



Clean Water and Wastewater Fund

Program Guidelines

September 2016

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1. Introduction

The Clean Water and Wastewater Fund (CWWF) is a federal program designed to accelerate short-term community investments, while supporting the rehabilitation and modernization of drinking water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

Through the CWWF, the federal government is providing \$569.5 million dollars in federal infrastructure funding to cost-share:

- Rehabilitation projects;
- New construction projects;
- Optimization initiatives; and
- Planning and design work.

The Province of Ontario is cost-matching recipient contributions up to a maximum of 25% of total eligible costs within the specified allocations.

Note: CWWF funding is not a competitive process. Eligible recipients may submit a Project List for a total funding request equal to each recipient's Maximum Allocation Amount as defined in the CWWF Letter of Allocation.

2. Objectives

CWWF funds the development and construction of community capital projects that address immediate drinking water, wastewater and stormwater needs that will also foster economic growth and support a cleaner and healthier environment for communities.

The objectives of the CWWF are to:

- Improve reliability of drinking water, wastewater and stormwater systems and meet federal or provincial regulations, standards or guidelines;
- Rehabilitate and modernize Ontario's aging infrastructure; and
- Accelerate short-term community infrastructure investments across Ontario.

3. Recipient Eligibility

The following communities and organizations are eligible to receive CWWF funding:

- Municipalities located in Ontario;
- Local Services Boards (LSBs) in Ontario; and
- Indigenous communities in Ontario as defined under the *Indian Act* (i.e. Indian Act Band Councils).

Note: Eligible municipal recipients and Local Services Boards must attest to owning the drinking water, wastewater or stormwater infrastructure asset presented in the Project List. Eligible

Indigenous communities must attest to having care and control over the drinking water, wastewater or stormwater infrastructure asset presented in the Project List.

4. Project Criteria and Requirements

Eligible project criteria are summarized in the following sub-sections to assist with the Project List submission process. Federal language on eligible project criteria is provided in Appendix A. In the event of any conflict, contradiction or inconsistency in interpretation, the federal language in Appendix A shall prevail over the summaries in the following sub-sections.

Note: It is the recipient's responsibility to ensure project submissions meet the federal eligibility requirements. If unclear about project eligibility, please contact the Contact Centre for further assistance.

4.1 Project Categories, Nature and Outcomes

Projects must align with one of two guiding principles:

- **Principle A:** Capital works are required in every project, and may include preceding engineering stages such as feasibility studies and detailed design work, provided that the capital works component is completed by March 31, 2018.
- **Principle B:** Stand-alone non-capital works projects (i.e., feasibility studies, detailed design or pilot projects) that support system optimization and/or improved asset management are permitted. In addition, design and planning for upgrades to wastewater treatment infrastructure to meet federal regulatory requirements are permitted.

The following table further expands on eligible project parameters. Eligible projects must align with one project category and thereafter one selection from each column in that specific row.

Category	Sub-category	Nature	Outcomes/Benefits
Wastewater	<ul style="list-style-type: none"> Treatment Collection & Conveyance 	<ul style="list-style-type: none"> Rehabilitation of asset 	<ul style="list-style-type: none"> Increased capacity or lifespan of the asset Enhanced service Improved environmental outcomes
		<ul style="list-style-type: none"> New construction of asset, including: <ul style="list-style-type: none"> expansion to accommodate existing infrastructure pressures or; new construction to accommodate future growth pressures 	<ul style="list-style-type: none"> Increased capacity or lifespan of the asset Enhanced service Improved environmental outcomes
		<ul style="list-style-type: none"> Optimization of asset 	<ul style="list-style-type: none"> Increased capacity or lifespan of the asset Enhanced service Improved environmental outcomes
		<ul style="list-style-type: none"> Planning and design work (i.e. feasibility study and/or detailed design) that support system optimization and/or improved asset management. Design and planning for upgrades to wastewater treatment infrastructure to meet federal regulatory requirements. 	<ul style="list-style-type: none"> Increased capacity or lifespan of the asset Enhanced service Improved environmental outcomes
Drinking water	<ul style="list-style-type: none"> Treatment & Storage Distribution 	<ul style="list-style-type: none"> Rehabilitation of asset 	<ul style="list-style-type: none"> Increased capacity or lifespan of the asset Enhanced service Improved environmental outcomes
		<ul style="list-style-type: none"> New construction of asset, including: <ul style="list-style-type: none"> expansion to accommodate existing infrastructure pressures or; new construction to accommodate future growth pressures 	<ul style="list-style-type: none"> Increased capacity or lifespan of the asset Enhanced service Improved environmental outcomes
		<ul style="list-style-type: none"> Optimization of asset 	<ul style="list-style-type: none"> Increased capacity or lifespan of the asset Enhanced service Improved environmental outcomes

