial plan relate to an Asset Management plan, Capital Works plan, Official Community Plan, and any other strategic community and corporate plans?
- 37. Describe how operation and maintenance will be funded over the lifecycle of the infrastructure subject to this application.
- 38. What proportion (%) of infrastructure replacement will be funded through current financial revenues?
- 39. As required through the Community Works Fund Agreement, is your Local Government committed to improving its asset management practices? (Yes/No)

For the Asset Class subject to this application:

40. Is there an asset inventory/registry? (Yes/No)

If yes: Is it complete? (Yes/No)

If yes: Is it up to date? (Yes/No)

- 41. Has a condition assessment been completed?
- 42. Is there an asset management plan? (Yes/No)

If yes: is the plan linked to a long-term financial plan?

43. What effects will the proposed project have on service levels and how will these be measured?

e.g. The water treatment plant upgrade will improve water quality– measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.

44. Describe the plans in place for the renewal or rehabilitation of the infrastructure subject to this application.

Demand Management

45. Explain how current or future service demands were used to identify the project and/or establish the service levels provided by the project.

Refer to question 43 of Asset Management.

46. How does the project support demand management initiatives?

Include specific references to activities such as supporting water conservation, waste diversion, green building requirements, project lifecycle, how the project influences customer demand for the services, and identify what related bylaws are in place to incent these initiatives.

Resource Management

47. Explain how resource management was considered in the design, operation, service levels provided by, and the construction of this project.

Refer to question 43 of Asset Management.

Include conservation and/or reuse of materials or products; demand limitations applied in design, lifetime and/or capacity of facility, nondestructive construction techniques etc.

48. Does this project consider climate related risks, and if so, what adaptation/mitigation measures will be taken?

Other

49. What, if any, regulatory requirements, or standards apply to this project, and how will the infrastructure and/or service provided by this project affect these requirements?

Include how the current and proposed infrastructure or services differ in regulatory standards; attach any letters of support for the project from regulatory or overseeing agencies (such as Health Authority, Ministry of Environment etc.)

50. 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.)

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ANNEX C: SPF CAPACITY BUILDING APPLICATION FORM



FOR INFORMATION PURPOSES ONLY DO NOT SUBMIT THIS AS AN APPLICATION

Strategic Priorities Fund Capacity Building Application Form

SECTION 1

- 1. Project Title
- 2. Project Category (Asset Management, Long-term Infrastructure, or Integrated Community Sustainability Plan)
- 3. Project Rationale

Provide a brief project rationale outlining why the project is important to the community.

4. Project Description/Abstract

Briefly describe the project. Please also attach a detailed work plan and budget, and terms of reference or consultant's proposal.

SECTION 2

Project Costs and Sources of Funding

- 5. Total SPF Request
- 6. Total Estimated Cost
- 7. Ineligible Costs

Other Funding Sources

8. Other Grants

Federal/Provincial etc.

- 9. Borrowing
- 10. Other Local Government Contributions
- 11. Other Contributions

SECTION 3

Project Information

- 12. Has the project started? (Yes/No)
- 13. Estimated Project Completion Date
- 14. Identify existing risks to the project

e.g. financial, implementation, or meeting timelines

- 15. Progress to Date: If you have previously received funding related to asset management, integrated community sustainability planning, or long-term infrastructure planning, please summarize the progress to date.
 - e.g. Asset Management Planning Grant
- 16. Process: What are the key process steps in completing the project?

e.g. public consultation, research, assessment, training.

- 17. Integration: In what ways does this project integrate with other plans or activities?
- 18. Intended Deliverables: What deliverables, outputs or products will result from this project? List any policies, practices, plans, or local government documents that will be developed or amended as a result of the project.
- 19. Intended Outcomes: What are the intended benefits that will result from this project?
- 20. Implementation: Is there an anticipated implementation plan of the project? (Yes/No)

If yes, please describe:

21. Capacity: Describe the capacity to undertake this project.

SECTION 4

Program Objectives

In order to be eligible a project must align with one or more of the Gas Tax Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities. Describe how these objectives will be met.

- 22. Productivity and Economic Growth: Describe how this project will consider economic growth in the community.
- 23. Cleaner Environment: Describe how this project will consider environmental benefits and impacts.
- 24. Strong Cities and Communities: Describe how this project will consider long-term goals and vision of the community.
 - e.g. community health and social benefits

SECTION 5

Program Criteria

In order to be eligible, a project must meet at least one of the program criteria of: Large in scale; Regional in impact; or Innovative. Please describe how you meet one or more of these criteria.

25. Large in scale: describe how the project is considered larger in scale.

Describe how the proposed plan is large in scope, and well integrated, relative to the size of the community, and provides benefits to large percentage of the population.

26. Regional in impact: Describe how this project is identified as regional in impact, a regional priority or leads to regional collaboration.

27. Innovation: Describe any innovative research, planning, testing, technology, methodology or approaches that will be used, and how these innovative elements may be transferable to other jurisdictions.

WHORMAN