

New Building Canada Fund Provincial-Territorial Infrastructure Component (PTIC)

PTIC Program Application Step-by-Step Guide

This guide is designed to assist eligible recipients to prepare an application for the 2014 PTIC funding program. The guide follows the order of the application and enables applicants to place this guide next to the application form and complete the application in a step-by-step manner. *Indicate the total number of applications to be submitted by this applicant (maximum of two). Applications must be prioritized by the applicant.*

APPLICANT INFORMATION															
Line 1	Legal Name: Enter applicant's legal name as it appears on incorporation documents or similar legal documents (e.g. Town of Test, R.M. of Test No. 99999, Hall Mark Recreational Centre)														
Line 2	<p>Applicant Type Code: Choose the applicant type code from the list below:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>A-Municipal/Regional Government</p> <p>C-Band Council</p> <p>E-Post-Secondary Institution</p> </div> <div style="width: 45%;"> <p>B-Agency/Corporation/Department</p> <p>D-Public Sector Body</p> <p>F-Private Sector Body</p> </div> </div> <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: center; padding: 5px;">Type Code</th> <th style="text-align: left; padding: 5px;">DEFINITION OF APPLICANT TYPE CODE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">A</td> <td style="padding: 5px;">A province or territory or a municipal or regional government established by or under provincial or territorial statute;</td> </tr> <tr> <td style="text-align: center; padding: 5px;">B</td> <td style="padding: 5px;">A provincial or territorial entity (e.g. a department, corporation or agency) that provides municipal-type infrastructure services to communities as defined in provincial or territorial statute;</td> </tr> <tr> <td style="text-align: center; padding: 5px;">C</td> <td style="padding: 5px;">A band council within the meaning of section 2 of the <i>Indian Act</i>; or a government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Aboriginal people of Canada, that has been approved, given effect and declared valid by federal legislation; (Note: A proposal for an on-reserve project would be required to demonstrate project benefits extending beyond the reserve community.);</td> </tr> <tr> <td style="text-align: center; padding: 5px;">D</td> <td style="padding: 5px;">A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by a province, territory, municipal or regional government;</td> </tr> <tr> <td style="text-align: center; padding: 5px;">E</td> <td style="padding: 5px;">A public or not-for-profit institution that is directly or indirectly authorized under the terms of provincial, territorial or federal statute or Royal Charter to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials or a public or not-for-profit Aboriginal-controlled post-secondary institution; and</td> </tr> <tr> <td style="text-align: center; padding: 5px;">F</td> <td style="padding: 5px;">A private sector body including for-profit organizations and not-for-profit organizations. 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Line 3	Street or P.O. Box No.: Enter the street address or box number used for the applicant's Canada Post mail deliveries.														

Line 4	Town/City: Enter the location used for the applicant's Canada Post deliveries. Postal Code: Enter the postal code used for the applicant's Canada Post deliveries. Use a format of XXX XXX. Province/Territory: Enter the province or territory used for the applicant's Canada Post deliveries.
Line 5	Contact Given/Family Name: Enter the given and family name of a contact that represents the applicant. Contact Position: Enter the title of the contact person (e.g. City Manager, Administrator, CEO)
Line 6	Telephone Number: Enter the phone number of the contact. Fax Number: Enter the number preferred for receiving fax information. Use a format of XXX-XXX-XXXX for phone numbers.
Line 7	Email Address: Enter a preferred email address.

SPONSOR INFORMATION													
Line 8	<p>Sponsor Type Code: Enter the sponsor type code ONLY if the applicant is a private sector for-profit organization. All other applicants must leave Line 8 and Line 9 blank and proceed to Line 10. If the applicant is a private sector for-profit organization choose the sponsor type code from the list below:</p> <p> A-Municipal/Regional Government B-Agency/Corporation/Department C-Band Council D-Public Sector Body E-Post-Secondary Institution </p> <table border="1"> <thead> <tr> <th>Type Code</th> <th>DEFINITION OF SPONSOR TYPE CODE</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>A province or territory or a municipal or regional government established by or under provincial or territorial statute;</td> </tr> <tr> <td>B</td> <td>A provincial or territorial entity (e.g. a department, corporation or agency) that provides municipal-type infrastructure services to communities as defined in provincial or territorial statute;</td> </tr> <tr> <td>C</td> <td>A band council within the meaning of section 2 of the Indian Act; or a government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Aboriginal people of Canada that has been approved, given effect and declared valid by federal legislation; (Note: A proposal for an on-reserve project would be required to demonstrate project benefits extending beyond the reserve community.);</td> </tr> <tr> <td>D</td> <td>A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by a province, territory, municipal or regional government; and</td> </tr> <tr> <td>E</td> <td>A public or not-for-profit institution that is directly or indirectly authorized under the terms of provincial, territorial or federal statute, or Royal Charter to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials or a public or not-for-profit Aboriginal-controlled post-secondary institution.</td> </tr> </tbody> </table>	Type Code	DEFINITION OF SPONSOR TYPE CODE	A	A province or territory or a municipal or regional government established by or under provincial or territorial statute;	B	A provincial or territorial entity (e.g. a department, corporation or agency) that provides municipal-type infrastructure services to communities as defined in provincial or territorial statute;	C	A band council within the meaning of section 2 of the Indian Act; or a government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Aboriginal people of Canada that has been approved, given effect and declared valid by federal legislation; (Note: A proposal for an on-reserve project would be required to demonstrate project benefits extending beyond the reserve community.);	D	A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by a province, territory, municipal or regional government; and	E	A public or not-for-profit institution that is directly or indirectly authorized under the terms of provincial, territorial or federal statute, or Royal Charter to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials or a public or not-for-profit Aboriginal-controlled post-secondary institution.
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Line 9	Legal Name: Enter the legal name that appears on the sponsor's incorporation documents.												