		<ul style="list-style-type: none"> • Planning and design work (i.e. feasibility study and/or detailed design) that support system optimization and/or improved asset management. 	<ul style="list-style-type: none"> • Increased capacity or lifespan of the asset • Enhanced service • Improved environmental outcomes
Stormwater	<ul style="list-style-type: none"> • Treatment • Collection, Conveyance & Storage 	<ul style="list-style-type: none"> • Rehabilitation of asset 	<ul style="list-style-type: none"> • Increased capacity or lifespan of the asset • Enhanced service • Improved environmental outcomes
		<ul style="list-style-type: none"> • New construction of asset, including: <ul style="list-style-type: none"> ○ expansion to accommodate existing infrastructure pressures or; ○ new construction to accommodate future growth pressures 	<ul style="list-style-type: none"> • Increased capacity or lifespan of the asset • Enhanced service • Improved environmental outcomes
		<ul style="list-style-type: none"> • Optimization of asset 	<ul style="list-style-type: none"> • Increased capacity or lifespan of the asset • Enhanced service • Improved environmental outcomes
		<ul style="list-style-type: none"> • Planning and design work (i.e. feasibility study and/or detailed design) that support system optimization and/or improved asset management. 	<ul style="list-style-type: none"> • Increased capacity or lifespan of the asset • Enhanced service • Improved environmental outcomes
Multi-category <ul style="list-style-type: none"> • Drinking water • Wastewater • Stormwater 	<ul style="list-style-type: none"> • Treatment • Distribution • Collection • Conveyance 	<ul style="list-style-type: none"> • Rehabilitation of asset 	<ul style="list-style-type: none"> • Increased capacity or lifespan of the asset • Enhanced service • Improved environmental outcomes
		<ul style="list-style-type: none"> • New construction of asset, including: <ul style="list-style-type: none"> ○ expansion to accommodate existing infrastructure pressures or; ○ new construction to accommodate future growth pressures 	<ul style="list-style-type: none"> • Increased capacity or lifespan of the asset • Enhanced service • Improved environmental outcomes
		<ul style="list-style-type: none"> • Optimization of asset 	<ul style="list-style-type: none"> • Increased capacity or lifespan of the asset • Enhanced service • Improved environmental outcomes

		<ul style="list-style-type: none"> • Planning and design work (i.e. feasibility study and/or detailed design) that support system optimization and/or improved asset management. 	<ul style="list-style-type: none"> • Increased capacity or lifespan of the asset • Enhanced service • Improved environmental outcomes
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Note: Multi-category projects must demonstrate that each component of the project is inter-related and meets eligibility requirements. Recipients will be required to select a primary project nature. The primary project nature should reflect the highest priority for improvement.

Note: Regular operation and maintenance projects are not eligible.

4.2 Project Stages

A project may consist of one stand-alone project stage or a sequence of project stages:

- Feasibility study completion;
- Detailed design completion;
- Pilot project implementation; or
- Capital construction/ Capital maintenance.

4.3 Project Conditions

Projects must meet the following condition to be considered eligible:

(1) Incrementality:

- the project would not otherwise have taken place in 2016/17 or 2017/18; and/or
- the project would not have been undertaken without federal funding.

This would include projects included in Ontario's 2016 Budget or 2016 municipal budgets where projects require additional funding to proceed and/or accelerate.

Examples:

- Not otherwise undertaken in 2016/17 or 2017/18: *A combined sewer separation project is budgeted for construction in 2018/19. The availability of funding now permits the project to begin immediately in 2016/17.*
- Not undertaken without federal funding: *A feasibility study for upgrading the existing wastewater treatment plant to meet federal wastewater regulations is a local priority. However, due to competing priorities, the study has not been identified for completion. The availability of funding now permits the study to be undertaken in 2016/17 or 2017/18.*

Note: Recipients must provide an attestation on incrementality. An example of an attestation template is provided in Appendix B.

(2) Completion Date:

- Projects must be complete with all costs incurred prior to **March 31, 2018**. Where need is demonstrated, up to 25% of costs can extend beyond March 31, 2018. Extensions beyond March 31, 2018 require pre-approval by the Province and the Federal Government.

