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Manitoba

Community, Culture and Recreation Infrastructure Stream

Project Submission Workbook

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Purpose of the Project Submission Workbook

The purpose of this **Project Submission Workbook** is to assist proponents in the preparation of the **Community, Culture and Recreation Infrastructure Stream** online submission form.

PROPONENTS ARE REQUIRED TO COMPLETE PROJECT SUBMISSIONS ONLINE

> **Instructions to SAVE and LOAD Partially Completed Project Submission Forms:**
> Data from a partially completed form can be saved to your computer. Clicking the SAVE button on the online form will generate a .DATA file, which can be found in your Downloads folder.
>
> When you are ready to resume work, reopen the stream specific online form and then click the LOAD button. This will prompt you to select the saved .DATA file from your computer. Doing this will reload the data you previously populated in the form.
>
> The .DATA file is specific to the online platform and its only purpose is for loading partially completed forms.

Completing the Project Submission Questions

A project submission form is not considered fully complete and ready for review until all required information has been provided. This includes mandatory questions in the online form and the submission of mandatory supporting documents and optional supporting documents identified in the form. **Project submissions will not be considered until they are fully completed.**

If a proponent encounters a question(s) in the form that is not applicable to the project they are submitting, complete the question(s) with "not applicable".

If a proponent encounters a question(s) they are unsure how to answer, refer to the Program Guide and/or Project Submission Workbook or contact the Manitoba Strategic Infrastructure Secretariat (MSIS) for additional assistance. Please refer to the Program Guide for contact information.

SECTION 1. ELIGIBILITY

1.1 Proponent Eligibility:
Proponents must identify under one of the following categories in order to be considered eligible under ICIP:

- **Municipal or regional government** established by or under provincial statute.

- **Public sector body** that is established by or under provincial statute or by regulation and is wholly-owned by Manitoba.

- **Not-for-profit public sector body** wholly-owned by a municipal or regional government.
    - ➤ In the Supporting Documents section of the online form, proponents must provide evidence of their not-for-profit status.

- **Public not-for-profit institution** (when working in collaboration with a municipality), that is directly or indirectly authorized, under the terms of provincial or federal statute, or royal charter, to **deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials**.

- ➢ Proponent must identify the municipality they are working with and a contact person from that municipality (Municipality, Name, Title, and Email).

- ➢ In the Supporting Documents section of the online form, proponents must provide evidence of not-for-profit status.

- ➢ In the Supporting Documents section of the online form, proponents must provide documentation acknowledging support from the municipality the proponent is working in collaboration with.

- ▪ *Not-for-profit organization*
  - ➢ In the Supporting Documents section of the online form, proponent must provide evidence of not-for-profit status.

- ▪ *Province of Manitoba*
  - ➢ Proponents are to contact the Manitoba Strategic Infrastructure Secretariat directly to submit projects.

- ▪ *Indigenous proponent under one of the following groups:*

  - o *Band Council within the meaning of section 2 of the Indian Act.*

  - o *First Nation, Inuit or Metis 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 Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation.*

  - o *First Nation, Inuit or Metis government that is established by or under legislations whether federal or provincial that incorporates a governance structure.*

  - o *Not-for-profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a municipality, or Manitoba.*
    - ➢ Proponent must identify the organization they are working with and a contact person from that organization (Entity, Name, Title, and Email).

    - ➢ In the Supporting Documents section of the online form, proponents must provide evidence of not-for-profit status.

    - ➢ In the Supporting Documents section of the online form, proponents must provide documentation acknowledging support from the municipality the proponent is working in collaboration with.

A Council/Board/Band Council or other appropriate governing body **resolution authorizing the project to proceed and committing the proponent's contribution share of project funding** will be required from all proponents in the Supporting Documents section.

1.2 Project Eligibility Conditions:
Under ICIP, various eligibility conditions may apply to a project. Proponents are required to **confirm each** of the following eligibility conditions:

Q. *This project supports public infrastructure, defined as tangible capital assets primarily for public use and/or benefit.*

Q. *Does the project include investments in a building (investments include rehabilitation, new or expansion construction)? (Yes/No)*
  ➢ *If **YES**, confirm the following:*
    ▪ *I acknowledge that the project must meet or exceed any applicable energy efficiency standards for buildings outlined in the [Pan-Canadian Framework on Clean Growth and Climate Change](https://www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework.html) as at the date Canada may approve the project (https://www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework.html).*