Select only one PTIC Form 'Project Category' from the drop-down list of 12 categories:

Brownfield Redevelopment	Innovation
Connectivity and Broadband	Local and Regional Airports
Disaster Mitigation	Public Transit
Drinking Water	Short-Line Railway
Green Energy	Solid Waste Management
Highways and Major Roads	Wastewater

Select total number of applications to be submitted (maximum of two).

Select priority of this application.

PROJECT INFORMATION	
Line 10	Project Title: Enter a brief but descriptive single-sentence title for the project (e.g. Town of Test New Water Treatment Plant, Hamlet of Test Sewage Treatment plant Expansion).
Line 11	Nature of Project: Maintenance of assets is <u>not</u> eligible for funding under PTIC. Choose one of the following to indicate the nature of the project: <input type="checkbox"/> New Construction <input type="checkbox"/> Renewal <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Material Enhancement
Line 12	Select only one of the following ownership types: This Project will be: <input type="checkbox"/> Publicly Owned <input type="checkbox"/> Privately Owned
Line 13	Is this Project a Joint Project Application: <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, describe in Project Description in Line 17). Joint projects are those that display a sharing of cost between partners other than the federal and provincial governments. If 'yes', ensure that information describing the partners and their funding contribution is incorporated into the project description. (e.g. This project is a joint project with the Resort Village of Test (share = \$1.5 million) and the Town of Test (share = \$1.5 million.))
Line 14	Project Infrastructure Address and Legal Land Location: If applicable, enter an address and a formal legal land location for the project such as: <ul style="list-style-type: none"> • Lot and Block and/or Plan number in a specific municipality (e.g. Lot 1 Block 2 Plan AJC in Town of Test); or • A legal land description with LSD, Section, Township, Range and Meridian (e.g. LSD 12-NW 21-14-32-W3M). A site plan may be attached to this application. If the project has more than one address or land location, include all addresses and land locations.
Line 15	Project Category: This field will show the Project Category selected after Line 9.
Line 16	Sub-Category: Select only one Project Sub-Category from the drop-down list. If a project has more than one major component, select the single sub-category that best fits the major component. Category: BROWNFIELD REDEVELOPMENT INFRASTRUCTURE Subcategory: Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries where the redevelopment includes: (select one of the below) <ol style="list-style-type: none"> 1. The construction of public infrastructure as identified in the context of any category under the PTIC; and/or 2. The construction of municipal use public parks and affordable housing.
	Category: CONNECTIVITY AND BROADBAND INFRASTRUCTURE Subcategory: <ol style="list-style-type: none"> 1. High-speed backbone. 2. Point of presence. 3. Local distribution within communities. 4. Satellite capacity.

	<p>Notes: In Canada broadband service refers to download speeds of 1.5 Mbps or greater. In Telecom Regulatory Policy 2011-291, the CRTC established a universal broadband Internet access target download speed of 5 Mbps.</p>
	<p>Category: DISASTER MITIGATION INFRASTRUCTURE</p> <p>Subcategory: Construction, modification, reinforcement or relocation of public infrastructure that protects from, prevents, reduces the impact and/or likelihood of or mitigates the potential damage resulting from natural hazards, including impacts or events related to climate change.</p> <p>Notes: Construction, modification or reinforcement of public infrastructure excludes normal routine maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.). The relocation of entire communities is also excluded.</p>
	<p>Category: DRINKING WATER INFRASTRUCTURE</p> <p>Subcategory:</p> <ol style="list-style-type: none"> 1. Drinking water treatment infrastructure. 2. Drinking water distribution systems (may include metering as part of a larger project).
	<p>Category: GREEN ENERGY INFRASTRUCTURE</p> <p>Subcategory:</p> <ol style="list-style-type: none"> 1. Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity including smart grid technologies. 2. Renewable electricity generation facilities (e.g., wind energy, solar energy, small scale hydro). 3. Thermal heat/cooling delivery system (i.e. district energy systems) using renewable or combined heat/power plants. 4. Projects for new or material rehabilitation or expansion of carbon transmission and storage infrastructure. 5. Electric Vehicle Infrastructure. 6. Clean coal facilities.
	<p>Category: HIGHWAYS AND MAJOR ROADS INFRASTRUCTURE</p> <p>Subcategory: Highways and major roads including bridges and tunnels that are: (select one of the below)</p> <ol style="list-style-type: none"> 1. Part of the National Highway System (including core, feeder and northern categories); 2. Highways and roads (e.g., freeways, expressways, collectors or arterials) that carry or are projected to carry significant volumes (see note a) of freight and/or passenger traffic; 3. Highways and roads related to natural resource development opportunities (no volume limit); or 4. Road/rail-grade separations on one of the above highways or major roads. <p>Notes:</p> <ol style="list-style-type: none"> a. 'Significant volumes' will be defined as: <ol style="list-style-type: none"> i. Under the NRP, an average annual daily traffic (AADT) value of at least 10,000; ii. Under the SCF, an average annual daily traffic (AADT) value of at least 3,000. b. Rehabilitation projects must meet the definition of 'rehabilitation' as agreed upon by the Council of Ministers. c. Projects under this category could include Intelligent Transportation Systems (ITS) and/or active transportation infrastructure (e.g. sidewalks, bicycle lanes, pedestrian/bike/multi-use pathways) components as a part of the project.

