



ON-LINE PROGRAM GUIDE

BUILDING CANADA FUND – COMMUNITIES COMPONENT

On-line Program Guide – Communities Component
March 2009

INTRODUCTION

The purpose of this on-line program guide is to provide you with as much relevant program information as possible to help you complete your on-line application form. Here, you will find information on various topics, such as eligible project categories, mandatory criteria and other program documentation. It is important that you read this on-line program guide carefully before submitting your application form.

The Communities Component (CC) of the Building Canada Fund (BCF) will assist those communities, across Canada, with a population of less than 100,000, as per the 2006 Census. Your project will respond to the broader federal objectives of economic growth, cleaner environment, and strong and prosperous communities.

APPLICATION FORM GUIDELINES

This section provides an overview of the Communities Component of the BCF. It includes all the information you need to know to fill out the application. Links and guides are also available to assist you in completing an on-line application, such as how to enter responses in the on-line application; what relevant information should be provided in response to application sections and the details required; how and what to upload, download, etc.; and when you can expect a notice of approval or non-approval.

PROJECT JUSTIFICATION GUIDELINES

The intent of this section is to assist you in writing the justification for your proposal, very much like a business case for your project. It explains and describes the relevant information you should provide in your proposal. A checklist is also available to help you ensure that all the required information is captured before you upload this document along with your on-line application.

PROVINCIAL REQUIREMENT GUIDELINES

This section gives you additional information that is specific to your province. The provincial requirements set out in this guide have been developed by the Province of Newfoundland and Labrador.

ELIGIBLE CATEGORIES

This section lists eligible project categories under which you may apply. Additional sub-categories and criteria that will apply to your project are identified in the following section of this document.

CATEGORIES AND MANDATORY CRITERIA

This section gives you an overview of the mandatory criteria under the Communities Component of the BCF. For each eligible project category, individual program objectives, sub-categories and mandatory criteria have been provided. This information will help you understand how your project falls under a given category, sub-category and the respective project outcomes that are identified for your project. The mandatory criteria listed are a sample of criteria that may be relevant to your project and will be used in assessing, measuring and otherwise monitoring the progress of your project in order to achieve the project outcomes.

ELIGIBLE AND INELIGIBLE COSTS

This section provides guidance in filling out the corresponding section of your on-line application. The list of eligible and ineligible costs is to be used as a guide and not to be used for decision-making purposes.

ENVIRONMENTAL ASSESSMENT GUIDELINES

The information provided in your application will help program officers to determine if your project proposal will require consideration under the *Canadian Environmental Assessment Act*. If additional information is needed to make this determination, we will contact the person that you named as the environmental assessment contact in the application. **Please note that it is not necessary to provide any additional EA-related information or carry out an EA of your project proposal, unless you are requested to do so.**

OTHER GUIDELINES

This section gives you additional information that may become available at a later time. Please check the website periodically to ensure that you receive the most up-to-date information.

USEFUL LINKS

In this section, you'll find links to websites that may be helpful when completing your on-line application.

TABLE OF CONTENTS

Application Form Guidelines	7
Project Justification and Business Case Guidelines	40
Provincial Requirement Guidelines	48
Eligible Categories	52
Categories and Mandatory Criteria	56
Eligible and Ineligible Costs	82
Other	86
Useful Links	88

**APPLICATION FORM
GUIDELINES
BUILDING CANADA FUND –
COMMUNITIES COMPONENT**

Application Form Guidelines – Communities Component
March 2009

HOW TO COMPLETE THE ON-LINE APPLICATION FORM AND SCHEDULES

On-line Application

The Building Canada Fund – Communities Component selects projects from funding through a competitive, on-line application-based process. To access the on-line application forms, you need to go to <https://bcfcc-fccvc.infrastructure.gc.ca/> and login to the Shared Information Management System for Infrastructure (SIMSI). SIMSI is a Government Online Initiative intended to make the application process more efficient.

You should have already received a User ID and Password by mail. If you have not, please refer to the contact information provided in the Provincial Requirements section of this guide.

PLEASE READ THROUGH THESE INSTRUCTIONS COMPLETELY before you begin the on-line registration process. If you have questions or experience any system problems, please refer to the contact information provided in the Provincial Requirements section of this guide.

Basic Tips for Completing the Application Form

System Advice

- You are entering information in a **SECURE** interactive on-line environment.
- Response times may be a little slower than you are used to, so please be patient.
- Clicking “continue” or “next” over and over will not speed up the system – in fact, it will give you an error message saying “Transaction Already In Progress”.
- Because this site is secure, your browser should be at least Internet Explorer version 6.0. Either way, your browser **MUST** have at least 128-bit encryption to ensure the proper level of security.
- **For security reasons, after 60 minutes of inactivity (i.e. not actively entering information), the system will log you out and you will have to log in again. Information entered on all pages before the current page you were working on will be saved (the system will let you know each time you change pages that it has saved your work); however, information entered on the current page will not be saved when you are logged out. If you are leaving your computer for any length of time, it is highly recommended that you save the application first using the save button.**
- For applicants who do not have Internet access, please contact the Joint Secretariat contact provided in the Provincial Requirements section of this Guide for further assistance.

Helpful Hints

As the applicant, you are responsible for ensuring that full and accurate information is submitted. Incomplete applications will not be considered until all the necessary information has been submitted. Please make sure all mandatory fields are completed in full to the best of your ability. Mandatory fields are marked by an asterisk (*).

A more complete application will speed up the assessment process.

The on-line application contains all of the basic mandatory business case information. At the end of the application process, you will have the opportunity to attach to your application (upload) any additional documents to help strengthen or clarify your application. The process is described later in this document.

When You First Log On...

If you're logging in for the first time, the system will ask you to create a new password after you enter the User ID and the Password you were issued. This is important for security reasons.

- Your Password should be at least 8 characters long and must end in a number.
- Passwords are case-sensitive.
- Please don't forget your Password and keep it private and protected at all times!
- If you do not remember your Password, please call the Canadian Government Information (CGI) help desk toll-free at **1-866-721-2205** for a new one.



Français	Contact Us	Help	Search	Canada Site
Home	Provincial Contacts	Important Notices	Federal Site	Logout

BCF-CC

Building Canada Fund - Communities Component

Main Menu

- ▶ [Admin](#)
- ▶ [Application / Project](#)
- [Claim Batching](#)
- [Quick Query](#)
- [Reports](#)
- [Resource Centre](#)
- [FAQ](#)

Change Password

1. Minimum password length is 8 characters and the maximum password length is 30 characters.
2. The first character of the password must be a letter.
3. A password history is kept for 1000 days. Passwords may not be reused within this 1000 day period.
4. Allowable characters within a password are: any letter (a-z, A-Z), any number (0-9), the following special characters \$ (dollar sign), # (pound sign), _ (underscore).

Family Name:	Applicant
Given Name:	NL
User Id:	Applicantp
* Old Password:	<input type="password"/>
* Password (twice):	<input type="password"/> <input type="password"/>
Email (xxxx@xxxx.com):	<input type="text"/>

Once You Have Logged On...

You will see two menus to help you navigate around the system – the Tool Bar and the SIMSI Menu.

The Tool Bar (Top of the Screen) – Important Parts

- **Français/English** – changes the language of the system when you click on this button
- **Contact Us** – who to contact for more information or personal assistance
- **Help** – a separate screen is displayed to assist you in completing the page you are on
- **Search** – allows you to search for an application
- **Canada Site** – www.canada.gc.ca
- **Home** – takes you back to the home page
- **Prov / Terr Contacts** – provides a list of key provincial contacts
- **Federal Site** – www.infrastructure.ca
- **Logout** – click this button whenever you leave SIMSI

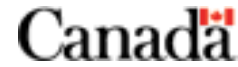
The Main Menu (Left Side of Screen)

This menu will help you move around your application. You can always leave your application, log off and log back on again. You will need your User ID and Password as well as your **BCF-CC Project Number** (noted in red above the side navigation menu) **if you have already registered a project**. To avoid duplication, you should only **REGISTER** a project **ONCE**. After that, you will be **UPDATING an existing** project.

HINT: Once you have completed the information on a screen, you can press **CONTINUE** to move to the next screen. This will **SAVE** your information automatically. If you are just updating one screen, you can click the **SAVE** button to retain the information on that particular screen.

New Projects

- **ONLY** if you are adding a **NEW** application, select Add New Application link from the Main Menu on the left-side navigational Main Menu.
- The first page presented in the application will be the Project Category Selection page. Please select the project category that applies to your project. To proceed to the Project Sub-Category and Nature page, click the Continue button.
- The first field to be entered will be the Project title and selection of the primary project sub-category applicable to your project category. Once you have completed the entry of this page and the continue button is clicked, the system will issue you a SIMSI-generated Project Number for this project. (This is the number referenced above that you will need if you ever want to re-login to the system and update/modify your application.)



Français	Contact Us	Help	Search	Canada Site
Home	Provincial Contacts	Important Notices	Federal Site	Logout

BCF-CC

Building Canada Fund - Communities Component

Main Menu

- ▶ [Admin](#)
- ▶ [Application / Project](#)
- [Claim Batching](#)
- [Quick Query Reports](#)
- [Resource Centre](#)
- [FAQ](#)

Welcome to the

CANADA - NEWFOUNDLAND AND LABRADOR
Building Canada Fund - Communities Component
(BCF-CC)
Online Application and Business Case

You are now logged on as: NL Applicant

Funding Program:

This database is the product of a collaborative effort between the federal government (Infrastructure Canada and Atlantic Canada Opportunities Agency) and the provincial government of Newfoundland and Labrador.

Version: Release 13.4.4 (13.4.4.02)

Last Updated: 2009-07-22

[Important Notices](#)

[[Français](#) | [Home](#) | [Help](#) | [Search](#) | [Canada Site](#)]

Existing Projects

- If you are updating an application you have already started, select the Update Existing Application from the Main menu on the LEFT and/or the Update Application button to continue, and then select your Project number from the Existing Application(s) menu list. If you only have one application in SIMSI, the application will automatically default the Project Category Selection page. Please do not use "Add/Create New Application" again; that is for new projects only.
- HINT: Make a note of the name of the screen where you left off and you can go right back to that screen by using the menu on the left.
- You can always stop your application process if you need to find more information. Just make sure you logout on the upper right corner of the Tool Bar.

Français	Contact Us	Help	Search	Canada Site
Home	Provincial Contacts	Important Notices	Federal Site	Logout

BCF-CC Building Canada Fund - Communities Component

Main Menu

- ▶ Admin
- ▶ Application / Project
- Claim Batching
- Quick Query
- Reports
- Resource Centre
- FAQ

Find Application/Project

Project Number	Provincial Project Number
<input type="text"/>	<input type="text"/>

Applicant Keyword	* Region
<input type="text"/>	Newfoundland and Labrador ▾
Project Title Keyword	Status
<input type="text"/>	<input type="text"/>
Entry Date From (YYYY-MM-DD)	Entry Date To (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>
File Intake	Funding Program
<input type="text"/>	BCF-CC ▾