    ▪ *I further acknowledge that this project may be required to meet requirements under [Manitoba's Green Building Program](https://www.gov.mb.ca/finance/greenbuilding/index.html) (https://www.gov.mb.ca/finance/greenbuilding/index.html).*

Q. *Is the asset public facing (the general public will have access to the asset)? (Yes/No)*
  ➢ *If **YES**, confirm the following:*
    ▪ *I acknowledge that this project must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws.*

Q. *The project is community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership.*

Q. *This project is not a stand-alone daycare facility, for-profit daycare facility, daycare facility associated with a school board, or a daycare facility funded under Canada's Early Learning and Child Care Initiative **(example of eligible project involving a daycare: community hub project includes a daycare and is run by a not-for-profit group)**.*

Q. *This project is not a religious site that serves as a place of assembly for religious purposes, which includes among others, a site, church, mosque, synagogue, temple, chapel (example: within a convent or seminary), shrine or meeting house.*

Q. *This project is not a professional or semi-professional sports facility that is primarily a commercial operation, such as those that serve major junior hockey leagues.*

Q. *Is this project a health facility? (Yes/No)*
  ➢ *If **YES**, Health facilities are ineligible except when they are of benefit to Indigenous peoples by advancing the [Truth and Reconciliation Commission of Canada's Calls to Action](http://nctr.ca/assets/reports/Calls_to_Action_English2.pdf). What Calls to Action will be advanced (http://nctr.ca/ assets/reports/Calls_to_Action_English2.pdf)?*

Q. *Is this project an education facility? (Yes/No)*
  ➢ *If **YES**, Education facilities are ineligible except when they are of benefit to Indigenous peoples by advancing the [Truth and Reconciliation Commission of Canada's Calls to Action](http://nctr.ca/assets/reports/Calls_to_Action_English2.pdf). What Calls to Action will be advanced (http://nctr.ca/ assets/reports/Calls_to_Action_English2.pdf)?*

Q. *Does this project involve elements for tourism purposes? (Yes/No)*
  ➢ *If **YES**, briefly describe the difference between the tourism elements and the non-tourism elements of the project.*

Elements of the project that are deemed for tourism purposes will be ineligible for funding.

Q. *This project is not for the delivery of provincial services.*

Q. *This project is not for the delivery of municipal services.*

SECTION 2. PROPONENT DETAILS

Proponents are required to confirm the following details:
- *Name of Organization (Primary Proponent)*
- *Name(s) of Partner Organization(s) and nature of partnership (if applicable)*

Proponents that identify Partner Organization(s) will be required to submit evidence of partnerships (such as letters of support from partner(s)) in the Supporting Documents section of the online form.

Primary Proponent Mailing Address:
- *Address (Line 1)*
- *Address (Line 2)*
- *Town/City*
- *Province*
- *Postal Code*

Primary Contact (from the Proponent Organization):
- *Full Name*
- *Title/Position*
- *Phone*
- *Email*

Secondary Contact *(optional)*
- *Full Name*
- *Title/Position*
- *Phone*
- *Email*

SECTION 3. PROJECT DETAILS

3.1 Project Type:
Proponents are required to confirm project type from the following categories:
- *Community*
- *Culture*
- *Education Facilities*
- *Health Facilities*
- *Recreation*
- *Other (please specify)*

Proponents are required to confirm the following project details:
- *Project Title (Enter a brief, descriptive name for your project. It should consist of a concise but meaningful reference to a distinct project scope.)*
  Example: New Community Library

- *Brief Project Description (Enter a brief description of the project including high level components of the work and the intended Outcome(s))*
  Example: Community Library project to replace existing Community Library, to increase resource capacity for the growing community, including new space for public programming and other related amenities.

- *Detailed list of the work involved with the project (Enter any known specific components of the project including quantitative values where possible and appropriate)*
  Example: Construction of new Library to include the engineering and design of a 6,500 square-metre facility, built in line with LEED Silver standards. The building will support current accessibility standards and include unique cultural components that focus on the history of the community. The new space supports a 65% increase to local library services, with two multi-purpose spaces and a child-friendly zone to enhance learning and program activities.

- *Physical location or address of the project (for linear assets include start/end points).*

- *Describe what types of land ownership are required for the completion of the project? Select all that apply from the following:*
  - *Federal*
  - *Provincial*
  - *Municipal*
  - *Private*
  - *Other (example: Indigenous or other level of government). Specify what types of ownership are required.*

- *Describe why the project is needed and how need was assessed.*

- *Confirm whether the Primary Proponent will own and operate the asset. (Yes/No)*
  - *If **NO**, provide additional information regarding asset ownership and operation. This must include the name, the type of entity, and a brief description of the arrangement.*

> When a proponent is not the owner of the asset that results from the project, evidence of authorization to undertake the project must be provided from the asset owner(s) and is a required supporting document in order for your project submission to be considered complete (Example: land title document, corporation papers, etc.).