	<p>Category: INNOVATION INFRASTRUCTURE</p> <p>Subcategory:</p> <ol style="list-style-type: none"> 1. Post-secondary research and development laboratories and centres and related teaching facilities. 2. Office space for the purpose of conducting research and development. 3. Research libraries associated with the research laboratories and centres. <p>Notes: <i>Eligible investments under each sub-category could include the installation of underlying connective infrastructure as necessary (e.g. water/sewer connections, electricity connections, new technologies and implementation of approaches for improved energy efficiency in laboratories, telecommunications infrastructure).</i></p>
	<p>Category: LOCAL AND REGIONAL AIRPORTS INFRASTRUCTURE</p> <p>Subcategory: Aeronautical and/or non-aeronautical infrastructure in airports that are accessible all year-round: (select one of the below)</p> <ol style="list-style-type: none"> 1. Aeronautical infrastructure includes but is not limited to: runways, taxiways, aprons, hangars, lighting, aids to navigation (Nav aids), maintenance sheds, airside mobile equipment and associated shelters, air terminal buildings and groundside safety-related infrastructure; 2. Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities and commercial and industrial activities. <p>Notes:</p> <ol style="list-style-type: none"> a. <i>Local and regional airports are defined as those sites having scheduled passenger traffic, not located in the national capital or a provincial/territorial capital and not classified by Transport Canada as an Arctic or remote airport.</i> b. <i>Federally-owned airports and federal assets are not eligible for funding.</i>
	<p>Category: PUBLIC TRANSIT INFRASTRUCTURE</p> <p>Subcategory:</p> <ol style="list-style-type: none"> 1. Transit infrastructure and rolling stock including but not limited to bus rapid transit (BRT), light rail transit (LRT), subways, buses, urban passenger ferries and regional commuter rail. 2. Transit facilities and supporting 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. 3. Intelligent Transportation Systems (ITS) in support of public transit services.
	<p>Category: SHORT LINE RAIL INFRASTRUCTURE</p> <p>Subcategory: New construction, additional capacity or rehabilitation of rail infrastructure including: (select one of the below)</p> <ol style="list-style-type: none"> 1. Industrial branch lines to allow a railway to serve a group of companies, an industrial park, a logistic park, an intermodal yard, a multimodal facility, a port, a transfer facility or a marine terminal; 2. Tracks and structures excluding regular or deferred maintenance, to ensure travel at speeds deemed acceptable for safe and efficient operations; 3. Facilities to improve the interchange of goods between modes; or 4. Capitalized equipment for loading/unloading required for expansion of short line rail.

	<p>Notes:</p> <ol style="list-style-type: none"> Short line rail is typically defined as a Class III railway that provides regional service to a small number of towns or industries and/or serves as a feeder line for one or more larger railroads. Projects under this category could include Intelligent Transportation Systems (ITS) components as part of the overall project.
	<p>Category: SOLID WASTE MANAGEMENT INFRASTRUCTURE</p> <p>Subcategory:</p> <ol style="list-style-type: none"> Waste diversion infrastructure (e.g., recycling, composting, anaerobic digestion, eco centers). Waste disposal infrastructure (e.g., thermal processes, landfill gas recovery).
	<p>Category: WASTEWATER INFRASTRUCTURE</p> <p>Subcategory:</p> <ol style="list-style-type: none"> Wastewater treatment facilities or systems. Wastewater collection systems. 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.
<p align="center">PROJECT DESCRIPTION, BENEFITS AND OUTCOMES (Enter a maximum of 500 words in this section which includes Lines 17 to 23)</p>	
Line 17	<p>Project Description: Enter a brief description of the physical works of the project to a maximum of three sentences (e.g. This is a project by the Town of Test to construct a new sewage treatment and disposal system. The physical works include a new lift station, a forcemain, a four cell lagoon designed to serve 1500 people, lagoon discharge piping, an administration building and all associated works.)</p> <p>To ensure a comprehensive project description include the phrase 'and all associated works'.</p>
Line 18	<p>Select one or more Outcomes: From the Outcomes drop-down list find the project Category selected in Line 15 and select a minimum of one and a maximum of three outcomes that describe what this project will achieve.</p>
	<p>Outcomes - BROWNFIELD REDEVELOPMENT INFRASTRUCTURE</p> <ol style="list-style-type: none"> Removing or neutralizing the negative effects of brownfields on communities and the environment by remediating and redeveloping these properties in a sustainable manner; Reducing the environmental and health risks posed by contaminated sites within municipal boundaries; Increasing local or regional economic development and competitiveness; Increasing the supply of affordable housing; and Increasing the sustainability of municipal development and encouragement of more efficient and intensification of land use.