Note: Infrastructure projects located partially or entirely on reserve, or on any Crown lands or lands set aside by the Crown that are designated to become reserve lands, may be considered for funding under the CWWF provided that the applicant demonstrates the project is aligned with objectives of the fund and identifies benefits that extend beyond the on-reserve community (e.g. local or Province-wide environmental, health and/or social benefits).

4.4 Joint Projects

Joint projects between eligible recipients are permitted. Joint projects are projects where **each recipient contributes financially** to the project. Each co-recipient must submit a council resolution (e.g., Municipal Council Resolution, Band Council Resolution) to be formally recognized as a co-recipient and the joint

project must be clearly identified on **each eligible recipient's Project List** within the Project Description column.

If a joint project is proposed, the funding request - as a proportion of recipient financial contribution - counts toward each recipient's Maximum Allocation Amount (see section 5.1).

5. Project Submission Process

5.1 Allocation Notification

All eligible municipalities, LSBs and Indigenous communities will receive a letter that will indicate the Maximum Allocation Amount available through CWWF Recipients who have not received their letter by **September 14, 2016** should contact the call centre at 1-844-803-8856 .

Note: The allocation letter provides the maximum funding request value; it does not guarantee funding.

5.2 Project List Form

Recipients must download the Project List template – in MS Excel format – from the program website. All projects submitted for funding consideration must be inputted on the Project List.

Note: A Project List can have multiple project entries. However, only one Project List form is accepted per recipient.

Each project identified on the Project List must clearly demonstrate the following project information:

- Project Location
- Project Category
- Project Nature
- Project Eligible Investment Category
- Project Description, including supporting rationale (**SEE NOTES**)
- Project Costs
- Project Cost-Share Breakdown
- Project Schedule

Step-wise guidelines for populating the Project List is provided in Appendix C.

5.3 Number of Project Submissions

There is no maximum number of projects that may be submitted. Recipients may submit projects up to **a total funding request equal to the recipient's Maximum Allocation Amount** as defined in the CWWF Letter of Allocation. If the total project cost exceeds the maximum per cent cost-share, a recipient is still permitted to submit the project(s) but on a net reduced cost-share basis.

Example: A recipient has a combined Federal and Provincial CWWF funding allocation of \$150,000 and consequent recipient contribution requirement of \$50,000. The resulting CWWF total eligible project cost

identified in the allocation notice is \$200,000. If the recipient's actual total eligible project cost is \$300,000, the recipient may still nominate this project(s) but with the understanding that the recipient will now contribute \$150,000 (i.e. original \$50,000 + allocation exceedance of \$100,000).

5.4 Submission and Funding Approval Steps

Step 1: Recipients are required to complete one CWWF Project List form. All nominated projects must be identified on the Project List to be considered for funding. Recipients should only nominate projects that they intend to financially support and implement. Recipients should not nominate project alternates.

Step 2: Recipients proposing a Joint Project submission must provide supporting documentation, including:

- A council resolution clearly stating the project name, recipient contribution to the project, and requested funding amount in support of a Joint Project submission:
 - Municipalities: Municipal Council Resolution;
 - LSB: Board Resolution;
 - Indigenous communities: Band Council Resolution.

Step 3: In order to be eligible, if not done so already, municipalities must submit the following to the Ministry of Municipal Affairs by December 16, 2016:

- outstanding 2015 Financial Information Returns (FIRs) without critical errors

Step 4: The Project List must be printed and the attestation area signed by a signing authority.

Step 5: The **digital Project List (MS Excel format)**, the **signed Project List (scanned PDF)** and all other supporting documents must be submitted to Infrastructure Ontario via email by the submission deadline. Submissions must attach all relevant documents to the email. Failure to meet the submission requirements will result in an incomplete submission and the submission may be considered ineligible.

If a recipient is unable to submit this form via email or have any additional questions, please contact: 1-844-803-8856 or send an email to CWWF@infrastructureontario.ca.

Step 5: Once the completed Project List has been submitted, an automated acknowledgement of receipt will be sent to the recipient.

A follow up email with your file number will be issued within 10 business days. **If you do not receive this email within 10 business days**, please contact: 1-844-803-8856 or send an email to CWWF@infrastructureontario.ca.

Step 6: Following submission, government staff may contact a recipient to further discuss the Project List and/or request more information.

Step 7: Recipients will be notified of both successful and unsuccessful projects. Government staff will be available to provide feedback for unsuccessful projects, if requested. Final funding decisions for CWWF are planned for early January 2017.

Step 8: Municipalities, Indigenous communities and LSBs will be required to obtain a municipal by-law, board resolution or band council resolution to execute the project level contribution agreement with the Province. Joint Projects will have to provide a copy of their partnership agreement.