Search

Last Updated: 2009-07-22

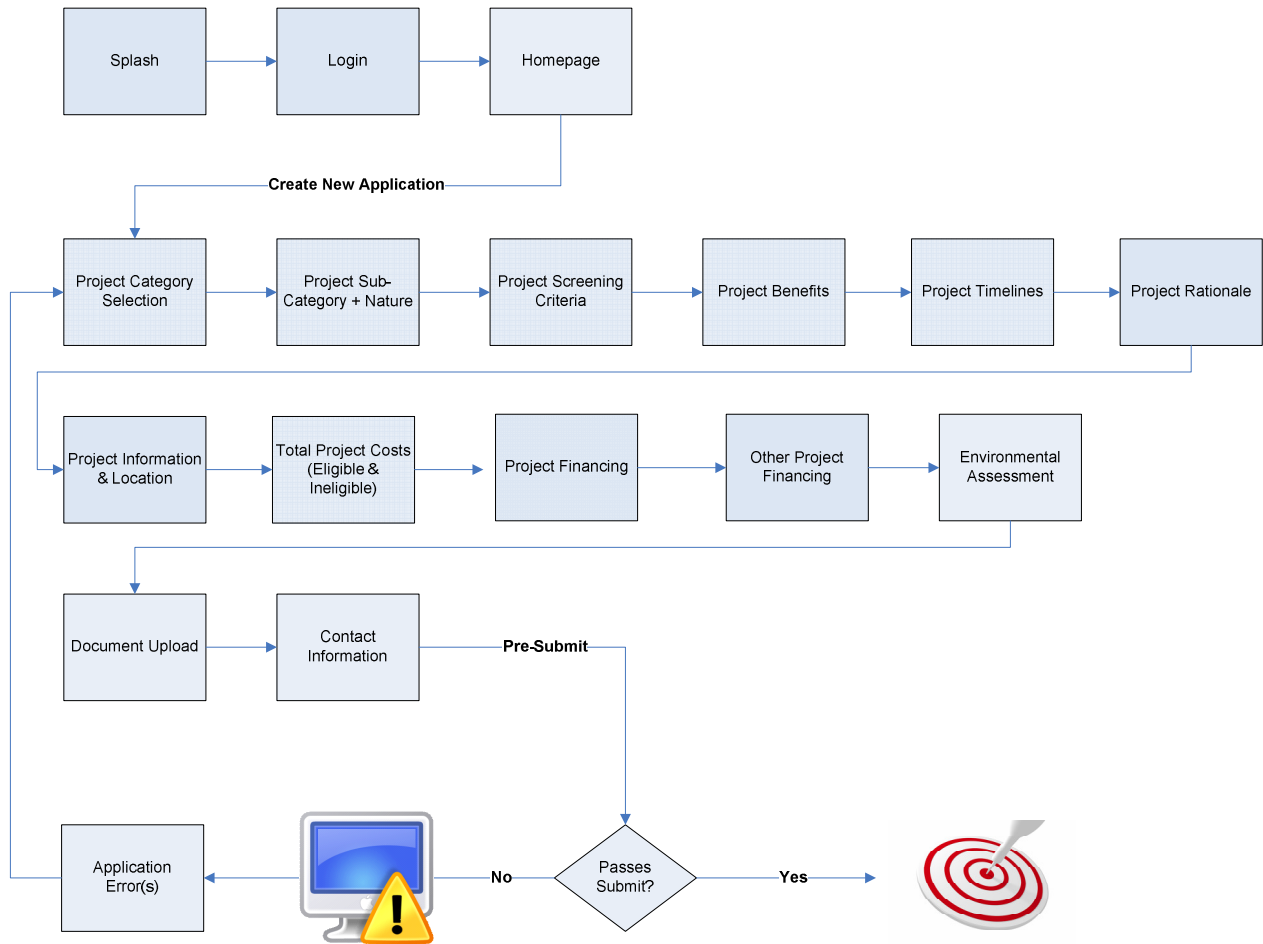
[Important Notices](#)

Mandatory Fields

- Mandatory fields are just that – mandatory. They are marked by an *.
- Your application will not be processed upon submission if it is missing mandatory fields.
- If you see a field with an asterisk, it is a mandatory field! You must complete this to be able to submit your application.

Overview of the Navigational Page Flow from Start to Finish

The following flowchart demonstrates the page flow of the SIMSI on-line application. Although you can navigate directly to any particular page using the Main Menu (left side), if you use the “Continue” button at the bottom of the page, you will enter information in the following order:



Step-by-Step Guide for Completing the On-line Application

SIMSI Splash page

Go to

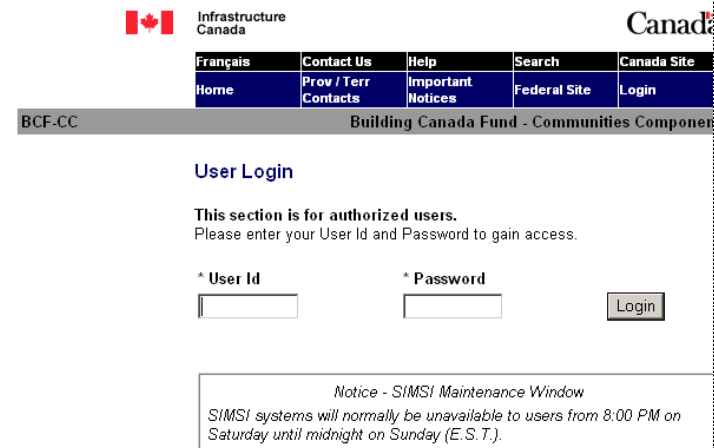
<https://bcfcc-fccvc.infrastructure.gc.ca/>

Select your language of choice.



BCF-CC User Login

You will then be presented with a login page: please enter the User Id and Password that was provided to you by your regional office.



Change Password

If this is the first time you have logged on, for security reasons the system will expire the password provided to you and you will have to create a new one. **It must be at least 8 characters and end in a number.** Enter your old password once and your new password twice and click SAVE.

Note: Upon SAVE, the application will return to the BCF-CC Homepage.

The screenshot shows the 'Change Password' page. At the top, there are logos for 'Newfoundland Labrador' and 'Canada'. Below the logos is a navigation menu with links for 'Français', 'Contact Us', 'Help', 'Search', and 'Canada Site'. A secondary menu includes 'Home', 'Provincial Contacts', 'Important Notices', 'Federal Site', and 'Logout'. The page title is 'Building Canada Fund - Communities Component'. The main heading is 'Change Password'. Below this, there are four numbered instructions: 1. Minimum password length is 8 characters and the maximum password length is 30 characters. 2. The first character of the password must be a letter. 3. A password history is kept for 1000 days. Passwords may not be reused within this 1000 day period. 4. Allowable characters within a password are: any letter (a-z, A-Z), any number (0-9), the following special characters \$ (dollar sign), # (pound sign), _ (underscore). Below the instructions are input fields for 'Family Name' (Applicant), 'Given Name' (NL), 'User Id' (Applicantp), '* Old Password', '* Password (twice)', and 'Email (xxxx@xxxx.com)'. There is a vertical scrollbar on the right side of the form.

BCF-CC Homepage

The BCF-CC homepage is the starting point for all users. If you are creating a new application for the first time, click on the **Create New Application** button in the main body of the page.

Your other options include:

Update Application: If you would like to continue working on an application that you have already started but have not yet submitted. (Note: You would use this button if you were logged out of SIMSI automatically.)

View/Print Application: If you would like to print out an application you are working on or have submitted. Information cannot be added or changed here.

Change Password: If you would like to change your SIMSI password.

Withdraw Application: If you would like to delete an application you are working on or have submitted. If you withdraw an application, it will not be acknowledged or reviewed by BCF officers.

The screenshot shows the BCF-CC homepage. At the top, there are logos for 'Newfoundland Labrador' and 'Canada'. Below the logos is a navigation menu with links for 'Français', 'Contact Us', 'Help', 'Search', and 'Canada Site'. A secondary menu includes 'Home', 'Provincial Contacts', 'Important Notices', 'Federal Site', and 'Logout'. The page title is 'BCF-CC Building Canada Fund - Communities Component'. The main heading is 'Welcome to the CANADA - NEWFOUNDLAND AND LABRADOR Building Canada Fund - Communities Component (BCF-CC) Online Application and Business Case'. Below this, there is a message: 'You are now logged on as: NL Applicant'. There is a dropdown menu for 'Funding Program' with 'BCF-CC' selected. Below this, there is a paragraph: 'This database is the product of a collaborative effort between the federal government (Infrastructure Canada and Atlantic Canada Opportunities Agency) and the provincial government of Newfoundland and Labrador.' Below this, there is a version number: 'Version: Release 13.4.4 (13.4.4.02)'. At the bottom, there is a date: 'Last Updated: 2009-07-22' and a link for 'Important Notices'. On the left side, there is a 'Main Menu' with links for 'Admin', 'Application / Project', 'Claim Batching', 'Quick Query Reports', 'Resource Centre', and 'FAQ'.

FAQ: This is a list of frequently asked questions and answers. If you have a question, this is often the quickest way to find the answer.

Project Category Selection

The first page to be presented in the application process is the **Project Category Selection** – you are now ready to **register** an application.



















* Please select the Primary Project Category that applies to your project.

The Project Category Selection (for an application) will determine the available Primary Project Sub-Category options, Project Screening Criteria and Project Benefit questions.

If a Secondary Component Category option is applicable to your project, click the “Yes” option.

Project Category Selection

*** Please select the Primary Project Category that applies to your project.**

 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Water	Waste Water	Public Transit	National Highways	Green Energy	Solid Waste
 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Local Roads	Culture	Sports	Tourism	Connectivity	Disaster Mitigation
 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Brownfields	Shortline Rail	Short Sea Shipping	Regional Airports	Collaborative Projects	Recreation



















Does your project have a secondary component that is not represented by the Primary Project Category? Yes No

Secondary Component (Selection)

If you selected “yes” to the Secondary Component question above, a second set of icons will appear below the first set.

Please select the Secondary Component Project Category that applies to your project.

Does your project have a secondary component that is not represented by the Primary Project Category? Yes No

 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Water	Waste Water	Public Transit	National Highways	Green Energy	Solid Waste
 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Local Roads	Culture	Sports	Tourism	Connectivity	Disaster Mitigation
 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
Brownfields	Shortline Rail	Short Sea Shipping	Regional Airports	Collaborative Projects	Recreation

Continue >> | Reset

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Sub-Project Category & Nature Page

The purpose of this page is to capture the project's title and Primary Project Type.

The Project Sub-Category(ies) available for selection is based on the selected Project Category(ies).

If an applicant has already prepared a separate business case document, it can be attached to the application at the end of this process. Please note that the business case would be complementary to this application, and all of the mandatory fields must still be completed. Guidelines are available for preparing a project business case.

* **Project Title**

Enter a brief but descriptive name for your project.

* **Nature of the Project**

Select the appropriate menu item from the drop-down box to indicate whether the project is an expansion (material enhancement), renewal (renovation, but not routine maintenance or repairs) or new construction.

* **Primary Project Type**

Select the Primary Project Type (i.e. sub-category) from the drop-down menu applicable to your project category. The sub-categories available will be dependent on the category selected. For a full list of sub-categories, please see the Applicant Handbook.

* **Secondary Component Category**

If more than one project category was selected on the Project Category Selection page, you will be required to select a secondary component category from the drop-down menu.

Primary Project Sub-Category	
RE-Community centres that offer programming to the community at large, including all segments of the population	
% of Net Eligible Costs to this Project Sub-Category?	Indicate the percentage of the Net Eligible Costs for this project, which is applied to the selected Project Sub-Category. ### ##)%
Secondary Project Sub-Category	
PT-Green Buses for expansion services and for replacement capacity	
% of Net Eligible Costs to this Project Sub-Category?	Indicate the percentage of the Net Eligible Costs for this project, which is applied to the selected Project Sub-Category. ### ##)%
<input type="button" value=" << Previous"/> <input type="button" value=" Continue >> "/> <input type="button" value=" Save "/> <input type="button" value=" Pre-Submit "/> <input type="button" value=" Reset "/>	

* **% of Net Eligible Costs to This Project Type?**

If more than one project category was selected on the Project Category Selection page, please indicate the percentage of the Net Eligible Costs for each project type selected.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

AT THIS POINT, THE SYSTEM WILL ISSUE YOU A BCF-CC PROJECT NUMBER FOR YOUR APPLICATION. PLEASE MAKE NOTE OF THIS NUMBER FOR FUTURE REFERENCE.

If you need to leave the on-line application process and return to it at a later time, you can use this number to easily find your application by clicking **“Update Existing Application”**, and then select your project number from the **“Existing Applications List”** window. **CLICKING “CONTINUE” WILL AUTOMATICALLY SAVE YOUR INFORMATION**

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Public/Private Partnerships:

Indicate whether a private sector (non-government) organization is providing funding for the project. A Public/Private Partnership involves a private corporation that is proposing to build infrastructure for public use or benefit. For these projects, please provide information on the partner who is involved in the project.