	<p>Outcomes - CONNECTIVITY AND BROADBAND INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Increasing in geographical area, to account for industrial/resource development investments, with access to broadband speeds of 1.5MBPS or higher, contributing to improved economic development in remote areas; and 2. Increasing the number of Canadians with access to broadband speeds of 1.5MBPS or higher and contributing to improving the quality, accessibility and effectiveness of public services.
	<p>Outcomes - DISASTER MITIGATION INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Reducing the social, physical and/or economic risks associated with natural hazards and/or adverse effects related to climate change; 2. Improving the resiliency of public infrastructure to natural hazards and/or adverse effects related to climate change; and 3. Supporting an all-hazard risk assessment and related mitigation plan to address disaster risks.
	<p>Outcomes - DRINKING WATER INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Improving the quality of drinking water and where possible aligning with the Guidelines for Canadian Drinking Water Quality; 2. Increasing the number of households, industries, commercial establishments and institutions provided with access to safe drinking water; 3. Improving the efficiency and service reliability of water treatment facilities and/or distribution systems as demonstrated by a reduction in water leakage or loss, use of treatment chemicals, energy use and/or number of boil water advisories; 4. Improving water conservation (i.e. increased households with residential metering, decreased daily per capita water use); and 5. Improving the protection and/or management of drinking water sources.
	<p>Outcomes - GREEN ENERGY INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Increasing the security of Canada's clean electricity supply; 2. Increasing the installation of clean energy technologies that improve air quality and/or reduce greenhouse gases; 3. Increasing the number of private sector and public sector installations and/or use of clean-energy technologies; 4. Providing open-access to a large number of carbon capture facilities; and 5. Increasing electricity trade connections between provinces/territories and/or between Canada and the United States that facilitate the transfer of clean electricity.
	<p>Outcomes - HIGHWAYS AND MAJOR ROADS INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Increasing efficiency and mobility by supporting efforts to reduce congestion, effectively manage traffic volume and reduce travel time; 2. Improving safety; 3. Improving access for remote areas affected by resource development-related activity and/or improved social and economic outcomes in affected communities; and 4. Extending the life of the existing asset.

	<p>Outcomes - INNOVATION INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Enhancing the capacity of post-secondary institutions to develop and transfer new knowledge through leading-edge basic and applied research and teaching; 2. Increasing opportunities for collaboration between public institutions and the private sector which support the transfer of innovative technologies and research to market; and 3. Developing a highly-skilled workforce while driving innovation in sectors that support increased diversification or competitiveness of the national, regional or local economy while contributing to sustained long-term growth;
	<p>Outcomes - LOCAL AND REGIONAL AIRPORTS INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Improving efficiency (e.g., increased traffic volumes, passenger volume, cargo etc.); 2. Increasing regional or local economic development (e.g., number of new carriers, new businesses operating at the airport, increased volume of interprovincial/territorial and international trade such as in the resource sector); 3. Improving safety; and 4. Increasing the accessibility of local and regional airports. (e.g., to remote and northern communities, to larger population centres).
	<p>Outcomes - PUBLIC TRANSIT INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Supporting efforts to reduce urban congestion; 2. Increasing transit ridership; 3. Improving safety; and 4. Improving mobility (e.g., improved access, reduced travel times).
	<p>Outcomes - SHORT LINE RAIL INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Improving efficiency (e.g., increased traffic volumes, new shippers, increased speed, etc.); 2. Increasing the freight capacity of short-line railways (e.g., heavier traffic loads and volume, etc.); and 3. Improving safety.
	<p>Outcomes - SOLID WASTE MANAGEMENT INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Increasing the quantity (kg/capita) of solid waste diverted from disposal; 2. Reducing environmental impacts from landfills (e.g. greenhouse gas emissions, leaching of liquid waste, soil contamination); and 3. Increasing energy recovery from solid waste management activities.

	<p>Outcomes - WASTEWATER INFRASTRUCTURE</p> <ol style="list-style-type: none"> 1. Measurably and quantifiably reducing the volume and/or improvement in the level of treatment of wastewater effluent; 2. Increasing the number of households, industries, commercial establishments and institutions with untreated wastewater connected to sanitary wastewater systems; 3. Reducing the volume and incidents of discharge of untreated wastewater effluent as a result of sanitary sewer and combined sewer overflow events; 4. Improving quality of treated storm water effluent; 5. Improving the reliability or performance of the wastewater collection and/or treatment system; and 6. Improving wastewater sludge treatment and management.
<p>The response to the following five questions can include a reference to the Outcomes selected for the project. Only respond to the questions that apply to your project. <u>The response entered for Lines 17 to 23 must not exceed a total of 500 words.</u></p> <p>Describe how this project will;</p>	
Line 19	1. Support Economic Growth:
Line 20	2. Provide a Cleaner Environment:
Line 21	3. Strengthen Communities:
Line 22	4. Facilitate Growth in Export and Trade:
Line 23	5. Meet the Opportunities and Challenges of Growth:

