

# Instructions For Completing The Pooled Funds Claim Form

The claims form is available as an Excel spreadsheet on the UBCM website at [www.ubcm.ca](http://www.ubcm.ca) (from main page, click on "Funding Programs – Gas Tax Fund – Forms"). It should be downloaded for electronic completion by recipients.

Use the claim form when submitting eligible costs of eligible projects for reimbursement under the Regionally Significant Projects Fund, the General Strategic Priorities Fund and the Innovations Fund programs.

Please submit your completed claim for to the following address:

**Gas Tax/Public Transit Management Services**  
**Union of BC Municipalities**  
**525 Government St**  
**Victoria BC V8V 0A8**  
**Fax: 250-387-4470**      **E-Mail: [GT-PT@ubcm.ca](mailto:GT-PT@ubcm.ca)**

For more information, contact us by telephone at **250-356-2947**.

*NOTE: The claim process can be initiated by fax or e-mail; however, before payment can be made, the claim form with original signatures **must** have been received in our office.*

## **Eligible and Ineligible Costs**

To be eligible for reimbursement, costs must be consistent with and comparable to those identified in the approved project application, your organization's Funding Agreement with UBCM (must be incurred within the approved start and completion date as specified in Section 2.2 (a) of the Funding Agreement) and the Program Guide. Any changes to the type of capital costs must receive prior approval by the Management Committee.

Schedule A of the Funding Agreement provides the following definitions of Eligible and Ineligible Project Costs:

### ***1.1 Eligible Project Costs***

Eligible Costs will be all direct costs which are, in the Parties' opinion, properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible costs may include only the following:

- (a) the capital costs of acquiring, constructing or renovating a tangible capital asset, and any debt financing charges related thereto;
- (b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset and related facilities and structures;
- (c) the costs of environmental assessments, monitoring, and follow-up programs as required by the Canadian Environmental Assessment Act, or a Provincial equivalent; and
- (d) the costs related to strengthening the ability of Local Governments to develop Integrated Community Sustainability Planning.

## **1.2 Eligible Costs in relation to a Recipient's Employees and Equipment**

Except for those costs specifically set out as ineligible under section 2(c), the incremental costs of the Recipient's employees or equipment may be included in its Eligible Cost under the following conditions:

- (a) the Recipient has determined that it is not economically feasible to tender a Contract;
- (b) employees or equipment are employed directly in respect of the work that would have been the subject of the Contract; and
- (c) the arrangement is approved in advance and in writing by the Management Committee.

*Please note that the Management Committee has made a blanket approval for incremental employee costs when working directly on a capacity building/ICS planning project. However, for all other project categories, prior approval from the Management Committee is still required.*

## **2. Ineligible Costs**

Costs related to the following items are ineligible costs:

- (a) Eligible Project costs incurred before the date on which an application for funding for the Eligible Project was made;
- (b) services or works that, in the opinion of the Parties, are normally provided by the Eligible Recipient or a related party;
- (c) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs and, more specifically, its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff;
- (d) costs of feasibility and planning studies for individual Eligible Projects;
- (e) taxes for which the Eligible Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- (f) costs of land or any interest therein, and related costs;
- (g) routine repair and maintenance costs;
- (h) legal fees;
- (i) audit and evaluation costs;
- (j) except as specified under section 1.2 above, salaries and other employment benefits of any employees of the Eligible Recipient;
- (k) except as specified under section 1.2 above, costs of leasing of equipment by the Eligible Recipient; and
- (l) administrative costs incurred as a result of implementing the Funding Agreement.