Note: Execution of the contribution agreement is contingent on:

- Written confirmation of project financing: Recipients must demonstrate project financing has been secured from all identified sources.
- Confirmation of value-for-money process: Projects must undertake a competitive pricing or tendering process to demonstrate value-for-money. To confirm this requirement has been met, recipients may be requested to provide:
 - Copies of proposals or bids from three (3) bidders;
 - Statement indicating selected bidder; and
 - Written explanation if the lowest bid is not chosen.

5.5 Timelines

- Project Lists and all supporting documentation are due by **5 PM on October 31, 2016**.
- Successful/unsuccessful projects will be identified in early **January 2017** (estimated).
- For successful projects, recipients must sign a single overarching contribution agreement and return it shortly thereafter.
- Projects must be complete by **March 31, 2018**.

6. Evaluation Process

6.1 Recipient Eligibility and Project List Completeness

Recipients must meet program eligibility requirements. Municipalities and LSBs must attest to owning the infrastructure assets presented in the Project List. Indigenous communities must attest to having care and control over the infrastructure asset. Each Project List columns must be populated correctly for a submission to be considered complete.

Where required, a recipient may be requested to more fully demonstrate an ability to finance its cost-share component.

6.2 Project Scope Review

Projects must meet federal project eligibility requirements, must be technically viable and must be achievable in the project timeline noted in the Project List. Third-party (i.e. engineers/architects) may be consulted to verify feasibility proposed timelines.

6.3 Alignment with Provincial Priorities

Projects must be aligned and support the expected and required provincial priorities and outcomes, as set out in provincial land use policy, provincial land use plans, and municipal official plans.

6.3.1 Land Use Planning

The Provincial land-use planning framework promotes a coordinated and integrated approach when planning for land use and infrastructure. This is achieved through policy direction in the Provincial Policy Statement (PPS) and applicable provincial land use plans such as the Growth Plan for the Greater Golden Horseshoe.

An integrated approach to land use and infrastructure planning allows for the identification of cost savings, or other benefits such as improved environmental protection, by ensuring that development choices make the best use of existing infrastructure before consuming more land or resources.

When combined, the PPS and provincial plans require municipalities to consider, among other things:

- the implications of growth on infrastructure needs;
- the full lifecycle costs of infrastructure, which may include asset management planning; and
- integration of environmental protection with infrastructure planning through the use of watershed or subwatershed plans.

6.3.2 Asset Management Planning

For municipalities only, project submissions must be consistent with existing municipal asset management plans. The municipality must attest that the project is a priority or contained within its asset management plan. The asset management plan must be a publicly posted document, showing the project as an element of the plan.

6.3.3 Phosphorus Reduction in Lake Erie Drainage Basin

The Province encourages recipients located in the Lake Erie Drainage Basin to consider projects that support phosphorus reduction through improved stormwater management and wastewater treatment.

7. Financial Matters and Reporting Requirements

7.1 Funding Allocation Determination

Similar to the Ontario Community Infrastructure Fund (OCIF), each municipality's allocation under the CWWF is linked to the amount of eligible infrastructure owned by municipalities and their economic conditions. However, unlike the OCIF, eligible infrastructure under the CWWF is limited to water, wastewater and stormwater assets. All municipalities and Local Services Boards receive a minimum of \$75,000.

At this time, the Province does not have data on the value of First Nations' infrastructure. Unlike municipal CWWF grants, where each community's allocation is linked to the amount of water, wastewater and stormwater assets they own and their economic conditions, grants for First Nations are based on each community's population on reserve. An estimate of the value of water, wastewater and

stormwater infrastructure owned by First Nations was used to inform the total CWWF allocation for First Nations. The estimate is based on the value of water, wastewater and stormwater infrastructure owned by similar-sized single tier municipalities in Ontario.

7.2 Maximum Funding Cap

Eligible municipalities, LSBs and Indigenous communities may request up to **75% of a project's total eligible cost**, to a Maximum Allocation Amount noted within their CWWF Letter of Allocation. The funding allocation will include both the federal and provincial cost-sharing component.

Note: Total eligible project costs are not limited by the Maximum Allocation Amount. Only the funding request is limited by the Maximum Allocation Amount. Any eligible project costs exceeding the funding limit must be paid by the recipient. Recipients must pay for all ineligible project costs as well as any potential future cost overruns experienced on a project.

Note: Recipients are asked to request only the amount of funding needed to move forward with the project.