* Nature of the Project	New Installation
* Public/Private Partnerships	Please provide information on the Private partner(s). <input type="radio"/> Yes (Complete Schedule A) <input checked="" type="radio"/> No
* Joint Project	Please provide information on the Joint Applicant(s). <input type="radio"/> Yes (Complete Joint Application) <input checked="" type="radio"/> No
* Business Plan	Do you intend to upload a business plan with your application? <input type="radio"/> Yes (You will have the opportunity to upload a document at the end of the application process) <input checked="" type="radio"/> No

Public/Private Partnership

This section is used to capture partnerships. Your partnership may not meet the exact definition of an alternative funding arrangement, but should be captured here anyway. Regardless of the nature of the partnership, please complete all the necessary information to the best of your ability.

If you select **YES**, you must click the link beside it to take you to the Public/Private Partnership screen and complete the details required on Schedule A.

To be completed with information on the partnering organizations. If you selected NO in the above field, you do not need to click the link to complete this additional information. Please skip to the next field (Joint Partner)

BCF-CC Building Canada Fund - Communities Component

Project No: 36680

Schedule A

Main Menu Project Menu

Read Access
 Project Information
 Project Benefits
 Project Timelines and Rationale
 Project Description and Location
 Project Costs
 Environment
 Document Upload
 Contact Information
 Project Information Part 3
 Assign Officer
 Status Dates
 View
 Withdraw Application
 Submission History
 Resource Centre

Project Title: BCF-CC-Demo
 Applicant: City of St. John's
 Project Status: Incomplete

Public/Private Partnerships

General Information

* Legal Name of Private Sector Partner

Business Number

* Street Address/P.O. Box No.

* Town/City

* Province * Postal Code

Contact Information

* Contact Family Name

* Contact Given Name

* Telephone No. Fax No.

Email Address

Corporation Profile

* Ownership & Status of Corporation	
* Date Corporation Established (YYYY-MM-DD)	
* Current Number of Employees	
* Main Lines of Business	
* Corporation History	
* Management Capabilities	
* Rationale for Funding	

[Printable Version](#)

Back Save Pre-Submit Reset

Legal Name of Private Sector Partner

Provide the legal name of the partner.

Business Number

Enter the Canada Customs and Revenue Agency Business Number

Address Information

Enter the address, city, province, postal code, contact

Contact Name	person, phone, fax and e-mail address Enter the family and given names of the contact person.
Contact Phone, Fax and Email Address	Enter the requested information
Ownership and status of corporation	Describe the ownership of the corporation (e.g., private, public) and its legal status.
Date corporation established	Provide the date the corporation commenced operations. YYYY/MM/DD format.
Current number of employees	Provide the number of employees currently employed directly by the corporation.
Main lines of business	Provide a description of the corporation's core business activities. Include their main geographic area(s) of operation.
Corporation history	Provide a brief description of the corporation's history, particularly as it relates to the proposed public-private partnership.
Management capabilities	Provide a brief description of the corporation's experience with managing public-private partnerships.
Rationale for Funding	Indicate why this funding is required and how it will advance the completion of the project.
CLICK THE "BACK" BUTTON TO SAVE AND RETURN TO THE PREVIOUS SCREEN (Project Sub-Category & Nature page)	

JOINT PROJECT Applicant Information (If you clicked Yes to the Joint Project question)

Indicate whether this project is being undertaken jointly with a Non-Governmental Organization, a Non-Profit Organization, another local government or a First Nations band. If the response is Yes, then you must click the link to provide the joint organization's name, address, contact name, phone number and postal code.

BCF-CC Building Canada Fund - Communities Component

Project No: 36680 **Joint Project Applicant Information**

Main Menu Project Menu

Read Access
 Project Information
 Project Benefits
 Project Timelines and Rationale
 Project Description and Location
 Project Costs
 Environment
 Document Upload
 Contact Information
 Project Information Part 3
 Assign Officer
 Status Dates
 View
 Withdraw Application
 Submission History
 Resource Centre

Project Title: BCF-CC-Demo
 Applicant: City of St. John's
 Project Status: Incomplete

Add Delete

* Applicant Name

Search

Contact Family Name	Contact Given Name
<input type="text"/>	<input type="text"/>

Street Address/P.O. Box No.

* Town/City

Province

Postal Code	Contact Phone No.	Contact Fax No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Email Address

Applicant Name

Enter the legal name of the applicant or organization

Contact Name

Enter the contact person's given and family names

Address Information

Enter the address, city, province, and postal code, of the legal joint project applicant. **Please note: CITY is a mandatory field.**

Contact Information

Enter the Contact person's phone, fax and e-mail address

Project Screening Criteria

The purpose of the Project Screening Criteria page is for the applicant to demonstrate how its project will meet or exceed the relevant Project Screening Criteria items.

NOTE: Further information on the Project Screening Criteria found in this portion of your application can be reviewed in the Categories and Mandatory Criteria section of the On-line Program Guide. You may reference the Categories and Mandatory Criteria section to help you understand the criteria applicable to the assessment of your application.

Please also note that the application form does not distinguish between mandatory criteria and additional leveraging criteria. You may choose to elaborate on how your project meets or exceeds the specific criteria, both mandatory and additional, in your project justification and business case.

This page contains questions pertaining to the main policy objectives of the **regional secretariat specific to the category selected**. The responses provided will be used in the assessment of the application.

Please note that the Project Screening Criteria page will be different for each category.

The screenshot shows the 'Project Screening Criteria' page for project BCF-CC-Demo. At the top, there are logos for Newfoundland Labrador and Canada. A navigation menu includes links for 'Français', 'Home', 'Contact Us', 'Provincial Contacts', 'Help', 'Important Notices', 'Search', 'Federal Site', and 'Canada Site', 'Logout'. The page title is 'BCF-CC Building Canada Fund - Communities Component'. The project number is 36680. The project title is 'BCF-CC-Demo', the applicant is 'City of St. John's', and the status is 'Incomplete'. The category is 'Recreation Infrastructure'. A description states: 'Building Canada offers support to facilitate recreational opportunities through the construction or material rehabilitation of recreational infrastructure that encourages participation from all segments of society in physical activity and community-building.' There are two text input areas for providing rationale. The first is titled 'Project increases public access to, and participation in physical activity and community building.' and contains the text 'Y O N O'. The second is titled 'Please describe how the project increases access to and/or service availability to all communities, or contributes to neighbourhood/community revitalization, if applicable.' Below the input areas are buttons for '<< Previous', 'Continue >>', 'Save', 'Submit', and 'Reset'. A 'Printable Version' link is also present.

* Project Criteria

For each item, indicate if and how your project meets or exceeds the specified criteria.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Project Benefits

The purpose of the Project Benefits page is to indicate how the proposed project will support the objectives and identify specific benefits and measures to be used in assessing results. Choose at least one and at most five benefits for your project. For a definition of benefits, click the link at the top of the screen "[Identifying and Measuring Benefits](#)".

For a complete list of benefits for all categories, please see the On-Line Program Guide.

Newfoundland Labrador		Canada		
Français	Contact Us	Help	Search	Canada Site
Home	Provincial Contacts	Important Notices	Federal Site	Logout
BCF-CC		Building Canada Fund - Communities Component		
Project No: 36680		Project Benefits		
Main Menu		Identifying and Measuring Benefits		
Project Menu		Choose at least one and at most five benefits		
Read Access		Please note that you will be required to report back on the benefits you indicate on this page, in progress and final reports, identifying the actual results achieved.		
Project Information				
Project Benefits				
Project		Project Title: BCF-CC-Demo		
Project Timelines and Rationale		Applicant: City of St. John's		
Project Description and Location		Project Status: Incomplete		
Project Costs		* Cost Benefit Report: Do you intend to upload a Cost Benefit Analysis or other study with your application?		
Environment		<input type="radio"/> Yes (You will have the opportunity to upload a document at the end of the application process) <input checked="" type="radio"/> No		
Document Upload				
Contact Information		BETTER COMMUNITIES		
Project Information Part 3		Promote Strong, Competitive and Sustainable Communities		Applicable Benefit?
Assign Officer		Supports an active and healthy lifestyle for Canadians.		<input type="checkbox"/>
Status Dates		Anchors and Stimulates urban and /or community building and/or revitalization.		<input type="checkbox"/>
View		Additional Benefits		
Withdraw Application				
Submission History				

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Project Timelines

Project Start and End Dates

The purpose of the Project Timelines page is to capture key project dates.

The Anticipated Start Date is the date that the first costs related to the project are expected to be incurred.

The Anticipated End Date is the date when the final costs for the project are expected to be incurred.

The Anticipated Tender Date is the date when the RFP is expected to be posted publicly.

Newfoundland Labrador		Canada		
Français	Contact Us	Help	Search	Canada Site
Home	Provincial Contacts	Important Notices	Federal Site	Logout
BCF-CC		Building Canada Fund - Communities Component		
Project No: 36680		Project Timelines		
Main Menu		Project Title: BCF-CC-Demo		
Project Menu		Applicant: City of St. John's		
Read Access		Project Status: Incomplete		
Project Information		Project Start Date (YYYY-MM-DD)		Project End Date (YYYY-MM-DD)
Project Benefits		Tender Date (YYYY-MM-DD)		
Project Timelines and Rationale		* Construction Start Date (YYYY-MM-DD)		* Construction End Date (YYYY-MM-DD)
Project Rationale		[Buttons: << Previous, Continue >>, Save, Submit, Reset]		
Project Description and Location		Last Updated: 2009-07-22 Important Notices		
Project Costs		[Français Home Help Search Canada Site]		
Environment				
Document Upload				
Contact Information				
Project Information Part 3				
Assign Officer				

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Project Rationale

Please make sure that you provide as much detail as possible since the Project Rationale information will be the basis for the assessment of your application.

Your answers should explain how federal and provincial governments' financial support is required to enable the project to be implemented, have its scope enhanced and/or its timing accelerated. It should be clear that the federal and provincial governments' contribution to the proposed project *supplements* rather than substitutes for planned spending by the other levels of government.

Newfoundland Labrador		Canada		
Français	Contact Us	Help	Search	Canada Site
Home	Provincial Contacts	Important Notices	Federal Site	Logout

BCF-CC Building Canada Fund - Communities Component

Project No: 36680

[Main Menu](#)
[Project Menu](#)

Read Access
▶ Project Information
Project Benefits
Project
▼ Timelines and Rationale
Project Timelines
Project Rationale
Project Description and Location
▶ Project Costs
▶ Environment
Document Upload
Contact Information
Project Information Part 3
Assign Officer
Status Dates
▶ View
Withdraw Application
Submission History

History
Resource Centre

Project Title	BCF-CC-Demo
Applicant	City of St. John's
Project Status	Incomplete

Please ensure to provide as much detail as possible since the Project Rationale information will be the basis for the assessment of your application.

* 1. What are the specific problems or objectives that this project will address?

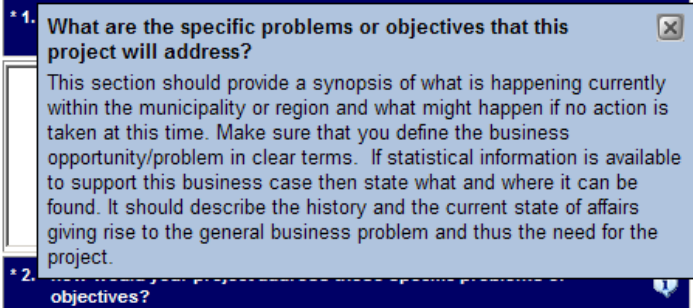
* 2. How would your project address these specific problems or objectives?

* 3. What alternatives to the proposed solution have been considered?

* 4. Does this project contribute to a sustainable environment?

* 5. Describe any innovative technology that will be employed during the realization of the project.

* 6. What are the significant project risks and what is your strategy to mitigate those risks?