	TIMELINE COMPONENT	DATE (DD-MMM-YYYY FORMAT)
Line 24	Start the engineering design of the project: If the engineering design is underway or completed enter the date on which the design work started. If the engineering design has not yet started enter the estimated future date.	
Line 25	Complete the engineering design: If the engineering design is completed enter the date of completion. If the engineering design has not been completed enter the estimated date of completion.	
Line 26	Start construction: Enter the estimated date of the start of construction. 'Start construction' means the start of the first physical site work (e.g. clearing bush, erect construction fence, first shovel in the ground.)	

Line 27	Finish construction: Enter in the estimated date of finish of construction. 'Finish construction' means the estimated date that all contract deficiencies will be completed.	
Line 28	Start operation of the project: Enter the estimated date that the project is to be fully operational.	

PROJECT FINANCIAL		
Line 29	Total Estimated Project Cost (excluding GST if exempt): Enter the total estimated cost for the complete project including all costs except GST if exempt. <u>ENSURE THAT ALL COST VALUES IN THIS FORM ARE ENTERED USING A DOLLAR SIGN, COMMAS AND NO DECIMAL, FOR EXAMPLE \$135,759 OR \$4,245,357</u>	
Need for Accurate Cost Estimates: Having an up-to-date accurate cost estimate of all needed infrastructure is a key part of successfully using funding programs. The PTIC funding program will not provide any funding for costs that exceed the initially approved cost; cost overruns exceeding the approved Total Estimated Eligible Project Cost will not be funded. Therefore an accurate cost estimate is crucial. Eligible Recipients are encouraged to seek infrastructure cost estimates, designs and timelines from experienced expert municipal infrastructure engineers, planners and designers.		
Line 30	Total Estimated Eligible Project Cost (excluding GST if exempt): Enter the total estimated cost eligible under PTIC excluding GST if exempt, using the rules below of Cost Eligibility and Cost-Sharing Provisions:	
COST ELIGIBILITY AND COST-SHARING PROVISIONS ELIGIBLE COSTS: Eligible expenditures include only the following: <ul style="list-style-type: none"> a) the capital expenditures for acquiring, constructing, renewing, rehabilitating, materially enhancing or renovating an Asset as defined and determined according to accounting principles generally accepted in Canada; b) expenditures directly associated with joint federal communication activities (press releases, press conferences, translation, etc.) and with project signage recognition set out in Schedule H (Communication Protocol); c) all planning (including plans and specifications) and assessment expenditures specified in the Agreement such as the expenditures for environmental planning, surveying, engineering, architectural supervision, testing and management consulting services. Canada will contribute no more than 15% of its funding to these expenditures; d) the expenditures for engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the <i>Canadian Environmental Assessment Act 2012</i> and the expenditures of remedial activities, mitigation measures and follow-up identified in any environmental assessment; e) the expenditures for Project-related signage, lighting, Project markings and utility adjustments; f) expenditures for Aboriginal consultation; 		

<p>g) recipient audit and evaluation expenditures as specified in the Agreement;</p> <p>h) the incremental expenditures of the Ultimate Recipient's employees and/or leasing of Ultimate Recipient's equipment may be included as eligible expenditures under the following conditions:</p> <ul style="list-style-type: none"> i. The Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract; ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and iii. The arrangement is approved in advance and in writing by Canada and Saskatchewan for NRP and by Saskatchewan for SCF. <p>i) leasing of equipment related to the construction of the Project; and,</p> <p>j) other expenditures 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. <i>Note that while eligible expenditures become eligible as of the date of approval-in principle (NRP) or date of Canada's approval (SCF) eligible expenditures can only be reimbursed to a recipient following the signing of a contribution agreement.</i></p>	<p>INELIGIBLE COSTS: The following are deemed ineligible expenditures:</p> <ul style="list-style-type: none"> a) for the NRP, expenditures incurred prior to the date of approval-in-principle as indicated in a letter to the recipient as well as any and all expenditures related to contracts signed prior to the approval-in-principle date; for the SCF, expenditures incurred before approval of the project by Canada; b) expenditures incurred after the Project Completion Date with the exception of expenditures related to audit and evaluation requirements pursuant to the Agreement; c) the expenditures related to developing a business case or proposal for funding; d) the expenditures related to purchasing land, buildings and associated real estate and other fees; e) financing charges and interest payments on loans; f) leasing land, buildings, equipment, except those noted under Schedule C1 i) (Eligible Expenditures) and other facilities; g) furnishings and non-fixed assets which are not essential for the operation of the Project; h) general repairs and maintenance of a Project and related structures unless they are part of a larger capital expansion project; i) services or works normally provided by the Ultimate Recipient incurred in the course of implementation of the Project except those specified as eligible expenditures; j) the expenditures related to any goods and services which are received through donations or in kind; k) any overhead expenditures including salaries and other employment benefits of any employees of the Ultimate Recipient, direct or indirect operating or administrative expenditures of Ultimate Recipients and more specifically expenditures related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff except in accordance with subsections c) and h) in the Eligible Expenditures above; l) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other expenditures eligible for rebates; m) for administration of this agreement, administration expenditures involving: <ul style="list-style-type: none"> • salaries and benefits unrelated to Agreement implementation; and • general administration expenditures unrelated to Agreement implementation; and n) legal fees.
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BREAKDOWN OF REQUESTED ELIGIBLE PTIC FUNDING AS PER LINE 30 (ENSURE THAT ALL COST VALUES IN THIS FORM ARE ENTERED USING A DOLLAR SIGN, COMMAS AND NO DECIMAL, FOR EXAMPLE \$135,759 OR \$4,245,357)							
Line 31							
Column 1:	Column 2:	Column 3:	Column 4:	Column 5:	Column 6:	Column 7:	Column 8:
Federal Share	Provincial Share	Federal/ Provincial Share	Applicant Share	Partners/ Joint Share	Other Provincial	Other Federal	Total Eligible Cost