7.3 Stacking

- Joint-recipient funds:
 - Joint recipients are permitted to combine their total – or portion of – Maximum Allocation Amount.
- Provincial funds:
 - Recipients of OCIF-formula funding are permitted to use their 2016/17 and 2017/18 allocations as part of their recipient share;
 - Total provincial funds from all sources, including OCIF-formula and CWWF, cannot exceed 50% of total eligible project cost per project;
 - Recipients are not permitted to use capital funding from any other provincial program as part of their recipient share.
- Federal funds:
 - Total federal funds from all sources, including CWWF and the federal Gas Tax Fund, cannot exceed 50% of total eligible project cost per project.
 - **Note: With regard to financial support that Indigenous communities receive from Indigenous and Northern Affairs Canada (INAC), only funding received from the First Nations Infrastructure Fund or the First Nations Water and Wastewater Program would be counted towards the federal stacking limits for the CWWF.**

7.4 Eligible Costs

Eligible project costs are third-party costs such as:

- Environmental assessment costs (if any)
- Engineering costs, including tendering and contract administration
 - Feasibility studies, detailed design or pilot projects that support system optimization and/or asset management are permitted.

- Design and planning for upgrades to wastewater treatment infrastructure to meet federal regulatory requirements are permitted.
- Project management costs
- Materials
- Construction
- Contingency costs (maximum 15% - calculation excludes professional fees)

7.5 Ineligible Costs

Ineligible projects costs include:

- Costs incurred prior to April 1, 2016
- Costs incurred after March 31, 2018. Where need is demonstrated, up to 25% of costs can extend beyond March 31, 2018. Extensions beyond March 31, 2018 require pre-approval by the Province and the Federal Government.
- Land acquisition
- Leasing land, buildings and other facilities
- Leasing equipment other than equipment directly related to the construction of the project
- Real estate fees and related costs
- Financing charges
- Legal fees
- Loan interest payments (including those related to easements (e.g. surveys))
- Any goods and services costs which are received through donations or in kind
- Provincial sales tax and Goods and Services tax/HST, for which the ultimate recipient is eligible for a rebate, and any other costs eligible for rebates
- Costs associated with operating expenses and regularly scheduled maintenance work.
- Movable/transitory assets (i.e., portable generators, etc.)
- Costs of completing the submission
- Taxes regardless of rebate eligibility

A more detailed list of eligible and ineligible expenditure categories will be provided in individual project level contribution agreements.

7.6 Payments

Funding is claims based and will be reimbursed quarterly upon review and approval of eligible costs. Reimbursement calculation is completed on a cost-sharing percentage basis (i.e. reimbursement is a maximum of 75% of eligible costs identified in submitted claims). The claims format will be outlined in individual contribution agreements.

All costs must be incurred by March 31, 2018. Where need is demonstrated, up to 25% of costs can extend beyond March 31, 2018. Extensions beyond March 31, 2018 require pre-approval by the Province and the Federal Government.

7.7 Reporting Requirements

Specific reporting requirements will be outlined in individual contribution agreements.

8. Consultations with Indigenous Groups

The Government of Canada, the Government of Ontario and municipalities may have a [duty to consult](#) and, where appropriate, accommodate Indigenous groups (e.g., First Nation and Métis peoples) where an activity is contemplated that may adversely impact an Aboriginal or treaty right.

Before deciding whether a project should receive funding, the Government of Ontario will assess whether its duty to consult obligations are engaged. The day-to-day, procedural aspects of consultation may be delegated to project proponents (e.g., municipalities) who may also have their own obligations. Ontario's delegation to proponents of aspects of consultation is a routine practice and the procedural aspects of consultation will be delegated to project proponents on this initiative. Therefore, it is important that all recipients recognize this process and appropriately plan for this work (e.g., resources, time, etc.) as part of their funding submission.

Consultation requirements will vary dependant on the size and location of the project in question. For successful projects, further details surrounding specific consultation requirements, including which communities require consultation, will be provided by provincial officials. Recipients should ensure duty-to-consult requirements are met prior to commencing the construction process.

9. Contact Information

Electronic mail: CWWF@infrastructureontario.ca

Telephone: 1-844-803-8856

Regular mail:

Clean Water and Wastewater Fund

Infrastructure Ontario

1 Dundas Street West, Suite 2000

Toronto ON M5G 2L5

Appendix A – Federal Program Parameters

Sourced from <http://www.infrastructure.gc.ca/plan/cwwf/cwwf-program-programme-eng.html>

Purpose

The Clean Water and Wastewater Fund (CWWF) will provide short-term funding of \$2 billion. The program targets projects that will contribute to the rehabilitation of both water treatment and distribution infrastructure and existing wastewater and storm water treatment systems; collection and conveyance infrastructure; and initiatives that improve asset management, system optimization, and planning for future upgrades to water and wastewater systems.