	
<p>* 1. What are the specific problems or objectives that this project will address?</p>	<p>This section should provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time. Make sure that you define the business opportunity/problem in clear terms. If statistical information is available to support this business case, state what and where it can be found. It should describe the history and the current state of affairs giving rise to the general business problem and thus the need for the project.</p>
<p>* 2. How would your project address these specific problems or objectives?</p>	<p>This section should indicate how the project would improve or fix the problem stated in the “Project Rationale” section. It should explain why federal–provincial/territorial funding is required to enable the project to proceed, increase its scope (size) or allow it to proceed earlier than originally planned. Include a brief explanation of a) how the project supports the local development plan for the community and b) how the project will affect the social, economic and/or natural environment of the municipality.</p>
<p>* 3. What alternatives to the proposed solution have been considered?</p>	<p>Describe the alternatives considered.</p>
<p>* 4. Does this project contribute to a sustainable environment?</p>	<p>Indicate how the project will contribute to a sustainable environment.</p>
<p>* 5. Describe any innovative technology that will be employed during the realization of the project.</p>	<p>Provide details on the technology to be incorporated into the proposed project. Focus on new approaches, best practices and whether the project uses the best available technologies (that are economically feasible) or innovation to address the problem.</p>
<p>* 6. What are the significant project risks and what is your strategy to mitigate those risks?</p>	<p>Risks are uncertainties or constraints that may prevent the project from completing on time, on budget, or in its original scope. Few projects are completely without risk; however, most successful projects manage or mitigate their risks through good planning and ongoing management. Indicate any known risks (such as short construction season, possible uncertainties in building site that might influence cost, etc.) and specify how those uncertainties may impact the performance of the project, either in duration, cost or meeting the requirements. Then indicate what actions are possible in advance or during the project to reduce the effect of the risk (mitigation).</p>

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Project Description and Location

The project information and location page captures “tombstone” project information and location information.

You may also attach a copy of a local government resolution or a site plan/map to your application at the end of this process.

The screenshot shows the 'Project Description and Location' page for project BCF-CC-Demo. It includes a navigation menu on the left with options like 'Main Menu', 'Project Menu', and 'Project Description and Location'. The main content area contains several sections: 'Project Information' (Project Title: BCF-CC-Demo, Applicant: City of St. John's, Project Status: Incomplete), 'Local Government Resolution' (a question about uploading a resolution with a 'Yes' radio button selected), 'Project Description/Abstract' (a text area for project details), and 'Project Location' (a question about uploading a site plan/map with a 'Yes' radio button selected). The page also features logos for Newfoundland Labrador and Canada, and a top navigation bar with links for Français, Home, Contact Us, Provincial Contacts, Help, Important Notices, Search, Federal Site, Canada Site, and Logout.

Provincial Project Number

Please leave this field blank. For administrative use only.

Municipal Priority

Please indicate the priority level you place on each of your projects (e.g. 1, 2, 3).

* **Project Description/Abstract**

Enter a detailed description of the project outlining the nature of the physical infrastructure to be constructed, renewed or enhanced. This description should summarize the main components of the infrastructure. The details should include the dimensions of the infrastructure (height, length, footprint); construction materials and techniques; brief description of the site (size, existing facilities, location, land ownership); the purpose of the infrastructure (what it will be used for, what sort of activities will be required to operate it, area that it directly serves, etc.).

The project description should identify any environmentally sensitive areas near the project. An “environmentally sensitive area” means an area protected for environmental reasons in regional and local land use plans, or by a local, regional, provincial or federal government body. Examples include:

- sites designated under international conventions such as Ramsar sites and UNESCO World Biosphere Reserves
- national or provincial parks, park reserves, wildlife and conservation areas, bird sanctuaries, marine wildlife

- and conservation areas, heritage rivers, designated wetlands and areas of natural scientific interest, and
- environmentally sensitive areas protected by local and regional land use plans and by local and regional governments.

The project description should also indicate if there is a water body such as a lake, river, stream or wetland within 30 metres of the project. The name of the water body should be provided if known.

* **Project Location Fields**

- a) Project Street Address
- b) Project Town/City
- c) Project Province/Territory (automatically populated given province/territory or applicant entering data)
- d) Project Postal Code
- e) Project Nearest Intersection or Legal Land Location (if no address), and
- f) Project Point of Interest/Placename (if no nearest intersection and no street address)
- g) Other Project Location Information
- h) Project Latitude
- i) Project Longitude

[Help on defining location information](#)

* Project Site Plan/Map	
Do you intend to upload an electronic copy of the Project Site Map with your application?	
<input type="radio"/> Yes (You will have the opportunity to upload a document at the end of the application process) <input checked="" type="radio"/> No	
* Project Street Address Line 1	
<input type="text"/>	
Project Street Address Line 2	
<input type="text"/>	
* Project Town/City	
<input type="text"/>	
* Project Province	* Project Postal Code
Newfoundland and Labrador <input type="text"/>	<input type="text"/>
Project Nearest Intersection or Legal Land Location	
<input type="text"/>	
Project Point of Interest/Placename	
<input type="text"/>	
Other Project Location Information	
<input type="text"/>	
Provincial Zone	
<input type="text"/>	
Project Latitude (+##.#####)	Project Longitude (-##.#####)
<input type="text"/>	<input type="text"/>

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Eligible Costs

The applicant must define the total project costs.

Figures in this column should represent the total costs associated with the project for each given cost category.



Taxes may be included in each line item, or may be added separately under "Other". Taxes for which you are eligible for reimbursement elsewhere should be indicated in the Tax Rebates field, which will automatically be subtracted from the Total Eligible Costs.

A complete description of the categories of eligible costs is detailed later in the On-Line Program Guide.

Tax Rebates: Record applicable Goods and Services Tax (GST) and other rebate estimates here. For more information, contact the Canada Revenue Agency (CRA) at 1-800-959-5525 or visit their web site: <http://www.cra-arc.gc.ca/>

INELIGIBLE COSTS:

Any ineligible costs that you would like to account for may be captured on this page.

Français	Contact Us	Help	Search	Canada Site
Home	Provincial Contacts	Important Notices	Federal Site	Logout

BCF-CC Building Canada Fund - Communities Component

Project No: 36680

[Main Menu](#)

[Project Menu](#)

- Read Access
- Project Information
- Project Benefits
- Project Timelines and Rationale
- Project Description and Location
- Project Costs
- Environment
 - Document Upload
 - Contact Information
 - Project Information Part 3
- Assign Officer
- Status Dates
- View
- Withdraw Application
- Submission History
- Resource Centre

Total Project Costs

Project Title	BCF-CC-Demo	
Applicant	City of St. John's	
Project Status	Incomplete	

Net Eligible:	Ineligible:	Total Net Project Cost:
300,000.00	400,000.00	700,000.00

*** Cost Estimates**

You will be expected to provide detailed cost estimates with your application. Do you intend to upload detailed cost estimates with your application?

Yes (You will have the opportunity to upload a document at the end of the application process)

No

Eligible Costs (before taxes)	Amount:
Environmental Assessment Costs	0.00
Design / Engineering Costs	300,000.00
Materials	0.00
Construction	0.00
Contingency Costs	0.00
Other:	Amount:
	0.00
	0.00
	0.00

Sub Total:	300,000.00
Tax Rebate:	0.00
Sub Total:	300,000.00
Federal Taxes (or HST)	0.00
Provincial Taxes (no HST)	0.00
Net Eligible:	300,000.00

Ineligible Costs (before taxes)	Amount:
Land Acquisition	100,000.00
Leasing Land, Buildings and Other Facilities	0.00
General Repairs and Maintenance	0.00
Financing Charges	0.00
Legal Fees	0.00
Other:	Amount:
	0.00
	0.00
	0.00

Total Ineligible Costs: 100,000.00

Indicate the person who has verified that these project cost estimates are accurate, as well as the date that the estimates were verified.

* Name	Doe, Jane
* Date (YYYY-MM-DD)	2009-09-04

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Project Financing

The purpose of the Project Financing page is for the applicant to provide a total forecast for the sources of the funding.

The Total Eligible and Ineligible Costs will be automatically filled in from the previous page.

Proposed Financing of Eligible Costs

Please enter any other federal sources of funding for your project. This will be used to ensure the program's Federal Stacking requirements are met (i.e. a maximum of 50% of funding can come from federal sources.)

The totals in the Proposed Financing of Eligible Costs table must match (equal) the Net Eligible Cost in order for the system to balance and allow the project to be submitted.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Other Project Financing

The purpose of this page is for the applicant to provide additional details on the financing of the project.

Is this a multi-stage project? If so, please indicate which stage. Please note that each phase must be able to be considered a stand-alone project.

Will the project require the borrowing of funds?

Will the project serve commercial operations?

Does the applicant have a plan to fund, operate, and maintain the asset over its lifecycle?

Please affirm that the contract award process will be competitive, fair, and transparent (e.g., no sole-source contracts, no union-only processes) and consistent with the Agreement on Internal Trade and Canada's

international trade obligations.

Please state who will own the asset in which the infrastructure investment is being made.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Environmental Assessment

The purpose of this page is to assist program officers to determine whether the proposed project requires consideration under the Canadian Environmental Assessment Act. If additional information is needed to make this determination, we will contact the person that you identify as the environmental assessment contact in this section of the application.

Please note that if you have identified both a Primary Project Category and a Secondary Project Category for your project, there may be duplication in certain questions that you are asked in this section. Please respond to all the questions to ensure that the information needed to consider your application is available.

Definition:

An "environmentally sensitive area" means an area protected for environmental reasons in regional and local land use plans, or by a local, regional, provincial or federal government body.

Examples include:

Sites designated under international conventions such as Ramsar sites and UNESCO World Biosphere Reserves, national or provincial parks, park reserves, wildlife and conservation areas, bird sanctuaries, marine wildlife and conservation areas, heritage rivers, designated wetlands and areas of natural scientific interest, and environmentally sensitive areas protected by local and regional land use plans and by local and regional governments.

If your project may result in impacts to fish and fish habitat, it is your responsibility to ensure that you are in compliance with the federal Fisheries Act. In addition to answering the questions on this page, you are

BCF-CC Building Canada Fund - Communities Component

Project No: 36680

Environmental Assessment

Main Menu

Project Menu

Read Access

Project Information

Project Benefits

Project

Timelines and Rationale

Project Description and Location

Project Costs

Environment

Environmental Assessment

Document Upload

Contact Information

Project Information Part 3

Assign Officer

Status Dates

View

Withdraw Application

Submission Errors

Submission History

Resource Centre

Project Title	BCF-CC-Demo
Applicant	City of St. John's
Project Status	Incomplete

"The environmental assessment questions have been modified to accelerate the environmental assessment and review process."

Certain projects must undergo an environmental assessment (EA) in accordance with the *Canadian Environmental Assessment Act* (CEAA). If so, an EA must be completed and a determination made that any potential adverse environmental effects will be appropriately mitigated and managed, before funds can be released.

Your responses to the following questions will assist BCF staff in determining whether an EA is required under the (CEAA).

Please note that it is not necessary to carry out an EA of the project unless you are notified that your project is being considered for funding and that it may be subject to requirements of the CEAA. Details of any EA requirements will be provided at that time.

I. Environmental Considerations - Primary Project Category

Recreation Infrastructure

*1	Is the project located within 250 metres of an environmentally sensitive area?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
*2	Does the project involve works or activities on, under, over, through or across a water body such as a wetland, stream, river or lake?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
*3	Does the project involve works or activities within 30 metres of a water body?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown

II. Environmental Considerations - Secondary Project Category

Not applicable to this Project.

II. Environmental Considerations - Secondary Project Category

Not applicable to this Project.

III. Aboriginal Considerations

Please respond to the following questions if the nature of the project is one of the following:

- the project is a new construction or installation
- the project is an expansion of an existing project
- the project is a combination of a renewal of an existing project and/or the expansion of an existing project and/or a new construction or installation

*4	Are there Aboriginal groups or communities in the project area?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
*5	If yes, could the project have adverse effects on those Aboriginal groups?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
*6	Have Aboriginal groups been consulted about the project?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown

IV. Environmental Assessment Contact Information

*7 Please fill out the information for Environmental Assessment contact verification.

Name of EA Contact:	<input type="text"/>
Position:	<input type="text"/>
Address:	<input type="text"/>
Phone Number of EA Contact:	<input type="text"/>
Email:	<input type="text"/>

<< Previous Continue >> Save Submit Reset

Last Updated: 2009-07-22

[Important Notices](#)

encouraged to visit Fisheries and Oceans Canada's website at http://www.dfo-mpo.gc.ca/oceans-habitat/habitat/water-eau/index_e.asp , to obtain specific information on the processes and requirements for protecting fish and fish habitat.