- *Confirm whether the employment of any of the following groups will be considered during project procurement/construction: apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, recent immigrants, and small/medium-sized enterprises and social enterprises. (Yes/No)*
  - *If **YES**, describe which groups will be considered.*

> Projects with Total Eligible Costs of $10 million or more are required to report on Community Employment Benefits (see Program Guide for more information on Community Employment Benefits reporting).

3.2 Project Schedule
Q. *Has the project started? (Yes/No)*
> *If **YES**, provide a brief description of what components have been initiated.*

> Note: Costs incurred before Project approval, and any and all expenditures related to contracts signed prior to Project approval, are ineligible except for expenditures associated with completing Climate Lens Assessments as required under ICIP.

Q. *Indicate percentage of project design that has been completed as of project submission date. Select from the following:*
  - *not started*
  - *up to 25%*

- *26-50%*
- *51-75%*
- *76-100%*

Q. *Indicate Forecasted Construction Start Date (Select from calendar YYYY/MM/DD)*

Q. *Indicate Forecasted Construction End Date (Select from calendar YYYY/MM/DD)*

> Note: Project must be complete by no later than October 31, 2027.

3.3 Project Works
Q. *Indicate the percentage (%) for each of the project work options:*
- *New*
- *Rehabilitation*
- *Expansion*
- *Other (Provide an explanation on the nature of the project)*

3.4 Population Benefits:
Q. *What is the population that will be directly served by this project (using 2016 Statistic Canada Census data https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/hlt-fst/pd-pl/Table.cfm?Lang=Eng&T= 302&SR=1&S=86&O=A&RPP=9999&PR=46)?*

Q. *Does the project benefit more than one community? (Yes/No)*
> ➢ *If **YES**, list the communities that will use the infrastructure and their corresponding populations (using 2016 Statistic Canada Census data https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/hlt-fst/pd-pl/Table.cfm?Lang=Eng&T=302&SR=1&S=86&O=A&RPP=9999&PR=46).*

SECTION 4. PROJECT OUTCOMES

Projects submitted under the ICIP Community, Culture and Recreation Infrastructure Stream must meet the Outcome under the stream to be eligible.

Q. *Although not a requirement for all projects, does the project advance reconciliation with Indigenous peoples as per the Truth and Reconciliation Commission's Calls to Action (http://nctr.ca/assets/reports/Calls_to_Action_English2.pdf)?*
- *Yes (Describe how the project will advance reconciliation)*
- *No*
- *Unknown*

For Outcomes that would result in a change to the condition of an asset, the assets Physical Condition will be measured on a 5-point scale, as defined below:

Very Poor:	The asset is unfit for sustained service. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable.
Poor:	Increasing potential of affecting service. The asset is approaching end of service life; condition below standard and a large portion of system exhibits significant deterioration.
Fair:	The asset requires attention. The assets show signs of deterioration and some elements exhibit deficiencies.
Good:	The asset is adequate. Acceptable, generally within mid stage of expected service life.
Very Good:	Asset is fit for the future. Well maintained, good condition, new or recently rehabilitated.

OUTCOME: IMPROVED ACCESS AND INCREASED QUALITY OF COMMUNITY, CULTURE AND RECREATION INFRASTRUCTURE FOR CANADIANS, INCLUDING INDIGENOUS PEOPLES AND VULNERABLE POPULATIONS.

Proponents must confirm asset type from the list provided, and complete the corresponding fields for each category selected. All applicable asset types should be selected. <u>A minimum of one asset type is required</u>.

Asset Type	Number (#) or length of assets receiving investment	Physical Condition of asset(s) before investment: (1-5 scale)	Physical Condition of asset(s) at project conclusion: (1-5 scale)
Arenas (#)			
Community Centres (#)			
Curling Rinks (#)			
Education Facilities (#)			
Galleries (#)			
Health Facilities (#)			
Libraries (#)			
Museums and Archives (#)			
Pools (#)			
Presentation and Performance Space (#)			
Recreational Paths (*in KMs*)			
Skate Parks (#)			
Sports Facilities (#)			
Stadiums (#)			

PARTICIPATION LEVELS:
For the following participation level questions, if the project is a new facility, the participation number before investment should be "0".