Complete the above eight-column table displaying a breakdown of eligible PTIC funding using the following rules:

Column 1 – Federal Share

- Enter the total estimated eligible funds that will be requested under PTIC from the Federal government using the rules below of cost sharing, stacking and limits to federal contribution:

Cost Sharing, Stacking and Limits to Federal Contributions:

For projects located in provinces the maximum federal contribution from all federal sources will be one-third (33.33%) of the total eligible costs of a project (meaning that any and all federal funds such as the federal Gas Tax Fund, cannot be used as part of the applicant share portion of funded projects receiving a 33.33% PTIC federal contribution) with the following exceptions:

For traditionally-procured projects in the Highways and Major Roads category where the asset is provincially-owned and those in the Public Transit category the maximum federal contribution from all federal sources will be fifty per cent (50%) of the total eligible costs; and

For all projects that are delivered as public-private partnerships or where the recipient is from the for-profit private sector the maximum federal contribution from all federal sources will be twenty-five percent (25%) of the total eligible costs.

Additional rules include that contributions to for-profit, private sector bodies through the PTIC will be considered only when these projects will be for public use or benefit. All proponents will be asked to demonstrate the broader public benefits of the project. For projects advanced by a First Nations recipient with regard to financial support that the First Nation receives from Aboriginal Affairs and Northern Development Canada (AANDC) only funding received from the First Nations Infrastructure Fund would be counted towards the federal stacking limits for PTIC. All other sources of funds the First Nation receives from AANDC would not count towards the stacking limits.

Column 2 – Provincial Share

- Enter the total estimated eligible funds that will be requested under PTIC from the Provincial government, using the rules below of limits to provincial contributions:

Provincial Contribution

For projects receiving funding under PTIC the provincial government contribution can be entered as equal to the federal contribution with the exception of First Nations, P3 and private for-profit recipients as noted in Column 1 above.

Column 3 – Federal/Provincial Share

- This is the total eligible federal and provincial funds requested under PTIC which is the sum of Columns 1 and 2.

Column 4 – Applicant Share

- Enter the estimated total eligible funds that will be supplied by the applicant using the rules above of cost sharing, stacking and limits to federal and provincial contribution.

Column 5 – Partners/Joint Share

- If the project is a partnership, enter the value of eligible partner funding. For projects located in provinces, the maximum federal contribution from all federal sources will be one-third (33.33%) of the total eligible costs of a project (meaning that any and all federal funds such as the federal Gas Tax Fund cannot be used as part of the applicant or partner share portion of funded projects receiving a 33.33% PTIC federal contribution).

Column 6 – Other Provincial

- Enter in the total sum of eligible contributions from any other provincial government source other than PTIC.

Column 7 – Other Federal

- Enter the total value of all sources of federal funding toward this project other than PTIC using the rules above of cost sharing, stacking and limits to federal contribution. This amount should be nil if following the federal stacking rules presented above with the exception of First Nations, P3 and private for-profit recipients as noted in Column 1 above.

Column 8 – Total Eligible Cost

- Enter the total of the eligible costs for Federal/Provincial/Applicant/Partners/Other Provincial/Other Federal which should balance to the amount reported on Line 30.

Line 32	Other Capital Funding Sources and Amounts (List borrowing, reserves, other sources and amounts): Capital funding relates to the procurement of all funds to construct works and includes municipal, provincial, federal and other funding programs and sources such as borrowing, municipal reserves, fundraising and intermunicipal or regional funding agreements. Enter the total value of all other funding programs and sources such as borrowing, municipal reserves, fundraising and intermunicipal or regional funding agreements. Do not include estimated provincial and federal funding.	Loan - \$ Reserves - \$ Capital Trust Fund - \$ Other (Describe) - \$
Asset Management: A best-practice method of determining infrastructure needs is asset management. Asset management (or infrastructure asset management) is the way we manage the infrastructure we own. Asset management is a plan for managing infrastructure in order to provide services to residents and other users in a way that meets their expectations and is financially sustainable into the future. Using asset management results in a clearer picture of the current state of your infrastructure and can help leaders make more informed decisions about what the infrastructure needs are and the priority for construction of upgraded or new infrastructure. Further asset management information is available in the Asset Management Getting Started Guide; http://www.saskatchewan.ca/government/municipal-administration/management-resources/guides-samples-and-resources/municipal-information-dataportal#asset-management		

The Applicant Representative Signature must be the senior managing person (e.g. city manager, RM administrator, village administrator, CEO, etc.). The typed Applicant Representative Signature serves as the official signature.