Information on Aboriginal Groups may be required based on the nature of the project. Information gathered is helpful in facilitating the background research, and further analysis during the screening process of the impact of project activity by Crown, Province, and Proponent upon potential or established Aboriginal or treaty rights.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Document Upload

The purpose of the Document Upload page is to allow the applicant the ability to provide additional project information in the form of electronic documents, to strengthen their business case.

Any documents for which you have indicated an intention to upload will be listed here as a reminder for you, but you may upload as many documents of any type as you want.

This is where you would also attach any additional mandatory documents included in the Provincial Requirements section of this Guide.

The screenshot shows the 'Document Upload Page' for project BCF-CC. At the top, there are logos for Newfoundland Labrador and Canada. Below the logos is a navigation menu with links for Français, Home, Contact Us, Prov / Terr Contacts, Help, Important Notices, Search, Federal Site, Canada Site, and Logout. The main content area includes a 'Project No: 36680' and a 'Document Upload Page' title. A form contains the following information:

Project Title	BCF-CC-Demo
Applicant	City of St. John's
Project Status	Incomplete

Below the form, there is a message: 'You have indicated an intention to upload the following document(s). Please ensure to upload a document of each type prior to submitting your application.' This is followed by a list of document types: Local Government Resolution and Detailed Cost Estimates. A section titled 'Documents uploaded for this Project' contains a table with columns for Descriptive Title, File Name, Date Uploaded, and Delete? The table is currently empty, with a note: 'There are no documents uploaded for this project!'. At the bottom of the page, there are navigation buttons: '<< Previous', 'Continue >>', and 'Submit'.

Guidelines for Uploading Documents

- Applicants may attach (upload) documents to any Un-Submitted applications.

- Applicants may delete documents that they have attached to any of their Un-Submitted applications
- Applicants and project officers can download (save on their own computer) any document that has been uploaded for a project.
- Applicants can only delete the document(s) that they have uploaded themselves, up until the time when the project that the document(s) are attached to has been submitted.
- After the project has been submitted, applicants will not be allowed to upload or delete any documents. All changes to documents will have to be done by the project officers.
- For your information, project officers may upload and/or delete documents for a project at anytime during a project's life-cycle (except when a project is closed or deleted).

Technical Requirements

- There is no limit on the number or type of documents uploaded for a project.
- There is a maximum file size of **8 MB** for each individual attached file.
- There is no limit on the number of times a document may be downloaded for a project.

Types of Documents to Strengthen Your Application

- Project Schedule
- Local Government Resolution
- Site Plan/Map
- Cost Benefit Analysis or Other Study
- Business Case/Project Justification

Additional Documents Required for Specific Provinces

- Please refer to the Provincial Requirements specified in the On-Line Program Guide for additional required documents. These additional documents will be very important in the evaluation of your application.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

Contact Information

The purpose of the Contact Information page is to allow applicants the opportunity to verify project contact information. People identified in this page should be the ones who will be most able to provide additional information if required.

Note: This is the final page in the submission process.

Project No: 36680

Main Menu

Project Menu

- Read Access
- Project Information
- Project Benefits
- Project Timelines and Rationale
- Project Description and Location
- Project Costs
- Environment
- Document Upload
- Contact Information
- Project Information Part 3
- Assign Officer
- Status Dates
- View
- Withdraw Application
- Submission History
- Resource Centre

Contact Information

Project Title	BCF-CC-Demo
Applicant	City of St. John's
Project Status	Incomplete

Applicant Information

Legal Name of Applicant/Sponsor		
City of St. John's		
Municipal Code/Band No.	Municipal Type	
4400	Town	
* Street Address/P.O. Box No.		
P.O. Box 908		
* Town/City		
St John's	Province	* Postal Code
	Newfoundland and Labrador	A1C 5M2

Contact Information

* Family Name	* Given Name
Doe	Jane
* Contact Position	* Preferred Language
Consultant	<input checked="" type="radio"/> English <input type="radio"/> French
Use the same address information as the Applicant address?	
<input type="button" value="Get Applicant Address"/>	
Street Address/P.O. Box No.	
Town/City	
Province	
Newfoundland and Labrador	
Postal Code	* Telephone No.
	(123) 123-1234
	(123) 123-1234
* Email Address	
If you wish the Contact to receive an email notification upon submission of your application, please enter a valid email address for the Contact.	

<< Previous Save Submit Reset

* Contact Name and Contact Position	Enter the Family Name and Given Name of the applicant's contact person(s) for this project and their position or title.
* Preferred Language	Select the applicant's preferred language for correspondence.
* Contact Person's Address, Telephone No., etc.	Enter the contact person's mailing address, if different from the applicant. Enter the telephone and fax numbers including extension numbers, etc. that can be used to get in touch with the contact person.
* Email Address	Enter the contact person's email address. Note: If this field is completed, the system will automatically send a confirmation message to the contact when the application has been successfully submitted.

BEFORE YOU CLICK THE SUBMIT BUTTON, PLEASE ENSURE ALL INFORMATION IS CORRECT. ONCE YOU HAVE SUBMITTED AN APPLICATION AND THE SYSTEM HAS ACCEPTED IT, YOU CANNOT GO BACK IN AND MODIFY IT.

Once you have completed this page, click the PRE-SUBMIT button at the bottom of the screen. The system will validate your application.

Application Submission History:

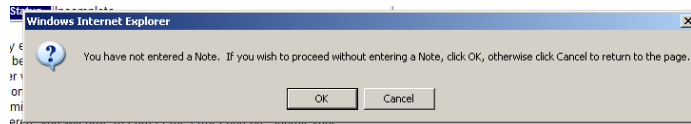
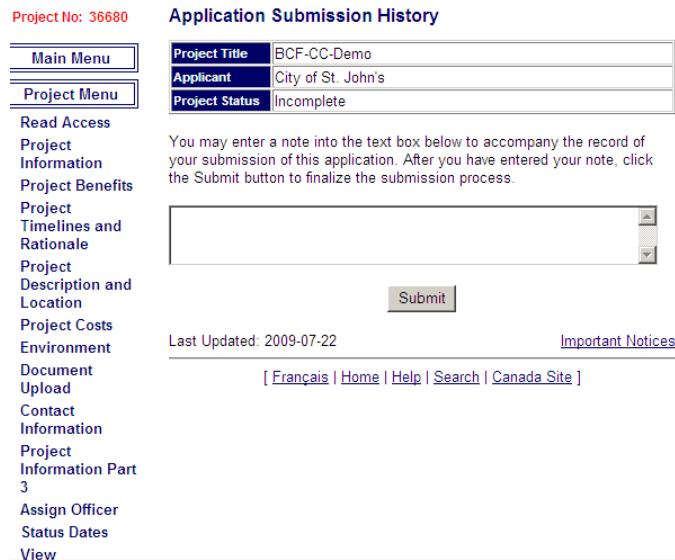
Applicant users will have the ability to “Pre-Submit” their application by selecting the “Pre-Submit” button for an application in “Incomplete” status. The Submission history page will be displayed when a user selects the “Pre-Submit”.

On the Submission history page, the Applicant user will have the option of entering a Note text to accompany their submission of the application. The Note entered by the user will be included in the notification email notice sent to the Joint Secretariat.

However, if errors are found during the Pre-Submit process, the Application Errors page will be presented to the user and the application will remain in an Incomplete status for the Applicant to update.

If no errors are found during the Pre-Submit process, the following will occur: Emails will be sent to the Joint Secretariat and Applicant contacts, notifying of the Pre-Submission of the application. The Note text entered by the Applicant user will be included in the email.

The system will update the Project Status to “Pre-Submitted”



Submitting an Application

Once you have finished your on-line application and clicked the **Submit** button, the system will check to see that you have completed all the mandatory fields. If you have not, the application will present you with an Application Error(s) page with error message and show you what areas need to be completed. Just click on the link in the message and it will take you to that screen where you can update the missing information, then click Submit again.

COMMUNITY CANADA

Français	Contact Us	Help	Search	Canada Site
Home	Provincial Contacts	Important Notices	Federal Site	Logout

BCF-CC Building Canada Fund - Communities Component

Project No: 36680

[Main Menu](#)

[Project Menu](#)

- Read Access
- ▶ Project Information
- Project Benefits
- Project
- ▶ Timelines and Rationale
- Project Description and Location
- ▶ Project Costs
- ▶ Environment Document Upload
- Contact Information
- Project Information Part 3
- Assign Officer
- Status Dates
- ▶ View
- Withdraw Application
- Submission Errors
- Submission History
- Resource Centre

Application Error(s)



The following mandatory information was missing at the time of submitting your application. Please provide the information and click the submit button to submit your application again.

Project Title	BCF-CC-Demo
Applicant	City of St. John's
Project Status	Incomplete

Page name:	Description:
Contact Information	Email Address Cannot Be Empty
Project Description and Location	Municipal Priority Cannot Be Empty
Project Description and Location	Project Description/Abstract Cannot Be Empty
Project Description and Location	Project Street Address Line 1, Nearest Intersection or Legal Land Location, or Point of Interest/Placename must have a value
Project Screening Criteria	Form Is Empty
Project Benefits	Form Is Empty
Project Rationale	Form Is Empty
Project Financing	Share amounts do not match Costs
Project Financing	Sum of Federal Share and Other Federal Share must be less than or equal to 50% of Net Eligible Costs.
Project Financing	The sum of Other Federal Funding amounts must match the Other Federal Funding in the financing grid.
Other Project Financing	Form Is Empty
Environmental Assessment	Environmental Assessment - Section I cannot be empty
Environmental Assessment	Environmental Assessment - Section III cannot be empty
Environmental Assessment	Environmental Assessment - Section IV cannot be empty

After you have corrected the errors noted above, please click the Submit button in order to Submit your application again.

Last Updated: 2009-08-07 [Important Notices](#)

If your application is successful, you will receive a page indicating your application was successfully submitted. This page will provide you with the instructions to complete the application process. You should **PRINT THIS PAGE IMMEDIATELY**. It contains valuable contact information and will not be displayed again.

Français	Contact Us	Help	Search	Canada Site
Home	Provincial Contacts	Important Notices	Federal Site	Logout

BCF-CC Building Canada Fund - Communities Component

[Main Menu](#)

 [Printable Version](#)

- Add New Application
- Update Existing Application
- View / Print Existing Application
- Change Password
- Withdraw Application
- FAQ

BCF-CC Pre-Submit Page

Thank you for submitting your application to the Building Canada Fund - Communities Component (BCF-CC). Now that you have completed the online application, please **finalize** the process with the following steps.

Please Note: All pre-submitted applications will be reviewed by Project Officers to ensure that the information contained in the application is complete and is satisfactory for the assessment of the application. Any application that is deemed incomplete or not ready for assessment will be returned to you for updates or corrections. You will then have to pre-submit your application once again after making the required corrections.

1. We suggest that you **PRINT THIS PAGE FOR YOUR REFERENCE** by clicking the PRINT button on your Internet browser. You will not have access to this page once you print your application and it contains valuable information for future reference.
2. You may also print the completed application form for your file. To do this, go to the left side of your screen, select **View / Print Existing Application**, which then opens a separate window. If more than one project is available for selection the system will require you to first choose your project number (# 9673) from the "List of Applications/Projects" page before being presented with your *Building Canada Fund - Communities Component* submitted application form. You can then click the **print button** on your browser to print your application (or choose "File" / "Print..." from the menu bar).
3. **Please send all supporting documentation** to your provincial/territorial secretariat. Address information can be found on the Provincial Contacts page in BCF-CC (select the Provincial Contacts link on the header menu from every page).

Once your application has been successfully submitted and accepted by the system, if an email address was provided, the system will automatically send a confirmation message to the contact.

From: sensi.occ@bcg.com Sent: Fri 06/03/2009 7:14
 To: Lovett, Wendy-Clare
 Cc:
 Subject: Thank-you, BCF-CC application # 9673
 Application # 9673

Applicant Name: Town of Kensington
 Project Title: WL-BCF-CC DEMO
 Project Sub-Category: RED9 - Community centres that offer programming to the community at large, including all segments of the population
 Date and Time Pre-Submitted: 2009-03-06 07:13 AM

Your application will be reviewed for completeness, and may be returned to you for further updates, if required.