Program Overview

Project Identification and Approval

Provinces and territories will be responsible for identifying projects, in collaboration with municipalities, to be funded through the CWWF.

Provinces and territories will be required to submit a project list to Infrastructure Canada (INFC) for approval.

All proposed projects must provide basic information, including the name of the municipality, title and description of the public infrastructure project, eligible investment category, financial information, planned start and end dates as well as identification of outcome the project will support. Please refer to Annex A - for a full list of eligible investment categories and related subcategories.

Eligible Recipient(s)

Eligible recipients include: provinces and territories; municipalities and other entities that provide water or wastewater services as designated by the provinces and territories or municipalities. Please refer to Annex B for complete list of eligible recipients.

Cost-Sharing, Stacking and Limits to Federal Participation

CWWF total federal funding from all sources can be up to 50% in provinces and up to 75% in territories of total eligible costs per project (see Annex C for details of eligible and ineligible costs). Funding recipients will continue to be bound by the stacking rules of other federal programs.

With regard to financial support that the First Nation receives from Indigenous and Northern Affairs Canada (INAC), only funding received from the First Nations Infrastructure Fund or the First Nations Water and Wastewater Program would be counted towards the federal stacking limits for the CWWF.

Annex A – Overview of Eligible CWWF Investments

Eligible investment areas are targeted at meeting immediate clean water and waste water projects that will also foster economic growth and support a cleaner and healthier environment for communities.

Eligible investments include:

- 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, subject to any additional flexibility that may be provided by the Minister on a case by case basis. Any unspent allocations would remain with the federal government.

Annex B – Eligible Recipients

The CWWF will be largely managed through funding agreements between Canada and each province and territory, which will be responsible for the administration of the programs and may further distribute funds to the eligible recipients for eligible projects. At the request of provinces or territories and at Canada’s discretion, or, in order to ensure flexibility to allow the full amount of funding to flow into the economy quickly, Canada may enter into agreements with the following eligible recipients:

- Organizations designated by a province or territory and agreed to by Canada,
- Municipal or regional governments established by or under a provincial or territorial statute, and
- Other entities providing water or wastewater services to communities, as designated by the provinces and territories.

Infrastructure projects in the provinces located partially or entirely on reserve, or on any Crown lands or lands set aside by the Crown that are designated to become reserve lands, may be considered for funding under the CWWF provided that the proponent demonstrates the project is aligned with objectives of the fund and has benefits that extend beyond the on-reserve community. Budget 2016 identified a separate allocation of green infrastructure funds for First Nations infrastructure on reserve, which will be administered by INAC through the First Nations Infrastructure Fund and the First Nations Water and Wastewater Program.

Annex C – Eligible and Ineligible Costs

Eligible Costs

For the CWWF, infrastructure is defined as publicly or privately owned tangible capital assets in Canada primarily for public use or benefit, as well as planning or feasibility studies to address infrastructure issues or due diligence.

Eligible costs are costs considered by INFC to be direct and necessary for the successful implementation of an eligible project, excluding those explicitly identified in as Ineligible Costs. Costs of Aboriginal consultation, and where appropriate, accommodation will be considered eligible.

Eligible costs can be incurred starting April 1, 2016, but can only be reimbursed by INFC subject to the signing of a funding agreement between INFC and the recipient and meeting the conditions outlined in Section 13 - Basis of Payments.

Where federal-provincial/territorial funding agreements are signed, provinces and territories may apply up to 1% of their funding allocation of each program towards program administration costs.

Ineligible Costs

Ineligible costs for the CWWF include the following:

- Costs incurred prior to April 1, 2016;
- Costs incurred after March 31, 2018. The Minister of Infrastructure and Communities may provide some flexibility regarding the deadline for incurring eligible costs should there be a demonstrated need;
- Costs incurred for cancelled projects;
- Land acquisition; leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- Financing charges, legal fees, and loan interest payments (including those related to easements (e.g. surveys));
- Any goods and services costs which are received through donations or in kind;
- Provincial sales tax and Goods and Services tax/HST, for which the ultimate recipient is eligible for a rebate, and any other costs eligible for rebates; and
- Costs associated with operating expenses and regularly scheduled maintenance work.

Appendix B – Attestation Template

Recipients are required to submit a Project List attestation completed by a signing authority (e.g. Chief Financial Officer or senior official) of the recipient municipality, Indigenous community or LSB.