Average Number of Monthly Visitors:
- *Total number of monthly visits (estimated, on average) to the facility before investment.*
- *Total number of monthly visits (estimated, on average) to the facility at project conclusion.*

Participation of Indigenous People (Not living on reserve):
- *Participation of Indigenous people before investment (estimated, as a percentage (%) of total number of visits).*
- *Participation of Indigenous people at project conclusion (estimated, as a percentage (%) of total number of visits).*

Participation of Official Language Minority Communities (OLMC):
As defined by the Government of Canada, an OLMC is a community whose maternal or chosen official language is not the majority language in their province or territory – Francophone communities outside of Quebec. (https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/public-services/official-language-minority-communities.html)
- *Participation of official languages minority communities before investment (estimated, as a percentage (%) of total number of visits)*
- *Participation of official languages minority communities at project conclusion (estimated, as a percentage (%) of total number of visits)*

For the purpose of completing project submissions under ICIP, vulnerable populations are defined as families or individuals who would likely have to spend a substantially larger share of their income than average on the necessities of food, shelter and clothing and thus would be living in a difficult economic circumstance. (see Statistics Canada – Low Income Populations)
http://www5.statcan.gc.ca/cansim/a04?lang=eng&id=2060094

- *Participation of vulnerable populations before investment (estimated, as a percentage (%) of total number of visits)*
- *Participation of vulnerable populations at project conclusion (estimated, as a percentage (%) of total number of visits)*

Q. *Were gender issues taken into consideration during the design and/or construction phases? (Yes/No/Unknown)*
(Example: consideration given during the design and/or construction phases of a project to issues, such as use of a facility, impacting women, a person identifying along the gender spectrum and/or the gender a person publicly expresses in their daily life)

Q. *Does the public facing build asset incorporate universal design (Yes/No/Unknown)*
(Example: the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design) (See Program Guide – Appendix 2 for definition)

Q. *Will the project benefit Indigenous peoples not living on reserve? (Yes/No)*
(Example: providing opportunities for the target group to be involved in learning, social, cultural or physical activities or programming)
  ➢ *If **YES**, Indicate the percentage (%) cost OR square feet of the project that will benefit Indigenous peoples not living on reserve.*

Q. *Will this project result in an increased energy efficient building? (Yes/No)*
  ➢ *If **YES**, is an energy efficiency certification being achieved? (Yes/No)*
    ➢ *If **YES**, what certification will be achieved?*

Q. *Who is the intended target user group for this project?*

Q. *Will there be a cost to access the new infrastructure? (Yes/No)*
  ➢ *If **YES**, how much?*

Q. *What other benefits does this project have for the community?*

Q. *If your project will deliver additional ICIP Outcomes from the other funding streams, list the Outcome(s) and the applicable indicator(s) which demonstrate how the Outcome(s) will be met.*

SECTION 5. PROJECT FINANCES

5.1 General
Q. *Is there a Council/Board/Band Council or other appropriate governing body resolution authorizing the project to proceed and committing the proponent share of project funding (see http://manitoba.ca/icip for sample resolution)? (Yes/No)*
  ➢ *If **YES**, a copy of the resolution must be submitted with the supporting documents.*
  ➢ *If **NO**, a copy of the resolution is required in order for the project submission to be considered complete.*

Q. *Is the project included in an approved documented financial plan? (Yes/No)*
  ➢ *If **YES**, a copy of the approved documented financial plan showing where the project is included, is required to be submitted with the supporting documents.*
  ➢ *If **NO**, indicate why the project is not in the financial plan and when it will be included.*

Q. *If there are cost overruns, what plans are in place, beyond contingencies, to fund the unforeseen cost increases?*

Note: ICIP does not provide additional federal/provincial funds to cover cost overruns.

5.2 Project Submission History
Q. *Has this project (or related components or phases) been the subject of other grant application(s)? (Yes/No)*
  ➢ *If **YES**, complete the following (maximum of five (5) grants can be listed, prioritize approved or pending grants first):*
    ▪ *Program Name*
    ▪ *Project Title*
    ▪ *Status of application:*
      · *Successful*
      · *Unsuccessful*
      · *Under evaluation*
    ▪ *If successful, how much was approved, or if unsuccessful or still under evaluation, how much was requested?*
    ▪ *Additional comments:*

For multiple grants, complete the above fields for first grant, then select [ADD A GRANT] button to include additional grants.

5.3 Project Costs
Proponents are required to submit a completed **Detailed Project Cost Estimates Worksheet** with the supporting documents in order for a project submission to be considered complete (template available at http://manitoba.ca/icip).