You will receive another email notice once your application has been accepted as complete and ready for assessment. The timeline for assessing your proposed project will take approximately 60 days, depending on the number of applications received.

Thank you for your application to Building Canada Fund - Communities Component (BCF-CC).

View / Print a current Application (Pre-Submitted) Status:

The View / Print Existing Application process allows users to view an application at any given point in time

The View / Print Existing Application process can be used to print a blank application form or it can be used to print the application at its current state, however, the Project Category, Project Sub-Category Type, and Benefits must be selected in order to show on the blank form.

Once the application is completed and submitted, the final application form, including region specific header information and the appropriate signature block for the applicant region, can be printed using this process

Note: View / Print a Submitted Application (Submitted) Status.

 		
Building Canada Fund - Communities Component Application Report		
Project Number:	36680	
Application Status:	Incomplete	
Current Date:	2009-09-04	
SECTION I - MUNICIPAL APPLICANT OR SPONSOR		
Legal Name of Applicant/Sponsor: City of St. John's		
Municipal Code/Band No.: 4400	Municipal Type: Town	
Street Address/P.O. Box No.: P.O. Box 908	Street Address/P.O. Box No. (additional):	
Town/City: St. John's	Province: Newfoundland and Labrador	Postal Code: A1C 5M2
Contact Given/Family Name: Jane Doe		
Contact Position: Consultant	Language Preference: English	
Street Address/P.O. Box No.:	Street Address/P.O. Box No. (additional):	
Town/City:	Province: Newfoundland and Labrador	Postal Code:
Telephone No.: (123) 123-1234	Fax No.:	Email Address:
SECTION II - PROJECT INFORMATION		
Project Title: BCF-CC-Demo		
Provincial Project Number:		
Date of Submission (YYYY-MM-DD):	Municipal Priority:	
You will be required to provide a copy of a Local Government Resolution supporting this project. Do you intend to upload a copy with your application? Yes		
Project Description/Abstract:		
Done		

**PROJECT
JUSTIFICATION AND
BUSINESS CASE
GUIDELINES
BUILDING CANADA FUND –
COMMUNITIES COMPONENT**

INTRODUCTION

The business case is an essential document that complements your application for funding. Its purpose is to elaborate on elements contained in the application and to provide any further details or relevant information that was not captured on the application form. It is a requirement that applicants complete a business case and upload it along with their application form.

The information contained in this document is intended to help you develop a sound rationale, which may help you in obtaining funding under the Communities Component (CC) of the Building Canada Fund (BCF) of Infrastructure Canada.

OBJECTIVE

The objective of the CC is to address the local needs of smaller Canadian communities by contributing funding to projects that may otherwise be beyond the community's normal budgetary capacity. The CC will target infrastructure projects of a smaller scope and will address the local priorities in communities of under 100,000, as per the 2006 Census.

ASSESSMENT

The assessment of proposals is a criteria-based process for evaluating proposals submitted by applicants for funding. The assessment determines the merits of the proposal and informs the decision for recommending it to the appropriate decision-making bodies and parties.

Below are a few examples of factors that impact the assessment of your proposal and will be considered in determining if it is eligible for funding.

- How your project responds to an identified infrastructure need within the community?
- How realistic are the objectives and are the expected results achievable? Will the activities identified be completed within your proposed time frame?
- How does your proposed project fit with local, regional and national priorities?
- How you, as the applicant, have the capacity to see the project through from beginning to end?
- How do you plan to mitigate the risks associated with your project?
- How realistic is the budget and breakdown of costs?
- How will you manage the asset over its life cycle? Do you have operating funds?

ELEMENTS OF A GOOD BUSINESS CASE

A good business case should give the reader a clear understanding of the “Who, What, Where, Why, When and How” of the project. The business case should be able to be extracted as a stand-alone document for the purposes of describing the entire project. Additionally, it should not depend on future funding to be able to achieve its desired project outcomes.

The business case should include, but not be limited to, the following:

- problem statement
- identification and analysis of options (relevance, feasibility)
- rationale for chosen option
- project objective
- description of activities
- timelines and milestones
- expected benefits
- performance and progress measures
- project risks
- rationale
- budget

WRITING THE BUSINESS CASE

Before you begin to write your business case, you are encouraged to visit Infrastructure Canada’s website at www.buildingcanada.gc.ca. This website will provide you with an understanding of the Communities Component of the BCF and other relevant program information.

1. PROJECT OBJECTIVE

This is one of the most important sections of the business case. The objective should respond to your problem statement and be clear, concise and easy for you to achieve. The objective must also be measurable. A clear statement of your project objective makes the assessment easier, and will be reflected in the agreement.

2. PROPOSED ACTIVITIES

Provide a description of proposed activities that addresses:

- The scope of the project (local, regional, national)
- The location
- How the project responds to the goals, objectives and priorities of the program
- Who will most benefit and how

3. PROJECT RATIONALE

This section should:

- Provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time, if your project is not approved. It should also give the reader a sense that your project is important and thus demonstrate the need for funding.
- Make sure you clearly define the project. If statistical information is available to support your project, make sure you include the data and state where they can be found.

4. EXPECTED BENEFITS

Expected benefits must:

- Identify the project outcomes according to the program (sub)categories that apply to the project being proposed
- Indicate all the project benefits and how the benefits were obtained

5. TIMELINES AND MILESTONES

It is important to indicate the duration of your project, how long you expect it to take from start to finish. In addition, you should highlight how your project is broken down by project activities, phases and/or stages. This can be done on a quarterly basis (i.e. 1st quarter – list of activities to be accomplished (planning, studies, etc.); 2nd quarter – additional activities (construction to commence).

6. PERFORMANCE AND PROGRESS MEASURES

In this section, you should clearly identify how the project will meet expected benefits and how these will be measured and monitored throughout your project (i.e. phase development, planning phase, regular site visits, construction start/end dates, etc.)

7. PROJECT RISKS

What are the significant project risks and what is your strategy to mitigate those risks? Risks are uncertainties or constraints that may prevent the project from being completed on time, on budget or in its original scope. Few projects are completely without risk; however, most successful projects manage or mitigate their risks through good planning and ongoing management.

This section should indicate any known risks (such as short construction season, possible uncertainties in building site that might influence cost, etc.) and specify how those uncertainties may impact the performance of the project (either in duration, cost or meeting the requirements). Then, indicate what actions could possibly be taken in advance, or during the project life-cycle, to reduce the effect of the risk (mitigation).

8. PROJECT BUDGET

A comprehensive budget must include:

- An anticipated start and end date of expenditures (funding period). No expenditures can be incurred outside the start and end dates of the contribution agreement. For this reason Infrastructure Canada needs clear information included in the proposal, if there will be a start-up and close-out period with essential project-related expenditures.
- A detailed breakdown of expenses, such as overhead operating costs, salaries, capital costs, phases of construction, etc., if applicable
- A listing of other funding sources and those amounts
- Cashflow projections throughout project life-cycle

PROJECT JUSTIFICATION/BUSINESS CASE CHECKLIST

The checklist below can be used to ensure that you have addressed all aspects of the project justification/business case.

- Is there a Problem Statement?
- Does your business case include a rationale for decision on a chosen option?
- Did you state your project's objective?
- Is there a description of activities included?
- Have timelines and milestones been addressed?
- Did you list the expected benefits of your project?
- Have you included performance and progress measures?
- Have you indicated the risks associated with the project?
- Is there a rationale on file?
- Has the budget been included?
- Is there a breakdown of expenses?
- Where's the location?
- Who will benefit?
- Have you included any statistical information?

Have you followed all the provincial instructions and provided the requested information.

PROVINCIAL REQUIREMENT GUIDELINES

BUILDING CANADA FUND –
COMMUNITIES COMPONENT

PROVINCIAL REQUIREMENT GUIDELINES

This section will outline criteria related to applications from Newfoundland & Labrador under the Building Canada Fund – Communities Component. These supplements will contain project forms and relative criteria to assist proponents in submitting a comprehensive application.

The Applicant will abide by all labour, environmental, planning, human rights, and municipal legislation, including the Occupational Health and Safety Act and Regulations and all other legislation of the Province and of the Government of Canada (“Canada”).

1. APPLICATION INTAKE AND PROJECT CATEGORIES
2. CONTACT INFORMATION

Mr. Erik Seaward
Co-ordinator
Canada/NL Infrastructure Program
Dept. of Municipal Affairs
P.O. Box 8700
St. John's, NL A1B 4J6

Tel: 709-729-5411
Fax: 709-729-7491
seaward@gov.nl.ca

**ELIGIBLE
CATEGORIES**
**BUILDING CANADA FUND –
COMMUNITIES COMPONENT**

ELIGIBLE CATEGORIES

Eligible categories will include the following:

- Water Infrastructure
- Wastewater Infrastructure
- Public Transit Infrastructure
- National Highway System Infrastructure
- Green Energy Infrastructure
- Disaster Mitigation Infrastructure
- Solid Waste Management Infrastructure
- Brownfield Remediation and Redevelopment Infrastructure
- Culture Infrastructure
- Sport Infrastructure
- Connectivity Infrastructure
- Local Road Infrastructure
- Shortline Rail Infrastructure
- Short Sea Shipping Infrastructure
- Regional and Local Airports
- Tourism Infrastructure
- Recreation Infrastructure
- Collaborative Projects

**CATEGORIES AND
MANDATORY CRITERIA**
**BUILDING CANADA FUND –
COMMUNITIES COMPONENT**

CATEGORIES AND MANDATORY CRITERIA FOR THE BUILDING CANADA FUND (BCF)
CONTRIBUTION PROGRAM – COMMUNITIES COMPONENT (CC)

Purpose	59
1. Water Infrastructure.....	60
2. Wastewater Infrastructure	61
3. Public Transit Infrastructure	63
4. National Highway System Infrastructure.....	64
5. Green Energy Infrastructure.....	65
6. Disaster Mitigation Infrastructure	67
7. Solid Waste Management Infrastructure.....	68
8. Brownfield Remediation and Redevelopment Infrastructure	69
9. Culture Infrastructure.....	71
10. Sport Infrastructure	72
11. Connectivity Infrastructure	73
12. Local Road Infrastructure.....	74
13. Shortline Rail Infrastructure	75
14. Short Sea Shipping Infrastructure.....	76
15. Regional and Local Airport Infrastructure	77
16. Tourism Infrastructure.....	78
17. Recreational Infrastructure.....	79
18. Collaborative Projects	80

PURPOSE

One component of the Building Canada Fund is the Communities Component, which focuses on projects in smaller communities. To ensure that smaller communities receive equitable access to funding, only those with a population of less than 100,000 (as per the 2006 Census) will be eligible to seek funding under the Communities Component.

This document will assist communities, and eligible recipients of funding, with an understanding of the eligible categories and respective mandatory requirements for projects selected under the Communities Component (CC) of the Building Canada Fund (BCF).

The BCF is designed to increase investment in public infrastructure and contribute to broad federal objectives: economic growth; a cleaner environment; and strong and prosperous communities. The eligible categories and criteria set out in this document will ensure that infrastructure investments are consistent with these objectives.

For each eligible category, category-specific objectives and outcomes, as well as any eligible sub-categories of infrastructure, are given. In addition, selection criteria under the Communities Components of the BCF are provided to maximize public benefits from infrastructure investments and help ensure value for money

1. WATER INFRASTRUCTURE

Objectives

To construct or materially rehabilitate public infrastructure that contributes to one of the following objectives:

- Improved safety, management, reliability and efficiency of Canada's drinking water treatment and distribution systems;
- Increase the number of households with access to safe drinking water that meets or exceeds the Guidelines for Canadian Drinking Water Quality;
- Improved protection and/or management of drinking water sources; and
- Improved conservation of water.

Subcategories

- Drinking water treatment infrastructure
- Drinking water distribution systems (may include metering as part of a larger project)

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Increased number of households provided with access to safe drinking water;
- Improved quality of drinking water;
- Increased number of households equipped with residential metering;
- Decreased daily per capita water use;
- Increased service reliability of water treatment and distribution facilities;
- Increased efficiency in the treatment plant operations and/or distribution system, as demonstrated by a reduction in water leakage or loss, use of treatment chemicals, energy use and/or number of boil water advisories.