DEADLINE FOR APPLICATION SUBMISSION IS:
12:00 P.M. NOON ON MONDAY, JANUARY 12, 2015

Applications received after 12 p.m. noon on Monday, January 12, 2015, will not be eligible for funding in the first PTIC intake.

To send a completed application form to infra@gov.sk.ca, click SUBMIT on the bottom of the application form. After submitting the application form, applicants will receive an email within five days with instructions on submitting supplementary attachments.

APPLICATION CHECKLIST

After submitting the application, within five days applicants will receive an email with instructions on submitting supplementary attachments. This email will ask for the following required supplementary information:

- ☐ A municipal council resolution supporting the project. Or, in the case of a non-governmental, not-for-profit or private sector applicant a resolution of its board of directors and also a supportive resolution of the municipal council. A sample resolution follows that must be reviewed and altered as needed by Council to meet their own requirements:
"It is resolved that Council support the application for a PTIC grant for (insert Project Category) infrastructure from the New Building Canada Fund, and Council agrees to meet legislated standards, to meet the terms and conditions of the PTIC program, to conduct an open tendering process, to manage the construction of the project, to fund the municipal share of the construction cost, to fund ongoing operation and maintenance costs, and to follow any mitigation measures as required by the *Canadian Environmental Assessment Act* and *The Environmental Assessment Act (Saskatchewan)*."
- ☐ All private sector bodies including for-profit and not-for-profit organizations must provide evidence substantiating the incorporation of the legal entity.
- ☐ If applicable, letters from partners and other provincial and federal sources (other than PTIC) displaying a funding commitment to contribute to the project.
- ☐ Any completed site plans and/or engineering studies such as feasibility or predesign or cost studies.

Please complete the Ten Year Capital Plan seen on the bottom of the application form. This section does not count toward the 1000 word goal of the application form. Only one Ten Year Capital Plan should be submitted.

Questions regarding completion of the PTIC application form may be submitted to infra@gov.sk.ca or by calling 306-787-1262.

PRINTING AND SAVING THE APPLICATION FORM

The application form cannot be saved online; applicants are encouraged to assemble application information and then complete the form.

The application form can be printed using the PRINT button on the form, or by right clicking on the form and selecting Print. If this print process is not successful, use the below procedure which also saves a copy on your computer.

To save the form in your computer, right click on the form and click on Select All. Open Word and right click then select Paste. This Word copy may then be saved and edited on your computer and printed. Some printers prefer this form to be printed in Landscape mode, and you may need to edit the larger text boxes in Word. Do not submit this Word copy – the regular process to submit the application form to Saskatchewan is to click the SUBMIT button at the bottom of the online form.

If these print/save methods do not provide satisfactory results, contact infra@gov.sk.ca or 306-787-1262 for assistance.

TEN YEAR CAPITAL PLAN

The purpose of the Ten Year Capital Plan is to improve future PTIC application intakes and infrastructure funding programs by gathering information regarding local infrastructure plans, demands and needs. The Ten Year Capital Plan shows infrastructure priorities and does not have to align with the eligible infrastructure categories of the PTIC.

It is strongly recommended that all PTIC applicants complete and submit the Ten Year Capital Plan as this information will impact future funding prioritization.