Projects with total estimated eligible expenditures of $10 million or more will be subject to federal Climate Lens Assessments and Community Employment Benefits reporting (see Program Guide for details).

Proponents are required to confirm the following:
  ▪ *Total Gross Project Costs*
  ▪ *Total Ineligible Project Costs*
    (See Program Guide for information on eligible and ineligible costs)
  ▪ *If applicable, provide a brief description of ineligible project costs.*

At this point, the form will automatically generate the Total Eligible Project Costs.

*If the **Detailed Project Cost Estimates Worksheet** does not directly correspond with the above amounts, proponents will be asked to clarify the variance between the costs or provide an explanation in supporting documents.*

> Note: Costs incurred before project approval, and any and all expenditures related to contracts signed prior to project approval, are ineligible except for expenditures associated with completing climate lens assessments as required under ICIP.

5.4 ICIP Program Contributions (Federal/Provincial Shares)

ICIP Federal and Provincial program cost-shares vary depending on the funding stream and the category of proponent. Based on information submitted in the project submission, the form will automatically generate an **estimate** of the ICIP Program Contribution and Proponent Contribution toward eligible and ineligible project costs. The remaining financial questions will be based on these amounts. **Please note these contribution amounts may vary after review.**

Estimated ICIP Program Contribution (Toward Eligible Project Costs)
> $ Amount:
> This amount is automatically calculated based on the ICIP funding stream, eligible proponent type, and total eligible projects costs identified in the online form.

Estimated Proponent Contribution (Toward Eligible and Ineligible Project Costs)
> $ Amount:
> This amount is automatically calculated based on the ICIP funding stream, eligible proponent type, and total eligible projects costs identified in the online form.

Q. *Are you requesting less than the Estimated ICIP Program Contribution? (Yes/No)*
> ➢ *If **YES**, indicate lower amount of ICIP Program Contribution that is being requested (Reduced Estimated ICIP Program Contribution).*
> ➢ *If **YES**, provide a brief explanation.*

> At this point, the form will automatically generate a revised Estimated Proponent Contribution (Toward Eligible and Ineligible Project Costs).

5.5 Estimated ICIP Program Contribution Cash Flow Projections (Federal/Provincial Shares)

Proponents are required to provide a forecast of the Estimated ICIP Program Contribution amount, or lower requested amount, to be **CLAIMED** each fiscal year (April 1 to March 31) for the duration of the project. Total cash flow projections must equal the **ICIP Program Contribution**. Once all fiscal year cash flow projections are entered, the "Cash Flow Remaining" total will equal $0.

> For multiple years, complete the Fiscal Year and Contribution Amount fields for first fiscal year, then select [ADD] button to include additional fiscal year contributions.

Q. *Cash Flow Remaining*
   (automatically generated with balance to be cash flowed based on the Estimated ICIP Program Contribution Amount)

Q. *Fiscal Year (April – March 31) select from a drop down list of years*

Q. *Federal/Provincial ICIP Program Contribution Amount (enter $ amount)*

5.6 Proponent Contributions

Based on information provided above, the form with automatically generate the **Estimated Proponent Contribution** for the project.

Q. *Is funding secured for the total Estimated Proponent Contribution? (Yes/No)*
  ➢ *If **NO**, what is the total amount of Unsecured Funding? (Exclude the ICIP Program Contribution and any secured or anticipated borrowing from this total)*
  ➢ *If **NO**, provide an explanation that accounts for the total amount of unsecured funding.*

5.7 Borrowing (Secured and Unsecured)
Q. *Will any part of the **Estimated Proponent Contribution** come from borrowing? (Yes/No)*
  ➢ *If **YES**, how much is expected to come from borrowing?*
  ➢ *If **YES**, is proper authorization in place to borrow funds for this project? Example: Municipal Board approval or board resolution. (Yes/No)*

  ➢ *If **YES**, describe what authorization is in place.*
  ➢ *If **YES**, submit a copy of the approved borrowing bylaw or authorizing resolution with the supporting documents.*
  ➢ *If **YES**, is the amount expected to come from borrowing already secured, such as by a pre-approved loan, confirmed line of credit or availability of reserve funds etc.? (Yes/No)*

  ➢ *If **YES**, if requested, what evidence of this secured borrowing could be provided to Manitoba?*
  ➢ *If **NO**, when and how will authorization for the borrowing be sought and secured? (Example: referendum, etc.)*
  ➢ *If **NO**, is public/stakeholder approval required to approve borrowing? (Yes/No)*

  ➢ *If **NO**, describe why approval is not required in order to borrow.*

INTERNAL AND EXTERNAL FUNDING SOURCES

Proponents are required to identify all secured internal and external project funding sources. Once this section is completed, the total **Internal and External Secured Funding Sources** added to any identified **Unsecure Funding** and **Borrowing** must equal the **Estimated Proponent Contribution**.