I, _____ (Name), [INSERT TITLE] with [INSERT MUNICIPALITY/LSB/INDIGENOUS COMMUNITY], attest that:

1. Federal funding will support only Eligible Expenditures and that the Projects on the Project List meet the provisions as specified in the Bilateral Agreement.

2. Project Incrementality has been met when one of the following conditions has been met:

- i) The project would not otherwise have taken place in 2016-17 or 2017-18; and/or
- ii) The project would not have been undertaken without federal funding.

This would include projects included in Ontario's 2016 Budget or 2016 municipal budgets where projects require additional funding to proceed and/or accelerate.

3. My community owns the drinking water, wastewater or stormwater infrastructure asset presented in the Project List (**municipalities and Local Services Boards only**); or

My community has care and control over the drinking water, wastewater or stormwater infrastructure asset presented in the Project List (**Indigenous communities only**).

4. The proposed project is a priority or contained within my comprehensive asset management plan (**municipalities only**). My asset management plan can be found online here:

_____ (link to plan)

Please describe how the project(s) will be consistent with or is part of your municipal asset management plan: _____

Dated, this _____ day of _____ 20__

Signature

[INSERT NAME]

Appendix C – Guidelines for Completing the Project List Template

Note: INFC reserves the right to ask for additional project information as needed. All information provided in the Project List may be made publicly available.

PROJECT INFORMATION

UNIQUE PROJECT ID

A unique alphanumeric value assigned by the Province that links all of the project's respective information together.

In cases where a project spans multiple calendar years, the same unique Project ID must be maintained. The recipient may assign an ID that corresponds to their existing project tracking system or begin by assigning their first CWWF project with a project ID such as 0001.

ULTIMATE RECIPIENT

The municipality, local services board or Indigenous community providing water, wastewater or stormwater services that will be the direct beneficiary of the project being funded.

The following syntax is to be used:

- North Bay, City of
- Ramara, Township of
- North Caribou, First Nation
- Armstrong, Local Services Board

When the ultimate recipient is a municipality and a municipal amalgamation or separation has occurred, the exact name that is currently registered with the Province is to be used.

PROJECT LOCATION

For the location where the planned project would take place, the following syntax is to be used:

- North Bay, City of
- Ramara, Township of
- North Caribou, First Nation
- Armstrong, Local Services Board

When and if a municipal amalgamation or separation has occurred, the exact name that is currently registered with the Province or Territory is to be used.

ACTUAL PROJECT SITE (CIVIC ADDRESS OR GEO COORDINATES)

This is the civic address of the site where construction activity will take place (e.g. 180 Kent Street, Ottawa ON, K1P 0B6). For projects that are built over a large geographical area, an address that represents the approximate center of the project, or the location with the most construction activity is to be used.

For all cases, please include geo coordinates. A common latitude and longitude (in degrees minutes seconds) format should be used. For example:

- 45°25'04.9"N 75°42'05.5"W

PROJECT TITLE

A concise but meaningful description of the asset and the work to be completed. For example:

Acceptable	Not Acceptable
Upgrade to the main water line to the Waste Water facility (Plant 5)	Pipe at Plant 5
Restoration of multiple stormdrain outfalls	Stormdrain outfall
Replace existing Central drinking water booster station (e.g. housing and mechanical components) and addition of SouthWest booster station to meet growth demand	Booster station improvement

PROJECT DESCRIPTION

A brief outline of the main objectives of the project, the scope of the project, and the approximate output the ultimate recipient or its constituents would achieve upon completing the project.

Project descriptions should include approximate quantitative values where possible and appropriate. For example:

The upgrade to the main wastewater line will see the removal of the existing deteriorating pipe. A new 50 centimetre diameter PVC pipe running the length of approximately 500 metres will be installed. The line directly services 15 households and is the ultimate collection line for 30 households.

PROJECT FUNDING CATEGORY

The eligible project funding categories are: Water, Wastewater, or Stormwater infrastructure.

In the case where a project falls under more than one category, the predominant one should be selected.

ELIGIBLE INVESTMENTS CATEGORY

- 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;

- iii. Initiatives that support system optimization and improved asset management including studies and pilot projects related to innovative and transformative technologies;
- iv. Design and planning for upgrades to wastewater treatment infrastructure to meet federal regulatory requirements; and
- v. 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.

PROJECT NATURE

The project nature categories are: New (capital project), Rehabilitation, Expansion or Study/Planning/Asset Management.