Minimum Federal Requirements

- Where the project involves the new construction of or material rehabilitation of a drinking water treatment plant, the drinking water quality following completion of the project must meet or exceed provincial standards.
- For non-commercial ventures, the proponent must indicate whether full cost pricing supported by universal metering for water is in place, and if not, how cost recovery will be pursued and how capital and operating and maintenance shortfalls will be addressed.
- A multi-barrier approach to safe drinking water including, where possible, source water protection.

2. WASTEWATER INFRASTRUCTURE

Objectives

To construct or materially rehabilitate public infrastructure that contributes to one of the following objectives:

- Reduces the negative impacts of wastewater effluent or stormwater effluent on human health and the environment;
- Improves the safety and management of wastewater sludge; and
- Improves the management and efficiency of wastewater infrastructure or stormwater infrastructure.

Subcategories

- Wastewater collection systems and/or wastewater treatment facilities or systems (which may include grey water reuse).
- Separation of combined sewers and/or combined sewer overflow control, including real-time control and system optimization.
- Separate storm water collection systems and/or storm water treatment facilities or systems.
- Wastewater sludge treatment and management systems.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- A measurable and quantifiable reduction in volume and/or improvement in the level of treatment of wastewater effluent;
- Increased number of households, industries, commercial establishments, and institutions with untreated wastewater connected to sanitary sewer systems;
- Reduced volume and incidents of discharge of untreated wastewater effluent as a result of sanitary sewer and combined sewer overflow events;
- Improved quality of stormwater effluent;
- Implementation of full life cycle cost accounting and full cost recovery (where possible) for wastewater infrastructure assets;
- Improvement to the reliability or performance of the wastewater collection and/or treatment system; and
- Improved wastewater sludge treatment and management.

Minimum Federal Requirements

- Projects for the construction of new or material rehabilitation or expansion of existing, municipal wastewater treatment facilities must result in municipal wastewater effluent that meets applicable provincial/federal regulations and licensing requirements.

- Projects for the construction of new, or material rehabilitation or expansion of existing municipal wastewater treatment facilities that include the use of chlorine disinfection processes, must also incorporate chlorine removal processes.
- Projects for the construction of new or material rehabilitation or expansion of existing wastewater sludge treatment and management facilities must meet applicable provincial/federal regulations and licensing requirements.
- Municipality must demonstrate how cost recovery will be pursued and how capital and operating and maintenance shortfalls, if any, will be addressed.

3. PUBLIC TRANSIT INFRASTRUCTURE

Objective

To construct, improve or rehabilitate public transit infrastructure that contributes to economic, environmental and social sustainability in cities and communities.

Subcategories

- Transit infrastructure, including, but not limited to, rail and bus rapid transit systems, and related facilities.
- Buses, rail cars, ferries, para transit vehicles, and other rolling stock and associated infrastructure, for the expansion of services.
- Green buses for expansion services and for replacement capacity.
- Intelligent Transport Systems (ITS).
- Related capital infrastructure including, but not limited to, transit queue-jump lanes, reserved bus lanes, turning lanes or other related enhancements in support of public transit, streetcar/trolley infrastructure, storage and maintenance facilities, security enhancements, and transit passenger terminals.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improved mobility (e.g. improved access, reduced travel times, etc.)
- Increased transit ridership
- Reduced emissions of air pollutants and greenhouse gases

Minimum Federal Requirements

- When security and emergency preparedness plans are in place that have been funded through Transit-Secure, operators must demonstrate that the project is consistent with these plans, and that future related training, public awareness and incident reporting needs are taken into consideration.

4. NATIONAL HIGHWAY SYSTEM INFRASTRUCTURE

Objectives

To construct, improve or rehabilitate segments of the Core National Highway System that contributes to one or more of the following objectives:

- Supporting trade and tourism flows inter-provincially and internationally;
- Improving transportation safety;
- Improving mobility; and
- Encouraging innovation.

Subcategories

Construction projects on highways (or ferry services) that form part of the Core National Highway System (NHS), including:

- Additional capacity (e.g. turning lanes, truck lanes, grade separations, interchanges, roundabouts, rest areas, etc.) and new urban bypasses that connect to the Core NHS at both ends.
- Rehabilitation of highway and bridge assets. Projects must meet the definition of ‘rehabilitation’ as agreed upon by the Council of Ministers in 2005.
- Safety-related improvements.
- Intelligent Transportation Systems (ITS).

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Increased travel time savings
- Reduced vehicle operating costs
- Increased efficiencies (e.g. increased speeds, volume of traffic, etc.)
- Improved safety (e.g. fewer accidents and fatalities)

5. GREEN ENERGY INFRASTRUCTURE

Objectives

To construct materially rehabilitate public infrastructure that contributes to one of the following objectives:

- Increase the availability and/or reliability of Canada's clean energy supply;
- Increase the availability of renewable energy;
- Improving air quality; and
- Reducing greenhouse gas emissions.

Subcategories

- Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity.
- Hydrogen infrastructure (generation, distribution and storage).
- Electric Vehicle Infrastructure (centralized refueling stations).
- Biofuels distribution/storage infrastructure.
- Thermal heat/cooling delivery system (i.e. district energy systems) using renewable or combined heat/power (CHP) plants.
- Clean coal facilities.
- Renewable Electricity Generation facilities (e.g., wind energy, solar energy) generally less than 1 MW
- Municipal building energy retrofits.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Increased electricity trade connections between provinces/territories, which facilitate the transfer of clean electricity;
- Increased the security of Canada's clean electricity supply;
- Increased installation of clean energy technologies, improving air quality and reducing greenhouse gas emissions; and
- Increased number of private sector and public sector installations and/or use of clean-energy technologies.

Minimum Federal Requirements

- For transmission grid projects, the project must:
 - support the development or transfer of clean electricity, especially to displace more carbon-intensive electricity; and
 - support the security of electricity supplies, allowing for more efficient electricity markets/electricity use.

- For hydrogen infrastructure, project must demonstrate a local fleet demand that would support the hydrogen infrastructure.
- For clean coal facilities, the proponent must deploy technology to reduce air pollutants and GHG emission at least as low as natural gas combined cycle technology (e.g. Integrated gasification combined cycle, oxyfuel, post-combustion capture).

6. DISASTER MITIGATION INFRASTRUCTURE

Objective

To construct or materially rehabilitate public infrastructure that reduces the vulnerability of a community or public infrastructure to the negative impacts of extreme natural events, including adverse events related to climate change.

Subcategories

- Construction, modification or reinforcement of structures that protect 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 natural events and impacts or events related to climate change.¹

Note: Construction, modification or reinforcement of structures exclude normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.).

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Reduce the social, physical and/or economic risks associated with an extreme natural event and/or adverse effects related to climate change; and
- Improve the resiliency of public infrastructure to extreme natural events and/or adverse effects related to climate change.

Minimum Federal Requirements

- The project proponent must have conducted a risk assessment that supports the proposed mitigation project. The risk assessment shall include: the likelihood of a hazard, or combination of hazards occurring and the potential impact (including social, economic and environmental impacts).
- Where appropriate, the proponent must implement, or commit to implementing within two years of project completion, non-structural disaster mitigation measures that support the risk assessment. Elements may include: municipal zoning by-laws, planning and building codes that reduce disaster risk, and public awareness and education.

¹ Excludes the relocation of whole communities.

7. SOLID WASTE MANAGEMENT INFRASTRUCTURE

Objective

To construct or materially rehabilitate public infrastructure that reduces the environmental impacts resulting from solid waste management.

Subcategories

- Solid waste diversion projects:
 - recycling
 - composting
 - anaerobic digestion.
- Solid waste disposal projects:
 - thermal processes, including gasification
 - landfill gas recovery.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Increase the quantity (kg/capita) of solid waste diverted from disposal;
- Reduced environmental impacts from landfills (e.g. greenhouse gas emissions, leaching of liquid waste, soil contamination); and
- Increased energy recovery from solid waste management activities.

Minimum Federal Requirements

- Solid waste diversion projects must result in a measurable increase in the quantity (kg/capita) of material diverted from disposal as measured against a baseline
- For projects with a federal contribution of \$500,000 or more, the applicant must provide an appropriate waste management plan that is no more than five years old and that includes public education or outreach.

8. BROWNFIELD REMEDIATION AND REDEVELOPMENT INFRASTRUCTURE

Objectives

To construct or materially rehabilitate public infrastructure that contributes to at least one of the following objectives:

- Removal or neutralization of the negative effects of brownfields on communities and environment by remediating and redeveloping these properties in a sustainable manner; and
- Support more intense land use within cities and communities.

Subcategories

Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries and must include:

- The construction of public infrastructure as identified in the context of any category under the MIC and the CC; and/or
- The construction of municipal use public parks and publicly-owned social housing.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Reduction of the environmental and health risks posed by contaminated sites within municipal boundaries;
- Increased supply of social housing; and
- Increased sustainability of municipal development and encouragement of more efficient land use.

Minimum Federal Requirements

- The eligible costs in respect of the remediation/decontamination shall ordinarily be prorated based on the land use share of the eligible public infrastructure component (as described in the subcategories).
- Project must be undertaken on properties that are contaminated, as determined using remediation criteria as established by the relevant jurisdiction for the proposed redeveloped land uses, as confirmed by a Phase II Environmental Site Assessment (ESA), which shall include a detailed historical description of the site's previous uses and owners.
- Proponent must identify relationship, if any, to the originator/s of the pollution source, as identified in the Phase I or II ESA, if known.
- Project must have a remediation action plan, that includes the following:
 - description of contamination, including types of contaminants and potential for off-site contamination;
 - mediums and extent of contamination to be addressed (soil, sediment, groundwater, surface water, air);
 - remediation criteria to be used for addressing the contamination;

- whether in-situ or ex-situ treatment, or removal and disposal of contaminated soils or materials will be the method of remediation, and provide a remedial alternatives assessment to support the remedial action plan;
 - if excavation of contaminated material will be undertaken, final disposal location must be identified; and
 - method for addressing off-site contamination, where there is a potential risk, including implementation of monitoring systems.
- Proponent must identify potential regulatory or civil liability risks and provide a risk management plan (including confirmation of pollution legal liability insurance).

9. CULTURE INFRASTRUCTURE

Objectives

To construct or materially rehabilitate public infrastructure that results in at least one of the following:

- Supports arts and/or heritage facilities; and
- Helps communities express, preserve, develop and promote their culture and/or heritage within Canada.

Subcategories

- Museums.²
- The preservation of designated heritage sites that are duly recognized by³:
 - UNESCO;
 - Canadian government as per the national federal register of historic places; or
 - provincial or local government.
- Provincial, territorial and 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.

Project Outcomes

The project must represent a demonstrable increase in the number and/or quality of cultural opportunities for Canadians and have a significant economic and/or regional impact, as well as at least one of the following additional outcomes:

- Increases community use of facilities or gives the facilities a multipurpose dimension;
- Enhances ability of communities to express, preserve, develop and promote their cultural heritage within Canada; and
- Generates economies of scale, spinoff activities, and supports the larger economic priorities of the community and of governments.

² A museum is a non-profit-making, permanent institution in the service of society and of its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, artifacts related to people and their environment.

³ Excludes private residences and religious sites.

10. SPORT INFRASTRUCTURE

Objectives

To construct or materially rehabilitate sport infrastructure⁴ that results in at least one of the following:

- Provides increased opportunities for sport activities that can improve the health of Canadians and strengthen Canadian communities; and
- Provides increased opportunities for the development of Canadian athletes and/or the hosting of major amateur athletic events.

Subcategories

- Sport infrastructure for community public use (can include training facilities for high-performance amateur athletes).
- Sport infrastructure in support of major amateur athletic events.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of at least one of the following outcomes:

- A higher proportion of Canadians from all segments of society participating in sport activities;
- Supports the development of Canadian athletes; and
- Designed to attract hosting opportunities for regional, national or international sporting events.

Minimum Federal Requirements

- The proponent must demonstrate that the primary rationale for undertaking the project is to support organized, competitive, amateur athletic activities.

⁴ Sport infrastructure means organized, competitive amateur activities.