CAUTION: The use of federal Gas Tax Funds (GTF) toward ICIP project costs are restricted according to the federal stacking limits of ICIP. Therefore, in most cases, GTF is an ineligible source of funding for projects approved under this program. Do not include the use of GTF as a contribution toward this project unless you have confirmed it is within the stacking limits of the federal funding requested.

5.8 Internal Secured Funding (such as reserve funds)
Q. *Are there Internal Secured Funding sources for this project? (Yes/No)*
  ➢ *If **YES,** confirm the following for each internal funding source:*
    ▪ *Source of Funds*
    ▪ *Funding Amount*
    ▪ *Is this source of funds readily accessible? (Yes/No)*

  Evidence of internal secured funds must be submitted with the supporting documents in order for the project submission to be considered complete. Example: Bank statements, staff reports or resolutions of board/council directing the use of reserve funds.

For multiple funding sources, complete the above fields for first internal funding source, then select [ADD NEW FUND] button to include additional funding source(s).

5.9 External Secured Funding (such as joint partner funds or private investments)
Q.   *Are there External Secured Funding sources for this project? (Yes/No)*
- ➢   **If YES, confirm the following for each external funding source:**
    - ▪   *Source of Funds (Please clearly specify if this is a federal or provincial source)*
    - ▪   *Funding Amount*
    - ▪   *Is this source of funds readily accessible? (Yes/No)*

   Evidence of external secured funds must be submitted with the supporting documents in order for the project submission to be considered complete. Example: partnership funding commitment letter.

> For multiple funding sources, complete the above fields for first internal funding source, then select [ADD NEW FUND] button to include additional funding source(s).

5.10 Project Phasing
Q.   *Is this project a phase or component of a larger project? (Yes/No)*
- ➢   *If **YES**, provide a description of the phases, including any funding for past and/or future phases and estimated timelines.*

Q.   *Can the project, as submitted, be broken into smaller phases if full funding is not available? (Yes/No)*
- ➢   *If **YES**, describe how it can be phased including financial details and construction timeline estimates.*
- ➢   *If **NO**, explain why the project cannot be phased.*

SECTION 6. MANAGEMENT and PLANNING

6.1 General Management and Planning:
Q.   *Please list affected or interested groups or stakeholders that have been, or will be consulted regarding the project.*

Q.   *How does this project align with the long-term strategic plans of your organization?*

6.2 For the infrastructure applied for in this project submission:
Q.   *How will the assets associated with the completed project be managed and maintained over their life?*

Q.   *How will ongoing operating and maintenance costs be funded?*

Q.   *Will the project design support reduced operation, maintenance and related costs over the lifecycle of the infrastructure? (Yes/No)*
- ➢   *If **YES**, specify how.*

Q.   *Where the infrastructure will serve an ongoing need for the community, what activities will be carried out to ensure that the funds will be available to replace the asset at the end of its life?*

> Note: approved proponents are expected to manage the completed project in a financially sustainable manner, including planning for the eventual renewal of the infrastructure without grant support.

6.3 For all infrastructure that your organization manages:

Q.   How do you keep track of the infrastructure assets you manage, including their condition and performance?

Q.   What do you do to ensure that the service provided by the infrastructure remains cost effective/cost efficient?

Q.   Describe any long-term planning activities that are currently used to manage infrastructure.

Q.   What are your ongoing revenue sources, and what planning is carried out to ensure that costs to maintain, operate, and replace infrastructure assets can be met over the long-term?

SECTION 7. PROCUREMENT

Q.   Do you intend to use your own workforce and/or equipment to complete any aspects of the project? (Yes/No)
  ➤ *If **YES**, if proponent intends to use their own workforce to complete any aspects of the project, pre-approval would be required by Canada in order for the costs to be eligible. (See Program Guide)*
  ➤ *If **YES**, describe what aspects of the project would be completed with your own workforce and/or equipment.*

7.1 Awarding Contracts
Contracts are required to be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles, and if applicable, in accordance with the Canadian Free Trade Agreement *(https://www.cfta-alec.ca/)* and international trade agreements.