## Specifics on Completing the Claim Form

Field	Description
Checkbox: Interim or Final Claim	Check whether this is an interim or final claim for this project.
Recipient (Legal Name)	Enter the recipient's legal name as identified in the approved Funding Agreement for this Project.
Project Name	List the name of the project as named Section 3.1 (a) of the Funding Agreement.
Name of Contact Person	Enter the name of the recipient's contact person. This should be a person who can answer questions regarding the claim.
Period Covered by this Claim	Enter the period covered by this claim. Claims can be submitted up to 4 times per year, once in each calendar quarter.  The "from" date should be the approved start date of the project as listed in the Funding Agreement or the day after the date of the last claim, whichever is later. <i>It cannot be earlier than the approved project start date as listed under 2.2 (a) of the Funding Agreement.</i>  The "to" date should be the date of the invoice of the last eligible expense for the period or the end of the project, whichever comes first. <i>It cannot be later than the approved project completion date as listed under 2.2 (a) of the Funding Agreement.</i>
GSPF or IF Project #	The reference number UBCM assigned to the application for this Project. If RSP, then no number is required.
Telephone Number	The telephone number including area code of the recipient's Contact Person as listed above.
Total amount of grant approved (A)	This is the total grant amount approved for this Project and can be obtained from Section 3.1 (a) of the Funding Agreement.
15% holdback [for interim claims only] (B)	If this is an interim claim, calculate and enter 15% of the "Total amount of grant approved" as per section 3.3 (c) (v) of the Funding Agreement. If this is a final claim, enter \$0.00 or leave blank.
Less total of all previous grant claims (C)	Enter the total amount of all payments received for claims submitted to date; will fill in automatically from Line 6, Column B from Appendix, but if full payment has not been received for any reason from a previous claim, user can input corrected amount.
Maximum Grant Funds Available (D)	This field will calculate automatically (Total of approved grant less 15% holdback and any payments received to date.)
Eligible costs for this claim period (E)	This information will fill in automatically from Column A, #6 on Appendix 1.
Grant funds available (F)	This information will fill in automatically from Line (D) above.
Claim this period [lesser of line (E) or (F)]	This information will calculate automatically (calculating the lesser amount of "Eligible costs for this claim period" or "Maximum grant available for this claim period" whichever is less.)
Estimated expenditure for next claim	Please enter an approximate amount of the total eligible costs anticipated for your next claim.
Estimated submission date of next claim	Please enter an approximate date of the next claim to be submitted.
Indicate % of the project is complete	Please estimate using a percentage figure of how much of the project has been completed up until the date of the last invoice included in this claim.
Checkbox: Detailed summary of expenditures for this claim period are attached.	Check the box to indicate that you will be sending in both pieces of the form.
Checkbox: Additional documentation required for final claims for Capacity Building Projects.	Check this box if the Eligible Project included completion or updating of a plan or plans and attach a copy of the plans with the Final claim. If the Eligible Project is a Capacity Building or ICSP

	project that does not include completion or updating of a plan or plans, attach a copy of the assessment or report that resulted from completion of the project, or a report that sets out the process by which the project was undertaken and its results.
Recipient Authorization	Two signatures are required. One from Financial Officer, and one from the Engineer or Project Manager. Both must be authorized to sign under the stated declaration on behalf of the Recipient. Please print the person's name, title and date signed. Note: The claim form submitted must have original signatures—photocopies will not be accepted.
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Project Name	This will automatically fill in from page 1 of the form.
Project Number	This will automatically fill in from page 1 of the form.
Column A – Total eligible costs paid in this claim period	Enter the total eligible costs incurred within the period covered by this claim. You may also include any previously unclaimed eligible costs in the current claim. Eligible costs incurred prior to the approved project start date or after the approved completion date as identified in Section 2.2 (a) of the Funding Agreement are not eligible.
Column B – Total eligible costs previously claimed	Enter the figures from Column C of your last claim, or zero, if this is your first claim.
Column C – Cumulative total eligible costs claimed to date	This field will automatically calculate as a total of Columns A and B.
Lines #1-3 Project costs	Enter amounts incurred and paid for each of the categories of eligible expenses. For Line 1, "Fees paid to professionals," specify the type, using an additional page as required.
Line #4 – Total costs	This field will automatically calculate as a total of Lines 1-3.
Line #5 – Minus GST and other and other amounts that have or will be rebated or reimbursed	Enter the applicable GST and other rebates or amounts that will be recovered from other external sources (e.g. other grants).
Line #6 – Total net eligible costs	This field will automatically calculate (subtracting Line 5 from Line 4).
<i>The following pertains to the next three fields: If additional space is required, please attach a separate page to the back of the claim form. Note: There is only room for about 100 words before it won't show up when you print the page. If this occurs, copy the text you have already input into a separate Word document and attach it as an additional page.</i>	
Have there been, or are there likely to be, any changes in the nature, scale or timing of the project?	Check the box Yes or No. If yes, please provide a brief summary of what changes have occurred or are expected and why. Please note that significant changes to any of these areas require approval from the Management Committee.
Are the project costs likely to vary significantly?	Check the box Yes or No. If yes, please include the expected percentage increase and provide a brief summary of the type of expenses that have increased and what has caused the increase. Please note that cost over-runs are not automatically approved for funding. They require approval from the Management Committee.
Has there been, or are there likely to be any other grants or monies available in addition to those already communicated to the Gas Tax/Public Transit Management Office for this project?	Check the box Yes or No. If yes, please list the type of funding that has become available and the amounts of each.
Financial Officer's Initials	Please have the same person who signs the Recipient Authorization on the previous page, initial here.
Engineer/Project Manager's Initials	Please have the same person who signs the Recipient Authorization on the previous page, initial here.