11. CONNECTIVITY INFRASTRUCTURE

Objectives

To construct or materially rehabilitate public infrastructure that results in at least one of the following:

- Improves the delivery of public services, such as government services, education, and health; and
- Improves quality of life, social development, reduces travel requirements, and increases the potential for innovation and economic development by connecting Canadians, particularly in rural and remote communities.

Subcategories

- High-speed backbone.
- Point of presence.
- Local distribution within communities.
- Satellite capacity.

Project Outcomes

- Provides broadband access to a greater number of residents, businesses, and/or institutions in Canadian communities that results in at least one or more of the following:
 - increases their ability to participate in economic development through online marketing and e-commerce;
 - improves their access to employment and learning opportunities;
 - furthers opportunities for civic engagement and social development, including promotion of culture and minority languages; and
 - allows governments to provide services more effectively and efficiently, including health services.

Minimum Federal Requirements

- The project uses technological solutions that are appropriate, reasonable and available.
- The proponent must promote competitiveness by conducting a commercially and technologically neutral Request For Proposal, or provide an appropriate level of justification of why this is not feasible.
- The project must provide for third party open access.
- The project must be based on a practical needs assessment and is scalable to realistically meet future needs.

12. LOCAL ROAD INFRASTRUCTURE

Objectives

To construct, improve or rehabilitate local road infrastructure that contributes to one or more of the following objectives:

- Improving road safety;
- Improving mobility;
- Improving sustainability;
- Supporting economic and community development.

Subcategories

- New capacity projects are limited to major arterials and urban bypasses with limited access points.
- Additional capacity and rehabilitation of roads within a municipal boundary, and high-occupancy vehicle lanes, grade separations, interchange structures, bridges, tunnels, intersections, and roundabouts. Where provinces act as a local government, or where there is a governing entity that is established by a province, such projects are eligible.
- Infrastructure pursuant to compliance with accessibility, such as wheel chair let down.
- Intelligent Transportation Systems (ITS).
- Rehabilitation of bridges and major elevated or depressed structures (except those on the core National Highway System which are eligible for rehabilitation under the National Highway System Category).

Note: Rehabilitation projects must meet the definition of ‘rehabilitation’ as agreed upon by the Council of Ministers responsible for Transportation and Highway Safety in 2005.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improved efficiency (e.g. decreased use of single-occupancy vehicles, increased traffic volume (cars/buses/bicycles), travel time savings, reduced vehicle operating costs, increased vehicle speeds, etc.
- Improved safety (e.g. fewer accidents and fatalities)
- Minimized environmental impacts (e.g. reduced emissions of air pollutants and greenhouse gases, negative land-use)

13. SHORTLINE RAIL INFRASTRUCTURE

Objective

Promote Canada's competitiveness, trade, security and quality of life by optimizing the use of all transportation modes in order to maximize the efficiency, productivity, and sustainability of the national transportation system.

Subcategories

- Construction of industrial branch lines to allow a railway to serve a group of companies (an industrial park), an intermodal yard, a port, or a marine terminal.
- Construction, rehabilitation and/or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel at speeds deemed acceptable for safe and efficient operations.
- Construction, development or improvement of facilities to improve the interchange of goods between modes.
- Procurement of technology and equipment used to improve the interchange of goods between modes, including Intelligent Transportation Systems.

Shortline operators must offer year-round services.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improved efficiency (e.g. increased traffic volumes, new shippers, increased speed, etc.)
- Increased freight capacity of shortline railways (e.g. heavier traffic loads and volume, etc.)
- Improved safety;
- Minimizing environmental impacts (e.g. reduced emissions of air pollutants and greenhouse gases, negative land-use impacts, etc.)

Minimum Federal Requirements

- Must increase transportation system efficiency and capacity (e.g. reduce congestion, bottlenecks).
- Proponent must demonstrate:
 - The importance of the line for the region's transportation system and economy.
 - The economic advantages for shippers.

14. SHORT SEA SHIPPING INFRASTRUCTURE

Objective

New or significantly expanded infrastructure supporting increased short sea shipping capacity and/or new routes, in order to promote Canada's competitiveness, trade, and quality of life by optimizing the use of all transportation modes in order to maximize the efficiency, productivity, and sustainability of the national transportation system.

Subcategories

- 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: For greater clarity, 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.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Improved efficiencies of freight movements (e.g. higher traffic volumes, new shippers, increased speed etc.);
- Minimizing environmental impacts of transportation (e.g. reduced emissions of air pollutants and greenhouse gases , negative land-use impacts, etc.).

Minimum Federal Requirements

- Project justification must be demonstrated based on current demand, and if the project is intended to expand facilities/capacity, the proponent must substantiate the intended users.
- Must demonstrate how project will aid in improving efficiencies of freight movements.
- The project improves access to at least one of the following:
 - Multi-modal transportation corridors, and/or intermodal transfer facilities.
 - Commercial and/or industrial sites.
 - Regions with significant natural resource potential.

15. REGIONAL AND LOCAL AIRPORT INFRASTRUCTURE

Objective

Promote Canada's regional economic development by improving the efficiency of regional and local airports while maintaining high levels of safety and security.

Subcategories

- Construction projects that enhance airports that are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure:
 - Aeronautical infrastructure includes, but is not limited to, runways, taxiways, aprons, hangars, lighting, Nav aids, maintenance sheds, airside mobile equipment and associated shelters, air terminal building, and groundside safety-related.
 - Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities..
- Funding, on a project by project basis, will be allocated as follows:
 - The Provincial Government contribution will be no less than the Federal Government contribution; and
 - For local and/or regional assets, local/regional government interests must furnish at least one-third (33.33 percent) of the total project costs.
 - Federally –owned airports and federal assets are not eligible for funding.

Note: Safety and security projects that are eligible for funding under Priorities 1 and 2 categories of Transport Canada's Airports Capital Assistance Program (ACAP), as per the attached Annex, are funded under that program, and are not eligible for funding unless they are part of a larger project.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of one or more of the following outcomes:

- Promote regional economic development (e.g. number of new carriers, new businesses operating at the airport, etc.);
- Increases traffic volume (e.g. number of passengers, cargo, etc.)

Minimum Federal Requirements

- A municipal council resolution in support of the project must be submitted.
- The project is consistent with long-term regional and/or local development plans and provides significant economic benefits across the region and does not negatively impact other airports in its vicinity and the overall provision of airport and air transportation services in the region..
- The project justification is based on current demand, and if the project is intended to expand facilities/capacity, the proponent must substantiate the intended users.

16. TOURISM INFRASTRUCTURE

Objective

To construct or materially rehabilitate convention centers or exhibition hall-type facilities

Subcategories

- Convention centres.
- Exhibition hall-type facilities.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of at least one or more of the following outcomes:

- Increases the number of visitors and/or length of stay and/or quality of stay; and
- Promotes Canada or the region as a leading destination for Canadian and international tourists.

Minimum Federal Requirements

For non-government recipients only:

- Increases the number of visitors to the region and/or the length of stay and/or the quality of stay.
- Demonstrates that the community has the necessary infrastructure to support the facility.
- Will attract events to the region.

17. RECREATIONAL INFRASTRUCTURE

Objective

To facilitate recreational opportunities through the construction or material rehabilitation of recreational infrastructure that encourages participation from all segments of society in physical activity and community-building.

Subcategories

- 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;
- b. Community centres that offer programming to the community at large, including all segments of the population; and
- c. Networks of parks, fitness trails and bike paths.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of at least one or more of the following additional outcomes:

- Supports an active and healthy lifestyle for Canadians.
- Anchors and stimulates urban and/or community building and/or revitalization

Minimum Federal Requirements

- Project increases public access to, and participation in physical activity and community building.

18. COLLABORATIVE PROJECTS

Objectives

To achieve at least one of the following strategic objectives:

- Promote the implementation of holistic approaches to public infrastructure planning and management, and sustainable community planning principles;
- Encourage a culture of using integrated life-cycle asset management as a decision-making approach;
- Promote the integration of demand management in public infrastructure planning and management;
- Encourage dissemination of project results to other municipalities; and
- Support collaborative feasibility and planning studies on public infrastructure projects and issues.

Subcategories

- Asset management approaches:
 - knowledge of their infrastructure assets (e.g. inventory and location, book value, condition, expected residual life);
 - determination and reduction of life-cycle costs associated with infrastructure that is owned, leased and/or operated (e.g. maintenance, repairs, rehabilitation over the life cycle); and
 - improve collective understanding of the state and performance of Canada's infrastructure.
- Demand management approaches and strategies:
 - assessment and implementation of demand management strategies and approaches to meet the needs of municipalities or groupings of municipalities, such as
 - benchmarking,
 - establishing trends and developing corrective measures,
 - incentives (e.g., user fees, regulation, public buy-in and involvement),
 - least cost and optimization analyses,
 - alternatives to new capital investment.
 - assessment of capacity and prevention of over-development in terms of management, operation and functionality of the existing or future infrastructure; and
 - establishment of minimum levels of service (e.g. considering health and safety, security, functionality, risk assessment, affordability, social expectations), which support planning and decision making.
- Training:
 - training to ensure that the knowledge and the tools developed can be maintained on a long-term basis by the proponent; and
 - training at various levels (technical, administrative, elected officials) on asset management processes, benefits, tools, etc.
- Feasibility studies:
 - studies that examine infrastructure issues as well as due diligence aspects of specific infrastructure projects, which at the time of the study are not being actively considered for funding under the BCF.
- Infrastructure plans:

- provincial long-term infrastructure plans based on current knowledge of infrastructure needs and/or assets to identify priorities and guide BCF investments.

Project Outcomes

The project must demonstrate how it provides benefits to Canadians in support of at least one of the following outcomes:

- To improve the capacity of other levels of government to implement modern and innovative life-cycle management plans for their infrastructure assets;
- To assess the state and performance of the infrastructure assets; and
- To support collaborative feasibility and planning studies on public infrastructure.

**ELIGIBLE AND
INELIGIBLE COSTS**
**BUILDING CANADA FUND –
COMMUNITIES COMPONENT**

ELIGIBLE COSTS

Eligible costs will include the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset, as defined and determined according to generally accepted accounting principles in Canada;
- b) the costs of joint communication activities (press releases, press conferences, translation, etc.) and road signage recognition;
- c) all planning (including plans and specifications) and assessment costs such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total eligible costs;
- d) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act* and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- e) the costs of project-related signage, lighting, project markings and utility adjustments;
- f) costs of Aboriginal consultation;
- g) the costs of developing and implementing innovative techniques for carrying out the project;
- h) recipient audit and evaluation costs; and
- i) other costs that, in the opinion of Canada, are considered to be direct and necessary for the successful implementation of the project and have been approved in writing prior to being incurred.

INELIGIBLE COSTS

The following costs are ineligible:

- a) costs incurred after the project completion date;
- b) the cost of developing a business case or proposal for funding;
- c) the cost of purchasing land and associated real estate and other fees;
- d) financing charges and interest payments on loans;
- e) leasing land, buildings, equipment and other facilities;
- f) general repairs and maintenance of a project work and related structures, unless they are part of a larger capital expansion project tied to capital expansion;
- g) services or works normally provided by the recipient, incurred in the course of implementation of the project, except those specified as eligible costs;
- h) the cost of any goods and services which are received through donations or in kind;
- i) employee wages and benefits, overhead costs as well as other direct or indirect operating, maintenance and administrative costs incurred by the recipient, and more specifically, costs relating to services delivered directly by permanent employees of the recipient, or of a Crown corporation or corporation owned and controlled by the recipient or in cases where the recipient can demonstrate value for money and that the costs are incremental;
- j) provincial sales tax and goods and services tax, for which the recipient is eligible for a rebate, and any other costs eligible for rebates; and
- k) legal fees.

OTHER
BUILDING CANADA FUND –
COMMUNITIES COMPONENT

USEFUL LINKS

BUILDING CANADA FUND – COMMUNITIES COMPONENT

USEFUL LINKS

www.canada.gc.ca

www.infrastructure.gc.ca

<http://www.buildingcanada-chantierscanada.gc.ca/>

<http://www.acoa.gc.ca>

www.gov.pe.ca/go/BCF