Q.   At this stage, do you intend to directly award contracts (sole sourced contracts) during procurement for any aspect of the project? (Yes/No)
  ➤ *If **YES**, justification for sole source contracting is required and proponents are cautioned that any associated costs with sole sourced contracts may not be deemed eligible project costs.*
  ➤ *If **YES**, complete the following fields:*
    ▪ *Estimated amount of the sole source contract(s)*
    ▪ *Contracting details not yet known*
    ▪ *Contracted Company(ies)*
    ▪ *Indicate the nature of the work (check all that apply):*
      ○ *Design*
      ○ *Construction*
      ○ *Other*
    ▪ *If Other, specify*
    ▪ *Include justification for sole source contracting*

SECTION 8. RISK and MITIGATION STRATEGIES

Proponents are required to identify all risks that are applicable to the project, and provide a brief description of the risk and mitigation strategies undertaken or planned.

For example, describe risk and its probability (low/medium/high), impact, and mitigation response (will risk be avoided, mitigated, transferred, or accepted). Describe the planned actions and what the residual risk will be.

8.1 Project Complexity
Q. *Select all that apply and briefly describe:*
- *Remote geographical location*
- *Unpredictable weather*
- *Innovative project/technologies*
- *Technical nature of the project*
- *Interdependencies between phases*
- *Other (Please specify)*
- *No risk identified*

8.2 Project Readiness
Q. *Select all that apply and briefly describe:*
- *Project site selection hasn't been finalized*
- *Land hasn't been acquired*
- *Potential issues with permits or authorizations (federal, provincial, territorial and municipal)*
- *Industry supply may not be able to meet demand*
- *Other (Please specify)*
- *No risk identified*

8.3 Project Sensitivity
Q. *Select all that apply and briefly describe:*
- *The project has received positive media attention*
- *The project has received negative media attention*
- *Certain stakeholders have been vocal about the project*
- *Other (Please specify)*
- *No risk identified*

8.4 Proponent Experience
Q. *Select all that apply and briefly describe:*
- *The proponent does not have prior experience with this type of project*
- *The proponent has low capacity in one or more areas: technical expertise, human resources, reporting, etc.*
- *Other (Please specify)*
- *No risk identified*

SECTION 9. SUPPORTING DOCUMENTS

9.1 Mandatory Supporting Documents

> To ensure all documents are received, proponents are required to provide the date that the documents will be emailed. If supporting documents are being sent at time of project submission, please use the date that the project is submitted. If documents will be sent at a later date, indicate the estimated date.

All project submissions require the following supporting documents in order for a project submission to be considered complete:

- **Council/Board/Band Council or other appropriate governing body resolution** authorizing the project to proceed and committing proponent's contribution share of project funding. (see http://manitoba.ca/icip for sample resolution)

- **Project Location Map .KML File** (see http://manitoba.ca/icip for directions to create this file)

- **Detailed Project Cost Estimates Worksheet** (see http://manitoba.ca/icip for template)

- Completed federal **Aboriginal Consultation and Environmental Assessment Form** (see http://manitoba.ca/icip for form)

Depending on the proponent organization type, the following additional mandatory supporting documents may also be required in order for a project submission to be considered complete:

- Not-for-Profit proponents must provide evidence of their not-for-profit status

- If proponent organization is one of the following, proponent must provide documentation acknowledging support from the municipality and/or organization the organization is working in collaboration with, as noted in the Eligibility Section:

  o A **Public for-profit Institution** or a **Public Not-for-Profit Institution** working in collaboration with a municipality to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials;

  o A **For-profit** organization working in collaboration with one or more of the eligible entities or Indigenous governments as listed Eligibility Section; or

  o A **Not-for-profit** organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities (listed in the Eligibility Section), a municipality, or Manitoba.

Additionally, depending on the project, the following mandatory supporting documents may also be required in order for a project submission to be considered complete:

- For asset(s) not owned by proponent, evidence of authorization to undertake the project must be provided from the asset owner(s) (Example: land title document, corporation papers, etc.).

- For projects included in an approved documented financial plan, a copy of the plan showing where the project is included.

- For projects with approved borrowing in place, a copy of the approved borrowing bylaw or authorizing borrowing resolution as identified in the Project Finances Section of the online form.

- For projects with internal secured funds, evidence of the funds (Example: bank statements, staff reports or resolutions of board/council directing the use of reserve funds).

- For projects with external secured funds, evidence of the funds (Example: bank statements, staff reports or resolutions of board/council directing the use of reserve funds).