TEN YEAR CAPITAL PLAN																
	Project 1	Project 2 to Project 10...														
Line 33: Project Title	Enter a brief but descriptive single-sentence title for the project (e.g. Town of Test New Water Treatment Plant, Hamlet of Test Sewage Treatment plant Expansion).	Repeat the Project 1 exercise for up to 10 projects.														
Line 34: Project Description	Enter a brief description of the physical works of the project to a maximum of three sentences (e.g. This is a project by the Town of Test to construct a new sewage treatment and disposal system. The physical works include a new lift station, forcemain, four cell lagoon designed to serve 1500 people, lagoon discharge piping, administration building <i>and all associated works</i>).															
Line 35: Infrastructure Category Code	<p>Chose the Infrastructure Code from the list below and include in Line 35. Examples of physical infrastructure are given for each category.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Infrastructure Category</th> </tr> </thead> <tbody> <tr> <td>WA</td> <td>Drinking Water</td> </tr> <tr> <td></td> <td> EXAMPLES: Construction/Repairs/Upgrades: - Water Treatment Plant - Water Lines - Water Meters - Reverse Osmosis System - Water Wells - Water Pumps and Valves - Water Hydrants </td> </tr> <tr> <td>WW</td> <td>Wastewater</td> </tr> <tr> <td></td> <td> Construction/Repairs/Upgrades: - Lift Station - Lagoon - Pump Stations - Sewer Lines - Sewer Upgrades </td> </tr> <tr> <td>SW</td> <td>Solid Waste</td> </tr> <tr> <td></td> <td> - Construction of Landfill - Repairs to Landfill - Upgrades to Landfill </td> </tr> </tbody> </table>	Code	Infrastructure Category	WA	Drinking Water		EXAMPLES: Construction/Repairs/Upgrades: - Water Treatment Plant - Water Lines - Water Meters - Reverse Osmosis System - Water Wells - Water Pumps and Valves - Water Hydrants	WW	Wastewater		Construction/Repairs/Upgrades: - Lift Station - Lagoon - Pump Stations - Sewer Lines - Sewer Upgrades	SW	Solid Waste		- Construction of Landfill - Repairs to Landfill - Upgrades to Landfill	
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	PS	Protective Services (fire and policing)		
		-Construction/Repairs/Upgrades: - Fire Hall - Fire Truck - Fire Hydrants -Emergency Services		
	SER	Studies/Engineer Reports		
		- Infrastructure Studies - Engineering Costs		
	PDS	Planning and Development Services (New Subdivisions)		
		- Lot Development - Subdivisions		
	ME	Municipal/Mobile Equipment		
		Purchase/Repairs/Upgrades of municipal equipment - Mower - Grader - Tractor - Scale - Trailer - Garbage Truck - Other Municipal Equipment		
	PTI	Public Transit - Infrastructure		
	PT	Public Transit - Buses		
	RE	Recreation		
		Construction/Upgrades/Repairs to municipal recreation buildings		
	MB	Municipal Buildings (New and Upgrades/Renovations)		
		New and Upgrades/Renovations - Municipal Offices - Library - Municipal Shops - Community Hall - Compounds/Public Storage - Airport - Building Demolition - Office Furniture (desks, chairs, etc)		
	LR	Transportation (roads, gravel)		
		- Construction and/or Upgrades to Streets/Roads/Grids - Clap Capping - Paving - Sidewalks, Bridges, Culverts, Curbs - Gravel/Gravel Crushing - Municipal/Road Signs - Dust Proofing, Sand seal		

	DM	Disaster Mitigation	
	CO	Connectivity (Internet)	
		<ul style="list-style-type: none"> - New computer for municipal office - New software for municipal office - Computers - Fax Machine - Photocopier 	
	GE	Green Energy	
		<ul style="list-style-type: none"> - Geo-thermal Heat - Furnace - Boiler - Energy Efficient Lighting - Energy Efficient Upgrades to municipal buildings 	
	PH	Public Health	
		<ul style="list-style-type: none"> - Hospitals and Medical Clinics - Cemetery 	
	IN	Innovation	
	BR	Brownfield Redevelopment	
	LRA	Local/Regional Airports	
	SLR	Short Line Rail	
	<u>ENSURE THAT ALL COST VALUES IN THIS FORM ARE ENTERED USING A DOLLAR SIGN, COMMAS AND NO DECIMAL, FOR EXAMPLE \$135,759 OR \$4,245,357 ARE USED FOR LINES 36-40</u>		
Line 36: 2015 (\$)	Include the estimated capital expenditure on the project in 2015 (between January and December).		
Line 37: 2016 (\$)	Include the estimated capital expenditure on the project in 2016 (between January and December).		
Line 38: 2017 (\$)	Include the estimated capital expenditure on the project in 2017 (between January and December).		
Line 39: 2018-24 (\$)	Include the sum of the estimated capital expenditure on the project between 2018 and 2024.		
Line 40: Total Funding Required	This Line 40 is the sum total of Lines 36 to 39.		
Line 41: Source of Financing Code	This Line will indicate how the project will be financed based on your best estimate. Chose the Source of Funding Code(s) from the list below and include the code(s) in Line 41. If there is more than one source include all codes. If requested specify additional details in Line 44.		
		Source of Financing	
	A	Long-term borrowing	
	B	Charges for local improvements	
	C	Current operating surpluses/reserves	
	D	Federal grant program (please specify)	
	E	Provincial grant program (please specify)	

	F	Donations											
	G	Other (Please specify in Line 42)											
Line 42: Source of Other Financing - Specify	Please specify the source of Other funding if required (e.g. 'Fund Raising').												
Line 43: Source of Cost Estimate Code	<p>This line indicates how the costs included in the plan for each project were derived. Chose the Source of Estimate Code(s) from the list below and include the code(s) in Line 43. If more than one source, include all codes that may be used.</p> <table border="1"> <thead> <tr> <th></th><th>Source of Cost Estimate</th></tr> </thead> <tbody> <tr> <td>A</td><td>Professional Engineer</td></tr> <tr> <td>B</td><td>Professional Estimator</td></tr> <tr> <td>C</td><td>Contractor</td></tr> <tr> <td>D</td><td>Local Internal Personnel</td></tr> </tbody> </table>			Source of Cost Estimate	A	Professional Engineer	B	Professional Estimator	C	Contractor	D	Local Internal Personnel	
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A	Professional Engineer												
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Line 44: Other Comments	Please include any other relevant information if deemed necessary.												