FORECASTED START DATE (YYYY/MM/DD)

This is the calendar date when construction on the project is expected to begin (i.e. shovels in the ground).

In the case of a study, a plan or an asset management activity, indicate the calendar date when the work is expected to begin.

FORECASTED END DATE (YYYY/MM/DD)

This is the calendar date when the asset is expected to be operational for its intended use; or when the plan, study or asset management activity is completed.

FEDERAL LAND

PROJECT LOCATED ON FEDERAL LAND (Y/N)

A 'yes' or 'no' indicating whether the project is located on federal lands as defined in section 2(1) of the *Canadian Environmental Assessment Act (CEAA), 2012*:

“lands that belong to Her Majesty in right of Canada, or that Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut; the internal waters of Canada, in any area of the sea not within a province, the territorial sea of Canada in any area of the sea not within a province, the exclusive economic zone of Canada, and the continental shelf of Canada; and reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the Indian Act, and all waters on and airspace above those reserves or lands.”

Note that projects on federal lands may require the appropriate federal authority to complete an assessment pursuant to Sec. 67 of *CEAA, 2012*. This should be discussed with the appropriate federal authority (e.g. land owner).

As INFC will not be a federal authority for CWWF projects, INFC has no direct obligations pursuant to Sec. 67 of *CEAA, 2012*; however, INFC will need to ensure *CEAA, 2012* requirements are met prior to paying any claims related to construction on federal lands.

Work on federal lands cannot proceed until the federal authority has met its obligations pursuant to Sec. 67 of *CEAA, 2012*, and INFC has provided a written confirmation that it is satisfied.

For more information, please refer to the Canadian Environmental Assessment Agency Operational Policy Statement for Projects on Federal Lands and Outside Canada under the *CEAA, 2012*.

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

FINANCIAL INFORMATION

TOTAL PROJECT COST

The sum of all costs (eligible and ineligible) associated with the project.

TOTAL ELIGIBLE COST

The sum of all eligible costs associated with the project as per the Eligible Expenditures and Ineligible Costs. The total eligible cost determines the CWWF cost-sharing contribution.

PROGRAM CONTRIBUTION (ELIGIBLE EXPENDITURES)

This is the planned amount of funding to be approved for the project under the CWWF by INFC. Note that the sum of all contribution fields must equal the total eligible costs field.

OTHER FEDERAL CONTRIBUTIONS (ELIGIBLE EXPENDITURES)

This is the planned amount of funding being provided from federal programs other than the CWWF towards the total eligible costs of the project.

Note that the total contribution from all federal sources including the federal Gas Tax Fund must not exceed the limit of 50% federal funding share, and that the sum of all contribution fields must equal the total eligible costs field.

PROVINCIAL CONTRIBUTION (ELIGIBLE EXPENDITURES)

This is the planned amount of funding being provided by the Provincial government towards the total eligible costs of the project.

Note that the sum of all contribution fields must equal the total eligible costs field.

RECIPIENT (i.e. MUNICIPAL, LSB or INDIGENOUS COMMUNITY) CONTRIBUTION (ELIGIBLE EXPENDITURES)

This is the planned amount of funding being provided by the recipient (i.e. municipality, LSB or Indigenous community) towards the total eligible costs of the project.

Note that the sum of all contribution fields must equal the total eligible costs field.

OTHER CONTRIBUTION (ELIGIBLE EXPENDITURES)

This is the planned amount of funding being provided by any non-government sources such as private sector or not-for-profit organizations towards the total eligible costs of the project.

Note that the sum of all contribution fields must equal the total eligible costs field.

PROJECT OBJECTIVES

Identify which of the three following objectives the project supports:

- Increased capacity or lifespan of the asset
- Enhanced service
- Improved environmental outcomes

Select one or more of the proposed objectives that apply to the project.

INCREMENTALITY

EVIDENCE OF INCREMENTALITY (Y/N)

Indicate whether or not the recipient (i.e. municipality, LSB or First Nation) has evidence of incrementality.

Note: The following documentation will be deemed valid as evidence of incrementality and must be maintained as a record by the recipient and made available in event of an INFC request:

- New council motion for funding new projects;
- Documentation that shows that projects were not identified or were not funded in capital plans;
or
- Documentation that shows that projects were brought forward in capital plans from future years.

RISK ASSESSMENT

RISK FACTORS

Include significant factors that could result in a delay or cancellation of the project. These factors could include: approvals (regulatory and permits), financial and technical resources, consultations required, etc.

Please note that the information provided in this section is intended for monitoring purposes and will not be used to assess project eligibility.