9.2 Optional Supporting Documents
Proponents choosing to submit additional supporting documents will need to provide the file name and date that the document(s) will be emailed. If supporting documents are being sent at time of project submission, proponents should enter the date that the project is submitted. If documents will be sent at a later date, proponents should indicate the estimated date the documents will be sent. Examples could include letters of support, feasibility studies, or partnership/MOU agreements etc.

Q.   Optional Supporting Document File Name:

Q.   Date Emailed (Actual/Estimated):

Up to ten (10) optional supporting documents can be identified within the form.

9.3 Emailing Documents:
If your supporting documents are ready at time of submission, they can be sent by clicking the **Email Supporting Documents** button on the online form. Alternatively, supporting documents can also be emailed to ICIP@gov.mb.ca after the project has been submitted.

Proponents are encouraged to send their documents as soon as possible in order for their project submission to be considered complete.

The **project submission number** must be included in the subject line of all supporting document emails. Total attachments included in a single email cannot exceed 10MB. If attachments exceed this limit, additional emails should be used as required.

SECTION 10. ATTESTATION

The Project Submission Form contains references to the Canada-Manitoba ICIP Integrated Bilateral Agreement. In the event of a conflict between the Project Submission Form and the Agreement, the Agreement will prevail.

10.1 Proponent Attestation
Proponents will be required to attest to the following:

- *I understand that each proponent organization is limited to submitting five (5) projects for consideration during this round of ICIP and that each project can only be submitted under one funding stream/sub-stream.*

- *I understand that proponents are required to rank their projects in priority order. This project is ranked as the following priority: [Use drop-down to select 1-5]*

- *I understand the following:*

  Federal Aboriginal Consultation may be required for a project. If required, Canada must be satisfied that for the project, Indigenous groups have been notified and, if applicable, consulted.

  Federal Environmental Assessment may also be required for a project. If required, Canada must be satisfied that the requirements under the Canadian Environmental Assessment Act, 2012 (https://laws-lois.justice.gc.ca/eng/acts/c-15.21/), and or other applicable federal environmental assessment legislation is met.

  If project activities commence prior to Canada having determined if Aboriginal Consultation and/or Environmental Assessment requirements have been met (if applicable), Canada has no obligation to pay for any component of the project.

- *I understand that contracts are required to be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles, and if applicable, in accordance with the Canadian Free Trade Agreement (https://www.cfta-alec.ca/) and international trade agreements.*

For Projects with Total Eligible Project costs of $10 million or higher, the following attestations will appear:

- *I understand that this project has met the ten million dollar ($10,000,000) threshold and that federal Climate Lens Assessments are required, which include a Greenhouse Gas (GHG) Mitigation Assessment and a Climate Change Resilience Assessment.*

- *For this project, federal Climate Lens Assessments can be deferred until after project approval, however this work must be completed and accepted by Canada prior to any payments toward the approved project.*

- *I understand that this project has met the ten million dollar ($10,000,000) threshold and that federal Community Employment Benefits reporting will be required for those projects approved. Reporting would include community employment benefits to at least three federal target groups: apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small/medium-sized enterprises and social enterprises.*

- *I attest that the information in this project submission is complete and accurate to the best of my knowledge at this time and that should significant changes to the information contained in this submission occur, it is the responsibility of the proponent to provide updated information to the Province of Manitoba for its review and consideration.*

- *I acknowledge that this project submission is not guaranteed to be approved, nor is the amount of ICIP funding requested, guaranteed to be approved.*

- *I attest to have the authority to submit this project submission on behalf of the organization(s) identified within.*

- *Submitted By (NAME and TITLE)*
- *Contact Information (If different than previously provided)*
- *Date Submitted   [Auto Date Field]*

10.2 Final Steps Before Submitting Project and Technical Recommendations:

All project submission sections must be 100% complete before the project can be submitted. To confirm that all sections are complete, review the section circles at the top of the form. A green checkmark indicates that the section is complete.

Proponents should record the project submission number, which will be visible at the top of the page, for future reference to the submission. Proponents will also receive an auto-generated confirmation number after the project has been submitted.

CAUTION

Proponents are strongly advised to **PRINT** a copy of the completed Project Submission Form and to **SAVE** an electronic copy before clicking the **SUBMIT** button for your own records.

Saving an electronic copy will also ensure your data is not lost in the event you experience any technical difficulties while submitting the form. Once you have clicked **SUBMIT**, you will not be able to print or save the form.

Please note: the saved file is specific to, and viewable only in the online format (web-based .DATA file).

Click the **SUBMIT** button to send the completed project submission and receive a confirmation number on the next screen.